Osteopathic Heritage Foundation

317 Board and Osteopathic Heritage Foundation

Service Continuity Fund Application

PURPOSE OF FUNDS

The Service Continuity Fund (the Fund) was established by the Athens, Hocking, Vinton 317 Board and the Osteopathic Heritage Foundation to support organizations experiencing significant, unexpected reductions in federal or state funding that directly impacts their ability to deliver essential programs and services. The Fund is intended to help bridge short-term funding gaps and maintain continuity of services while long-term solutions are pursued.

ELIGIBLE APPLICANTS

The following 317 Board Panel of Providers and affiliated organizations are eligible to apply: Athens Mental Health, Inc., Athens Photo Project, Health Recovery Services, Hopewell Health Centers, Integrated Services for Behavioral Health, John W. Clem Recovery House, My Sister's Place, NAMI Athens, Southeast Ohio Hope Center, Sojourners Care Network, TASC of Southeast Ohio, and Women for Recovery.

APPLICATION AND REVIEW PROCESS

Submission Requirement: Submit one electronic application with required attachments (narrative and budget) through the Smartsheet platform at:
https://app.smartsheet.com/b/form/c0bcd803d6ed4e6795c94de599cd0e18

Applications will be accepted through June 30, 2026 or until the Fund is depleted, whichever occurs first.

Questions about the Application Process: Requests for technical assistance may be directed to Diane Pfaff, Executive Director, AHV 317 Board via phone (740) 590-2432 or email diane@317board.org.

Review Process: Submitted applications will be reviewed for completeness and accuracy, requesting clarification or revisions if needed. Applications will be reviewed for impact and alignment with the Fund's purpose.

Funding Decisions: The goal is to take applications submitted by the 7th of the month to the next monthly 317 Board meeting (fourth Monday of the month) for recommended action. This timeline is subject to application quality and Board schedule. The 317 Board does not meet for business in September and December and occasionally if there is not a quorum.

Conditions: Successful proposals will demonstrate the following:

- Financial need is due to the loss of state and/or federal funding for existing programs.
- Current and essential behavioral health services would be reduced or eliminated if external funding is not available.
- Support from the Fund will effectively prevent or delay service and/or program disruptions.
- Support from the Fund will allow time for the applicant organization to consider avenues for decreasing expenses, increasing revenues and/or other funding models that will help lead to long-term stability.

Funding is limited. Funding requests are welcome for the full amount that is needed, however initial awards will be limited to $50,000; subsequent funding awards may be made, as funding permits. The 317 Board and OHF reserve the right to decline or modify the application if the request exceeds available funding resources or in the event the review process determines a funding award would not be in the best interests of the Board or OHF.

Organizations funded through this initiative are required to document how the funding enabled the organization to continue essential services and plan for future sustainability. Six months following 317 Board approval of the award, providers will submit a progress report. The final report will be due September 30, 2026. The final report will include a report on your SMART goal and your plans for continuation or transformation of the program such as increased revenues, use of reserves, cost-cutting, efficiencies, new program models, etc.

APPLICANT INFORMATION

This information will be entered into the Smartsheet form
https://app.smartsheet.com/b/form/c0bcd803d6ed4e6795c94de599cd0e18

APPLICANT ORGANIZATION INFORMATION	
Organization Name	
PRIMARY CONTACT FOR APPLICATION	
Name & Title	
Email	
PRIMARY CONTACT FOR FISCAL	
Name & Title	
Email	

PROJECT SUMMARY

This information will be entered into the Smartsheet form

Project Title	
Total Budget for Project	$
Amount of Request from the Service Continuity Fund	$
Abstract: In a few sentences, provide a **brief** description of the program, population served, funding sources and reductions, how support from the Fund will stabilize the current year's services and allow time for longer-term assessment and planning.	
Project Start Date	
Project End Date	

The narrative for sections A-C will be uploaded as a Word or Adobe Acrobat document. The narrative must not exceed two pages. Font size should not be less than 12-point and margins must be at least 1-inch on all sides.

A. THE FUNDING LOSS AND IMPACT

1. Briefly describe the unexpected reduction in federal or state funding that directly impacts your ability to deliver essential programs and services.
    a. Start with a description of the program/service—target population, staffing and key operational components, and outcomes from prior year.
    b. What was the prior year total budget for this program/service?
    c. What is the dollar amount of funding loss and the percentage of loss?
    d. What is the funding source (state, federal, etc.) that has been lost?
    e. If the total loss of funding for the program exceeds the request from the Fund, explain how you will address the difference.

2. Describe what this financial loss means to the program.
    a. How will staffing and program operations be affected?
    b. How will clients/program participants be harmed and outcomes reduced?
    c. How will community partners be impacted?

B. PROPOSED SOLUTION

3. Briefly describe how the Fund will stabilize your program/services. Write a SMART goal (Specific, Measurable, Achievable, Relevant, and Time Bound) for the result that this funding will help you achieve over the indicated funding period.
   Example:

   GOAL: <agency> will implement <strategies> to continue <program> that currently serves <number> of people beyond Service Continuity Fund.

4. As your organization navigates how to adapt your services and/or funding models to these new changes, is there any external technical assistance you anticipate that will be helpful to that process?

C. BUDGET

Complete the Service Continuity Excel Budget Sheet and upload it with your application into Smartsheet.