

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.

GEOGRAPHIC AREAS SERVED

The McKeesport Hospital Foundation 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 River Fleet communities through collaboration in the following areas of:

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

PROGRAM PRIORITY INTERESTS

Focusing on developing partnerships of health and related services that will respond to the health care needs of the communities served by UPMC McKeesport, the McKeesport Hospital Foundation will work with non-profit groups which can:

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

SUBMISSION OF APPLICATION/PROPOSAL

The **McKeesport Hospital Foundation Grant Application**, two-page 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.

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

The original and three extra copies of the entire proposal, including the following attachments, must be submitted for all funding requests. The pages of the proposal must be numbered consecutively and secured with a paperclip. Please do not staple or bind.

REQUIRED DOCUMENTS:

- Program/Project Proposal (two-pages maximum)
- Verification of IRS Status

OPTIONAL, BUT RECOMMENDED DOCUMENTS:

- Mission Statement
- Board of Directors' List
- Program/Project Budget
- Amounts Requested (from other funders) and Past Funding Sources
- Audited Financial Statements

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:

February 1	(March Board Meeting)
April 1	(May Board Meeting)
July 1	(August Board Meeting)
October 1	(November Board Meeting)

Interviews and requests for additional information from the McKeesport Hospital Foundation Grants Committee may follow shortly after the funding application has been received.

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, and a formal recommendation is presented 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 March, May, August and November of each year.

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
- ◇ Operating budgets and deficits
- ◇ Individuals or private foundations
- ◇ Political campaigns or lobbying
- ◇ For religious purposes
- ◇ Any form of loans

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 information.

For More Information, Contact:



*1500 Fifth Avenue
McKeesport, PA 15132*

*Eliana Latterman
Director, Development*

*412-664-2590
412-664-2596 Fax*

*Please use the attached link to access the
Foundation's Grant Application.*