



Grant Guidelines 2023-2024

1. Grants to organizations outside of Overlook Medical Center shall be made only for such hospital, health care or other support services as the board of trustees may deem appropriate...to organizations tax exempt...under Section 501(c)(3) serving the health needs of Overlook Medical Center's catchment area. Funded projects must be consistent with the mission of Overlook Medical Center to build healthier communities.
2. **Preference is given to funding new programs and necessary equipment and are limited to no more than \$10,000.** The general policy of Overlook Foundation is to assist nonprofit organizations with grants for new health related initiatives that serve individuals who live and work in the primary service area for Overlook Medical Center, including:
 1. Union County (all municipalities)
 2. Essex County (Maplewood; Millburn/Short Hills; Newark; Irvington; West Orange)
 3. Somerset County (Warren; Watchung; Basking Ridge)
 4. Middlesex County (Dunellen; Piscataway)
 5. Hudson County (Bayonne)
 6. Morris County (Chatham; Morristown)
 7. Other bordering towns on a case-by-case basis

Overlook Foundation will ***not***:

- make grants for operating expenses or endowments.
 - fund any organization more than once in any twelve-month period.
 - fund any single program for more than three (3) consecutive years.
3. Completed grant applications are to be submitted electronically, as a single PDF file, to overlookgrants@atlanticehealth.org

Grant applications are considered semi-annually. **The deadlines for submitting grant applications for fiscal year 2023-2024 are:**

1. **October 13, 2023** for the November 2023 meeting (decisions communicated in December)
 2. **April 12, 2024** for the May 2024 meeting (decisions communicated in June)
4. Submitted grant proposals must include the following information:
 - Completed application form (including project budget)
 - Current operating budget
 - 501(c)(3) certification (IRS determination letter)
 - Most recent IRS Form 990 **or** most recent financial statement (audited, if available)
 - List of current officers and board members/trustees, along with their affiliations

Current grantees may be asked to provide these documents upon request and are required to submit documentation of any change in tax-exempt status.

5. If your completed grant application does not meet the grant guidelines, it will not be considered by the grants committee.
6. While attendance at the grants committee meetings is not a requirement, qualified applicants are strongly encouraged to present their proposal to the Overlook Foundation grants committee, virtually or in-person.
7. Qualified applicants will be required to submit a final grant report within one (1) year of receiving grant funds. Site visits may also be expected.