

TO: All TriHealth Employees

FROM: Avis Geygan, President, Auxiliary of Bethesda Hospital
Fran Conners, President, Good Samaritan Hospital Guild

RE: **Project Funding Requests**

PLEASE READ THIS CAREFULLY!!

The Bethesda Auxiliary and Good Samaritan Hospital Guild are accepting proposals for project funding. Our charters require the Auxiliary only consider requests for funding of Bethesda projects and the Guild only consider requests for funding of Good Samaritan projects. However, TriHealth projects should be submitted for consideration to both organizations. Proposals will only be accepted once each year.

Included is the Project Funding Request Cover Sheet and instructions for questions that must be answered. The same document can be used for both Auxiliary and Guild proposals. Be sure to indicate whether you are requesting funds for a Bethesda or a Good Samaritan project. The Auxiliary and Guild have agreed to both universal criteria for requests and common priorities for funding.

The deadline for submitting a proposal is FRIDAY, JULY 8, 2016. Proposals must have the appropriate Director's signature. The Auxiliary and Guild will accept the proposals and forward them to the appropriate administrative representative for final signature.

When the administrative representative signs the form, the proposal will be forwarded to the Administrative Review Committee. This Committee will determine which proposals the Bethesda Auxiliary and Good Samaritan Hospital Guild will be considered for verbal presentations. The contact person for the proposal will be notified of time and location of the verbal presentation.

Should the appropriate administrative representative elect not to sign the proposal or if the Administrative Review Committee does not forward the proposal to the Auxiliary or Guild, you will be notified as decisions occur.

No proposals will be accepted after the deadline, no exceptions.

Guidelines for Bethesda Auxiliary and Good Samaritan Hospital Guild Disbursement of Funds

- ❖ **REQUESTS FOR GRANTS OVER \$20,000 Bethesda Auxiliary or \$20,000 Good Samaritan Guild WILL NOT BE CONSIDERED.**
- ❖ The disbursement of funds is directed to projects and programs approved by the appropriate Director. Only non-profit programs sponsored by the institution will be approved.
- ❖ All requests for equipment, furniture, etc., must have a written estimate from the Purchasing Department submitted with the proposal.
- ❖ All construction or renovation requests must have a written estimate on cost, from the Construction Office submitted with the proposal.
- ❖ No salaries for employees will be funded.
- ❖ No tuition for employees will be funded.
- ❖ Requests will be approved for only one year commitments.
- ❖ All computer hardware and software requests must include documented approval from Information Systems.
- ❖ No requests for TVs, VCRs, DVDs or Blu-Rays will be considered.
- ❖ No requests for computer hardware for individual employee use will be considered.

Priorities will be directed in the following manner:

- ❖ Direct Patient Care programs, projects or equipment.
- ❖ Customer related programs, projects or equipment.
- ❖ Community service related projects, programs or equipment.
- ❖ Employee/Physician support related projects, programs or equipment.

Grant Restrictions:

- ❖ Grants are to be used only for the purposes requested.
All applicants, if approved by the appropriate Vice President and the Administrative Review Committee, **must** give a 10-minute presentation of their request to the Guild and Auxiliary Board members at their respective Disbursement Meetings.
- ❖ Any Bethesda Auxiliary grant money awarded that is not paid-out through the customary accounting process by March 31, 2017 will be forfeited.
- ❖ Any Good Samaritan Hospital Guild grant money awarded that is not paid-out through the customary accounting process by March 31, 2017 will be forfeited.
- ❖ Recipients **must** attend the appropriate organization's Fall luncheon. To receive their grant, awardees receiving funds from the Auxiliary must attend the Auxiliary's luncheon and awardees receiving funds from the Guild must attend the Guild's luncheon.
- ❖ Departments receiving funding from the Auxiliary and Guild must find ways to give recognition to the appropriate organization for the grants received.
- ❖ Grant requests should include shipping and handling charges where appropriate.

Evaluation:

- ❖ Departments receiving grants may be required to submit a follow-up report.

Proposals (only the original and one copy) should be sent as follows:

- ❖ Bethesda Auxiliary proposals should be sent to Jerri Spurlock, Bethesda Foundation
- ❖ Good Samaritan Hospital Guild proposals should be sent to Lynn Meyer, Good Samaritan Hospital Foundation.
- ❖ Combined Bethesda Auxiliary and Good Samaritan Hospital Guild proposals should be sent to Jerri Spurlock, Bethesda Foundation and Lynn Meyer, Good Samaritan Hospital Foundation.

We are counting on you to distribute this form to appropriate medical leadership and staff. Extra request forms will be available by calling either Jerri Spurlock (Bethesda Auxiliary) at 865-1618 or Lynn Meyer (Good Samaritan Hospital Guild) at 862-1258.

Grant Information

Please answer the following questions on a separate sheet(s). A maximum of four (4) **typed** 8 ½ x 11 pages of supporting material may be submitted with the cover page.

A. Purpose of Grant (be specific):

- ❖ Describe what items you are seeking.

B. Who will benefit from this grant?

- ❖ Direct patient care
- ❖ Customer related (families, visitors)
- ❖ Community related
- ❖ Employee/Physician related

C. Approximately how many individuals will benefit per day/month/year.

D. Have you applied for funding for this project/equipment from any other sources (general budget/community grant?) If so, what sources and when?

Submission Deadline is Friday, July 8, 2016
Mail each request to the appropriate location:

Bethesda Auxiliary Requests: Jerri Spurlock, Bethesda Foundation
Good Samaritan Guild Requests: Lynn Meyer, GSH Foundation
Requests for both organizations to: Jerri Spurlock and Lynn Meyer