



**HARBOR COMMUNITY
BENEFIT FOUNDATION**

**Harbor Community Benefit Foundation
Grant Application Guide
Healthy Harbor, Round 4**

Harbor Community Benefit Foundation (HCBF) is seeking grant proposals for Round 4 of its highly competitive Healthy Harbor grant program. Applicants are encouraged to review this application guide and to attend a workshop. Please visit hcbf.org/grants/healthyharbor for complete details about this annual grant cycle.

Deadline

All applications must be submitted no later than **4pm on Friday, December 5, 2014.**

Submissions

All applications must be submitted through HCBF's Submittable page, which can be found at **hcbf.submittable.com**. Paper or e-mail submissions will not be accepted.

Workshops

HCBF will host two workshops to explain Healthy Harbor priorities and the application process. Please visit hcbf.org/grants/healthyharbor to RSVP.

Workshop #1: October 29, 2014 @ 4:00 pm

Hawaiian Avenue Elementary Auditorium
540 Hawaiian Ave, Wilmington, CA 90744

Workshop #2: November 13, 2014 @ 2:00 pm

San Pedro Municipal Building
638 S. Beacon Street, Room 452 San Pedro, CA 90731

Available Funding

\$500,000 in grants will be awarded in this round. Requests must be a minimum of \$5,000, with no maximum limit.

Eligibility

All applicants must provide evidence of tax-exempt status, such as a 501(c)3 letter from the Internal Revenue Service (IRS). If you do not have tax-exempt non-profit status, you may apply through a fiscal sponsor. Eligible applicants include: local clinics, health service providers, community-based organizations, non-profit organizations, and educational institutions. All applicants must submit proposals that address one or more Program Priorities (below) and must serve Wilmington and/or San Pedro. Applicants based outside of these communities are also encouraged to apply if the proposed program or project serves Wilmington and/or San Pedro residents.

Public agencies affiliated with the Port of Los Angeles or the City of Los Angeles; HCBF staff, HCBF Board members, related parties, beneficiaries, or their affiliates; are not eligible to apply for funding.

Contact Us

You may contact HCBF Staff at any time for questions related to this application.

Office: (310) 997-7116

Staff: Ata Khan (ata@hcbf.org), Meghan Reese (meghan@hcbf.org)

About HCBF

Harbor Community Benefit Foundation (HCBF) is an independent 501(c)3 non-profit organization formed in 2011. Its mission is to assess, protect, and improve the health, quality of life, aesthetics, and physical environment of the harbor communities of San Pedro and Wilmington, which have been impacted by the Port of Los Angeles. HCBF accomplishes this through competitive grant making, independent research, and community engagement.

To learn more about us, [visit our website](#).

About the Port Community Mitigation Trust Fund

All grants for this program will be funded from the Port Community Mitigation Trust Fund (PCMTF). As such, grant proposals must be Tidelands-trust compliant and otherwise comply with the TraPac MOU and Operating Agreement. You can read our governing documents [here](#).

About Healthy Harbor Grants

The goal of the Healthy Harbor program is **to mitigate health impacts attributed to Port and Port-related operations in the communities of San Pedro and Wilmington**, by enhancing and promoting health services for their benefit, and, by providing improved access to health education and outreach, diagnosis, treatment, and medical supplies.

In the past three funding rounds, HCBF awarded a total of \$1,350,000 in health care grants, with an emphasis on respiratory care. So far, the grants have made a significant impact, beginning with a new respiratory clinic inside the Wilmington Family Health Center, expansion of respiratory care at the Harbor Community Clinic in San Pedro, funding of a mobile health clinic to increase public access to healthcare services, support of new full and part-time healthcare positions, in-home asthma programs for children, community health workers, guided group health sessions, free health screenings, and more.

Healthy Harbor Grant Priorities

HCBF seeks applications for projects and programs designed to improve the health of San Pedro and/or Wilmington residents impacted by Port and Port-related operations. Applicants may consider one or more of the following priorities:

1. **Diagnosis & Treatment**

Proposals in this category will provide direct diagnosis, screening, and treatment **for illnesses attributed to Port and Port-related operations**. Proposals may include, but are not limited to: capital improvements, community health facility upgrades, medical equipment, technology upgrades, health screenings, mobile clinics and more.

2. **Medical Supplies**

Proposals in this category will provide patients with affordable medical supplies and/or FDA-approved pharmaceuticals necessary to maintain or alleviate illnesses, and/or provide other materials and equipment **that help reduce the impact of Port and Port-related operations** on their health, such as inhalers, nebulizers, air filtration devices, or other medical supplies.

