


# Welcome to the Centra Community Grant Training!

 Please Note:

- This training is mandatory if you want to apply for Centra's 2025 grant cycle. The meeting will be recorded.
- All attendees will have microphones and cameras turned off.
- If you have questions during the training, please type them into the chat box.
- Questions will be addressed at the end of the session. Questions not addressed live will be added to our post-event FAQs.

 Dialing in by phone? Please type your name, phone number, email, and organization into the chat box so we can follow up with you if needed.

Thank you for joining us – we'll begin shortly!

# Centra Community Grants- Process Overview

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March 28, 2025

Presented by:

Melinda Bunting - Coordinator, Community Health Services

Pat Young – Vice President, Community Health Services

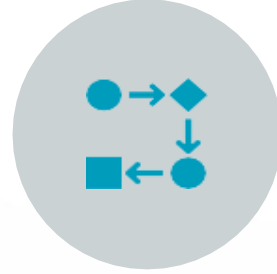


C E N T R A

# Purpose of Today's Meeting



*Ensure your Centra grant application is complete and accurate.*



*Learn about updates to the application process.*



*Answer any questions you may have!*

# Centra Community Health Services

## Roles & Responsibilities

Community Health Needs Assessment & Implementation Plans








Community Benefit, Grants & Sponsorships

- Administer Centra Community Grants
- *Centra Community Grants are no longer administered by the Centra Foundation*
- Please address all communications pertaining to your grant to: **Centra Community Health Services, 1901 Tate Springs Road, Lynchburg VA 24501**

Community Health & Outreach

***Our mission is to improve the health & quality of life for the communities we serve***

# Topics of Discussion

-  Grant Timeline
-  Available Funding and Areas of Focus
-  Eligibility Guidelines
-  Grant Application Components
  - Organization Information
  - Organization Point of Contact Information
  - Program Summary
  - Program Narrative
  - Other required documents (uploads)
-  Grant Review Process
-  How to use the Grant Portal
-  Q&A



# Grant Cycle Timeline



Mandatory grant training – March 28, 2025, 9 a.m. – 10:00 a.m.



Application period – April 1 through May 15, 2025

Grant Portal opens at 8 a.m. on April 1

Grant Portal closes at 5 p.m. on May 15



Notification of funding – by September 30, 2025

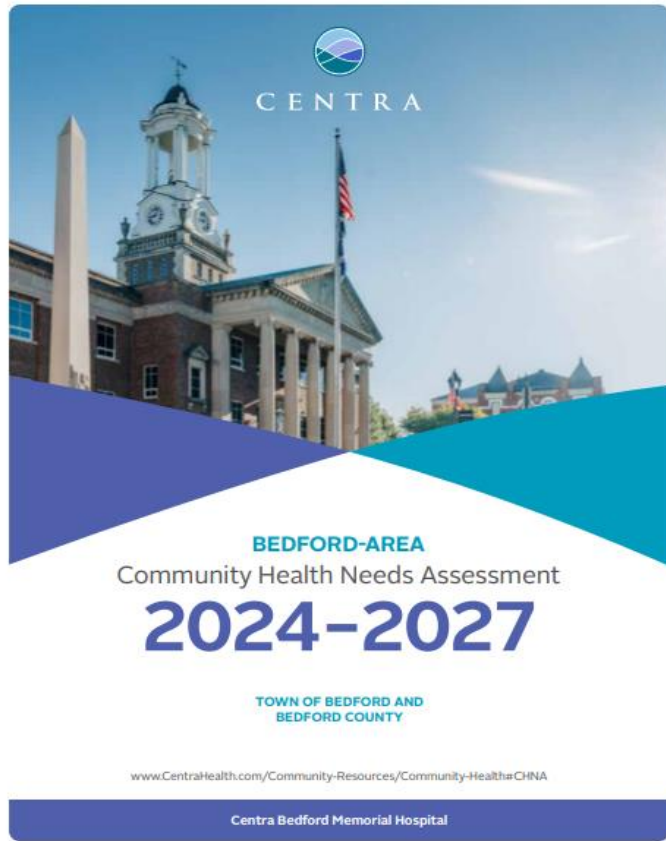
<https://www.centrahealth.com/community-resources/community-health/grants>

