



# Frequently Asked Questions

## Eligibility

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### **1. Who can apply?**

The Riverside Community Health Foundation makes grants to nonprofit organizations, government agencies, and schools that directly benefit the health and well-being of Riverside residents. To apply to the Foundation, nonprofit applicant organizations must have valid tax exemption status under Section 501(c)(3) of the Internal Revenue Code and be classified as a public charity and not as a "private foundation" under section 509(a). Governmental agencies and schools may provide alternate documentation indicating the type of organization they are and their tax exempt status.

### **2. What is a 501(c)(3) certificate?**

Notification from the IRS that your organization has been granted non-profit tax-exempt classification under the Internal Revenue Code.

### **3. Can a grant-writing organization send in a funding request on behalf of another organization?**

No, we do not accept requests from grant-writing organizations applying on behalf of other organizations.

### **4. Do you have any geographic limitations?**

Yes. The Foundation's funds are restricted to organizations serving Riverside city residents from the following zip codes: 92501, 92502, 92503, 92504, 92505, 92506, 92507, 92508, 92509, 92518, 92521, 92522, and 91752.

### **5. Can funding be provided for organizations located outside of the city of Riverside?**

The Foundation will consider applications from organizations that are not in the city of Riverside, provided that the proposed funding is used for the benefit of Riverside city residents.

### **6. What are the Foundation's funding priorities?**

The Foundation funds projects that do the following:

- Expand access to healthcare for Riverside residents;
- Increase health education and prevention in the community;
- Provide programs and services that improve the health and well being of Riverside residents.

### **7. What types of funding will *not* be provided by the Foundation?**

The Foundation *does not* make grants for the following:

- Annual fund drives (i.e. membership drives, dinner, benefits, food or clothing drives);
- Individuals;
- Scholarships or fellowships;
- 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.

**8. Can you provide some examples of the Foundation’s grants?**

You can find previous grants made by The Foundation in our Annual Reports and on the Foundation’s website at [www.rchf.org](http://www.rchf.org) within the “Grants” section.

**Questions about Available Funds**

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**9. What are the Foundation’s funding categories? What amounts are available for each category?**

The Foundation distributes its funds according to three primary categories at the corresponding percentages: Inpatient (50.93%), Outpatient (46.57%), and Health Education (2.5%). Inpatient funds are for inpatient hospital services, to be used through a non-profit hospital. Outpatient 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 funds are to be used to provide health education, prevention and promotion programs or services. Applicants should note that the Health Education category contains the least amount of funds.

**10. What is the maximum/minimum (or average) grant amount that you fund?**

We have not established maximum or minimum dollar amounts, but rather look at the amount needed for each specific project based on scope of work, expected outcomes, and funding available. However, general ranges by funding category are listed below. As you review the general ranges below, keep in mind that a grant may be funded at a greater amount than the general range, or it may be funded at a lesser amount than the general range. The amounts listed below reflect the funding levels for most grants.

Health Education	\$1,000 to \$15,000
Outpatient	\$10,000 to \$250,000
Inpatient	\$100,000 to \$500,000

In 2008, median grant amounts by funding category were:

Health Education	\$12,500
Outpatient	\$ 64,000
Inpatient	\$500,000

For more information on available funds, refer to Question 9, [**What are the Foundation’s funding categories? What amounts are available for each category?**]

## Application and Review Process

### 11. How do I apply for a grant from the Foundation?

**Step 1: Letter of Inquiry.** Applicants must submit a Letter of Inquiry (LOI) to the Foundation prior to submitting a proposal. Refer to the [LOI Grant Guidelines 2010](#) to develop your LOI. Organizations which best match our grant making priorities and funding criteria will be invited to submit a formal proposal upon receipt and favorable review of the LOI. Letters of Inquiry may be submitted at any time. The Letter of Inquiry will be reviewed, and within 30 days the Foundation will provide its response (either requesting or declining a full proposal). [See also Question 13, **What is a Letter of Inquiry (LOI)?**]

**Step 2: Full Proposal.** Applicants invited to submit a proposal may submit at any time; however, all applicants should submit proposals 30 days prior to the month in which they would like to be considered. Proposals will be reviewed in March, May, July, September, and November. Please submit your proposal 30 days before the month in which you would like to be considered. For example, if you would like for your proposal to be considered in March, please submit your full proposal by February 1. [See table below for Board Meeting dates and corresponding deadlines for full proposal]. Refer to the [Proposal Guidelines 2010](#) for detailed instructions in developing your proposal.

