

## NORTHERN CALIFORNIA Community & Government Relations



Kaiser Permanente is a non-profit, integrated health care delivery organization whose mission is to improve the health of our members and the communities we serve. Through partnerships with community organizations, government entities, and public agencies, Kaiser Permanente works to address issues that affect overall community health. Some of these partnerships are created through sponsorships that support community events and sponsorships.

The Northern California Community Involvement Program provides Kaiser Permanente an opportunity to respond to requests from eligible organizations whose work is in alignment with our priorities to address issues and concerns that affect overall community health.

### Eligibility

To be eligible for the Community Involvement Program, an applicant organization (or fiscal agent) must have operations in California 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 (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

If your organization does not fit the above criteria and your request is strictly marketing related that benefits the community, or you are requesting an in-kind contribution or a speaker, please contact us for further instruction.

### Funding Limitations

Kaiser Permanente will not consider 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

## Submission Requirements

In addition to this online application, you will need to submit the following:

- A cover letter on agency letterhead signed by your organization's chief executive(s). This letter should include the requested amount.
- Tax exempt status letter
- List of the organization's directors, officers, or individuals on the governing body
- Itemized budget for the organization or project
- A detailed listing of event sponsorship levels and their associated benefits

For requests \$20,000 and above:

- Copy of the most recent IRS Form 990 (required with the exception of churches and government entities)
- Copy of the most recent independent, audited financial statements. If an independent audited financial statement is not available, the following documents would be acceptable:

*For organizations with an operating budget less than \$750,000*

- An independent Certified Public Accountant's review of the organizations' financial statement; OR
- A copy of the organization's A-133 audit (required by the federal government of entities that expend \$500,000 or more in federal awards in a year)

*For government or public entities the following documents would be acceptable:*

- Copy of the A-133 audit; OR
- The agency or department's current year budget, including all sources of revenue, copies of their financial control policies and procedures, and organizational chart.

## Application Review Process

Community Involvement staff will notify you when a decision has been made regarding your request and advise you of appropriate next steps. Please allow 4-6 weeks for this process.