# 2025 Available Grant Funding

Type of Grant	2025 Allocation
Program	\$750,000
Capital	\$250,000
<b>Total</b>	<b>\$1,000,000</b>

- Funding comes directly from Centra operations - Community Benefit Contributions

# 2025 Priority Areas of Focus



1. Mental Health & Substance Use Disorders; Access to Services
2. Access to Healthcare Services
3. Food Insecurity & Nutrition
4. Issues Impacting Children & their Families (Childcare &/or Child Abuse/Neglect)
5. Housing & Homelessness
6. Other (please explain)



1. Access to Healthcare Services
2. Mental Health & Substance Use Disorders; Access to Services
3. Food Insecurity & Nutrition
4. Housing & Homelessness
5. Transportation
6. Other (please explain)



1. Access to Healthcare Services
2. Mental Health & Substance Use Disorders; Access to Services
3. Food Insecurity & Nutrition
4. Housing & Homelessness
5. Issues Impacting Children & their Families (Childcare &/or Child Abuse/Neglect)
6. Other (please explain)



# ✓ Eligibility Criteria

## Must be a non-profit organization

- IRS Section (501)(c)(3) or other non-profit as relevant to Centra's funding priorities
- *Private foundations under IRS Section 509(a) are ineligible*

## Program must be within Centra's service area

- Bedford, Farmville, or Lynchburg areas
- Entire Service Area (Program across multiple service areas)

## Priority given to programs that address:

- Prioritized needs from Centra's 2024 Community Health Needs Assessment (CHNA) and/or
- Programs of regional importance which address our communities' economic, social & community development needs

# ⊘ Ineligible Requests

- Biomedical or clinical research
- Conference or symposium fees
- Debt reduction
- Endowments
- Organizations that discriminate based on age, race, ethnicity, religion, culture, language, physical or mental disability, socioeconomic status, sex, sexual orientation, & gender identity or expression
- Individuals
- Political campaigns, candidates or partisan activities
- Projects with a religious purpose
- Scholarships
- League sports
- School-based programs such as athletics, band, chorus, and theater

# *Grant Application Components*

# Organization Information

- Legal Name, Mailing Address, Organization Mailing Address, Physical Address
- Employer Identification Number (EIN#)
- Is your organization registered with the Virginia Department of Agriculture and Consumer Sciences (VDACS) to solicit funds as a nonprofit?
  - *Yes / Exempt / In Progress*
  - **Mandatory requirement** - [VDACS Registration Link](#)
- Is your organization registered with Virginia 211, and is the information up to date?
  - *If your organization is not registered, please explain why.*
- Is your organization registered with Unite Virginia?
  - *If your organization is not registered, please explain why.*



# Organization Point of Contact

- Name of Executive Director/CEO/President of organization, Phone Number, Email
  - *Notifications of award or declination will be sent to this contact via email*
- Is this the same person who is submitting the grant application?
  - *If no, please provide the name, title, phone number, and email of the person submitting the request on behalf of the organization.*
  - *Notifications will also be sent via the grant portal*

*Note: There is no longer a Letter of Support requirement*

# Program Summary

Program Title

Indicate any previous source(s) of Centra funding over the past 5 years

Estimated number of unduplicated persons served by this program

Total Budget for Entire Program

- Amount of Budget Request to Centra
- % of Centra Budget Request to Total Budget for Entire Program (auto calculates)

Purpose of Funding (General Program or Capital)

Program Start and End Dates

- *Should align with Centra funding cycle*

Main geographic area & localities served by this program

Primary need to be addressed based on location

Provide a brief summary of the proposed program

# Program Narrative

- *Program Need*
- Program Design
- Program Impact
- Program Budget

Describe the population to be served. **Who** will benefit from this program?

