



PHOENIXVILLE

COMMUNITY HEALTH FOUNDATION

2009 - 2010 GRANT REQUEST DEADLINES

This fiscal year there will be only TWO [2] grant making meetings.

These deadlines are:

July 1, 2009 for September 2009

March 3, 2010 for April 2010

GRANT DISTRIBUTION GUIDELINES

Requests for funding support generally far exceed the funds available. For this reason, criteria have been established to assist the Directors and staff in deciding where the funds may be most effectively employed for the betterment of the community.

For its grant making program, the Foundation has adopted the same geographical area as served by the Phoenixville Hospital. This area is defined as follows:

CHESTER COUNTY

Charlestown Township	Phoenixville Borough
East Coventry Township	Schuylkill Township
East Nantmeal Township	Spring City Borough
East Vincent Township	South Coventry Township
East Pikeland Township	West Vincent Township
North Coventry Township	West Pikeland Township

MONTGOMERY COUNTY

Collegeville Borough	Royersford Borough
Limerick Township	Trappe Borough
Lower Pottsgrove Township	Upper Providence Township
Lower Providence Township	

The impact of the Foundation's grant making will be judged not only by the financial resources given to the community organizations, but also by the innovative and collaborative relationships the Foundation has with its grant recipients and the impact that the grants have had on the community-at-large.

FUNDING PRIORITITES

2009-2010 funding priority will be for services providing basic needs.

In an effort to deal efficiently and effectively with the large volume of requests presented to the Foundation, the Directors have established funding priorities. Consequently, grants generally are made within the following categories:

Level 1- 55%

Direct Access to Healthcare

Level 2 - 35%

Access to Health & Human Services

Level 3 - 10%

Civic/Social/Economic/Technical Assistance

REQUEST PROCEDURES

Organizations interested in submitting a grant request **must** call or visit the Foundation's office to discuss their funding proposal with Foundation staff. A grant request will be accepted if the proposed initiative fits within the Foundation's guidelines.

The *Grant Request Form* and *Proposal Budget Form* must be completed and sent with the proposal. Proposals should be written according to the *Grant Proposal Guidelines* and submitted with the following attachments:

- IRS Section 501(c)(3) Tax Determination Letter
- Pennsylvania Charitable Organizations Bureau Registration Certificate
- Current Annual Report
- Article of Incorporation and by-laws
- List of current Board of Directors - with professional affiliation
- Current IRS Form 990
- Current independent financial audit and management letter
- Current operating budget
- List of public/private funding sources during the past fiscal year
- Strategic Plan
- Statement of no change in tax-exemption with the IRS certified by the Board Chairman/President

GRANT MAKING CONSIDERATIONS

For 2009-2010 the Foundation Board of Directors has made a strategic decision to:

1. Only consider proposals from organizations previously funded by PCHF
 2. To concentrate funding on basic needs services
 3. To reduce grant awards in order to apply grant funding for the most positive and widest community impact
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Likewise, with regard to types of grants and organizations supported, the Directors, as a rule, do not make awards for:

- Direct scholarship support to individuals
- Purchase of tickets or advertising for benefit purposes
- Coverage of continuing operating deficits
- Document publication
- Pass-through grant support through a third party
- Groups such as fraternal organizations, political parties or candidates, veterans, labor or local civic groups, and groups engaged in influencing legislation.

REVIEW PROCESS

**The Board of Directors will meet two times during the 2009-2010 year:
September 2009 and April 2010.**

The Foundation accepts proposals year round and requests are generally addressed at the next available Board meeting.

The Foundation staff puts forth its best effort to prepare grant requests as comprehensively as possible for review at an upcoming Board meeting. At staff's discretion, a site visit may be requested as part of the proposal evaluation process. Staff will contact the requesting organization during the proposal analysis process if it has any questions to be answered.

GRANT AWARD PROCEDURES

Upon making a grant, the staff, on behalf of the Board of Directors, will send a grant award packet to the grantee containing the following items:

- Grant Award Letter indicating the Board's positive response to the request and the amount awarded
- Grant Agreement to be signed and returned promptly to the Foundation by the grantee. The Grant Agreement outlines the mutual responsibilities of both the grantor and the grantee. When the grantee returns a signed original Grant Agreement to the Foundation, the grant award check will be sent promptly to the grantee.
- Guidelines for Preparing Progress Reports. The Foundation requires grantees to file interim [six months] and a final report [twelve months] on the use of the grant award. These guidelines explain the programmatic and financial information that should be included in the reports.