



CALL FOR GRANT PROPOSAL LETTER OF INTENT

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Pittsburgh, PA – January 3, 2014: For more than 115 years, Ladies Hospital Aid Society (LHAS) has been a community partner providing educational, financial, medical and social service needs to individuals and families in Western Pennsylvania. LHAS is requesting proposals from organizations located in Western Pennsylvania. The LHAS Allocations Committee is seeking to support one or more *Signature Initiatives*, two for \$50,000 OR one for \$100,000, that focus on programs and projects that address educational, emotional, health and/or other human service needs to enhance the lives of others, as per the Mission of LHAS. A *Signature Initiative* is one that results in a high level of impact in terms of the issue addressed and the population served and should assure that its activities and outcomes are credited to LHAS.

Eligibility criteria are as follows:

- An eligible applicant must be an Incorporated 501(c)(3) organization.
- Unincorporated groups may apply through a fiscal sponsor that is a 501(c)(3) organization and will write a letter stating that it agrees to serve in this capacity, which includes programmatic and financial oversight of the grant.

Interested applicants must submit a Letter of Intent no later than Friday, February 14, 2014 to lhasoffice@gmail.com. Following review, those who have submitted a Letter of Intent may be requested to submit a full grant proposal, which will be due by Friday, April 11, 2014.

Letters of Intent should be concise, not longer than three pages in length, and should be signed by the organization's Executive Director or Board Chairperson/President. Grants are not made to underwrite salaries, fellowships or to support capital campaigns. Below is a list of information to be included in the Letter of Intent:

Organization

- ☐ Organization Name
- ☐ Organization's Federal Tax-Exempt Number
- ☐ Organization's Mission Statement
- ☐ Brief description of organization
- ☐ Address, telephone number, fax number, email address
- ☐ Name of contact person and title

Project or Program

- ☐ Summary – one sentence statement of proposed project or program
- ☐ Overview – purpose, objectives, goals, how project relates to the priorities of LHAS
- ☐ Description – target population, specific action plan, timeframe and duration
- ☐ Implementation (and results) – qualifications for executing proposed project expected outcomes, description of how effectiveness will be monitored and evaluated, plan for continuance at conclusion of requested funding
- ☐ Cost – amount requested, total project cost, private and public funding sources (pending and received)

Thank you for considering this Signature Initiative opportunity. LHAS looks forward to evaluating your proposal.