



Good Samaritan Hospital Guild

Overview and Process

Good Samaritan Hospital Guild is accepting proposals for project funding for the Good Samaritan Region. Applications are now available year-round and can be submitted at any time. Grant proposals will be accepted in January, April, and September. There will be specified due dates for proposals and proof of purchase/reimbursement forms for each grant cycle, which is updated by fiscal year.

Proposals submitted will be sent to Directors via email for written approval of the grant request. All applications will first be reviewed by the Administrative Review Committee. The Committee will determine if the application will be forwarded to the Guild Board for final consideration.

FY2025 Grant Cycle Dates:

Fall Cycle:

- Applications due 8/28/2024 @ 11:59PM
- Scheduled 10-Minute presentations on 9/18/2024 between 9 AM-2 PM
- Approval announcements will be made on 9/20/2024
- Proof of purchase/reimbursement form due 1/1/2025 @ 11:59 PM

Winter Cycle:

- Applications due 1/1/2025 @ 11:59PM
- Scheduled 10-Minute presentations on 1/22/2025 between 9 AM-2 PM
- Approval announcements will be made on 1/24/2025
- Proof of purchase/reimbursement form due 3/26/2025 @ 11:59 PM

Spring Cycle:

- Applications due 3/26/2025 @ 11:59PM
- Scheduled 10-Minute presentations on 4/16/2025 between 9 AM-2 PM
- Approval announcements will be made on 4/18/2025
- Proof of purchase/reimbursement form due 7/16/2025 @ 11:59 PM

Guidelines

- ❖ Requests for grants of more than \$20,000 will not be considered.
- ❖ The disbursement of funds is directed to projects and programs approved by the appropriate Director.
- ❖ 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.
- ❖ All computer hardware and software requests must include documented approval from Information Systems.
- ❖ Grant requests should include shipping and handling charges where appropriate.
- ❖ Exclusions:
 - ❖ No salaries for employees will be funded.
 - ❖ No tuition for employees will be funded.
 - ❖ No requests for TVs, VCRs, DVDs, or Blu-Rays will be considered.
 - ❖ No requests for computer hardware for individual employee use will be considered.
 - ❖ No travel expenses will be funded.
- ❖ Any Good Samaritan Hospital Guild grant money awarded that is not spent within 3 months of award notification will be forfeited (however, reimbursement to the recipient's cost center from the Guild Fund held at Good Samaritan Foundation may occur after the 3-month period as long as the expenses were made).
- ❖ If you do not use the award in the 3-month period, you may not reapply for the same request for 1 year.
- ❖ Once funded items/equipment are received or programs are implemented, recipients are expected to work with the Foundation team to provide photos, stories, and are required to attend the following Guild Membership meeting to demonstrate the impact of the Guild funds and be recognized for their acceptance.
- ❖ Joint funding will occur in the April cycle only.
- ❖ Applicants will be required a 10-minute scheduled presentation.
- ❖ Any additional attachments that are to be included with your proposal can be sent by email to Tori_Monson@trihealth.com with the subject line "Your Department Name Guild Proposal." Or dropped off at the Good Samaritan Hospital Foundation office on the 4th floor near the conference center. You can also send the completed attachments by mail to:
Good Samaritan Hospital Foundation
ATTN: Tori Monson
375 Dixmyth Ave
Cincinnati OH 45220

For more information, contact Tori Monson, Foundation Officer, at 513 862 1030.

