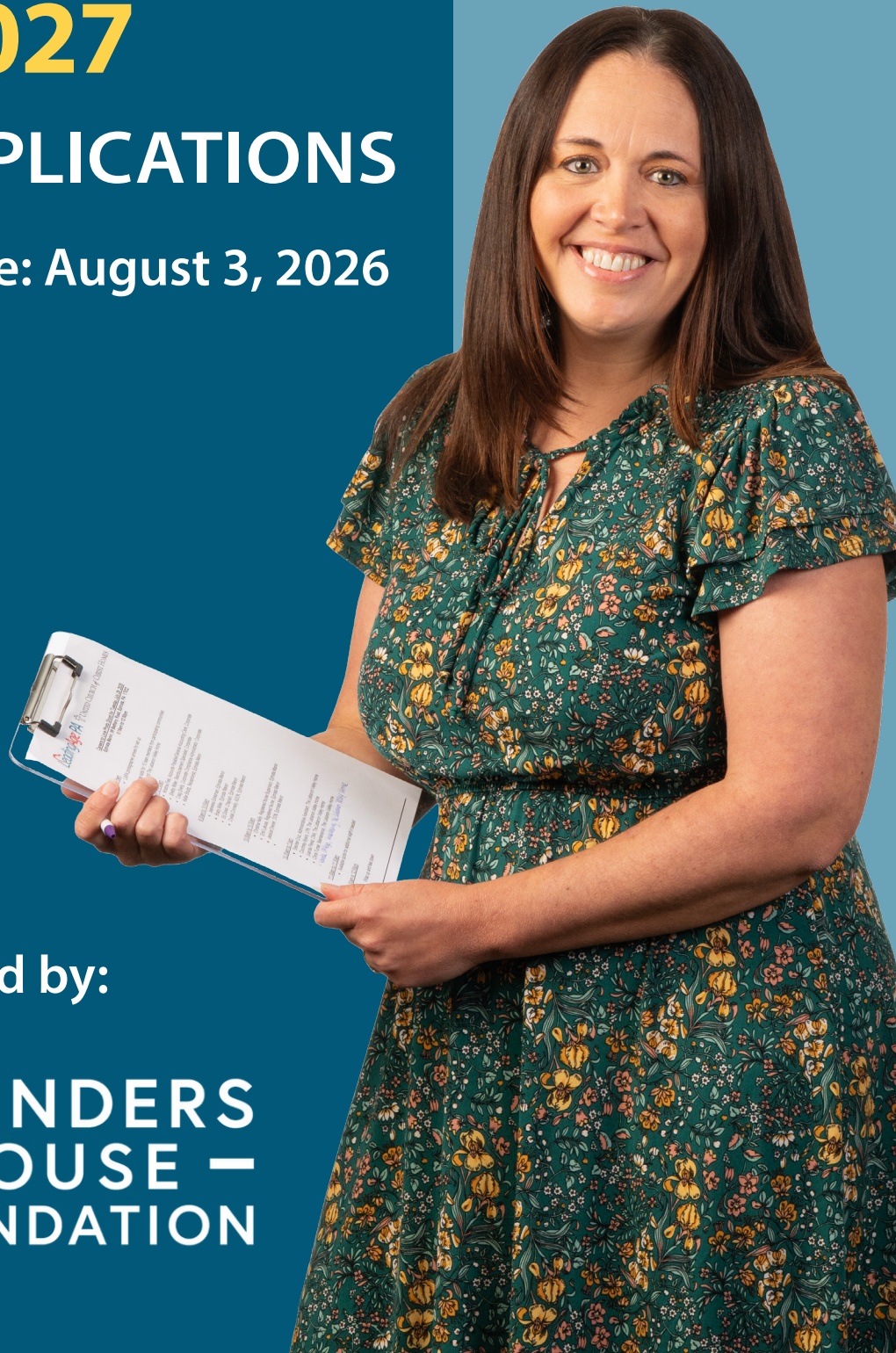


LeadingAge® PA  
FOUNDATION

# ADMINISTRATOR- IN-TRAINING GRANT 2027

CALL FOR APPLICATIONS

Submission Deadline: August 3, 2026



Sponsored by:



SAUNDERS  
— HOUSE —  
FOUNDATION

Founded in 1864 as The Old Man's Home of Philadelphia, **Saunders House** grew over more than 150 years into a trusted provider of housing, care, and community for older adults, always rooted in compassion and dignity. In 2022, the **Saunders House Foundation** was created to carry on this legacy by funding organizations that help older adults thrive, awarding its first grants in 2024.

**LeadingAge PA** has partnered with the Saunders House Foundation to offer the 2027 Administrator-in-Training (AIT) Grant to communities in the Philadelphia region.

## ELIGIBILITY

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The 2027 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
- Community must be located in Philadelphia, Montgomery, or Delaware Counties
- 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 it 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 the 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 who 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 3, 2026**. 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 2026**, and award funds will be sent once the AIT 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 disbursed.
- All parties involved commit to comply with the applicable state AIT regulations and requirements.
- Terms 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 \$60,000 will be provided to the selected member community over the course of the Grant Program.
  - An initial payment of \$30,000 will be sent to the member community at the start of the Program.
  - The final payment of \$30,000 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 \$60,000, then the final payment shall be the amount of actual eligible expenditures less the \$30,000 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 not fully complete the AIT Program, the following will occur:
  - Member Community to inform LeadingAge PA of the 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.