

# **REQUEST FOR FUNDING**

FROM

**BOONE COUNTY COMMUNITY TRUST**



BY

***Your Non-Profit's Name Here***

***Your Non-Profit's Address  
City, State Zip Code***

***Date of Submission***

This sample application highlights the typical information the Trust requires to explain your project and understand your request for funding. The sample uses colored-coded notes about what we want to see based on the Application Checklist. There are yellow notes for Organizational Information, light blue notes for Project Information, and green notes for Collaborative Information.

# BOONE COUNTY COMMUNITY TRUST APPLICATION FOR FUNDING

ORGANIZATION: ***Your Company's Legal Name Here***

ADDRESS: ***Your Non-Profit's Address  
City, State Zip Code***

EXECUTIVE DIRECTOR: ***Jane Doe  
(573) XXX-XXXX***

BOARD PRESIDENT: ***James Smith  
Address  
City, State Zip Code***

***Home 573-Xxx-Xxxx  
Cell 573-Xxx-Xxxx***

Point of Contact – In case the Trust wants more information or clarification

Tell us about your non-profit's history, what makes you organization special

## HISTORY

AAA County Health Center (AAACHC) is a federally qualified health center located in Columbia, MO. AAACHC began operation in June 1972 as a joint project of the State Department Social Services, Columbia Area United Way, FFF Hospital Center, Columbia Area Hospital, and Local Hospital & Clinics to create access to primary care services for low-income families in Boone County. Created as an agency of the state government, the Center became a not-for-profit corporation in March 1980. AAACHC was awarded funding under the Community Health Center Program of the Bureau of Primary Health Care beginning in 1984. Federal funding allows patients without insurance to be seen on a sliding fee scale with proof of income. Local funding is leveraged from the two major hospital systems (FFF Hospital Center and Local Hospital and Clinics), the State of Missouri, the Columbia Area United Way, and various other local community service organizations and individuals.

The mission is as follows: "AAA County Health Center exists to provide access to primary medical, dental and mental health services to all community members who need care, to improve the health of the community and to train future health care providers. "

What is your mission?

The primary service area of AAACHC is Boone County, an urban community of 135,454 persons of which 48.9% of household incomes are at 200% of Poverty Level (FPL) or below. Twenty-nine per cent are at 100% of FPL. Thirty-three percent of the county population is uninsured. Minorities served include Bosnian, Asian, Latinos, and African-Americans. Primary sources of patient referral include the local health department and hospitals.

AAACHC moved its main clinic and administrative offices to 20010 E. XXXXX Street in August 2004. This recently renovated 10,000 sq. ft. facility includes 15 exam rooms and 2 treatment rooms. AAACHC expanded its physical plant capacity by providing services off-site at the Columbia Area Special Service Community Center and the XYZ Senior Center. Both locations are within the area designated as a Medically Underserved Population (MUP).

In June 2002, the Center was awarded a federal grant in the amount of \$200,000 to assist in the establishment of a dental center to provide services to persons who had experienced barriers in access to care. Services are targeted to children, patients of AAACHC with Chronic illness, uninsured persons, those covered by Medicaid, and low-income persons covered under Medicare. Dental services are not a covered service of Medicare. AAA

Dental Center was opened October 2002. AAA Dental Center is located on Tooth Street. Using six operatories, two dentists and a dental hygienist see an average of 25 patients each day.

We like to know how many people, especially in Boone County, benefit from your services and programs

## SERVICES

In 2006, providers at AAACHC saw 10,000 patients in 35,000 visits. We average 134 new patients each month. Ninety-six percent of users have income below 200% of the poverty level. Currently, 39% are uninsured and 44% have Medicaid coverage, 10% have Medicare, and 8% have commercial insurance. Pediatric patients, those under 15 years of age, make up 29% of the patient population. Sixty-four patients were homeless. We provided prenatal care of 161 women.

The center provides primary care, behavioral health care, prenatal care, dental care, and referrals for optometry care to low-income families. AAACHC services as a lower cost alternative to emergency room and hospital-based care. We provide primary care for patients birth to death. We strive to promote health and patient self-management goals. Provision of services to this population supports health maintenance, management of chronic illness, and successful participation in school age children. The most frequent diagnosis for patient visits are high blood pressure, diabetes, depression and well-child care.

Services are provided by physicians and advanced nurses through a collaborative practice arrangement. Patients are encouraged to be responsible for their individual health status. Patients with special health care needs are referred to specialists, some of whom volunteer their time at AAACHC, and many others who are willing to accept referrals from AACHC. Limited specialty services are donated by three Columbia physicians, Dr. Carla Skin- Dermatology; Dr. ZZ Exam – GYN; and Dr. Heart – Cardiology.

Tell us about the services you provide and who you serve?

## KEY PERSONNEL

Jan Senior, MHA, MPA, CHE, Executive Director, is a certified healthcare executive and has resided in Boone County for 50 years. She earned her Master of Public Administration and Master of Health Administration from the University of Hawaii. She has over 40 years of healthcare experience and has served as director AAACHC for 20 years.

