+ What is MeHAF's priority population?

MeHAF's priority population includes people who are uninsured, underinsured, and medically underserved. MeHAF considers people in vulnerable populations to be medically underserved. These groups encounter multiple barriers to achieving better health and often are dealing with issues such as, but not limited to, living in poverty, racism, sexism, homophobia, homelessness, and/or experiencing mental illness or substance use.

+ Who can apply for a grant from MeHAF?

Generally, the applicant organization is required to be a 501(c)(3) tax-exempt public charity, federally recognized tribe, governmental or other public, non-profit entity. Individuals and for profit entities are ineligible. We typically do not fund fiscal sponsorships, organizations with pending 501(c)(3) status, and private foundations. MeHAF has specific requirements for 501(c)(3) public charities operating under subsection 509(a)(3) of the Internal Revenue Code (known as "supporting organizations".) Please contact Cathy Luce (cluce@mehaf.org) or Holly Merrithew (hmerrithew@mehaf.org) if you are affected. For more details on legal status of organizations eligible to apply, please refer to the Organizational Eligibility section in the RFP. If you do not meet the eligibility requirements, you could consider being a partner with an eligible applicant.

+ Are federally-recognized tribes eligible applicants?

Yes, federally recognized tribes are eligible and encouraged to apply. Federally recognized tribes and their political subdivisions are treated as states for certain specified purposes because tribal governments, like state governments, serve the public within their jurisdictional boundaries.

+ Who can be the lead organization for an application?

Any organization that meets the criteria under the heading Organizational Eligibility in the Request for Proposals can be the lead organization.

+ We've become aware that another organization is submitting an application that focuses on our community. What should we do?

We strongly encourage potential applicants to avoid unnecessary duplication by building or strengthening collaborative efforts with key partners. Applicants that do not show evidence of linkages with key area organizations serving people who are uninsured or underserved might receive decreased scores.

+ Can our organization submit more than one application (as the lead organization) for a grant round?

Organizations can submit more than one application if they have multiple projects related to the RFP. However, if you do so, you would be competing against yourself. Since the number of awards is limited, we encourage you to prioritize your ideas so you are proposing the project most likely to succeed. For some RFPs, MeHAF will only allow one application per organization. Please review the FAQs for the specific RFP you are submitting a grant application for.

+ Can our organization be a partner in more than one application, since we cover several communities/counties? Or may we be the lead in one application and a partner in another?

Yes

+ We have lost funding due to federal and state budget reductions. May we use this grant to replace lost funding?

MeHAF funding is not intended to supplant other funding or to fill budget deficits.

+ Can we use MeHAF funding to pay for direct health care services?

In general, MeHAF funding does not pay for direct health care services or to offset costs of providing individual services. Grants are intended to help grantees transform care and services in ways that are more efficient, coordinated, and cost-effective so communities can benefit for many years. Occasionally, a MeHAF grant program includes an opportunity to pilot new direct health care service delivery methods. For details on the use of grant funds for a specific grant round, please refer to the RFP or contact the program officer.

+ Is there a minimum number of consumers to be served or reached by grantees?

There is no minimum number for most MeHAF RFPs. Applicants are encouraged to develop projects that have the potential to be cost effective and demonstrate some economies of scale or low per-consumer costs. Most importantly, we encourage you to design your proposal for the populations you serve who will benefit most by the initiative and to propose a reasonable number to be served or reached, given community resources and geographic location.

+ What should be included in Letters of Commitment from our partners?

We require that the partners indicate in their Letters of Commitment their specific commitment and contributions to the project. The letter should indicate a willingness to perform the specific roles and responsibilities for that organization as described in the proposal.

+ How can MeHAF grant funding be used?

Grant funds must be used only for the charitable purposes specified in your proposal/application. For details on use of grant funds for a specific grant round, please refer to the RFP.

+ Can the costs associated with partners attending grantee meetings or Learning Community meetings be included in the budget?

Yes, we encourage organizations to include those costs in their project budget.

+ Can the project budget include financial support to the partners or coalitions the lead applicant plans to work with?

Yes. MeHAF encourages applicant organizations to support the work of their partners with direct funding through the grant dollars awarded.

+ How do applicant organizations decide how much funding to allocate to partners?

The distribution of funds should reflect the level of responsibility, specific roles, and anticipated expenditures of partners. We recognize that the funds provided will not meet all the costs of a quality planning or implementation process. Staff time and expenditures incurred by partners (including the lead organization) that are not funded through this grant can be used as in-kind contributions to meet the match requirement.

+ How do we calculate indirect costs for the applicant organization?

Applicants may allocate up to 15% of direct expenses for indirect costs. Applicants are strongly encouraged to allocate funds for indirect costs. MeHAF offers funding for both "direct" and "indirect costs" associated with all funded projects except for Discretionary Grants, and in very unusual circumstances, other grants as may be specified by the Foundation. "Direct costs" are those costs directly related to the design, planning and implementation of a particular project. "Indirect costs" are costs which are incurred by an organization in the execution of its activities but which cannot be readily identified with a particular activity. Indirect costs include general overhead costs, such as bank, payroll processing and audit fees; liability insurance; office equipment purchase or maintenance not directly related to the project; and salaries and benefits of executive or administrative personnel who are not directly engaged in the project. Indirect costs should be calculated on the MeHAF budget form as all Direct Costs multiplied by the requested indirect cost rate. Please note that both direct and indirect costs must be contained within the total amount requested, and taken together, may not exceed the maximum request amount specified in the RFP. Refer to the Indirect Costs Appendix in the RFP for specific items allowed in the Direct Costs.