- *Include quantitative data to describe the population to be served including demographics, socioeconomic status, and other data to support the needs of the population.*
  - *Please cite data sources. (i.e. US Census, 2024 Centra Community Health Needs Assessment, Virginia Department of Health, etc.)*

# Program Narrative

- Program Need
- **Program Design**
- Program Impact
- Program Budget

Describe the program. **How** are you going to address the needs of the population to be served?

1. *How does this program align with your organization's mission, vision, and values?*
2. *How does the program align with the 2024 Community Health Needs Assessment priority area(s) and/or "other" needs selected?*
3. *Describe the strategies on how the program will be implemented.  
Include a program work plan with action steps, responsible parties, and timeframes for each strategy.*
4. *Describe the background and qualifications of the key team members who will manage this program.*
5. *Do you have demonstrated community commitment and/or collaborations with other community partners for this program.  
If yes, please describe their roles/responsibilities, and their financial or in-kind support for the program.*

# Program Narrative

- Program Need
- Program Design
- **Program Impact**
- Program Budget

Describe **how you will measure program outcomes and impact**. How is the proposed program innovative and non-duplicative of other community services? Include the following:

1. *The key outcome(s) you expect to achieve with the program.*
2. *The specific measurements that will be used to evaluate your success/ outcomes.*
3. *What demographic and socioeconomic status information will be collected for those served by the program.*

*Please be clear and concise. You will be expected to report on these outcomes as part of an Impact Report at the end of the project period*

If this is an **ongoing program and/or has been previously funded by Centra**, please provide the following:

1. *Describe the key outcomes and impact your program has achieved so far.*
2. *What **measurable** changes have resulted from your program?*
3. *Please provide quantitative data and supporting evidence demonstrating the outcomes and impact of your most recent year.*
4. *Provide a success story(s) that illustrates your program's effectiveness.*

# Program Narrative

- Program Need
- Program Design
- Program Impact
- **Program Budget**

## ***Complete the Centra Grant Budget Spreadsheet provided***

Provide a program **budget narrative and describe** how the budget supports this program. (Refer to the Centra Grant Budget Spreadsheet)

1. How will Centra dollars and other dollars (cash and in-kind) be used to support the project?  
Describe the itemized expenses and revenues for each line item or category in your budget.
2. What is the percentage of Board members making a financial contribution to the organization in the most recent fiscal year. If 100% of board members are not making a financial contribution, why not?
3. Describe how you will sustain the program after Centra grant funds are spent.  
Please provide the program's long-range sustainability plan, describing the strategies and efforts that will be used to secure funding beyond Centra support. Be specific.



# Grant Budget: Expenses (Tab 1)

Applicant Organization:					Grant Year:			
					Centra Grant	Other Cash*	In-Kind*	TOTAL
<b>Program Expenses</b>								
<b>Personnel Expenses</b>								
Program Staff (List each Position)	Salary	Benefits	% FTE allocated to the Program	Total Program Staff & Benefits				
				0				\$ -
				0				\$ -
<b>SUB-TOTAL: Personnel</b>						-	-	\$ -
<b>Other Program Expenses</b>								
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>SUB-TOTAL: Other Program Expenses</b>						-	-	\$ -
<b>TOTAL Program COSTS</b>					-	-	-	\$ -
<b>% Program Costs</b>					AUTO	AUTO	AUTO	AUTO

\*All amounts in the "Centra Grant", "Other Cash", and "In-kind" columns must also appear in the "Cash" and "In-kind" columns on the Program Budget Revenue worksheet.

