



FOR YOUR HEALTH

## Caring Community Grants Program Timeline

<b>Jan. 2018</b>	<b>Grants Program Public Information Sessions-</b> will provide an overview of our grants program and how to apply for funding. The 2018-19 information sessions will be held on <b>January 9</b> at 3:30pm and <b>January 11</b> at 9:30am at the SHD offices.
<b>Feb. 2018</b>	<b>LETTER OF INTENT DUE February 15, 2018 by 5pm</b> The Grants Review Committee will review the Letters of Intent in late February. A notification will be sent to the prospective grantees asked to submit a full application.
<b>March 2018</b>	<b>FULL APPLICATION DUE March 29, 2018 by 5pm</b>
<b>May 2018</b>	The Grants Review Committee will meet to discuss full applications in mid-May. Following review of the completed applications in May the Grants Review Committee will make its recommendations for funding to the District Board of Directors in June.
<b>June 2018</b>	<b>Board to vote on grants recommendations at the June 6, 2018 Board Meeting.</b> The District Board may chose to offer full funding, partial funding or no funding. Applicants offered partial funding will be provided a Scope of Work Change Form to revise their proposal to match the reduction in funding. These meetings are open to the public and committee members and grant applicants are welcome to attend. We will notify grantees of their approval and grant amount and mail an agreement.  <b>A special training for new grantees</b> on program evaluation and reporting will be required (Date TBD)  <b>Open House Luncheon-</b> First half of checks will be available for pick up at a SHD Open House on a date to be determined- usually in mid June
<b>Dec. 2018</b>	<b>MID-YEAR REPORTS DUE December 20, 2018 by 5pm</b>
<b>Jan. 2019</b>	Second half of grant funding upon successful completion and acceptance of mid-term report and possible site visit
<b>June 2019</b>	<b>FINAL REPORTS DUE June 20, 2019 by 5pm</b>

**Questions:** Please contact Pamela Kurtzman (650-421-2155 x 202 or [pkurtzman@sequoiahealthcaredistrict.com](mailto:pkurtzman@sequoiahealthcaredistrict.com))