

Community Health Partnership Special Needs Grants

Do's and Don'ts" of applying for a Special Needs Grant

PLEASE NOTE AS OF THE LAST GRANT CYCLE: Bulk purchases **are now allowed** under the revised guidelines of the Special Needs Grants. However, grant recipients must demonstrate how purchases will be individualized to meet client needs.

DO:

- Make sure the Executive Director signs the second page of the application
- Apply even if you have been awarded (or denied) previously. There is currently no limit on the amount of times an organization can be awarded – however, any organization who has received three or more grants is only eligible for an award up to \$1,000, as SNG funds permit
- Call CHP if you have any questions about the application process
- Ensure you completely answer each question on the application
- Submit your application by the September 26th due date
- Apply if you need to pre-purchase items in bulk. Be prepared to demonstrate how bulk purchases will meet individual client needs.

DON'T:

- Apply if your request is programmatic rather than designed to meet individual client needs
- Apply if your client needs are only dental (the average award is not enough for dental needs)
- Apply if your client needs are only for medication (see example for dental needs)
- Apply if your client needs will exceed \$250 per person (maximum client amount)