

**ANTELOPE VALLEY HOSPITAL
ADMINISTRATIVE POLICY & PROCEDURE MANUAL**

POLICY NUMBER: LD.10

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SUBJECT: GRANT FUNDING

REFERENCE(S): California Health & Safety Code §32126.5 and 32139

PURPOSE: To establish the process that will be followed for the allocation of grants when the District has determined that this action is necessary for the provision of adequate health services in the community.

AFFECTED AREAS/DEPARTMENTS: Antelope Valley Healthcare District Board of Directors (District), Finance and Marketing

DEFINITION(S):

- I. *Grants* – a contribution (in cash or kind) donated by the District (grantor) to an eligible recipient (grantee) - without the requirement for a return on investment - based on approved proposal that follows the approval process set forth herein.
- II. *Sponsorships* – cash or in-kind gifts made to another organization with the purpose of receiving direct benefits such as promotion or advertising for the hospital. The approval process for sponsorships is not delineated in this policy but can be found in policy LD.5 entitled APPROVAL OF SPONSORSHIP AGREEMENTS

POLICY:

- I. When deemed necessary for the provision of adequate health services to the communities served by the District, the District may:
 - A. provide assistance or make grants to nonprofit provider groups and clinics already functioning in the community, or
 - B. finance experiments with new methods of providing adequate health care.
- II. The allocation of assistance and grant funding shall be consistent with health care as well as the District's mission, vision and values.
- III. A budget shall be prepared for "Donations/Grants to Community" that include contributions to nonprofit groups in the community that apply for grants consistent with this Policy. To the extent past grants are expected to be renewed in the budget year, or particular grant applications are anticipated, they should be specifically identified in the budget. All grants must stay within the approved budget for community commitments. The budget for community commitments shall be approved by the District along with the annual budget as described in Administrative Manual policy LD.7 entitled ANNUAL BUDGET.
- IV. Grant requests shall be submitted to the District for its consideration, review and approval. The District may exercise discretion in delegating this task to a

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subcommittee of the Board or to District staff.

- V. Grant applicants that meet the following criteria will be prioritized by the District:
- A. Program is dedicated to meeting an unmet health need in the community.
 - B. Program aligns with the District's mission, vision, and values.
 - C. Program is organized as a nonprofit organization with tax exempt status 501(c)(3) of the Internal Revenue Code.
 - D. Program serves the residents of the District.
 - E. Program is well established and already functioning in the community.
- VI. Grant applicants that seek funding solely for the below purposes will be deemed ineligible for grant funding:
- A. Endowments.
 - B. Expenses related to fundraising or lobbying for political purposes.
 - C. Organizations intending to re-allocate District funds to other organizations.
 - D. Individuals.
 - E. Requests to cover budget deficits.
 - F. Basic operating support.
- VII. Grant applications are to be submitted to the District in the form of a letter which outlines the following:
- A. Name of the organization, date it was established, the organization's purpose, mission, vision and values.
 - B. Dates of previous grants, donations or contributions from the District.
 - C. Details of the program or service that the grant will fund (indicate whether the program/service is new or existing and if it is meant to maintain or expand services).
 - D. The population it will benefit.
 - E. Requested fund amount and a detailed description of how the funds will be used.
 - F. Description of the link that exists between the program and health care.
 - G. Description of the link that exists between the program and the District's mission, vision and values.
 - H. List measurable outcomes that demonstrate impact to the health of the community.
 - I. Contact information.

The District reserves the right to seek additional information as necessary to make their funding determinations.

- VIII. Grant recipients must accept the District's terms and conditions as a stipulation of any grant award. Recipients may be required to provide regular financial or operational reports to the District so that it can ensure that the allocated grant funds are spent consistently with the grant application and the mission, vision

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and values of the District.

- IX. Grant recipients shall not assume that the District will continue to fund their program on future occasions.
- X. The District reserves the right to determine the amount of funding to be awarded and to accept or decline grant applications upon consideration in accordance with this policy.
- XI. Recipients of grant funding or assistance from the District shall be listed on the District's internet website.

RESPONSIBILITY FOR REVIEW AND MAINTENANCE OF THIS POLICY IS ASSIGNED TO: Antelope Valley Healthcare District Board of Directors

Signature: _____

DATE: _____

REVIEWED AND APPROVED:

Finance Committee of the Board of Directors

DATE: 11/28/18

AVHD Board of Directors

DATE: 11/28/18

EFFECTIVE DATE: 10/31/18

REVISED DATES: 11/28/18

REVIEW DATES: See Policy Manager

CROSS REFERENCE(S):

Administrative Manual policies -

LD.5 entitled APPROVAL OF SPONSORSHIP AGREEMENTS

LD.7 entitled ANNUAL BUDGET

ATTACHMENT(S):

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Document Information

Document Title

LD.10 Grant Funding

Document Description

N/A

Approval Information

Approved On: 12/28/2018

Approved By: Board of Directors [Liz Salazar (LSalazar)]

Approval Expires: 11/30/2021

Document Location: / Administrative Manual / LEADERSHIP

Printed By: Carol Stevenson

Note: AVH Policies & Procedures are written to offer one set of guidelines to follow and should not be interpreted as the only standard of care nor should it replace personal judgment, unique patient needs and emergency exceptions.