Who are the Key Personnel in your organization and what are their roles/experience/duties?

Karen Joints, M.D. , Medical Director joined AACHC in May 2002. She is board certified in Internal Medicine and Geriatric Medicine. She has 26 years of healthcare experience.

John Papers, CPA, Chief Financial Officer, joined AAACHC in November 2000. He has 25 years experience, including Medicare/Medicaid billings and reimbursements, managed care and business finance.

David Handsome, MHA, RN, BC, Chief Operations Officer came to AACHC in June 2001 with a background in Public Health and Ambulatory Care. He has 30 years of nursing experience.

We are adding another nurse to our staff in September.

Include a copy of your IRS Tax Exemption letter

## TAX STATUS

A copy of the IRS tax exemption form is attached.

Tell us about your project. Is the request for capital improvements? What is the anticipated benefit for for Boone County citizens?

**PROPOSED PROJECT**

Due to the increase of patients in 2009, AAA County Health Center is in need of 2 additional examination tables. This project would eliminate a wait time for the patients as well as the physicians. We have the spare rooms, which are used for storage at this time, but if we can get the project funded, we will be able to open these up for exam rooms.

What other sources of funding do you receive? Are you collaborating with other organizations?

We are requesting \$7,500.00 of the \$10,000.00 needed to purchase these two examination tables. We already have funds of \$2,500.00 donated to this particular project through another funding source, a grant from the Missouri Health Health Resource Network.

Description		Price	Shipping	Total
1 - Examination Table Physician Equipment Co.	Item #12312	\$4900.00	\$100.00	\$5,000.00
1 - Examination Table Physician Equipment Co.	Item #12312	\$4900.00	\$100.00	\$5,000.00
		**	<b>Total</b>	<b>\$10,000.00</b>

\*\*See attached equipment list prices for further details

Give a financial breakdown of the expenses and a list of the prices or competitive bids you received.

**BUDGET**

Attached you will find our most current budget which shows the decreased funding by the State of Missouri. We feel, with your contribution, these two examination tables would benefit this community and its people.

**PHOTOS/EQUIPMENT BIDS**

Attached please find photos of the project areas and supporting information for competitive bids on the equipment.

**SUPPORT OF GOVERNING BOARD**

The Board of Directors of AAA County Health Center approved submission of this application for funding by vote on April 28, 2010.

We like to see that your Board approved the request. This typically is in the form of a letter.

Thank you for your consideration,

Jan Senior, MHA, MPA, CHE, Executive Director  
 AAA County Health Center  
 Columbia, MO 65201

# AAA County Health Center

## AACHC

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20010 East XXXX Street – Columbia, MO 65201 – Phone (573) xxx-xxxx

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August 13, 2010

An example of an application  
cover letter.

Jan Witherwax  
Boone County Community Trust  
720 East Broadway  
Columbia, Mo 65203

Dear Ms. Witherwax:

AAA County Health Center appreciates the generosity that the Boone County Community Trust has shown this community. We ask that you consider our request of \$7500.00 for the remaining amount to purchase the two examination tables for our facility. The additional tables would help decrease the waiting times for patients and allow our physicians more rooms to exam and treat patients.

Sincerely,

Johnny Head,  
Chair, Board of Directors  
AAA County Health Center

An example of an IRS Tax  
Exemption letter

Internal Revenue Service  
District Director

Date: DEC - 5 1980

STL:EO:80.1917  
Entity Name  
Address  
Address

Department of the Treasury  
Internal Revenue Service  
P.O. Box 1123, Central Station  
St. Louis, Mo 63188

Employer Identification Number:  
43-1XXXXXX  
Accounting Period Ending:  
August 31  
Form 990 Required:  Yes  No

Person to Contact:  
P. Morrison  
Contact Telephone Number:  
314-425-5651

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(i) and 509(a)(1).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

1114 Market Street, St. Louis, MO 63101 (over)

Letter 947(DO) (5-77)

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



R. C. Voskuil  
District Director

We are enclosing a copy of Revenue Procedure 75-50, which sets forth guidelines and recordkeeping requirements for private schools recognized as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Letter 947(DO) (5-77)

# AAA County Health Center

## AACHC

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20010 East XXXX Street – Columbia, MO 65201 – Phone (573) xxx-xxxx

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September 15, 2010

Jan Witherwax  
Boone County Community Trust  
720 East Broadway  
Columbia, Mo 65203

Upon completion of the project, the Trust would like to hear from you with information on how the money was spent, including supporting receipts and photos. If you did not spend all of the funds on the project, tell us about that too.

Dear Ms. Witherwax:

AAA County Health Center would like to thank you very much for funding the \$7500 to finish purchasing the two examination tables for our facility. The additional tables will help expedite the waiting times for patients and allow our physicians more rooms to exam and treat patients.

Enclosed please find the receipt for the purchase of these two examination tables.

Sincerely,

Jan Senior, MHA, MPA, CHE,  
Executive Director  
AAA County Health Center