

Pennsylvania Medical Society
400 Winding Creek Blvd., Mechanicsburg, PA 17050
Regionalization Grant Instructions

Background

Resolution 18-512: Establishing Impactful Regional Medical Societies called on PAMED to assist county society efforts to regionalize by:

1. Providing support to counties who voluntarily wish to combine resources to reflect the regional nature of healthcare in Pennsylvania;
2. Establishing a grant fund to support regionalization activities.

Purpose of Funding

Grants will be distributed to county (component) medical society applicants within the Commonwealth of Pennsylvania wishing to engage in one or more of the following activities:

- Completion of the legal process to form a region through the changing of bylaws and governance structures at the county level to outline power and control structures/representation.
- Conducting due diligence activities with another county to see if regionalization makes sense and to outline next steps.

Individual county medical societies and their regionalization county medical society partners can apply for up to \$10,000 per grant request. County applicants must establish clear linkages with partnering counties so the funds can be maximized in each region. Every applicant must have at least 1 partnership agreement with the county medical society agreeing to participate in regionalization activities. Counties agreeing to partner in an application cannot participate in an additional application.

The application will follow a standard logic model which includes inputs, activities, outputs, outcomes and overall impact. The application will address the first three components of the logic model, the reporting document will provide data for the final outcomes and overall impact of the project.

Timeline for 2025 Grants

- The grant application will be posted online by February 7, 2025
- The grant application deadline is 5:00 PM on June 3, 2025
- Grant award announcements will be made in August 2025
- Grants will be issued August 2025
- All 2025 grant funds must be spent by August 30, 2026
- A final report must be submitted by September 30, 2026

Application Review

Counties submitting a timely and complete application will have their application reviewed and processed.

Logistics Regarding the Funding

Funds will be released upon receipt of an invoice from the grant awardee. Invoices will be paid within 7 days of receipt at PAMED from the grant awardee.

Sharing of Information

Please be advised that the entire application and all associated reporting documents will be made available to the House of Delegates as PAMED reports out the level of participation and associated goals/outcomes/deliverables linked to this grant program.

Please be advised that if a grant awardee identifies a particular legal service that is economical or an activity that is uniquely successful, that information will be shared with other applicants to build on successes.

Final Reporting

Final reports will be submitted within 30 days of the completing of the grant. The final report will include: outcome reporting against the stated planned activities and projected outputs, an impact summary and the submission of invoices for all stated activities totaling the final amount spent (up to \$10,000). Final reports will be shared with the House of Delegates.

PAMED Contact Information

For questions, please contact Heather Wilson at hwilson@pamedsoc.org.

2025 REGIONALIZATION APPLICATION

Applications will be completed through an online portal at:

www.pamedsoc.org/Regionalization

Below is the information an applicant will be required to provide:

Name of Component/County Medical Society Applicant Information

Component/County Name:

District Number:

District Representative to the PAMED Board of Trustees:

Executive Director Contact Information (if applicable)

Name:

Address:

Office Phone:

Cell Phone:
Email:

Component/County Society President Contact Information

Name:
Address:
Office Phone:
Cell Phone:
Email:

Required Attachments (these will be uploaded through the online application portal)

- Detailed Project Budget
- Roster of Trustees for applicant and partnering counties
- Letter of Collaboration signed by each collaborating county president
- County bylaws for applicant and partnering counties
- County IRS registration letter for applicant and partnering counties
- A one-year timeline of planned activities/anticipated milestones (September 1, 2025 - August 30, 2026)

Funding

Type of Request:

- ☐ Funding is requested to formally regionalize with another county
- ☐ Funding is requested to begin the process of considering regionalization with another county

Amount Requested: \$_____

(up to a \$10,000 maximum)

Total Annual Operating Budget for the Applicant County: \$

Annual Operating Budget for each Partnering County: \$

Grant Narrative

Executive Summary: 1000 words or less the overarching goals for the project

Input/Activity/Projected Outputs Table (see template below these descriptors)

(Inputs) Partnership Listing: Please list all of the counties partnering with you as the applicant for the regionalization activities Example:

York (Applicant County)
Dauphin (Partnering County)
Lancaster (Partnering County)

Activities for the Regionalization Project: What activities do you hope to offer or what do you hope to change if you modify your current structure to represent a regionalized model?

Example:

- The Applicant County and county XYZ will work with an attorney to modify their bylaws to reflect a regionalized structure.
- The Applicant County and county XYZ will conduct three investigational meetings with the board leadership to identify the benefits/risks/opportunities for regionalization.

Anticipated Outputs: As a result of the planned activities, what do you hope to achieve?

Example:

- As a result of working with attorneys and the respective boards the Applicant County and partnering XYZ County will merge as a region effective (date).
- As a result of three investigational meetings to consider regionalization, the Applicant County and XYZ County have decided to regionalize (or not regionalize). Next steps to regionalize include...(outline the steps). Key reasons for not regionalizing include...(list reasons).

Outcomes: (to be completed during final reporting ONLY)

Example: As a result of our efforts, County A and County B have formally merged to become the "Southwest Counties Medical Society". All bylaws for the new entity have been submitted to the PAMED Legal Office for review.

DETAILED PROJECT BUDGET TEMPLATE

Budget for County Grant - Name of County:						Expenses by Year	
	Title/Descriptor	\$/hr	Freq.	No Hours	Subtotal	2023 Expenses ending 12/31/2023	2024 Expenses ending 6/30/24

Staffing							
Consultant							
County Staff							
Total Staffing					\$ -	\$ -	\$ -
Communications							
Total Communication Costs					\$ -	\$ -	\$ -
Supplies							
Total Supplies							
Travel/Meetings							
Total Travel/Meetings					\$ -	\$ -	\$ -
Other							
Total Other							
TOTAL COST							