+ Can we include indirect costs for the partners or just for the lead organization?

Indirect costs of up to 15% of the direct program costs (not of your total request) may be included in the budget for the lead organization. Indirect costs for any partners would need to be included in the budgeted subcontract amounts for the partners and should not be separately identified in the budget.

+ When calculating the required match, should I use the entire organization's budget or simply the division or section whthin which the project will be managed?

In general, if you are applying from a very large organization, it will be sufficient to calculate match based on the organizational division or section. An organization is defined as the applicant organization as a whole (if a small non-profit) or, if a large organization, the logical subdivision applying for funding (such as a department or a university or a division of a hospital). If you have any questions, please contact the program officer listed in the RFP or Cathy Luce (207) 620-8266, ext. 104, cluce@mehaf.org, or Holly Merrithew (207) 620-8266, ext. 115, hmerrithew@mehaf.org.

+ Can an organization's budget include an undesignated or unallocated amount for anticipated future work?

No. All funds requested must be allocated to project activities that are described in the budget narrative. Note that MeHAF does allow grantees to make budget reallocations to meet project goals under specific circumstances. Budgets for multi-year grants are reviewed and revised as needed, on an annual basis.

+ Does MeHAF provide any workshops or technical assistance for proposal budgets?

MeHAF does not, however, we are currently working on technical assistance videos that are/will be posted on the Help Videos page of our website. (www.mehaf.org/grants-center/help-videos/)

+ What are key considerations in how the proposal will be scored/reviewed?

The scoring criteria are included in the RFP. Additionally, proposals will be evaluated on how well they describe: the processes for engaging members of MeHAF's priority population; the processes for engaging new and different sectors and organizations; the capacity, willingness, and strategic approach proposed to carry out the work outlined in the RFP; and the demonstrated commitment to a collective/collaborative approach to health improvement.

+ How do I know if my organization has an online grantee portal account?

If you have applied for a MeHAF grant in the past, you have a MeHAF grantee portal account. If you think that you or someone else in your organization has already created an account, even if it is for a different project, please do not create a new account. Contact Cathy Luce, Director of Grants Management at cluce@mehaf.org or Holly Merrithew, Program Assistant at hmerrithew@mehaf.org and we will verify your organization's application history and ensure that you have updated login credentials

+ Our organization started on on-line application, but now I can't get back into the application. How do I access my in-progress, saved application?

You can access your application by logging in to MeHAF's online grant portal by clicking on the orange Login button on the Manage Your Grant or Reports + Forms pages. You can also copy and paste the link https://www.grantinterface.com/mehaf/common/logon.aspx into your web browser's address bar. Make certain you are logging into the online grant portal using the logon credentials you used when setting up your account. You can watch a help video on creating an account in Foundant GLM (MeHAF's online grant portal) on the Help Videos page on our web site at www.mehaf.org/grants-center/help-videos.

+ How will I know that MeHAF received my application?

After hitting the "Submit" button, you will receive a confirmation email message. If you do not receive the email confirmation, please contact Cathy Luce or Holly Merrithew. Please note that our confirmation emails are sometimes routed as spam by recipients' email systems. Please check your spam folder.

+ We are having trouble keeping within the character count limits. May we transfer some character count quotas from one section of the

application to another?

Since the application process uses an online electronic submission, we do not have the flexibility to shift character counts from one section to another. Sometimes, using bulleted format can help reduce the number of words while maintaining content. However, since the online application system does not format bulleted text well, we recommend you use a hyphen or dash (- or –) to designate bulleted items. Another tip to reduce character count is to keep the work plan narrative (subject to the character count) to a high level description, then provide the necessary detail on the work plan chart attachment (which is not subject to the character count).

+ What is the best way for me to enter information into the narrative boxes of the online application?

We strongly recommend that you write your responses to the narrative sections in a Word or text document before you begin filling out the form. You may then copy and paste your answers into the online form. This process allows you to easily determine whether ou are staying within character count limits, and will also serve as a back-up in the event there is an internet failure. Do not use formatting tools in your document as they will not carry over into the onine fields. Please only use plain text. Do not use bulleted lists, bold, underline, or italics. You may use quotation marks, numbered or hyphenated lists, dollar signs, parentheses, and hard returns.

+ In the geographic area served section at the beginning of the on-line application, we are asked which county/counties our project serves. Does this mean our project has to cover the entire county?

No. The coding data questions in the Geographic Area served section, along with the Demographic Information section, provides MeHAF with aggregate information about all our grant projects and applications over time. Scoring is not impacted by your responses to the coding questions. For the county, indicate the county/counties that include the community(ies) covered in your grant proposal. If only some of the cities and towns within a county/counties are served by the project, you will list the cities and towns in the space provided under the question.

+ Can we upload additional documents such as an entire list of our partners?

The online application provides the option to upload one additional document/attachment. Only upload an attachment that is relevant to your application and has been requested by the Foundation. Multiple documents will need to be scanned and uploaded as one file Please do not upload documents that are not requested in the RFP or by a MeHAF staff person.

+ How should I handle references and citations? Will they count toward the word count or page limit?

Use endnotes and attach the citations page as an "Other" in the Attachments section of the online application. By using this method, references will not be included in the word count or the page limit. Please limit the number of references and citations to facilitate the review of the proposals.

+ Will MeHAF continue to take calls from potential applicants to discuss programmatic content of their proposals prior to the application deadline?

Yes, please contact the Program Officer listed in the RFP with any questions before the deadline date and time.