Traditional Grant Program Guidelines

Overview

Community Giving Foundation: Berwick sets forth the following guidelines for grant programs to be administered by the Community Giving Foundation. The grant program guidelines may be changed by the discretionary of the Berwick advisory board.

The following program guidelines are contained within this document:

1. Fire Company Grant Program
2. Police Department Grant Program
3. Health Profession Scholarships
4. Discretionary Grant Program
5. Organization Endowment Matching Grant Program
6. Board/Staff Matching Grant Program

Fire Company Grant Program

Recognizing that each of the fire companies in the Berwick service area perform an invaluable service within the community, and one which directly affects the health and wellness of our citizens, the advisory committee approves an amount annually to be allocated for the Fire Company Grant Program.

Historically, the program has allocated $3,000 to each of the fire companies in the BWHF service area (16 companies in 2023). However, this amount can be changed by the advisory committee annually.

This grant funding must be used to purchase Authorized Equipment under the provisions of Act 84 at 53 P.S.§8506(e). Grant funds will be available and can be requested from time of notification (March/April) – November each year. Each fire company has the option to escrow (bank) this grant (escrow amount must be full amount) to be used for future purchases. To establish an escrow fund, fire companies need to submit an escrow agreement request to the
Foundation by November. If grant requests or escrow agreements are not received by November, the grant will be cancelled for that year.

For a fire company to receive their grant payment they must submit invoices for items shown on the Authorized Equipment list, also a written description of your purchases including cost. They also must attach invoices and 990 or most recent end of year financial statement with their request. Foundation staff requires departments to submit proof of payment (copy of check, receipt, credit card bill etc. and reserves the right to deny grant approval if necessary.

**Police Department Grant Program**

Recognizing that each of the police departments in the Berwick service area (currently 8 in 2023) perform an invaluable service within the community, and one which directly affects the health and wellness of our citizens, the advisory committee approves an amount annually to be allocated for the Police Department Grant Program.

An allocated amount has been determined for each police department based on the number of employed officers (full and part time) within the Berwick Health and Wellness Fund service area. This calculation may be updated yearly based on current information. The recommended total allocation is $40,000 (see attached document for breakdown by department).

This grant funding must be used to purchase valid equipment, training, or supplies relevant to police work. Grant funds will be available and can be requested from the time of notification (March/April) – November each year. Each police department has the option to escrow (bank) this grant (escrow amount must be full amount) to be used for future purchases. To establish an escrow fund, police departments need to submit an escrow agreement request to the Foundation by November. If grant requests or escrow agreements are not received by November, the grant will be cancelled for that year.

For a police department to receive their grant payment they must submit invoices for items or services purchased and a written description of your purchases including cost. They also must attach invoices and 990 or most recent end of year financial statement with their request. Foundation staff requires departments to submit proof of payment (copy of check, receipt, credit card bill etc. and reserves the right to deny grant approval if necessary.

**Health Profession Scholarships**

The Berwick advisory committee approves an amount annually to be allocated for scholarship awards from the Berwick Health and Wellness Fund. The criteria for these awards is listed below. Foundation staff coordinate applications through the guidance departments at each high school in the service area and online through the Foundation’s scholarship website.
Scholarship Criteria:

Available to high school seniors, current undergraduate and non-traditional students.

To be eligible, student must reside in the Community Giving Foundation: Berwick service area and be a graduating senior at one of the following high schools: Berwick, Benton, Central Columbia, Columbia-Montour Vo-Tech, Northwest, or West Side Vo-Tech. Current undergraduate and non-traditional students pursuing a health profession are encouraged to apply. Student must be accepted into a two- or four-year college pursuing a health profession or a one- or two-year certification program. The term health profession is broadly defined to encompass the many and varied health-related careers, ranging from vocational nursing and dental assistant to health education, dentistry, and medicine. Scholarship recipients will have the opportunity to apply each year during their undergraduate studies for an annual award if scholarship criteria continue to be met. Graduating high school seniors, current undergraduate and non-traditional students are eligible to apply for a one-year award.

Discretionary Grant Program

Annually the Berwick advisory committee recommends an amount to be allocated from the Berwick Health and Wellness Fund to support the Discretionary Grant Program. Through this program the CEO and Senior Program Officer administer the allocated amount and approve small grant requests ($4,000 and under) for sponsorships, emergency requests and/or technical assistance for program and/or capital grants to qualifying agencies within the Berwick service area.

The Foundation staff must apply the same standards and regulations that apply to other grants made from the profits of the sale of the Berwick Hospital Center.

Organization Endowment Matching Grant Program

Qualifying organizations may request a match for contributions to the organization’s endowment at Community Giving Foundation. The components of this program are reviewed and approved annually by the Berwick advisory committee.

1. Beginning April 22, 2009, qualifying organizations may receive a maximum of $100,000 in Berwick Health and Wellness Fund matching funds to their organizational endowment at Community Giving Foundation. Matching funds awarded prior to April 22, 2009, do not count toward the $100,000 lifetime matching amount.
2. The Berwick Health and Wellness Fund endowment matching budget for a fiscal year is recommended annually by the Community Giving Foundation: Berwick advisory committee.
3. If there are funds left in the annual allocation, the advisory committee may recommend an additional match for an organization that has previously reached the $100,000 maximum amount.
4. Awards are on a first come first-serve basis.
5. There is no minimum gift amount.
6. Organizations may request matching funds to be reserved for a specific amount, up to $50,000, and for a specific timeframe, up to 6 months.
7. Foundation staff will review individual donor contributions to qualified organization endowment funds quarterly and request matching funds as funding is available.
8. The Berwick committee reviews all matching program requests for approval.
9. If the grantee organization dissolves, or the grantee’s organization endowment fund no longer exists to serve its original mission and purpose, the remaining Berwick Health and Wellness matching funds indicated above, will be returned to the Berwick Health and Wellness Fund.

Board/Staff Matching Grant Program

Community Giving Foundation Board of Trustees (all current and prior board members) and current staff of Community Giving Foundation may have a charitable contribution matched by the Foundation through the Berwick Health and Wellness Fund. The Community Giving Foundation: Berwick advisory committee approves an amount annually for this program.

1. Gifts must be made to 501(c)(3) organizations that serve clients/participants within the Berwick service area. The staff must apply the same standards and regulations that apply to other grants made from the profits of the sale of the Berwick Hospital Center.
   a. Individuals may make one contribution per year.
   b. The minimum contribution is $300.00. The maximum contribution is $1,000.00.
   c. Individuals may choose one or two organizations for distribution so long as the minimum to each is not less than $100.00 and the total for both does not exceed $1,000.00.
2. The contribution must be made by the board/staff member to the Foundation. The Foundation may use its variance power and the Berwick advisory committee has the final authority on how the contribution is used.
3. The contribution may not be used to fulfill a pledge.
   a. Community foundations cannot fulfill a donor’s individual pledge or legally binding commitment through a grant. If Community Giving Foundation is made aware that a grant suggestion related to a pledge or commitment, the advisory committee will deny the request.
   b. Similarly, Community Giving Foundation cannot make a grant if the donor receives any benefit from the grant (ex. Raffle tickets, tickets to an event, memberships, payment of a relative’s tuition to an educational institution, etc.)
   c. Please note that the Pension Protection Act of 2006 imposes penalties on donor advisors and foundation staff who do not follow these rules.