

Requesting Assistance

STEP 1:

Log onto SHO Grants Portal

STEP 2:

Complete Grant Funding Information Form and submit electronically to Grants and Funding Coordinator (GFC)

STEP 3:

Notification will be given to the requester regarding status of the request.

STEP 4:

If determined potential funders exist, the Shared Services Council will score and prioritize all requests

STEP 6

Approval/Denial of request will be relayed to the person requesting assistance and more information will be requested by SHO grant staff to assist in assembling and writing an application – including budget information for the project.

STEP 7:

If request is approved, the grant application will be completed and submitted with the assistance of program staff of the requesting hospital(s)

STEP 8:

Grant will be approved or denied

STEP 9:

If the grant is approved, follow up, grant management, evaluation and reporting will be completed according to the guidelines of the funding agency

STEP 10:

Upon completion of all grant requirements, the grant will be closed