

# Community Benefit Grants Program Letter of Inquiry (LOI) — Information & Guidelines

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## Program Overview

As one of the nation's leading nonprofit, integrated health care systems, Kaiser Permanente seeks to make positive contributions to communities. Kaiser Permanente's social mission is to improve the health of the communities we serve. This is accomplished, in part, by supporting community-based organizations through grants, donations, and sponsorships for programs, projects, and community events. The Community Benefit Grants Program provides Kaiser Permanente an opportunity to respond to requests from eligible organizations whose work is in alignment with our funding priorities.

**A Letter of Inquiry (LOI) is the first step in the process of applying for a grant, followed by a full application only upon invitation from the Community Benefit Grants Program.** Please review these guidelines carefully to assess the potential fit between your organization's mission and Kaiser Permanente's funding priorities prior to submitting an LOI.

## Funding Priorities

Kaiser Permanente will support projects, programs or activities that are in alignment with one or more of the following funding priorities:

**Access to Healthcare for Vulnerable Populations:** Kaiser Permanente partners with safety net providers, public institutions and other community-based organizations to expand access to primary, specialty, and preventive care for low-income and uninsured people. Eligible projects focus on areas improving quality and cost-effectiveness of care, reducing health disparities, managing chronic disease, promoting disease prevention, and building the capacity of the healthcare workforce.

**Healthy Eating Active Living (HEAL):** Eligible projects focus on creating lasting policy, environmental and/or systems changes that support healthy eating and physical activity, and fall into at least one of the following categories:

- a) Advocacy efforts to develop and enact new public policy to support access to nutritious foods and physical activity.
- b) Implementation of evidence-based interventions in organizations or communities that increase access to nutritious foods and physical activity. Strategies should implement existing laws or policies, change organizational practices, or enhance the physical environment.

Projects not eligible for HEAL funding include stand-alone or promotional activities; for example, materials and curriculum development, workshops, exercise and sports programs, and media campaigns.



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**Policy Advocacy:** Eligible projects focus on empowering consumers, and informing policymakers on pressing community health needs and issues. Areas of emphasis include workforce development, leadership development, social justice, civic engagement, and public policy. Kaiser Permanente supports the development and advocacy of healthcare policy; public policy briefings, forums, and conferences; and, public policy projects, initiatives, coalitions, and/or networks around a specific health care issue.

## Eligibility

To be eligible for a Community Benefit grant, an applicant organization, or fiscal agent, must have operations in California and be either a local, state, or federal government agency operating for public purposes, or one of the following types of nonprofit organizations:

- 501 (c)(3) tax-exempt organization with a 509 (a) designation indicating that the organization is not a private foundation
- 501 (c)(19)
- 501 (c)(8) or 501 (c)(10) operating under a lodge system and only if used solely for charitable purposes and serving the general community.

## Funding Restrictions

The Kaiser Permanente Community Benefit Grants Program will generally not consider funding requests from international, social, or recreational clubs, or for the following:

- Sports teams and tournaments (e.g. golf, tennis)
- Individuals
- Religious purposes
- Partisan political activities
- Endowments or memorials



Kaiser Permanente will not consider requests from organizations that discriminate on the basis of race, color, national origin, sex/gender, sexual orientation, age, physical or mental disability, or veteran status in their programs, services, policies, hiring practices, and administration. In addition, Community Benefit grants will not be awarded for activities, events, or programs organized or solely sponsored by alcohol, tobacco, or pharmaceutical companies.

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## Letter of Inquiry Application and Review Process

- Submit an LOI on agency letterhead, signed by the chief executive(s).  
The LOI should not exceed two, single-spaced pages using 12-point font with 1-inch margins.
- The LOI should include the following information:
  - Organization name
  - Federal tax ID number
  - Contact person name, title, phone, e-mail, and mailing address(es)
  - Organization description/history, including current operating budget
  - Statement of need
  - How funds will be used and/or description of project(s), including target population and geographic area
  - Total funding request and duration
- A copy of the tax exempt status determination letter from the Department of the Treasury Internal Revenue Service; or a copy of the certification from Office of the State Attorney General where the qualified organization is registered; or for Government agencies, a notarized letter from the organization's Chief Financial Officer or Certified Public Accounting firm indicating they have been granted exemption. If the organization is applying using a Fiscal Agent, submit documentation for the Fiscal Agent organization.
- Community Benefit staff review LOIs throughout the year. Receipt of an LOI will be acknowledged by email or postcard, and applicants will be advised of next steps usually within 90 days.



## Submission Information

The LOI may be submitted by email in .pdf format or by regular mail. Faxes will not be accepted.



**Email Address:** [so.cal.grants@kp.org](mailto:so.cal.grants@kp.org)  
Label the email subject line:  
LOI — (name of your organization)

**Mailing Address:** Community Benefit Grants Program  
Kaiser Permanente Public Affairs Office  
393 E. Walnut Street, 2nd Floor  
Pasadena, CA 91188

### Contact Information

For questions please call **(626) 405-5999** or email [so.cal.grants@kp.org](mailto:so.cal.grants@kp.org)