



**Healthcare Foundation of Northern Lake County**

114 S. Genesee St., Suite 505, Waukegan, Illinois 60085

847.377.0525 | hfnlc.org

May 21, 2018

The Honorable Mark Curran  
Sheriff of Lake County  
Lake County Sheriff's Office  
25 S. Martin Luther King Drive  
Waukegan, IL 60085

Dear Sheriff Curran,

We are pleased to provide formal notification that the Board of Directors of the Healthcare Foundation of Northern Lake County, meeting on Monday, May 21, 2018 approved a grant of \$100,000 to Lake County Sheriff's Office for the Jail High Utilizer Diversion and Health Engagement Project.

This grant is made in response to your proposal of February 1, 2018 and its accompanying budget and addenda. The grant funds may be used only for the purpose stated above and only in accordance with the approved proposal budget. It is understood that no substantial variances to the program structure or to the approved budget, including the timing of expenditures, will be made without the Foundation's prior approval in writing. The Foundation also should be notified as soon as possible about any major changes in program staff, including transitions in senior management at the organization.

The grant funds are to be used to support the purposes of the grant during the twelve-month period beginning Monday, May 21, 2018. The grant expires at the end of that twelve month period. Any grant funds not expended or committed for the purposes of the grant within that period will be returned to the Foundation. Requests for an extension to the grant period should be made in writing and may be approved within the Foundation's sole discretion. It also should be understood that there is no commitment for any subsequent grant to this project.

Foundation grant funds may not be used by your organization to carry on propaganda, or otherwise to attempt to influence any legislation, within the meaning of section 4945 of the Internal Revenue code of 1986 and the Treasury Regulations thereunder.

The Foundation's grant funds may not be used for any religious purpose, including proselytizing, education and worship. The activities supported by this grant may not require participants to engage in religious activities, such as prayer, study of sacred texts and worship, may not express a preference for or bias against participants of any or no faith tradition, and may not limit participation to only those participants who are affiliated with your organization's faith traditions.

The Foundation requires interim and final reports on activities and expenditures covered by this grant (see enclosure). An interim progress report is due November 21, 2018, six months after the grant is awarded. At the end of the grant period or after the grant funds have been expended in full, whichever is sooner, the Foundation requires a final report.

By countersigning this letter, Lake County Sheriff's Office confirms (i) that it has been determined by the Internal Revenue Service to be an organization described in section 501(c)(3), 170(c)(1) or 511(a)(2)(B) of the Internal Revenue Code of 1986 (ii) that is not a private foundation as described in section 509(a) of the Code, and (iii) that these determinations have not been revoked or modified and continues in full force and effect. By countersigning this letter, Lake County Sheriff's Office also confirms that it is not a non-functionally integrated Type III supporting organization described in sections 509(a)(3) and 4942(g)(4)(A)(i) of the Code.

If the determination is revoked or modified, please notify the Foundation immediately. No payment hereunder shall be required to be made at any time after your organization ceases to be an organization described in section 501(c)(3), 170(c)(1) or 511(a)(2)(B) that is not a private foundation, or any time your organization is a non-functionally integrated Type III supporting organization described in sections 509(a)(3) and 4942(g)(4)(A)(i) of the Code.

Grant payments will be sent after we receive a copy of this duly countersigned letter. We anticipate paying this grant in four installments in the months of June, September, December 2018 and March 2019. Please note that the third and fourth installments will be sent after we receive and approve the interim progress reports for this grant.

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your agreement to such terms by having a copy of this letter countersigned by an appropriate officer of your organization and returned to the Foundation.

We are very pleased to participate in this project and extend best wishes for its success.

Best regards,



Ernest Vasseur  
Executive Director



Mary Dominiak  
Board Chair

Enclosure: Grant Reporting Requirements

Acknowledgement Information

Accepted and Agreed by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Grantee,

The grant agreement letter you received can be returned to the Healthcare Foundation of Northern Lake County through our online grants application and management system. In order to do this, you must first sign and scan your letter. Then, log on and access the application status page, click edit to the left of Grant Agreement Form, and follow the instructions to upload your signed letter.

Grant agreements can also be mailed to the Foundation. If you have any questions please contact me at [angela.baran@hfnlc.org](mailto:angela.baran@hfnlc.org).

Sincerely,

Angela Baran, MS  
Program Officer  
Healthcare Foundation of Northern Lake County

# **Healthcare Foundation of Northern Lake County Publicity Guidelines**

Healthcare Foundation of Northern Lake County is committed to improving access to health services for underserved northern Lake County, Illinois, residents.