# Grant Budget: Revenue (Tab 2)

Applicant Organization:		Grant Year:	
<b>Program Revenue</b>			
Source of Revenue	Cash	In-Kind	Total
Centra Grant			-
XYZ Grant			-
XYZ Foundation			-
XYZ Patient Revenue			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>TOTAL</b>	-	-	-

Expenses and Revenue must address the Program described in the grant application.



# 2025 Centra Community Grants Timeline

## Review Process

- May 15 - May 30 Administrative Review
  - *This review is performed by staff on behalf of Community Benefit Committee members*
- May 30 - June 15 Regional Reviews
  - *Qualitative review conducted by Centra Bedford Memorial Hospital & Southside Community Hospital regional teams.*
- June 1 - June 27 Community Benefit Committee Reviews
- June 30 - August 1 Community Benefit Committee, Regional Review Team Meetings

## Final Approval of Grant Funding

- August 29 - Community Benefit Committee Meeting
- September 22 - Centra Board of Directors

## Notice of Funding to Grantees

- By September 30

# *Grant Application Portal*

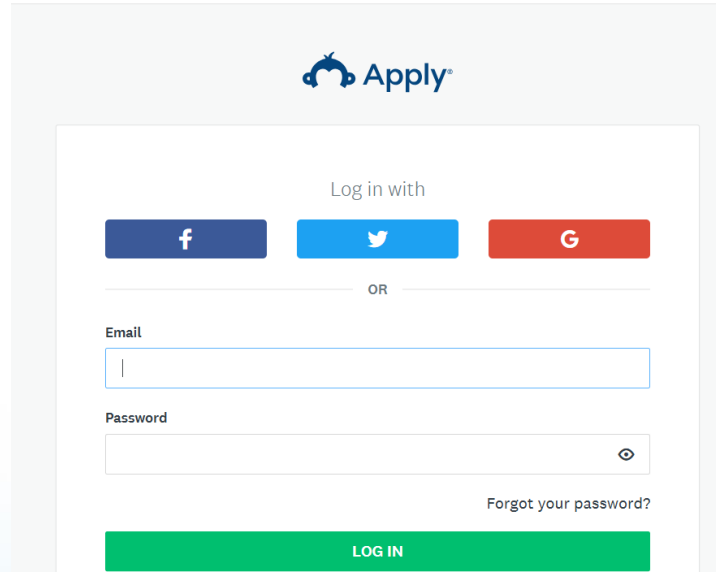
# How to access the Grant Portal

1. Visit <https://centrahealth.smapply.io>

2. Click “**More >**” under (2025) Centra Community Grant Program

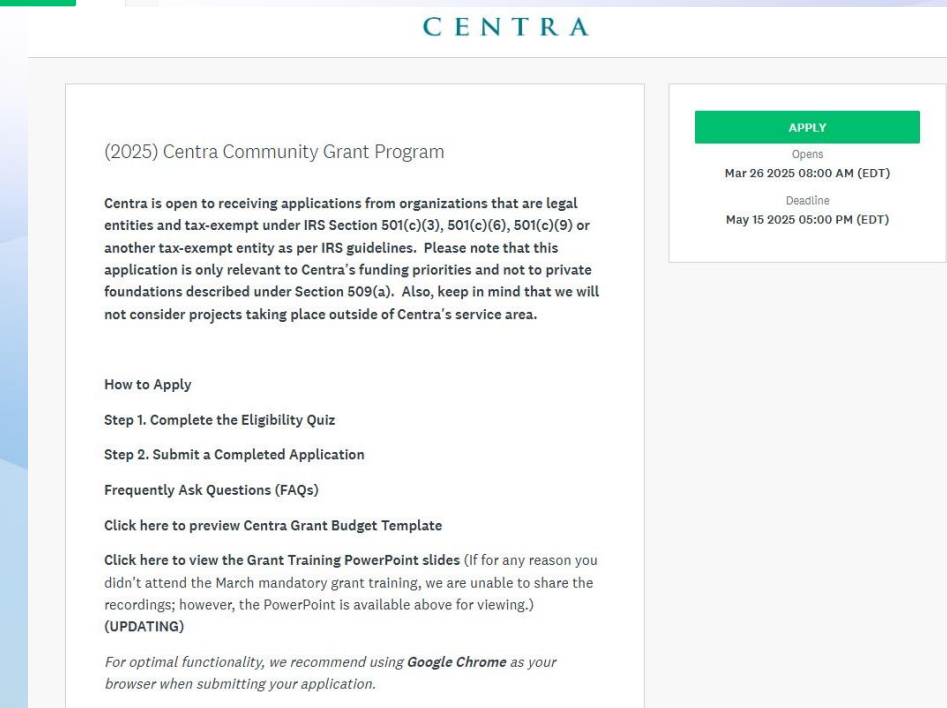
3. If it is your first time using the Centra Grant portal, you will be required to register. If not, log with your credentials.

