



# ADMINISTRATOR IN TRAINING GRANT 2025-2026

CALL FOR APPLICATIONS

Submission Deadline: August 4, 2025



## ELIGIBILITY

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The LeadingAge PA AIT Grant is available to LeadingAge PA provider members who:

- Agree to communicate with a selected group of LeadingAge PA representatives as to the status and progress of your program during the award period
- Have not received a LeadingAge PA AIT Grant Award within the past 24 months

## EVALUATION CRITERIA

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Applications will be evaluated using the following criteria:

- Does the applicant meet the defined eligibility requirements?
  - How well does the organization demonstrate a commitment to the field of aging services?
- How well does the organization address how they will create an enriching environment and use opportunities to enhance the AIT candidate's professional experiences?
- How well does the organization demonstrate how the member has created a competent culture of talent management and development that engages and empowers team members, resulting in high performance, innovation and increased satisfaction?

## APPLICATION COMPONENTS

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1. Completed Application Form
2. Letter of Intent from a Representative of a Member Organization: Applicants are required to submit a Letter of Intent from the President, CEO, Executive Director, or Administrator (where appropriate) from the member organization outlining not only how it will benefit from the grant but also how they intend to create an enriching environment for the AIT candidate in their program. Additionally, the letter of intent should address how the organization strives to create leaders that understand the critical need for developing a high performing, person-centered organization. The letter should also explain how the organization has created a competent culture of talent management and development that engages and empowers team members, resulting in high performance, innovation and increased satisfaction.
3. Statement of Commitment from Mentor of AIT: Applicants must submit a Statement of Commitment from the Licensed Nursing Home Administrator who will be mentoring the selected AIT candidate. This statement needs to define the mentor's commitment to the AIT candidate as well as how the supervisor and organization envision using this opportunity to enhance the candidate's professional experiences and to instill an understanding of their organization's mission as a way to benefit the senior living industry, their organization, and the external community

## SUBMISSION DEADLINE

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Please submit the completed application form and letter of intent to LeadingAge PA by **Monday, August 4, 2025**. Incomplete applications and those that fail to meet the eligibility criteria will not be considered. Notifications of acceptance and non-acceptance will be sent by **Fall 2025** and award funds will be sent once an intern has been selected.

Applications should be submitted through  
[LeadingAgePA.org/AITGrant](https://LeadingAgePA.org/AITGrant)

## TERMS AND CONDITIONS

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- The final approval of the AIT Grant Program Award to the Grantee is contingent upon the selection of an AIT candidate who has been approved by the Pennsylvania State Board of Examiners of Nursing Home Administrators to complete such a program. Awardee must be approved by the Pennsylvania State Board of Examiners of Nursing Home Administrators for an Administrator-in-Training Program before funds are dispersed.
- All parties involved commit to comply with the applicable state AIT regulations and requirements.
- Term of the Grant Program:
  - The Grant Program period begins once an acceptable candidate has been secured and begins the training program.
  - The Grant Program ends upon the completion of the training program as described in the approved AIT Training Program, but not to exceed 12 months after the Program begins.
- Payment Schedule:
  - A maximum amount of \$50,000 will be provided to the selected member community over the time of the Grant Program.
  - An initial payment of \$25,000 will be sent to the member community at the start of the Program.
  - The final payment of \$25,000 will be sent to the member community at the conclusion of the Program following submission of:
    - ◇ Copy of report to the State Board following completion of the program (see 39.103)
    - Submission of Expenditures Report to LeadingAge PA
  - If program expenditures are less than \$50,000, then the final payment shall be the amount of actual eligible expenditures less the \$25,000 initial payment.
  - At its discretion, LeadingAge PA may request documentation in support of reported expenditures.
- The following is a list of allowable expenditures for the grant money:
  - Personnel costs including salary, payroll taxes and fringe benefits
  - Professional education and training
  - AIT Program application fees
  - Training related travel expenses
- Should the AIT Candidate or the Program Grantee fully complete the AIT Program, the following will occur:
  - Member Community to inform LeadingAge PA with cause for termination.
  - The Member Community shall submit a final expenditures report to the Association.
  - The Grantee shall return the unused portion of the grant to LeadingAge PA. No additional grant payments shall be disbursed by LeadingAge PA