



**Ladies Hospital Aid Society (LHAS)**  
**Community Charitable Allocations Program 202**  
**APPLICATION DEADLINE: May 21, 202**

LHAS Mission: LHAS delivers support with compassion for the educational, financial and health needs of diverse communities in Western Pennsylvania.

LHAS raises funds to support educational, financial, medical and social services organizations in Western Pennsylvania. Through the Allocation Program, LHAS supports programs administered by qualified community organizations. Organizations are required to apply for funding consideration by submitting a proposal including all the information described below. The LHAS Community Allocations/Distribution Committee reviews and recommends grant proposals to the LHAS Board of Directors. To qualify for these financial resources, applicants must meet specific criteria related to the LHAS mission.

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

**Eligibility Criteria:**

- Eligible applicants must be an incorporated 501(c)(3) organizations operating in Western Pennsylvania
- Grants are not made to individuals, to underwrite salaries, fellowships or support capital campaigns or capital projects
- Proposals are reviewed and awarded on an annual basis
- Organizations that receive grants agree to submit interim and final reports.

**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.

**Proposal Delivery:**

- Applications must be received by May 21, 2022 by 5:00 pm EST. Email the entire proposal PDF as one document to [LHAS@upmc.edu](mailto:LHAS@upmc.edu)
- Applicants to submit one (1) original and five (5) copies.
- Proposals should be submitted single spaced in Times New Roman 11-point font, with half-inch margins
- All pages should be numbered
- Should have one staple or binder clip in the upper-left hand corner

PROPOSAL REQUIREMENTS

**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 then following information:

1. Application date;
2. Organization name and contact information (full address, including mailing address if different, email, 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 grant request;
8. Total current organizational budget for fiscal year ending in 2021 (Organizational Budget)
9. Total cost for the project/program 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 and date.

### **Proposal 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 projects/programs;
- Evidence of organization's overall effectiveness. (Please list specific achievements, goals you have achieved, and/or projects/programs 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 and partnerships 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, non financial resources, and key personnel who will oversee the project or program;
- 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 sustainability plan for financing the project at the end of the grant period;
- The measurements you will use to evaluate your outputs and outcomes.

### **Section 3- Financial Information**

- Fiscal year ending in 2021, Audited Outcomes;
- Fiscal year ending in 2021, Board Approved Budget;
- The organization's most recent audited Financial Statement
- The detailed project or program budget. Be sure to identify pending and committed sources of funds to complete the project. For the 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;
- The overall project or program budget detailing all pending and received sources and uses of funds.