



General Grant Guidelines

Kaiser Foundation Health Plan of Georgia Inc. A Tradition of Community Involvement

At Kaiser Foundation Health Plan of Georgia, Inc., one of our core values is to improve the health of health of our members, as well the community we serve. Social responsibility and community involvement are part of our legacy and are crucial to our mission.

Any organization that meets the eligibility criteria below may apply for the **General Grant Program** from January 1 – October 1. Proposals may be submitted for ongoing or new programs.

Eligibility Criteria – organizations must:

- Be a tax exempt, nonprofit 501(c)(3), 501(c)(4) public charity, or governmental entity;
- Serve one or more counties in our Metro Atlanta service area;* and
- Demonstrate capacity and/or past success in meeting a community need.

Kaiser Permanente Priority Areas

Proposals for support must address one of the following:

Care and Coverage for Low-Income People – Improving health care access for vulnerable populations through programs that lower barriers.

Community Health Initiatives – Improving communities' health by focusing on healthy eating, physical activity, general wellness, or bettering community conditions that influence health.

Safety Net Partnerships – Building partnerships with safety net organizations: community clinics, public hospitals, or local health departments that provide health care for underserved communities.

Developing and Disseminating Knowledge – Empowering consumers, educating practitioners, advancing research, informing policymakers about care and health, or related public policy Initiatives.

Grant Size and Duration

- Grants are usually below \$50,000. Most grants are below the maximum; especially for new grantees.
- Grants are generally made for one year.
- Proposals must include measurable outcomes.
- Most contributions will be for program support – we prefer supporting organizations' programs directly rather than events. We occasionally sponsor events, such as health-related conferences, meetings, etc. These contributions are generally between \$5,000 and \$25,000.

* Service area counties: Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, Dawson, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Haralson, Heard, Henry, Lamar, Meriwether, Newton, Paulding, Pickens, Pike, Rockdale, Spalding, Walton.

Areas Not Funded

- Private foundations
- Political candidates or organizations
- Faith-based organizations without separate 501(3)(c) status. Kaiser Permanente's charitable funds cannot be used to teach or advance a religious ideology.
- Organizations that discriminate on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition or veteran status
- Organizations and programs outside the Kaiser Permanente Georgia service area
- Capital campaigns, sports teams/events, and school yearbook ads

Application Procedure

1. Complete a **General Grant Application**, including required attachments below. **Incomplete applications or ones without a health focus within our priority areas will not be considered.** Application materials are available at <http://xnet.kp.org/ga/giving>.
2. Submit application materials by mail or delivery service. Faxed applications will not be considered.
4. Please allow two months for a final response.

Required Attachments

For requests under \$10,000

1. One-page summary cover letter describing the program, need for project, goals and expected results
2. IRS 501(c)(3), 501(c)(4), or governmental entity tax-exempt determination letter
3. W-9 Form completed and signed (see website)
4. Board of Directors list with affiliations

For requests of \$10,000 and more, all of the above plus:

5. Current year organizational budget
6. Most recent organizational audit
7. Copy of most recent IRS Form 990

Reporting Requirements:

- Awards are granted for the purpose specified, and may not be used for any other reason.
- Award recipients must submit an acknowledgement of the contribution that includes the dollar amount, and if applicable, description and value of any goods provided Kaiser Permanente (e.g., meals, tickets).
- Grantees must report on project/event results within one month after the project or event's end.
- Year-end reports must be submitted by 01/10/2010.
- Organizations failing to file reports will be prohibited from receiving future funds.

Send General Grant Application & Materials to:

Kaiser Foundation Health Plan of Georgia, Inc.
Public Affairs/Community Benefit
Nine Piedmont Center, 3495 Piedmont Road, NE
Atlanta, Georgia 30305-1736