Letter of Inquiry (LOI)	Proposal Deadline	Board Meeting	Proposal Status Announced (via letter)
Letters of Inquiry are accepted year round. Allow 30 days for the Foundation to provide its response. If your organization is invited to apply, submit your proposal by the following deadlines. →	December 1, 2009 4:30 p.m.	January 2010	Within first 2 weeks of February 2010
	February 1, 2010 4:30 p.m.	March 2010	Within first 2 weeks of April 2010
	April 1, 2010 4:30 p.m.	May 2010	Within first 2 weeks of June 2010
	June 1, 2010 4:30 p.m.	July 2010	Within first 2 weeks of August 2010
	August 2, 2010 4:30 p.m.	September 2010	Within first 2 weeks of October 2010
	October 1, 2010 4:30 p.m.	November 2010	Within first 2 weeks of December 2010

### 12. What are your deadlines?

**Letters of Intent** may be submitted at any time throughout the year.

**Full Proposals.** Applicants invited to submit a proposal may submit at any time; however, all applicants should submit proposals 30 days prior to the month in which they would like to be considered.

Proposals will be reviewed in January, March, May, July, September, and November. For example, to begin the proposal process and be considered in March, submit proposals by February 1. On average, from the time the full proposal is submitted, the decision-making process takes 2 months, but can take up to 4 months. [See table above for Board Meeting dates and corresponding deadlines for full proposals].

### 13. What is a Letter of Inquiry (LOI)?

The purpose of the Letter of Inquiry is to determine if your organization and its proposal fit within the Foundation's eligibility guidelines before your organization expends resources to put together a full

proposal. Effective January 1, 2005, the Foundation requests a Letter of Inquiry prior to submitting a proposal. The [LOI Grant Guidelines 2010](#) section describes in detail the focus and objectives of the Foundation as well as the kind of projects it will not consider.

Organizations which best match our grant making priorities and funding criteria will be invited to submit a formal proposal upon receipt and favorable review of the 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 the applicant that the Foundation is either unable to provide funding at this time or is requesting a complete grant proposal.

An invitation to submit a LOI or proposal does not signify or guarantee an award; rather, 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 final determinations regarding awards and an award letter has been finalized.

**14. How will I know my Letter of Inquiry has been received?**

Staff should respond to the Letter of Inquiry within 30 days of receipt. If you do not receive a response within this time frame (i.e., 30 days plus mailing time), you may call the Program Associate at (951) 788-3471.

**15. What do I do if I have a project idea that I want to run by the Foundation staff? Can I call, or do I need to submit a Letter of Inquiry?**

Submit a Letter of Inquiry. The Letter of Inquiry step saves time for applicants, so that they do not expend resources in developing a full proposal unless Foundation staff determines that the project adequately matches the Foundation's grant making priorities and funding criteria. It also saves time for Foundation staff, as they receive many requests throughout the year. If Foundation staff has any questions regarding your submitted Letter of Inquiry, they will contact you.

**16. Is there a specific format in which the proposal should be written?**

Yes. Refer to the format directions in the "Writing the Narrative" section of the [Proposal Guidelines 2010](#).

**17. What budget information is required for the application?**

Applicants are required to provide a Program Budget and a Budget Narrative. The Program Budget must indicate the projected budget for each line item for both the total program budget and the amount that is requested from The Foundation. The Budget Narrative (Question # 6a in the "Writing the Narrative" section of the [Proposal Guidelines 2010](#)) should provide specific descriptions of how the requested funds will be used.

**18. How should I assemble and present my proposal?**

Refer to the "Submitting the Proposal" section of the [Proposal Guidelines 2010](#) for directions on assembly and presentation of your proposal.

