

Instructions Application for Nursing Facility Grant Award
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1. Contents of the Application:
 - A. Cover Page
 1. Complete all requested information.
 2. The Brief Summary should include a paragraph including major components of the proposed project/program for which the grant award will be utilized.
 3. Provide the number of nursing facility residents that will benefit from the implementation of the project/program and provide a brief explanation.
 4. The Grant Award Amount Requested should include the total amount as indicated on the Budget Form.
 5. The Authorized Facility Representative shall be the owner or person representing the owner of the nursing facility.
 - B. Abstract/Summary

Provide a one page abstract of the proposed project/program that will include an explanation of all major components to be evaluated. This summary should include the title and discuss the project/program objectives, background and importance, benefits to the residents and the number of residents to be served, staff required to implement the project/program, outside resources to be utilized and the expectation of continuing the project/program upon the completion of the grant.
 - C. Project/Program Narrative

The narrative portion of the application should be typewritten, single-sided, and should have a minimum of 5 pages and not exceed 20 double-spaced pages exclusive of resumes, forms, etc. Applications should be neither unduly elaborate nor contain voluminous or unnecessary documentation. As a general rule, the applicant should include the following sections in the project/program proposal:

 1. Project Title And Objectives
 2. Background And Importance
 3. Benefits to the Residents and the Number of Residents to be served
 4. Evaluation And Analysis Plan
 5. Work Plan
 6. Project Staff
 7. Continuation Potential, including projected costs.
 - D. Budget - Include all requested information and additional justification as needed. Complete Budget information on the attached form.
 - E. Attachments/Exhibits - Not included in Narrative
Provide any additional information not required that will further enable the review committee to evaluate this proposal (not to exceed 10 pages.)

- F. Qualifications of Professionals and other staff.
Provide biographical sketches (not more than 2 pages) for all employees participating in the implementation and monitoring of the grant including licenses, accreditation and/or certifications.
2. Timeline:
- A. The Grant Award application must be received no later than June 30th for the first year and thereafter no later than January 15 of each year grant funds are available.
 - B. The Grant Awards will be awarded on or before September 1st for the first year of the grant award program and thereafter on or before April 1 of year grant funds are available.
 - C. Issuance of Grant Awards: By September 1st for the first year of the grant award program and by July 1st of each year grant funds are available.
3. Evaluation - points for each section.
- A. Objectives (5 points)
 - B. Background and Importance (15 points)
 - C. Benefits to Residents (25 points)
 - D. Applicant's ability to provide the required services as reflected/evidenced by the qualifications (education, experience, etc.) to implement the project/program. (20 points)
 - E. Applicant's proposed continuation of project/program upon completion. (20 points)
 - F. Applicant's ability to provide adequate use of current resources including contract resources, personnel, equipment, facilities, and financial resources to implement the project/program (10 points).
 - G. Budget (5 points)

Send Application to:

Evelyn H. Silas, Division Director

Institutional Long Term Care

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