4. After logging in, click “Apply” to start your application



The screenshot shows the 'Apply' login interface. At the top, there is the 'Apply' logo. Below it, the text 'Log in with' is followed by three social media login buttons: Facebook (f), Twitter, and Google (G). Below these is an 'OR' separator. There are two input fields: 'Email' and 'Password'. The password field has a toggle icon for visibility. A link 'Forgot your password?' is located below the password field. At the bottom, there is a large green button labeled 'LOG IN'.

Reminder: Portal opens April 1 at 8 a.m.



The screenshot shows the Centra Grant Portal homepage. At the top right, the word 'CENTRA' is displayed. Below it, there is a green button labeled 'APPLY'. To the right of the 'APPLY' button, there is a box containing the following information: 'Opens Mar 26 2025 08:00 AM (EDT)' and 'Deadline May 15 2025 05:00 PM (EDT)'. The main content area features the title '(2025) Centra Community Grant Program' followed by a paragraph of text: 'Centra is open to receiving applications from organizations that are legal entities and tax-exempt under IRS Section 501(c)(3), 501(c)(6), 501(c)(9) or another tax-exempt entity as per IRS guidelines. Please note that this application is only relevant to Centra's funding priorities and not to private foundations described under Section 509(a). Also, keep in mind that we will not consider projects taking place outside of Centra's service area.' Below this text, there are several links: 'How to Apply', 'Step 1. Complete the Eligibility Quiz', 'Step 2. Submit a Completed Application', 'Frequently Ask Questions (FAQs)', and 'Click here to preview Centra Grant Budget Template'. At the bottom, there is a link to view the Grant Training PowerPoint slides, followed by a note: '(UPDATING) For optimal functionality, we recommend using Google Chrome as your browser when submitting your application.'

# Name your application

by Centra Community Grant Program

Opens  
Mar 26 2025 08:00 AM (EDT)

Deadline  
May 15 2025 05:00 PM (EDT)

Name your application

Use your Legal Name Abbreviate as needed

75 characters maximum

CANCEL CREATE APPLICATION

Please use only your full legal organization name

# Portal Dashboard

0 of 1 tasks complete

Last edited: Mar 26 2025 01:40 PM (EDT)

**REVIEW** **SUBMIT**

Deadline: May 15 2025 05:00 PM (EDT)

**MB** Melinda Bunting (Owner)  
melinda.bunting@centrahealth.com

**Add collaborator**

(2025) Centra Community Grant ... [🔗](#) Preview ⋮

### Mandatory Grant Training

ID: 0000000002 Status: Pre-Eligibility 2025

**APPLICATION** ACTIVITY

Your tasks Instructions

Eligibility Quiz >

If you'd like to delete or download your application, click here

For more information about eligibility, please refer to **Slide 9**

If your organization is not eligible, you will receive an email notification and will not be able to proceed with the application process.

