



**Grant Program
Policies and Procedures Manual**

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I. Purpose:

Good Samaritan Foundation (GSF, the Foundation) is the organization responsible for grant proposal submissions on behalf of Good Samaritan Hospital and its related entities, including Good Samaritan College of Nursing and Health Science and Good Samaritan Free Health Center. The purpose of the GSF Grant Program is to work alongside internal partners to secure and steward external grant funding for projects, programs, and initiatives in the Good Samaritan Region.

The Foundation has created this Policies and Procedures Manual to help Good Samaritan Region entities navigate the grants process when grant funds are sought and awarded from an external funding source (private foundations, community foundations, and corporations). The grants process includes pre-award activities (funder cultivation, writing, compiling, proposal submission, etc.) and post-award activities (grant agreement execution, grant administration, financial management, reporting, etc.).

The Foundation's goal is to be a resource and partner in grant efforts that will ultimately benefit our patients and community. Adherence to this Manual by both the Foundation and the requesting entity will ensure strategic, coordinated, and effective grant seeking/procurement and administration to fulfill our mission of improving the health status of the people we serve.

II. Overview of Grants Lifecycle:



Source: RBW Strategy, LLC

III. Policies:

- The primary team member for this work in the Foundation is the Development Officer for Grants, but other Foundation team members may be involved when applicable.
- The Foundation performs grant seeking and management of private funding sources only, namely: private foundations, community foundations, and corporations. The Foundation does not apply for or manage government funds. If you wish to pursue a public funding source, please contact the TriHealth Finance Department for assistance.
- All requesting departments, programs, cost centers, entities, etc. (departments) must contact the Foundation regarding all grant applications prior to submission of a proposal, commitment as a partner in an external organization's grant application, or issuance of a letter of support for an external organization's grant application.
- The Foundation's ability to be the primary grant writer/developer on a proposal or application is dependent upon the scope of the proposal and the capacity of the Foundation at that particular time. Hiring an outside writer, at the expense of the requesting department's cost center, may be necessary. The Foundation and requesting department will discuss and agree upon these terms prior to beginning work on a proposal.
- As with all philanthropic funds, grant funds will be held in the Foundation and reimbursed to the requesting department's cost center after completion of grant activities per the grant budget (see section VI, Grant Fund Reimbursement Process, for further detail).

IV. Foundation and Requesting Department Responsibilities:

- The Foundation's responsibilities include:
 - Serving as the coordinating entity for grant proposals and grant awards for Good Samaritan Hospital and related Good Samaritan Region entities.
 - Identifying funding opportunities.
 - Supporting project/program contacts, department managers, and/or directors with preparation and submission of grant proposals.
 - Ensuring that each grant application submitted is accurate, competitive, and is in compliance with applicable policies and regulations (includes editing services).
 - Monitoring (high-level) of grant activities for all grants awarded from external funding sources.
 - Processing of grant funds, including reviewing and approving Reimbursement Requests from the department to reimburse the cost center for approved grant expenses.

- Coordinating reporting of grant activity and assisting with writing and/or grant reports to funders.
- Conducting all communication with the funder on behalf of the requesting department, including submission of proposals, reports, and other communications both pre- and post-award.
- The requesting department's responsibilities include:
 - Completing a Grant Request Summary Sheet if asked by the Foundation.
 - Completing a TriHealth Concept Paper if asked by the Foundation.
 - Working with the Foundation (and possibly outside writer) to supply all information needed to develop the grant proposal, including data. Writing initial drafts of various proposal sections may be necessary.
 - Working with the Foundation (and possibly outside writer) to develop the project budget; providing final approval of budget prior to grant submission.
 - Managing and monitoring the day-to-day operations and activities of the grant, ensuring that progress is being made per the grant activities and toward the stated goals/objectives/outcomes.
 - Monitoring all expenses charged to the grant and submitting Reimbursement Requests to the Foundation after grant funds are expended.
 - Working with the Foundation to prepare programmatic and financial reports to funders per grant requirements.
 - Assisting in internal and external efforts to publicize/promote grant-funded program success stories.

