



**Ladies Hospital Aid Society (LHAS)
Community Charitable Allocations Program 2019
DEADLINE: May 31, 2019**

The LHAS Community Allocations/Distribution Committee will meet to review and recommend grant proposals to the LHAS Board of Directors. To qualify for these financial resources, applicants must meet specific criteria related to the LHAS mission: *LHAS delivers support with compassion for the educational, financial and health needs of our diverse communities.* The LHAS Vision is: *To create and support programs that respond to the evolving needs of the community.*

Grants are not made to individuals, to underwrite salaries, fellowships or support capital campaigns. Projects are reviewed and awarded on an annual basis. An applicant may re-apply each year with a maximum of funding for three (3) consecutive years. Awards may range from \$1,000 to \$20,000.

Applicants are requested to submit one (1) original and five (5) copies.

Uses of Grant Funds: LHAS grants will support direct costs relating to the project, while allowing no more than 10 percent of the grant to be used for indirect costs.

All proposals submitted must include detailed information about the applicant's history, operations, governance, financial condition, and programmatic priorities; as well as:

1. Information regarding how a LHAS grant will be used for a particular project or activity that is currently part of the program mix; and
2. Description of how impact will be measured during and at the completion of that program or activity.

Eligibility Criteria:

- An eligible applicant must be an incorporated 501(c)(3) organization operating in Western Pennsylvania.
- Capital projects will not be considered.

Budget:

- LHAS does not require 1:1 matching funds, but the members will look with interest to see what other sources of funding have been secured to support the development of the program or activity and to sustain the work at the end of the grant period.

Formatting:

- Proposals should be submitted single spaced in Times New Roman 11-point font, with half-inch margins;
- Pages should be numbered; and
- Should have one staple or binder clip in the upper-left hand corner.

Cover Letter: A brief introductory letter giving the "Who, What, Where, When, and Why" of the organization and its

programs, the requested amount, and the description of the grant purpose.

Cover Sheet: Prepare a Cover Sheet with the following information:

1. Application date;
2. Organization name and contact information (full address, including mailing address if different, telephone number and website);
3. Federal tax-exempt number;
4. Name, title, telephone number and email addresses of CEO or Executive Director;
5. Name, title, telephone number and email addresses of contact person for this proposal (if different);
6. Purpose of the grant: Two to three sentences describing the specific programs/activities for which you are seeking support;
7. Dollar amount of this fundraising request;
8. Total current organizational budget for fiscal year ending in 2018 (Organizational Budget)
9. Total cost for the project/activities to be funded with this grant (Project Budget)
10. Organization's fiscal year (beginning date and end date); and
11. Signature of Executive Director or another authorizing official.

Application Narrative

Section 1- Organization Information: This section should be no more than three (3) pages.

To complete this section, briefly describe:

- The organization's history, mission, and goals;
- Current programs/projects and activities;
- Evidence of organization's overall effectiveness. (Please list specific achievements, goals you have achieved, and/or projects that have been successful in meeting your goals.) The role of your organization's Board of Directors, including how your board carries out its responsibilities for financial and programmatic oversight and fundraising;
- A detailed profile of the population your organization serves; and
- Any current collaborations in which your organization participates to help carry out its mission.

Section 2- Specific Information Regarding the Use of Funds: This section should be no more than three (3) pages.

To complete this section, briefly describe:

- Statement of the problem that your organization will seek to address;
- The strategies and activities your organization will undertake to address the problem described in the statement above;
- The implementation plan that includes: timelines, milestones, nonfinancial resources, and key personnel who will oversee the project or activities;
- How you are using data, evidence and research to inform your project plan;
- The anticipated outcomes (results or changes in the lives of the target population that can be identified and measured as a result of the project activities);
- Your plan for financing the project at the end of the grant period;
- The mechanisms you will use to evaluate your outputs and outcomes.

Section 3- Financial Information

- Fiscal year ending in 2017, Audited Outcomes;
- Fiscal year ending in 2018, Board Approved Budget;
- Detailed Project Budget. Be sure to identify pending and committed sources of funds to complete the project. For purpose of this application, pending means that a grant application has been submitted to the named funder. Committed means that notification of grant approval has been received;
- A copy of audited Financial Statement must be submitted with the application; and
- A copy of the Project Budget detailing all pending and received sources and uses of funds.