

Kaiser Permanente Northern California Regional Community Involvement Programs

GUIDELINES AND APPLICATION PROCEDURES

For nearly 60 years, Kaiser Permanente's social mission has been the foundation of its community service programs. As a values-driven, not-for-profit integrated health care organization, Kaiser Permanente is dedicated to improving the health of our members and the communities we serve.

Through partnerships with community organizations and governmental entities, Kaiser Permanente strives to benefit the community by addressing issues and concerns that affect overall community health. Many of these partnerships are created through grants that support community events and activities.

The Kaiser Permanente Northern California Regional Community Involvement Program responds to requests from organizations **that provide service regionally**. For information about local, funding, please contact our local staff on our website listed under "Contact Us."

Community Event/Sponsorship Program provides resources and/or support for community health and community relations' activities including:

- ▶ Special events (dinners, health fairs, walks, runs)
- ▶ Conferences
- ▶ Symposia
- ▶ Public policy briefings
- ▶ Health education forums.

APPLICATION PROCEDURES

1. Submit the information requested on the event/sponsorship application form and include a cover letter briefly stating the project title and dollar amount request on your organization's letterhead.
2. Complete the application in its entirety
3. Send the following documents to the mailing or E-mail address below. Please do not fax.
 - Application form
 - Written request on letterhead stating the amount they are seeking funding from requesting organization. If a fiscal sponsor is applicable, include a letter from the fiscal sponsor stating the organizations' relationship.
 - Copy of IRS determination letter indicating the organization's 501(c)(3) tax-exempt status or an equivalent letter stating a public entity or school district's tax-exempt status
 - Any letters of explanation: legal name differences; fiscal sponsor organizations, etc.
 - Any attachments: sponsorship levels; list of community organizations; previous KP funding; list of KP employees/physicians involved; etc.
4. Kaiser Permanente will contact you to notify you whether or not your organization's proposal has been approved.

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FUNDING LIMITATIONS

Kaiser Permanente event sponsorships are limited to organizations exempt from federal and state income tax and are of the following types of organizations:

- ▶ 501(c)(3)
- ▶ 501 (c)(19)
- ▶ Certain 501(c)(8) or 501(c)(10)
- ▶ A local, state or federal government agency, including any of its subdivisions that perform substantial government functions
- ▶ 501(k)

If your organization does not fit the above criteria and your sponsorship request is strictly marketing related but benefits the community; please contact us for further instruction. If you are requesting an in-kind donation, speaker or use of our logo and the use benefits the community; please contact use for further instruction. Additionally, Kaiser Permanente will not consider funding requests from the following types of organizations or for the following activities/purposes:

Religious (for religious purposes), partisan political, fraternal, athletic, international or social organizations, endowments, memorials or individuals, field trips or tours.

Send Requests to:

**Kaiser Permanente Community Involvement Program
Northern California Region**

**Mailing Address:
1950 Franklin Street, 3rd Floor, Oakland CA 94612
Attention: Community Relations**

E-mail: NCAL-Comm-Involvement@kp.org

For more information call: 510-987-2490