



## **CHILD HEALTH ASSOCIATION OF SEWICKLEY GRANT REQUEST GUIDELINES AND INSTRUCTIONS**

The Child Health Association of Sewickley, Inc. (CHA) is a private, nonprofit association dedicated to raising funds for the benefit of children in western Pennsylvania. Funding is derived from the volunteer efforts of CHA members, with a major portion of the monies coming from the sale of the Three Rivers Cookbooks, the biennial Sewickley House Tour, and other fundraising events. CHA has a strong commitment to children and looks for quality programs to support.

### **Guidelines:**

- A receiving organization must be a 501(c)(3) organization as defined by the Internal Revenue Code.
- CHA grants are limited to western Pennsylvania; more specifically to organizations located in Allegheny County and the contiguous counties of Beaver, Butler, Westmoreland and Washington or those that demonstrate that the population they serve resides in these areas, and grants must be shown to primarily benefit residents in these counties. Preference is given to organizations in this priority order: Quaker Valley School District, adjacent to Quaker Valley School District, or outside of Quaker Valley School District.
- Requests must be for a child-related program or item. CHA will not consider applications for capital campaigns, endowments, or fundraising activities.
- CHA generally favors small to medium-sized organizations with a total budget of \$1.5 million or less, although it will entertain requests from larger organizations upon exception.
- Yearly funding amounts depend on how much CHA earns from special events.
- CHA will generally fund no more than 12 grant requests per yearly cycle, no matter how many grant applications are received.
- CHA expects to receive a realistic dollar amount for actual need. Child Health intends to fund 1-2 major donations at \$20,000-\$30,000 and up to 10 traditional grants in the \$1,000-\$10,000 range.
- Requests for funding should be for more than \$1,000.
- Grants are not made to an organization in consecutive years and may not be made for multiple years depending on the available funds and the number of grant requests.

### **Application Schedule:**

<b>September 30:</b>	Letter of intent (LOI) form due
<b>October 31:</b>	Notification of acceptance or rejection of LOI is given
<b>December 15:</b>	Full grant request application is due if LOI is accepted

<b>January/ February:</b>	Site visits by CHA representative
<b>April 15:</b>	Funding decisions made

### **Letter of Intent**

Interested applicants must submit their [letter of intent \(LOI\) application](#) before formal grant request proposals may be submitted. The LOI to apply for a grant must be received no later than September 30.

Along with filling out the [LOI Form](#), applicants should send their 501c3 IRS certification letter [grants@childhealthassociation.org](mailto:grants@childhealthassociation.org). LOI applications will not be reviewed if we do not receive the IRS certification letter.

Upon review of the LOI, CHA will contact the applicant as to whether the applicant has been approved to submit a CHA grant application.

### **CHA Grant Request Application**

A completed [CHA Grant Request Application](#) is required if the LOI is approved. A complete application should include the following items in the order indicated:

1. Completion of the [CHA Grant Request Application](#)
2. Attachments:
  - Audited Financial Statement
  - List major sources of funding and the amounts of their funding for the prior 3 years
  - Annual budget
  - Board of Directors

[Grant Request Applications](#) should be emailed to [grants@childhealthassociation.org](mailto:grants@childhealthassociation.org) Questions about guidelines or eligibility should be directed to [grants@childhealthassociation.org](mailto:grants@childhealthassociation.org)