3. **Education, Outreach & Access**

Proposals in this category will provide one or more of the following: a) outreach and education to residents to help identify, prevent, and manage symptoms **attributed to Port and Port-related health impacts**; b) **increased public access** to affordable healthcare services; and/or c) resources to enroll in affordable healthcare services, **with an emphasis on respiratory care**.

All proposals should attempt to link patients to a medical home¹, ensuring ongoing access to adequate healthcare.

The Application

All applications must be submitted electronically, exclusively through the HCBF's Submittable system. Go to hcbf.submittable.com and select "Healthy Harbor, Round 4."

First, all proposals/projects must:

- 1) **Benefit the community of Wilmington and/or San Pedro.** Indicate if your proposal benefits one or both; and
- 2) **Address Port and Port-related Impacts.** Explain how your project addresses, reduces, or eliminates a past, present, or future direct or indirect off-Port impact from Port of Los Angeles or Port-related operations.

Qualified applications will be scored on a 100-point scale. The scoring includes:

Project Description (50 pts). Provide details about your proposed project. State your goals, objectives, and measures of success. Discuss the possible impact your project will have on the targeted community. Use the Work Plan to summarize this description. This description will also include:

- **Population Served.** Describe the demographics of your target population in San Pedro and/or Wilmington, such as children, at-risk youth, seniors, low-income families, all ages, etc.

¹ A "medical home" is an approach to providing comprehensive primary medical care in a health care setting that facilitates partnerships between patients, their personal physicians, and when appropriate, the patient's family.

- **Community Need.** Explain the community need that your project directly addresses. Provide evidence of this need (e.g. providing respiratory health programs to students to reduce respiratory-related absences).

Work Plan (10 pts). The purpose of the work plan/timeline is to provide HCBF with a sense of how you plan to achieve your program goals and measure success within a set timeframe. Indicate if your program will be “ready to start” upon receipt of funding. Most work plans will include milestones at 6 months and one year. The typical grant term is one-year. Shorter (6 months) or longer terms (up to 2 years) may be considered.

Capabilities (15 pts). Explain your ability to successfully implement and manage the proposed project, citing historical success in similar projects. If this is a pilot program, please indicate.

Partnerships (5 pts). Identify partners, if any, who will actively work with you on the proposed project. Include commitment letters as part of your Supporting Documents.

Innovation (5 pts). Explain what’s unique about your project related to the target population.

Sustainability (5 pts). Explain how you plan to carry forward the project beyond the one-year term of this grant proposal.

Budget (10 pts). The purpose of the budget is to explain how all HCBF and non-HCBF funds will be used for your project. A budget narrative for each project expense category is required. Be as detailed as possible. If your project can be scaled, please help us identify the items that are critical for your program’s success. Please identify all sources and amounts of matched funds (from outside sources) or in-kind contributions, and notate the amount of funding for each source, as well as whether the source is already committed, such as your staff commitment to the project or volunteers (current in-kind volunteer hourly rates can be found [here](#)). As shown in the HCBF budget form (available at hcbf.org/grants/healthyharbor), HCBF will not fund indirect costs, rent, or utilities expenses, but you may show those costs as “match”, if covered by the applicant or by an outside source.

Supporting Documents

REQUIRED Supporting Documents:

- IRS letter of tax-exemption (yours or fiscal sponsor)
- Organizational Chart (key personnel on this project only)

- Partnership Commitment Letter(s) (if you have a partner in the project)
- Most recent filed IRS Form 990, with schedules.
- Most recent Audited Financial Statements (Required if your organization's operation budget is >\$2Million)
- Board of Directors roster (include terms)

OPTIONAL supporting documents:

- Letters of Support
- Resumes of key project personnel
- Case Studies (past projects, indicators of success, etc.)

Evaluation and Review

In addition to a qualitative assessment (completeness of response, all documents received, connection to Port-related impacts, etc.), we review each grant proposal on a 100-point scale, as described above.

Foundation staff will review all submissions to determine eligibility, completeness, and responsiveness based on grant consideration criteria and evaluation forms specific to this program. They may request clarification from an applicant or initiate a site visit, at any time.

An ad-hoc grant selection committee, made up of members from HCBF's Board of Directors, will also review and evaluate all funding proposals.

Staff will present the ad-hoc committee's recommendations to the HCBF Board of Directors for review and consideration in a public meeting. All grant award decisions, including terms and conditions of any grant agreement, require approval by a majority vote of the HCBF Board.

Funding from the PCMTF originates from the Port of Los Angeles. Funding for the Healthy Harbor Grant Program, Round 4 is subject to final review, consideration, and approval by the Port. The anticipated funding dates will be announced at the time of award by HCBF, typically but not necessarily within 90 days of the approval by the foundation's Board of Directors.