V: Grant Procedure (Pre-Award)*:

***Note:** A – C may be omitted depending upon the grant opportunity referral source, such as a Board Member's suggestion, previous relationship with the grant funder, etc.



VI. Grant Administration Procedure (Post-Award):

- Governance
 - The Foundation will communicate the decision of the grant funder to the department in writing, via email. The email will be sent to the main department program contact, fund administrator, and any additional team member who should be aware of the grant.
 - If the grant was approved, the Foundation will also include in the email a Grant Award Summary Sheet as well as copies of: approved grant proposal and budget; award letter; grant agreement (if available); and reporting requirements.
 - Depending on the size and requirements of the grant, a "kick-off" meeting may be scheduled with the project/program lead and team who will be implementing the grant. If applicable, this may include the fund administrator and/or manager, director, etc. Topics to be covered include reporting requirements, grant expenses per the approved budget (depending on full or partial funding), and naming team members who will be responsible.
 - The Foundation will check in with the project/program lead throughout the grant period regarding progress on implementation.
- Grant Agreements
 - Unless the grant funder specifies otherwise, all grant agreements, contracts, etc. will be signed by the President and Chief Executive Officer of Good Samaritan Foundation only.
 - A copy of the signed grant agreement will be provided to the department.
- Reporting
 - Each funder has different reporting requirements in terms of frequency, submission method, and of course content per the grant proposal.
 - Reports will be prepared in collaboration with the Foundation per the specific requirements.
 - Financial reporting requires sign-off by the fund administrator or department director (defined when the grant is awarded).
 - The Foundation will submit the report on the department's behalf.
- Expenditures
 - All grant expenses are first made by the department's cost center and are then reimbursed by the grant funds from the Foundation per the processes below.
 - The department is responsible for ensuring that all expenses are made per the grant budget. Any expense that is not made according to the grant budget will not be reimbursed to the cost center.
 - Any major changes in implementation (i.e. change in personnel, change in service delivery activities, etc.) that will affect the grant budget expenses and/or ability to reach intended grant goals should be communicated to the Development Officer.
 - Budget reallocation requests to the funder will be evaluated with the project/program team on a case-by-case basis depending on implementation circumstances, need, and the funder's willingness to entertain such a request. These requests to the funder may only be made by the Foundation Development Officer for Grants.
 - The Department's designated Fund Administrators must provide the name and address of the client/patient receiving assistance from grant funds that are specifically utilized for personal financial assistance, i.e., mortgage/rent

assistance, utility bills, supplies, care items, incentives, etc. on a quarterly basis. The Foundation is required to send communication, in the form of a letter, to all clients/patients of TriHealth/Good Samaritan Hospital to inform them that they have been granted assistance from a specific fund being held at Good Samaritan Foundation.

- Note that the Free Health Center is exempt from this requirement.
- Grant Fund Reimbursement Process
 - Non-Capital:
 - Foundation sets up a fund for the grant money and holds it in the fund.
 - Department makes the expenses/purchases per the grant budget and timeline out of the department's cost center.
 - After expenses hit the General Ledger, the department/cost center submits the Foundation Reimbursement Request Form and supporting documentation for reimbursement from the grant fund in the Foundation.
 - The Foundation reviews and approves the request and then transfers the grant funds to the department's cost center.
 - Capital:
 - This category includes equipment costing more than \$5,000 and other capital expenditures.
 - Department cost center will make the capital request to the TriHealth Accounting Department, noting that there are grant funds held by Good Samaritan Foundation for the equipment/capital expense.
 - Accounting will call the Foundation's Senior Development Officer responsible for Funds to confirm there are grant funds for the purchase.
 - Accounting will then approve the purchase and the equipment will be ordered and delivered to the requesting department.
 - The Foundation Senior Development Officer will work with Accounting to transfer the grant funds to cover the equipment.

VIII. Foundation Contact Information:

- Development Officer for Grants: Lindsey Jarvis, 513 862 1354, Lindsey_Jarvis@trihealth.com
- General Foundation Contact Information: 513 862 3786, gshfoundation@trihealth.com

