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P.O. Box 66  
Johnstown, PA 15907-0066  
(814) 533-0981  
Fax: (814) 533-0910  
[www.leeinitiatives.com](http://www.leeinitiatives.com)

## 2012 GRANT CYCLE



Lee Initiatives Health and Wellness Endowment initiates and supports programs that improve the health and well-being of our community.

Grant Procedures and Guidelines



## WEBSITES AND GRANT DEADLINE

- Applications are available from the Lee Initiatives web site at: [www.leeinitiatives.com](http://www.leeinitiatives.com).
- Common Grant Applications and one year Report Formats are found on the Grant Makers of Western Pennsylvania's web site at: [www.gwpa.org](http://www.gwpa.org).
- **Application deadline is:**  
**4:30 pm, Wednesday, December 21, 2011.**  
Applications received after the December 21, 2011 deadline will not be considered.
- Hand deliver the original applications along with **three copies** to Lee Initiatives, Third Floor, 132 Walnut Street, Johnstown, PA 15901. Applications and copies can also be mailed to Lee Initiatives, P.O. Box 66, Johnstown, PA 15907



## Grant cycle 2012

Lee Initiatives Health & Wellness Endowment (LIHWE) is a young organization with high goals. We believe our goals meet the endowment's mission: to improve the health and well-being of residents in West Central Pennsylvania. In the Fall of each year, LIHWE announces the grant process for the following calendar year. The awarding of grants is a competitive process. Grant request amounts can range from \$5,000 to \$50,000. Proposals for an amount greater than \$50,000 will be reserved for significant development programs. LIHWE strives to be responsible to the needs of the community, and wants to consider grant applications submitted by existing organizations with proven track records. The endowment is also interested in initiating programs to meet the needs of the community. Our goal is to fund programs that project outcomes that are consistent with the endowment's goals. Collaboration is encouraged among organizations. Synergy is highly valued.

***Please include in your narrative, the number of individuals you anticipate helping through your project or activity. Also, if you have applied for grants from other local foundations, which ones did you apply to, what was the level of your request and /or what was their level of commitment to your project?***

LIHWE accepts the Grantmakers of Western Pennsylvania "Common Grant Application" used throughout Pennsylvania. Lee Initiatives simplifies the application process so that staff and volunteers can spend valuable time providing services and programs. LIHWE makes grant award decisions based upon how closely grant applicants match our identified priorities.

## Grant priorities

Projects are expected to create meaningful change by addressing issues that can impede or preclude the good health and wellness of citizens in West Central Pennsylvania. Projects should improve the health of the residents of this region as well as make the community a better place to live.

Lee Initiatives Health and Wellness grant making focuses include but are not limited to:

- Expanding the number of service providers and programs to fill geographic and service gaps in medical, dental and mental health services.
- Projects that address mental health concerns, substance abuse prevention efforts and other community problems that adversely affect individual health.
- Community health screening and education efforts with special emphasis on underserved populations and/or communities.
- Efforts to increase the number of individuals in health professions.
- Providing free after school programming for low-income children.
- Providing basic life skills training to children, youth and young adults.
- Expanding services for victims of domestic violence.
- Efforts to improve the health and wellness of senior citizens.

## GRANT PROCEDURES

It is our privilege to help nonprofit organizations in West Central Pennsylvania promote health and improve access to healthcare. We want to fund the extraordinary and serve as responsible stewards of the community assets that are the legacy of Lee Hospital. As we judge each project/grant, we focus on the projects that have the greatest possible impact on improving the health and well-being of individuals in our area. We are interested in grant applications that make high quality health care more accessible and that encourage people from every background to strive for good health.



## GRANT AWARD PROCESS

At the award announcement each grant recipient receives a grant award packet, containing the following items:

- Grant award letter indicating a full or partial grant for the project that is funded, the amount of the award, the time period covered, and reporting requirements.
- A Grant agreement must be signed and returned promptly to the LIHWE by the organization receiving a grant. This grant agreement outlines the mutual responsibilities of the grantor and the grantee. Upon receiving a signed original grant agreement, Lee Initiatives will promptly send the grant check to the grantee.

Lee Initiatives requires each grantee to file a November progress report as well as a report one year from the date of the award or prior to filing a new funding application (whichever date comes first) explaining the use of the grant award. The one year report should follow the format of the “Common Grant Report” found on the Grant Makers of Western Pennsylvania’s web site at [www.gwpa.org](http://www.gwpa.org).



## Grant submittal

LIHWE requires all applicants to use the “Common Grant Application” which is available and can be downloaded from the Lee Initiatives website at [www.leeinitiatives.com](http://www.leeinitiatives.com) or the Grant Makers of Western Pennsylvania website at [www.gwpa.org](http://www.gwpa.org).

The original grant applications, and **three copies** of the complete application must be **received by 4:30 pm, on Wednesday, December 21, 2011** at the offices of Lee Initiatives, Third Floor, 132 Walnut Street, Downtown Johnstown, PA. If you choose to mail your application to Lee Initiatives Health & Wellness Endowment at P.O. Box 66, Johnstown, PA 15907 your grant application and three additional copies must be postmarked no later than **December 21, 2011**. Applications received after the **December 21, 2011** deadline will not be considered.

Each grant application will be assigned a processing number and the sender will receive a letter acknowledging receipt of the grant application.





## GRANT CRITERIA

**Grant requests are evaluated with the following considerations in mind:**

**Tax Status** - An organization must present evidence of tax status. The LIHWE is primarily interested in making Grants to a non-profit organizations but may consider a grant application from an organization with another tax status.

**Demonstrated Need** - Request for support must include a demonstration that the program/organization is addressing a community need identified in the LIHWE endowment's funding areas of health and wellness.

**Community Impact** - LIHWE looks favorably on programs that influence or affect numerous individuals; programs that help many in our community.

**Collaboration and Leveraged Resources** - Special consideration is given to a grant application that shows a relationship between two or more entities that increases the value of human and financial resources.

**Organizational Strength** - LIHWE places considerable emphasis on funding a non-profit group with a demonstrated strong organizational governance, internal financial responsibility, and community leadership in the pursuit of a mission.

**A Plan of Evaluation** – LIHWE prefers those programs and services that incorporate a method of evaluating an organizations success in meeting specific goals and outcomes.

**Other Funding** - LIHWE values organizations that apply to numerous funding sources to meet their goals. What other foundations have you applied to, what was your request, and what level of commitment have you received.



## GRANT CRITERIA

The Lee Initiatives Board of Directors has appointed a review committee. This group examines submitted applications for completeness, LIHWE priority appropriateness (refer to page 4), community impact, and value. The review committee subsequently makes recommendations to the Board of Directors for approval and award. All grant awards are subject to the approval of the full Board of Directors. Grant applicants who request multiple year funding will not be considered. Funding is given for one year only. An applicant may submit requests every year for different projects. Applicants are encouraged to include a description of future funding plans for a project or service. With regard to types of grants and organizations supported, the directors, as a rule, will not make grant awards for:

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