# Grant Application

0 of 6 required tasks complete

Last edited: Mar 26 2025 01:44 PM (EDT)

**REVIEW**      **SUBMIT**

**MB** Melinda Bunting (Owner)  
melinda.bunting@centrahealth.com

**Add collaborator**



To add a collaborator, click here. This allows someone to review and edit your application, or view it in read-only mode. An email notification will be sent to them.

(2025) Centra Community Grant ... [Preview](#) ...

### Test 2 Mandatory Training

ID: 0000000003      Status: Application - In Progress (2025)


**APPLICATION**    ACTIVITY

Your tasks Instructions

- Task 1 -- Centra Health Community Grant Application >
- Task 2 -- Upload Budget >
- Task 3 -- Verify 501c(3) or another tax-exempt entity per IRS guidelines. (Must complete either task 3 or task 4) (optional) >
- Task 4 -- Upload Organization's 501c(3), 501c(6), 501c(9) Determination Letter or another tax-exempt entity per IRS guidelines. (optional) > (Must complete either task 4 or task 3)
- Task 5 -- Upload Most Recent IRS Form 990 (optional) >
- Task 6 -- Upload Most Recent Audited Financial Statements >
- Task 7 -- Upload Names and Addresses of Organization Governing Board >
- Task 8-- Certification >
- Task 9 -- Virginia Department of Agriculture and Consumer Sciences (VDACS) (load verification) / Must be completed/ View FAQs Sheet >
- Task 10 -- 2-1-1 Virginia (optional) >
- Task 11 -- Unite Virginia (optional) >

The grant application includes **11 tasks** to complete


# Budget Upload

 Upload Budget ...

**i** Task instructions [Hide](#)

Please complete and upload the attached “Centra Grant Budget Template” including both the “Project Budget Expenses” and “Project Budget Revenue” worksheets and upload.

[Access budget template here](#)



**ATTACH FILE**

[Show accepted formats](#)

**MARK AS COMPLETE**

1. Download and complete the budget template

2. Attach and upload the completed file

3. Click the green “Mark as Complete” button after uploading



*Note: Please make sure all uploads are marked complete*

# Uploads

- Program Budget (**required**)
  - Must use Centra Budget Template linked in portal
  - Both sheets: Expenses and Revenue
  - You must check to make sure it is balanced
- Organization's 501c(3) Determination Letter (**required**)
  - Other non-profit tax-exempt letter (must add under supporting document)
- Most recent audited financial statements (**required** – must be entire document)
- Most recent IRS Form 990 (**required** – must be entire )
- Names and addresses of organization's governing board members (**required**)
- Supporting document(s) VDACS (**mandatory**) Unite Virginia & 2-1-1 (**encouraged**)

# Certification

- When you have completed all tasks and are ready to submit your application, you will need to electronically sign
  - “By signing below, I certify that all information is true and correct to the best of my knowledge.”
- To sign, click on the line and hold down the left mouse button and use the cursor

Signature

---

Clear

# Submission

✕

## Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

CANCEL REVIEW SUBMIT

Please review before  
submitting your  
application


# Submission

[← Back to application](#) **SUBMIT YOUR APPLICATION**

(2025) Centra Community Grant Program [↗](#) [Download](#)

**Test 2 Mandatory Training**

ID: 0000000003    Status: Application - In Progress (2025)    Last edited: Mar 26 2025 02:34 PM (EDT)

  
**Application Submitted!**

Thank you for submitting your 2025 grant application. Best wishes to you!

**Go to My Applications**

Please download a copy of your application for your records

This screen indicates that your application is submitted.

# Questions

Frequently Asked Questions:  
[Centra Community Health | Grants](#)

*For additional questions, please contact:*

Melinda Bunting, Coordinator  
[communityhealthgrants@centrahealth.com](mailto:communityhealthgrants@centrahealth.com)

Pat Young, Vice President  
[pat.young@centrahealth.com](mailto:pat.young@centrahealth.com)



THANK YOU FOR BEING THE BEST PART OF MAKING OUR COMMUNITIES  
VIBRANT!!