

Inova Health Equity Grant 2022: Checklist for Applications

Funding Cycle Key Dates:

1. Funding Opportunity Announced – March 4, 2022
2. Application Due Date – Wednesday, April 6, 2022 by 4:00 pm ET
3. Awards Announced – May 4, 2022
4. Funding Period – June 1, 2022 – May 31, 2023

This Proposal Checklist will guide you through the preparation and submission of the Inova Health Equity Grant Application.

Eligibility Requirements	Yes	No	Not Applicable
Is your organization tax-exempt under Section 501 (c)(3) of the Internal Revenue Service Code? If yes, was a copy of the Section 501 (c)(3) was included in the application?			
Is your organization located in and serve residents in one of the areas evaluated by the Community Health Needs Assessment referenced in the application (Alexandria, Fairfax, Fair Oaks, Loudoun and Mount Vernon)?			
Organization Location: Service Location:			
Application Details			
All applications must be submitted in English, typed in 12-point Times New Roman font, single-spaced with one-inch margins.			
Include all Applications Specifications: Cover Letter, Narrative, Qualifications, Project Impact, Budget/Budget Justification, Sustainability, and Appendices.			
No attachments or materials included other than those specifically requested in the Applications Specifications section. Label each attachment according to the naming convention - 2022IHEG “Title of Attachment” “Your Organization’s Name” (i.e. “2022IHEG_Organizational Chart 123, Inc.”)			
Combine all application sections and appendices into a single PDF using the specified naming convention, and submit the application via email to: HealthEquityGrants@Inova.org			



Application Specifications	Yes	No	Not Applicable
Cover Letter			
Narrative – Problem Statement, Program Goals/Objectives, Methodology, Evaluation, Project Impact, Qualifications			
Budget/Budget Justification – Completed Budget Template included. Budget justification for all planned program/project expenses covered by this grant. Clearly describe any other funding sources that will be used to support the program/project.			
Appendices – <ul style="list-style-type: none"> ○ Mandatory Grant Application Cover Form ○ Copy of Current IRS tax-exempt determination letter ○ Organizational Chart ○ Certificate of Incorporation ○ List of Board of Directors, their occupations, and demographics ○ Previous year’s financial statements (Audit preferred) or Annual Report ○ Current General Operating Budget ○ Resume/Biosketch of Key Personnel essential to the implementation of the program/project ○ Letter of Commitment from Partners, Consultants, or Subcontractors for activities included in this proposal (if applicable) ○ Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA) with other organizations for collaborative or cooperative activities included in this proposal (if applicable) ○ Documentation that the organization is a BIPOC owned/led organization (if applicable) 			

All information and documentation included in this grant application are true and accurate, and serve as a complete submission for the 2022 Inova Health Equity Grant.

Signature of Organization Representative

Date of Submission