



PASSAVANT HOSPITAL  
FOUNDATION

**Grant Policy**

**Hospital Departments**

**MISSION**

The mission of Passavant Hospital Foundation is to support UPMC Passavant (“Hospital”) by advancing health and wellness through education, outreach, and grant making.

**POLICY**

To establish a simplified yet standardized process for awarding monetary grants to UPMC Passavant and UPMC Passavant *Cranberry* and the Communities it serves – with measures to assess impact.

- Annual Funds Available for Grants
- Request for Proposal (RFP)
- Application
- Committee Review
- Letter of Approval/Decline
- Evaluation and Impact Assessment

**ANNUAL FUNDS AVAILABLE FOR GRANTS**

The fiscal year budget of Passavant Hospital Foundation shall include an amount available for granting.

The Grant Committee shall divide this amount as equally as possible between the two established grant periods.

Grants from this fund will be made for those projects, programs or equipment which advances the services of the Hospital and which contributes to Staff or Patient Safety, Satisfaction and Quality.

**REQUEST FOR PROPOSAL**

The Foundation operates on a fiscal year from July 1 to June 30.

There will be two proposal periods each fiscal year – September 1 and March 1.

The Foundation will issue a hospital-wide announcement of the beginning of each annual grant period.

## **APPLICATION**

Applications will be available at the Foundation office as well as at its website, [www.passavanthospitalfoundation.org](http://www.passavanthospitalfoundation.org).

The deadline for submission of applications will be September 15 and March 15 of each year.

The application procedure is intended to be simplified to benefit both the grant seekers and the Foundation decision-makers who review the grants.

Applicants should file a letter in narrative form which shall include:

- Name and purpose of program, project, or equipment request.
- A strategic reason how the object of the grant will benefit the Hospital and/or the community.
- The amount being requested.
- Discuss the ongoing financial sustainability of the project.
- Name of contact person and contact information.

All applications shall show written approvals of the sponsoring department manager, senior manager, and president of UPMC Passavant.

## **COMMITTEE REVIEW**

The chairman of the Foundation shall annually appoint a Grant Committee which shall consist of eight members who shall serve for a term of one year.

The Grant Committee shall consist of:

- Foundation Chairman, ex officio
- Foundation President/CEO, Chairman of Grant Committee
- Finance Committee Chairman
- Foundation Board Director
- Director, Foundation Services and Board Relations
- Director, Development
- Hospital clinical staff – 1 member
- Hospital support staff – 1 member

The Grant Committee shall review each application and publish a final decision within two weeks following the expiration of the application filing period.

The Grant Committee shall have final authority to grant/deny gifts in the amount of \$25,000 or less.

The Grant Committee shall recommend grant/denial of requests in excess of \$25,000 to the Passavant Hospital Foundation Board of Directors at their November and May regular quarterly meetings.

## **LETTER OF APPROVAL/DECLINE**

Successful applicants will be informed that:

- No grant funds shall be used in any way other than specifically set forth in the approved grant documents without the prior written approval of the Foundation.
- No grant funds shall be used to employ any personnel.
- No grant funds shall be used for travel or education.
- All funds which for any reason are not used exclusively for the purpose of the grant shall be repaid to the Foundation.
- The Foundation shall be notified in writing as to the successful completion of the grant project.
- Passavant Hospital Foundation will be given recognition as the governing body that financed the project. After the effective date of the grant, any publication concerning a project financed by Passavant Hospital Foundation will acknowledge the Foundation as follows:
  - “This Project was funded by a grant from Passavant Hospital Foundation.”
- The Foundation will not fund a project beyond the initial grant – projects must be self-sustainable.
- Grants not used within one year of award will expire.

## **EVALUATION AND IMPACT**

The Grant Committee shall develop internal guidelines to assess the success of each grant and its impact on advancing the health and wellness of the community.

APPROVED: Foundation Board of Directors meeting, February 18, 2010