To increase public understanding of both the issues that prevent access to healthcare and the ways that we can work together to resolve these issues, we encourage our grantees to publicize their work. Public communication strengthens and improves our community; it may also help build additional support for your program and others like it.

## **Referring to the foundation**

We ask that you recognize the foundation's financial support of sponsored programs, as appropriate, in your media relations and general communications work.

1. Please consider issuing a press release about the work our grant will support. The grant is an excellent opportunity to use media relations to tell the public about the work that you are doing in the community.
2. Please include news of the grant in any communications to internal or external audiences, such as newsletters, brochures, annual reports, board minutes, websites, and social media.
3. Please link to the foundation through social media networks such as Facebook.
4. You may include the foundation's logo on brochures, digital media, signs, or plaques that recognize funders at events or on facilities. Please contact us for a copy of the logo.
5. When recognizing the foundation's financial support, whether in promotional or marketing materials or in press releases, reports, or journal articles, please observe the following guidelines:
  - Use the full name of the foundation, i.e. "Healthcare Foundation of Northern Lake County," on first reference.
  - Allow the foundation to review, prior to submission for publication, any copy about the foundation and its work.
  - Forward a copy of your communications and any resulting media coverage to the foundation.

Thank you!

## **Healthcare Foundation of Northern Lake County Grant Reporting Requirements**

The Healthcare Foundation of Northern Lake County requires interim progress reports and final reports on all of its grants. Interim progress reports are due six months after a grant is awarded to your organization and must be received and approved by the Foundation before the future payments are made on a grant award. The final reports must be received and approved by the Foundation before any subsequent proposals will be reviewed. Both interim and final reports are submitted through the online grants management system accessible through the Foundation's website. All reports include narrative and financial reports and updates to the outcomes and indicators included in your application.

### **Narrative Report**

The online grants application system provides designated space to enter your narrative report. Narrative reports should describe specifically the progress made toward reaching the goals of the project. General activity reports or summaries contained in annual reports do not fulfill this requirement. Narrative reports should include, but not be limited to, a description of the project, how staff was involved in carrying out the project activities, and the impact it had on project participants. Any changes in the project's implementation as described in the original proposal should be fully discussed, offering insight as to why and how the project was adapted.

### **Outcomes and Indicators**

The online grants application system provides designated space for updates to the outcomes and indicators submitted with your original proposal. Please provide data that demonstrates the results to date for all of the questions.

### **Financial Reports**

The online grants application system provides space to upload a financial report. Financial reports should follow a standard, three-column format. The first column should outline the project budget as it was presented with the proposal. It should contain specific line items for relevant expenses.

The second column should outline the actual project expenditures and should maintain the same format and line item breakdowns as original budget. Together, these columns provide a point of comparison between estimated and actual costs, as well as a context for project activities as described in the narrative reports.

The third column should provide details on how the Healthcare Foundation of Northern Lake County's grant was allocated. Line item breakdowns should be provided. The chart below offers an example of this format. Financial reports should include, when necessary, a fourth column describing how and when the remaining funds will be

expended. The sample financial report below uses an example of this optional fourth column.

### **Sample Financial Report**

Agency X				
Project Name—Budget & Financial Report				
Date				
Expense <u>Description</u>	Estimated Project <u>Budget</u>	Actual Project <u>Expenditures</u>	Foundation Grant <u>Expended</u>	Remaining Grant to be expended by <u>xx/xx/xx</u>
Salaries	\$35,000	\$35,000	\$10,000	\$5,000
Transportation	7,500	8,100	4,000	0
<u>Supplies</u>	<u>1,500</u>	<u>1,375</u>	<u>1,000</u>	<u>0</u>
Total:	\$44,000	\$44,475	\$15,000	\$5,000

### **Reporting Deadlines and Renewed Requests**

Interim progress reports for grants awarded on May 21, 2018 are due November 21, 2018: six months after a grant is awarded to your organization. Final reports must be received and approved by the Foundation before any subsequent proposals will be reviewed. For organizations submitting proposals to be reviewed one year from their last grant, the final reports are due March 21, 2019 and will cover a ten-month period (May 21, 2018 – March 21, 2019) rather than a full twelve months in order to meet the proposal and materials deadline. In such cases, the narrative report should discuss all activities that have occurred in the grant period to date, with a description of the projected activities for the remaining months covered by the grant.

Inquiries should be directed to:

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Program Officer  
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114 South Genesee Street, Suite 505  
Waukegan, IL 60085  
Email: [angela.baran@hfnlc.org](mailto:angela.baran@hfnlc.org)  
Office: 847-377-0525, Ext. 26

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