

McKeesport Hospital Foundation (MHF) Grant Application Guidelines

MISSION

The McKeesport Hospital Foundation is a non-profit, community-based, Pennsylvania corporation that builds an endowment for the benefit of and provides funding support for health-related charitable entities located in the communities served by UPMC McKeesport.

This funding support is derived from special events, grants, donations, annual drives and other Foundation solicitations. These contributions will help ensure the continued availability and delivery of health care and related services for such communities.

GRANT TYPES

MHF provides two types of grants – those that are deemed **Community Health Grants** and those that are **Community Wellbeing Grants**. Both grants require the same materials and should focus on the same geographic service areas. However, there are two separate grant form applications. Only one application may be filled out per request.

Community Health Grants are those that pertain directly to medical, medicinal, disease prevention or healthcare equipment funding requests. Community Wellbeing Grants are those that affect the wellbeing of Mon Valley residents through other means, such as education, nutrition, and environmental efforts.

PROGRAM PRIORITY INTERESTS

With a focus on developing partnerships that will respond to the health and wellbeing needs of the communities served by UPMC McKeesport, MHF will work with non-profit groups which can:

- Clearly demonstrate the unmet health or related needs of the community
- Positively promote healthcare awareness through health education, preservation and prevention programs
- Demonstrate realistic expectations and measurable outcomes
- Assure commitment to the Mon River Fleet geographic areas served

GEOGRAPHIC AREAS SERVED

MHF will focus on enhancing the quality of health care and related services and will serve the charitable purpose of promoting the well-being of Mon Valley communities including, but not limited to:

- * Braddock * Clairton * Dravosburg * Duquesne * East McKeesport * Elizabeth Borough and Township *
- * Glassport * Liberty * McKeesport * North Huntingdon * North and South Versailles Township *
- * Port Vue * Versailles * West Mifflin * White Oak *

RESTRICTIONS

Funding will not be considered for the following types of organizations or activities:

- Organizations that do not have an Internal Revenue Code charitable, tax-exempt status under Section 501(c)3
- Organizations' operating budgets and deficits
- Individuals or private foundations
- Political campaigns or lobbying
- Religious purposes
- Any form of loan

SUBMISSION OF APPLICATION/PROPOSAL

The McKeesport Hospital Foundation Grant Application, project proposal, and certification of the organization's 501 (c) 3 IRS Status are required documents for all funding requests.

The project proposal must clearly describe the organization, the identified need, the program to be funded, the project's objectives and the means to measure success of the program.

Submissions may be sent via mail to:

McKeesport Hospital Foundation, c/o Eliana R. Latterman 1500 Fifth Avenue, McKeesport, PA 15132

Submissions may be sent via email (preferred method) to:

lattermaner2@upmc.edu

Submissions, whether mailed or emailed, should include the following materials. If sent via mail, the proposal must be numbered consecutively and secured with a paperclip. Please do not staple or bind. If sent via email, please send as a single attachment.

REQUIRED DOCUMENTS:

Application Form (either for Community Health or Community Wellbeing)
Program/Project Proposal (2-pages maximum)
Program/Project Budget (1-page maximum)
Copy of IRS 501(c)3 Tax –Exemption or other Verification of IRS Status

OPTIONAL, BUT RECOMMENDED DOCUMENTS:

Mission Statement
Board of Directors Listing
Funds Requested from Others and Past Funding Sources
Audited Financial Statements (current)

PROPOSAL APPLICATION PROCESS

Applications for funding are accepted by the McKeesport Hospital Foundation throughout the year. To ensure thorough review of the request prior to the quarterly board meeting schedule, the proposal should be submitted by the following dates:

January 15 for February Board Meeting
April 15 for May Board Meeting
July 15 for August Board Meeting
October 15 for November Board Meeting

REVIEW PROCESS

The organization will be contacted by the Director of Development of the Foundation if additional information or a site visit is required.

Requests are accepted and reviewed on a continual basis by the Grants Committee. The Grants Committee first determines if the applications are appropriately categorized – if the Community Health Grant requests do indeed fit that designation, and the same for the Community Wellbeing Grants. If requests are determined by the Grants Committee to be Community Wellbeing requests, those applications will be forwarded to the Community Wellbeing Subcommittee. The Grants Committee then determines funding amounts for the Community Health applications, while the Community Wellbeing Subcommittee determines funding amounts for Community Wellbeing requests. These amounts are then presented as a formal recommendation to the Board of Directors of the McKeesport Hospital Foundation at its next quarterly meeting after such review. Final decisions are made by the Board of Directors in February, May, August and November of each year.

Only one grant per organization will be reviewed per fiscal year, which runs July 1 through June 30.

While the Foundation cannot fund all the worthwhile proposals it receives, all grant applications will be acknowledged and future applications will be welcomed.

REPORTING PROCESS

Grant recipients are required to complete the Foundation's Grant Follow-Up Form, enclosed with their letter of receipt and available online. This form must be submitted by the noted due date – depending on the month of their grant approval, this due date will be the first of February, May, August, or November, the year following their grant receipt. If necessary, the Foundation will contact the organization for additional information or documentation to support the follow-up.

Applications will be rejected for failure to provide complete and accurate follow-up information for previously received grants.

CONTACT INFORMATION

For more information, please contact Eliana R. Latterman, Director of Development. Methods of contact include:

Phone: 412.664.2590

Fax: 412.664.2596

Mail: McKeesport Hospital Foundation, c/o Eliana R. Latterman, 1500 Fifth Avenue, McKeesport, PA 15132

Email: latterman2@upmc.edu

Website: mckhospitalfoundation.org