



Riverside Community Health Foundation

LOI Grant Guidelines 2012

About the Grantmaking Process

Riverside Community Health Foundation (RCHF) is a 501 (c) (3) non-profit public benefit foundation that provides and facilitates programs and services to improve the health of the residents within Riverside, California. The Foundation is seeking grant proposals, consistent with our identified mission, to increase access to needed health care services in the Riverside City.

The Riverside Community Health Foundation is governed by its own independent Board of Directors which considers funding proposals at meetings held in January, March, May, July, September, and November.

Effective January 1, 2005, the Foundation requests a Letter of Inquiry (LOI) prior to submitting a proposal. Letters of Inquiry may be submitted at any time. Organizations which best match our grant making priorities and funding criteria will be invited to submit a full proposal upon receipt and favorable review of the LOI. Applicants invited to submit a proposal, may submit at anytime; however, the proposal will be reviewed during the months of January, March, May, July, September, and November. All applicants should submit proposals 30 days prior to the month in which they would like to be considered. For example, to begin the process and be considered in March, submit proposals by February 1. On the average, from the time a proposal is submitted, the decision-making process takes 2 months, but can take up to 4 months.

Note: An invitation to submit a LOI or proposal does not signify or guarantee an award; it informs you that Riverside Community Health Foundation is interested in receiving information about your project for consideration. Grant awards are assured only after the application review process has been completed, meaning the Riverside Community Health Foundation Board of Directors has made a final determination regarding the award and an award letter has been finalized.

Please review the following instructions carefully. Because Riverside Community Health Foundation's grantmaking priorities and application guidelines may change over time, applicant organizations are encouraged to periodically visit our website for the latest information.

Understanding the Guidelines

The applicant organization should consider the Foundation's mission, vision, priorities, eligibility requirements, and funding restrictions with respect to the funding request.

Mission

Our mission is to improve the health and well being of the Riverside community.

Vision

Riverside Community Health Foundation will improve the health status of its community by funding, developing, and operating partnerships and collaborations that provide expanded access to high quality health care services and education.

Priorities

In keeping with its mission, the Riverside Community Health Foundation invests in organizations and programs that benefit our residents and that build vibrant and healthy communities throughout the City of Riverside. The Foundation provides funding in the area of health and seeks to support innovative approaches to prevention and education, as well as treatment and inpatient care. The Foundation supports projects that have a high likelihood to leading to sustained improvement in the health and health care access of vulnerable populations in the City of Riverside.

Health focus includes the improvement of the physical and mental health status for persons of all ages; access to and quality of treatment services; health promotion and wellness; disease prevention and improved health outcomes. Proposed projects/programs might enhance:

- Health care for the uninsured, and underinsured
- Access to health services
- Engagement of community members in addressing local health needs
- Promotion of opportunities for active living and healthy eating
- Health safety net for uninsured and underserved persons
- The health of groups that are disadvantaged by economic, social, medical, or environmental circumstances

Through its grantmaking program, the Foundation seeks to fund organizations that can:

1. Expand access to healthcare for Riverside city residents.
2. Increase health education and prevention in the community.
3. Provide programs and services that improve the health and well being of Riverside residents.
4. Demonstrate or advance effective strategies for filling significant gaps in health and health care in the City of Riverside.
5. Have a high likelihood of achieving self-sufficiency or that attract new/additional resources for services in the City of Riverside.
6. Employ *cost-effective strategies* for achieving meaningful improvements in health and health care within the community.

Eligibility Requirements

To be eligible for a Riverside Community Health Foundation Grant, the applicant organization must:

- Be a 501 (c)(3) non-profit organization, school, or government agency
- Improve health care access for children and families
- Promote cooperation/partnership with other organizations
- Demonstrate organizational capacity to implement the proposed project
- Establish criteria for effectively evaluating strategies, timetables, and measurable objectives
- Serve Riverside residents from the following zip codes: 92501, 92502, 92503, 92504, 92505, 92506, 92507, 92508, 92509, 92518, 92521, 92522 and 91752.

Funding Restrictions

RCHF does not award grants for:

- Annual fund drives (i.e. membership drives, dinner, benefits, food or clothing drives);
- Individuals;
- Scholarships or fellowships;
- Food distribution/feeding programs;
- Research that does not have a direct application to implementing a community-driven health intervention;
- Media projects (film, television, radio, website, PSAs) that are not part of a broader project or strategy;
- Political campaigns, voter registration drives or lobbying for specific legislation;
- Endowments;
- Capital funding for the purchase, construction or renovation of any facilities or other physical infrastructure;
- Operating deficits or retirement of debt; and
- Indirect costs in amounts that exceed 15 percent of the total of requested personnel and operating costs, or indirect costs not directly associated with the proposed project or program.

Funding Categories

- Inpatient Funds: 50.93% of funds are for inpatient hospital services to be used through a non-profit hospital.
- Outpatient Funds: 46.57% of funds are to be used for outpatient health care services, which involve the delivery of direct clinical care, or a clinical position to provide health care services.
- Health Education: 2.5% of funds are to be used to provide health education, prevention and promotion programs or services.

How to Submit the Letter of Inquiry (LOI)

Letters of Inquiry may be submitted at any time. Within 30 days of receiving the LOI, the Foundation will review the inquiry and notify applicant that the Foundation is either unable to provide funding at this time or is requesting a complete grant proposal. Please follow the format, writing, and submission guidelines below.

Formatting the Letter of Inquiry

Please submit a Letter of Inquiry and answer all the questions using the following format:

- 1-2 pages
- Use applicant letterhead
- 12-point font
- Single-spaced
- One-inch margins
- Single-sided pages
- Signed

Writing the Letter of Inquiry

In 1-2 pages, please answer the following six (6) questions:

1. The Funding Request

In 5-6 sentences, please describe your funding request and include the dollar amount you are requesting. Highlight how your proposed program/project fits with the Foundation's mission and goals.

2. About Your Organization

In 5-6 sentences briefly describe your organization's history and mission, including the year it was established. *Please provide the name of your organization (including Tax ID Number) and contact information, including your name, telephone, and email address; this is who will be contacted for further information.*

3. The Problem or Need

In 5-6 sentences, describe the particular health problem or need your program or project seeks to address. What is the current magnitude of this problem or need specific to the city of Riverside?

4. The Program

In 5-6 sentences, describe the program's purpose and list 2-3 major objectives for this project/program during the funding period.

5. The Target Population

Describe who will benefit from this program. Highlight any relevant characteristics that further clarify your target group, i.e. gender, age groups, ethnicity/race, disability, socio-economic status and/or income level, and geographic area.

6. Success, Outcomes, and Results

As a result of funding, what constitutes success for your organization or program?

Submitting the Letter of Inquiry

Please **do not** submit brochures or any other materials with your Letter of Inquiry. **Unrequested materials will be ignored and/or discarded.** Send Letters of Inquiry by mail to the attention of:

Ninfa E. Delgado
Vice President
Riverside Community Health Foundation
4445-A Magnolia Avenue
Riverside, CA 92501