**19. What types of additional information is required to be submitted with my proposal?**

Please submit one (1) copy each of the following, to be attached to the original proposal only:

- IRS Tax Exemption Designation Letter
- 990 Form (most recent)
- Current list of Board of Directors
- Audited Financial Statements for last fiscal year
- Annual Organizational Budget

**20. What should I do if my organization does not have all of the attachments?**

If you do not have a required attachment, you must provide another document instead that is most similar to the required attachment. Then you must submit a written statement explaining why you are unable to include the required attachment with your proposal. For example, if you need to provide the 990 Form for the year 2009, but your organization has not completed it by the time you need to submit your proposal, provide the 990 Form for the year 2008 and submit a written statement explaining why the 990 Form for 2009 is not available.

Not submitting required attachments can result in a delay in the review of your proposal (e.g., the proposal will be reviewed at the next Board Meeting), or in other situations your proposal may not be considered at all. If you have concerns about attachments, contact the Foundation’s Program Associate.

**21. May I submit other attachments with my proposal?**

Due to the large volume of materials received, please do not send any additional information unless specifically requested to do so. Examples of materials not accepted are:

- Invoices
- Resumes
- Annual Reports/Publications
- Letters of Support
- News Articles
- Photographs
- Videos, Cassettes, or CDs
- Books, Magazines, or Newsletters

**22. May I fax or email my grant proposal?**

No, The Foundation does not currently accept faxed or e-mailed applications. Proposals may be submitted via mail (U.S. Mail, FedEx, UPS, etc.) or may be delivered in person.

**23. Who do I send my Letter of Inquiry or proposal to?**

Please send by mail to the attention of:

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

**24. How will I know my proposal has been received?**

Receipt of all proposals is acknowledged by email within approximately one week. If you have not received notification after this time period, please contact the Program Associate at (951) 788-3471.

**25. Can our organization submit more than one application at a time?**

While there is nothing to prohibit this, it is advisable that organizations prioritize their requests and only submit the proposal that represents the best fit with The Foundation’s grant-making program. If the need arises, you may arrange to speak with the Vice President to discuss the various proposals that you have in mind to help you determine which proposal might be most appropriate for the Foundation.

**26. Is there a limit to how many times my organization can be awarded a grant from the Foundation within a certain amount of years?**

Grantees who have received three years of consecutive funding from the Foundation are encouraged to abstain from re-applying for a one-year period. After that period, the organization may re-apply. In some cases, grantees who have received three years of consecutive funding may experience circumstances that make it necessary to re-apply to the Foundation for an additional consecutive year. It is at the Foundation’s Board of Director’s discretion to allow re-application in this case. The organization may find out if it can re-apply by submitting a Letter of Inquiry which would be reviewed by the Board of Directors.

**27. If I have submitted a request and been declined, can I re-apply?**

Yes. A decline does not mean that you cannot apply again. Foundation staff can work with the applicant organization to discuss the possibilities for submitting another proposal.

**28. Will the Foundation make multi-year grants?**

The majority of our grants are typically for one year. On rare occasions, however, multi-year grants are considered. The terms for multi-year grants are based on your organization’s ability to demonstrate how much time is needed to reasonably accomplish its program goals.

**29. What is the review and selection process?**

**Submission.** Following the receipt and favorable review of the applicant organization’s Letter of Inquiry, the applicant is invited to submit a proposal. Proposals are accepted for review throughout the year.

[See Question 12, **What are your deadlines?**]

**Staff Review of Proposal.** The Foundation's grant-making staff will acknowledge receipt of all proposals via email. Grant-making staff meet to review each proposal. During the course of the review a staff person from the Foundation may contact the organization for additional information. When reviewing proposals, The Foundation’s grant-making staff evaluates each proposal on its own merits to determine if it is a fit with the Foundation’s goals. Proposals are then presented to the Trust Uses Committee (this committee is a subgroup of the Board of Directors).

**Trust Uses Committee Review of Proposal.** Each member of the Trust Uses Committee reviews the proposal. At Trust Uses Committee meetings, proposals are reviewed and discussed. The Trust Uses Committee makes a recommendation to fund or not fund the proposal, and if favorable, at what amount and from which funding area (Inpatient, Outpatient, Health Education). The Trust Uses Committee meets six times annually (January, March, May, July, September, and November).

**Trust Uses Committee Recommendations to Board of Directors.** The recommendations of the Trust Uses Committee are presented to the Board of Directors. The Board of Directors votes to accept or not accept the recommendations.

