

UPMC HORIZON COMMUNITY HEALTH FOUNDATION BOARD

GRANT APPLICATION COVER SHEET

Date of Application: _____

Legal Name of Organization Applying: _____
(Should be the same as on the IRS determination letter as supplied on IRS form 990)

Year Founded: _____ **Current Annual Operating Budget: \$** _____

Executive Director: _____

Contact Person/Title (if different from Executive Director): _____

Address (principal/administrative office): _____

Mailing Address, if different from above: _____

City _____ **State** _____ **Zip** _____

Telephone Number: _____ **Fax Number:** _____

Email Address: _____

Purpose of Grant (one sentence): _____

Beginning and Ending Dates of the project/campaign: _____

Amount Requested: \$ _____ **Total Project Cost:** _____

Geographic Area Served: _____

Signature Board of Directors Chairperson: _____ **Date:** _____

Typed Name and Title: _____

Signature Executive Director: _____ **Date:** _____

Typed Name and Title: _____

GRANT MAKING GUIDELINES

UPMC HORIZON COMMUNITY HEALTH FOUNDATION

The mission of the UPMC Horizon Community Health Foundation is to promote healthy living through programs which provide education and improved access to healthcare.

All grants made by the Foundation will be for projects that fulfill the Foundation's mission. The Foundation awards grants in the UPMC Horizon service area.

Generally, the Foundation does not award grants to individuals, nor does it award grants for sectarian purposes, endowments, special events, conferences, scholarships, internships, awards or capital construction projects. Exceptions may apply as they relate to issues of importance to the Foundation. All grants are subject to the approval of the Foundation Board of Directors.

Who can apply?

The UPMC Horizon Community Health Foundation awards grants to non-profit organizations that are defined as tax-exempt under Section 501c3 of the Internal Revenue Code. For grants, organizations must be located within the defined service area of UPMC Horizon or demonstrate that a significant majority of their populations is from the service area.

Schedule of Meetings

The Grant Review Committee of the UPMC Horizon Community Health Foundation meets quarterly in March, June, September, and December. Applications for grants must be received by the 15th of the month prior to the meeting. Recommendations will be made to the UPMC Horizon Community Health Foundation Board of Directors at the next regular scheduled meeting that takes place on the second Thursday of every other month.

Application Process

Applications for grants should be in the narrative form with specified attachments. Send 1 copy, unbound, to UPMC Horizon Community Health Foundation, 705 Brookshire Drive, Suite 3, Hermitage, PA 16148. Attention: Mr. Rob Jackson, Interim Executive Director. The letter and attachments should include the following:

- A brief summary about the organization including the history, mission and goals. Also include why the organization is unique;

- Information about the proposed project, target population, and its intended results;
- How the organization's need relates to the mission of the Foundation;
- The total cost of the project and timetable for completion;
- The amount requested including a detailed account of how funds will be utilized;
- Alternate funding sources and amounts requested or funded;
- Assessment Plan;
- 501(c) 3 exempt status letter;
- List of organization's directors and officers;
- Annual Report, if available.

The Grant Review Committee will contact the organization if additional information is required.

The Board of Directors makes final decisions on all grants based on the relevance of the request to the Foundation's mission, the quality of planning and potential impact, the financial and management strengths of the organization, the amount of the request, and other relevant factors. Notifications of decisions are mailed after each meeting.

Written evaluation of project is required after completion. A representative from the organization may be invited to attend a meeting of the Board of Directors to present project outcomes.

Rev. 03/05

Revised: 4/13/17

Revised: 2/12/19

Revised 1/6/20