



### **Mission**

The PHP Foundation is dedicated to building healthier communities by addressing the health and wellness needs of low-income, high-risk individuals in the neighborhoods that we serve.

## **2025 GUIDELINES FOR GRANTSEEKERS**

### **Grantmaking**

The PHP Foundation awards its grants to tax-exempt private agencies or public charities, as defined by the Internal Revenue Service, that demonstrate programming that advance its mission.

Funds are used to support charitable organizations in the communities served by PHP including: Adams, Allen, Benton, Blackford, Boone, Carroll, Cass, Clinton, DeKalb, Delaware, Elkhart, Fountain, Fulton, Grant, Hamilton, Hendricks, Howard, Huntington, Jasper, Jay, Kosciusko, LaGrange, Lake, LaPorte, Madison, Marion, Marshall, Miami, Montgomery, Morgan, Newton, Noble, Porter, Pulaski, Randolph, Shelby, St. Joseph, Starke, Steuben, Tippecanoe, Tipton, Wabash, Warren, Wells, White, and Whitley counties.

### **Limitations / Restrictions**

The PHP Foundation does not award grants to:

- Individuals
- For-profit organizations
- Endowment campaigns
- Annual appeals or membership drives
- Community services such as schools, police, and fire protections
- Government agencies, including their staff positions
- Capital projects for hospitals, nursing homes, or institutions of higher education
- Publications, audiovisual projects or video productions. However, consideration may be given when they fall within a promising program.

The PHP Foundation does not fund programs that have already been completed. Please submit your request well in advance of your program's start date whenever possible.

### **Size of Grants**

The PHP Foundation does not pre-determine funding levels. Applicants should request the amount that meets the needs of the program, and at a level that is consistent with the organization's capacity and other anticipated or received support.

### **Duration of Grants**

Grants are typically made for a one-year period, from year to year. Unless specifically notified differently by the PHP Foundation, applicants may apply for continuation of a previously funded purpose or program.

## Application Process

The following information describes the Foundation's grant application process:

### Step 1 – Notification of Interest for Non-Profits new to PHP Foundation Funding (Submit By December 1, 2024)

The Foundation requires all new potential grant applicants to submit a brief Notification of Interest, not to exceed one page, outlining basic information about the potential applicant's organization, the community need and the program for which funding is being sought.

Please submit electronically to: PHP Foundation, Inc.  
Michelle Kearns at [Mkearns@phpni.com](mailto:Mkearns@phpni.com);

Notification of Interest may be submitted at any time up to December 1, 2024. If it is determined that the potential project has the ability to advance PHP Foundation's mission, you will be notified and invited to submit a proposal by February 7, 2025. If a proposal is requested, please note that this does not guarantee funding at any level.

### Step 2 – Grant Application Process (Limited to Those Approved in Step 1 and/or those previously funded the prior year and invited to submit an application. Deadline for Grant Applications is February 7, 2025.)

Your formal grant application will be through an **online portal** and must include:

#### A. Program Overview: Summary of your grant request addressing the following:

- Organization's name, address, phone and website
- Legal name, if different
- Employer Identification Number (EIN)
- Name, title, phone number, and email address of primary contact
- Name, title, phone number, and email address of Executive Director/CEO/President
- One sentence description of grant request
- Three paragraph executive summary
- Grant amount requested
- Date funds needed
- Number of unique low-income, high-risk individuals served by proposed program
- Percent or number of low income/poor served
- Criteria used to identify eligible low-income, high-risk, medically-underserved, and/or elderly clients
- Race and ethnicity of clients served
- Number of visits/services provided by proposed program annually
- PHP Service Area Counties in which grant programming will be provided

#### B. Narrative: Describe your organization and project:

1. Background information on applying organization, including founding date, mission, major programs, affiliations with other organizations, and recent distinctions.
2. Description of the proposed program and how it will address building a healthier community by addressing the health and wellness needs of low-income, high-risk individuals. Include goals and objectives.
3. Description of the target population, their race and ethnicity, their demonstrated low-income and/or high-risk status, your agency's expertise and capacity to serve them, and how clients are involved in defining the programs and/or their care
4. Describe any shifts you have observed in the needs of this population or the services needed for this population in the past year. What, if any, shifts do you project in the upcoming year?
5. Implementation plan for this program, including staff training or qualifications, timeline, and use of "best practice" program models
6. Desired outcomes, how you plan to measure your effectiveness in achieving those outcomes, and how you will evaluate if the program should be continued

7. Program budget and budget narrative

**C. Attachments:** Please attach the following documents:

1. Organization's 501(c)(3) determination letter from the IRS
2. List of current board members and frequency of board meetings
3. Non-discrimination statement
4. Current audit with management letter (If you do not have an audit, please explain board's expertise and procedures to ensure solid financial standing.)
5. 2025 or current fiscal year's agency operating budget with revenues and expenses
6. 2024 or previous fiscal year's budget AND actual activity with revenues and expenses

**D. Report:** If you currently have a grant from the PHP Foundation, include the completed grant report.

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## **Deadline for applications is February 7, 2025**

All applications must be submitted through an online portal that will be available mid-December 2024 through February 7, 2025.

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### **Notification of Approval**

#### **The PHP Foundation Board will announce their funding decisions by May 1, 2025.**

Those approved for funding will also receive a grant agreement outlining the payment schedule and any special terms or conditions of the grant, including reporting expectations and appropriate recognition of PHP Foundation as a funder.