**30. Will the Foundation request any additional information or want to conduct an interview or site visit as part of the review process?**

As part of the review process, a representative from the Foundation may contact your organization for additional information and/or to schedule a site visit. However, contacting the organization for additional information or a site visit does not indicate that a project will be funded.

**31. When can I expect to find out the status of my proposal?**

The timeline for finding out about the status of your proposal depends primarily upon when your proposal was submitted. If you submit your proposal by the deadline for a given Board Meeting, you can expect to find out if your proposal was approved or denied for funding within the first two weeks of the month following the Board Meeting. For example, if you submitted your proposal by the February 1 deadline so that it will be considered at the March Board Meeting, you may expect to find out about the status of your proposal within the first two weeks of April.

If your proposal is submitted after the deadline for a given Board Meeting, it may be considered at the next Board Meeting. For example, a proposal submitted on February 10 may not be considered at the March Board Meeting, but may instead be considered at the May Board Meeting.

In some cases, it may be decided to table proposals to the next meeting for the purpose of obtaining further information or clarification necessary to make a decision. If this happens, you will be notified. *[See table above for Board Meeting dates and corresponding deadlines for full proposals].*

**32. Will grants always be for the full amount requested by the organization?**

No. It is possible that the Foundation will award a grant for less than the amount requested by the organization. In reviewing budget requests, The Foundation's grant-making staff and Board of Directors considers a number of factors including how reasonable the budget request is based on the project's goals, term of the program, and resources needed to accomplish the goals of the project.

**33. What are the most common reasons that proposals are denied?**

Given the amount of worthy proposals received, the Foundation must select those proposals that are most closely aligned with the goals and the mission and values of the Foundation.

## Information for Grantees

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**34. If we receive a grant, do we enter into any specific agreements with the Foundation?**

Yes. Grantees who receive \$100,000 or more must sign a contract. Grantees who receive less than \$100,000 must sign a document titled the Conditions of Award (COA). Contracts and COA documents serve two basic purposes: (a) to outline the grantee's responsibility with regards to progress reports; budget expenditures and reporting; and recognition of the Foundation; and (b) to stipulate the conditions under which the grantee would be required to return unexpended funds to the Foundation. Contracts and COA documents must be signed and returned to the Foundation in order for payment to be disbursed.

**35. If we receive a grant, when and how should we expect our grant payment?**

Generally, grantees are sent an award letter within two weeks of the Board of Directors' grant approval. A contract or Conditions of Award document [See Question 34, **If we receive a grant, do we enter into any specific agreements with the Foundation?**] will accompany the award letter; these are to be signed and returned to the Foundation. Once the Foundation receives the required signed documents from the grantee, payment will be sent along with the Acknowledgement of Receipt (AOR) form. The AOR form is

to be returned to the Foundation within 30 days of receiving the payment. The award letter will indicate if your grant award is to be disbursed in multiple payments, in which case, payments may be dependent upon timely submission and approval of progress and/or final reports.

**36. If we receive a grant, what kind of progress reports will we have to submit to the Foundation?**

In general, grantees who have been awarded grants over the amount of \$3,000 from the Outpatient or Health Education, categories can expect to submit reports every six months (one Progress Report, and one Final Report) so that the Foundation can monitor the progress of the grant. Grantees who have been awarded grants from the Inpatient category can generally expect to submit a final report. Your award letter will indicate if and what your reporting requirements are.

**37. If we receive a grant from the Foundation, what steps should we take to recognize the Foundation as our funder?**

Grantees are asked to ensure that the Foundation is clearly identified as a supporting organization in all published material relating to the subject matter of the awarded grant. [See also Question 34, **If we receive a grant, do we enter into any specific agreements with the Foundation?**]. If your organization will simply list the Foundation in its printed materials, you do not need to contact us beforehand. If you are writing a segment on the Foundation or would like to use the RCHF logo, please contact us beforehand.

**What if we still have a question? Is there someone specific at the Foundation whom I should contact?**

If you have a question that is not addressed here, please contact the Program Associate by phone at (951) 788-3471 or by e-mail at [desiree@rchf.org](mailto:desiree@rchf.org). The Program Associate will assist you by providing the necessary information, or will direct your question to the Vice President.