



Kaiser Permanente San Francisco

Request Guidelines for Community Event and Activity Support

Kaiser Permanente's mission is to provide affordable, high-quality health care services and to improve the health of our members and the communities we serve. Our cause is health.

We are dedicated to improving the well being of the communities where our members, staff, and physicians live and work through our community service programs. We support our mission through financial and in-kind donations to charitable health, education, civic, and community organizations, which promote the social, physical, and mental health of the communities we serve.

Kaiser Permanente San Francisco has two programs that support community events and activities through financial sponsorship, in-kind donations, and staff involvement:

Community Relations Program

Supports local community events and activities, which reflect Kaiser Permanente's mission and cause, through partnerships, direct sponsorships, and volunteer efforts:

- **Healthy Lifestyles:** Supporting events and initiatives that contribute to the overall health and wellbeing of individuals and communities.
- **Education:** Working in partnership with organizations that create positive educational environments in the SF Unified School District.
- **Environment:** Participating in the stewardship of San Francisco's natural and urban resources.
- **Workforce Development:** Providing opportunities and supporting programs to foster interest in health care fields.

Community Benefit Program

Supports local nonprofit organizations whose mission and services align closely with Kaiser Permanente local community benefit priority areas:

- **Access to Health Insurance Coverage and Health Care Services**
- **Reduce Obesity Rates**
- **Reduce Alcohol and Drug Use Rates in Youth ages 12-24**
- **Reduce Rates of Community Violence among Youth ages 12 -24**

Community Benefit Program eligibility criteria listed on following page.

For more information on our Community Benefit program: www.kp.org/communitybenefit/sf.

Request Process

Kaiser Permanente receives a large number of requests for sponsorships, in-kind donations, and staff involvement at community events and activities. However, we can only accommodate a limited number of these requests each month.

- Requests must be submitted a *minimum of three months prior to the date* of the event. We encourage at least six months, especially for events held in the fall (Sept. – Nov.).
- Requests received a minimum of three months prior to the date of the event with required materials will be reviewed on an ongoing basis throughout the year.
- Notification as to whether the request was approved or declined will be mailed to organizations eight to 10 weeks from receipt. Sponsorship funds will be disbursed approximately eight weeks after award notification.

Submission Instructions

The following materials **must be included** with your request:

- Requests must be submitted on agency letterhead.
- Agencies must provide specifics of the event, type of request (sponsorship, in-kind donation, or staff involvement), and include a contact person.
- Requested sponsorship amount, if applicable.
- Event sponsorship materials, including opportunities and benefits, if applicable.
- Requests from tax-exempt organizations must provide a copy of current IRS determination letter indicating appropriate tax-exempt status.

Requests submitted that are missing the required documentation will not be considered for support.

If approved, we will also request:

- Invoice on agency letterhead (or from fiscal sponsor agency, if applicable).
- Letter of support from fiscal sponsor agency (if applicable).
- Requests from tax-exempt organizations, list of names and titles of the Board of Directors.
- Requests for \$10,000 or more from tax-exempt organizations, Form 990 and most recent audited financial statements.

Community Benefit Request Eligibility Criteria

Funds must be used to serve vulnerable populations of Kaiser Permanente's San Francisco Service Area, the City and County of San Francisco.

To be eligible for a Community Benefit grant, an applicant organization (or fiscal agent) must have operations in California, provide programs to vulnerable populations, and be one of the following types of nonprofit organizations:

- 501 (c)(3) with 509(a) designation as a non-private foundation
- 501 (c)(19)
- 501 (k)
- 501 (c)(8) or 501 (c)(10) if used solely for charitable purposes and serving the general community
- Public school or public entity, including local, state, or federal government agency

Community Benefit Funding Limitations

Kaiser Permanente will not consider funding requests from the following types of organizations or for the following activities/purposes:

- Religious purposes
- Partisan political activities
- Athletic or sports activities
- International or social organizations
- Endowments or memorials
- Fraternal organizations
- Field trips or tours
- Individuals

Please submit an electronic or hard copy of the complete request with all required materials to:

Community Relations Requests:

Elizabeth Ferber
Community & Government Relations Manager
Kaiser Permanente Public Affairs Dept.
601 Van Ness Ave., Suite 2002
San Francisco, CA 94102
Elizabeth.Ferber@kp.org
Ph: 415-674-7146

Community Benefit Requests:

Nancy Leung
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