

COMMUNITY GRANTS PROGRAM

REQUEST FOR PROPOSALS

Sequoia Healthcare District invites proposals for its 2007-2008 Community Grants Program

Headquartered in Redwood City, Sequoia Healthcare District identifies local healthcare needs and collaboratively develops solutions. District tax revenues are used for innovative programs and activities designed to achieve health, wellness and disease prevention in southern San Mateo County. Communities in the District include Redwood City, Belmont, San Carlos, Menlo Park, Woodside, Atherton, Portola Valley, and parts of southern Foster City and San Mateo.

Sequoia Healthcare District will allocate funds to support qualified community-based agencies, programs, and services that improve the health status of Sequoia Healthcare District residents. It is the District's aim through this grants program to achieve measurable improvements in the health of the community.

Eligibility

Nonprofit organizations with tax exempt status under Section 501(c)(3) of the Internal Revenue Code and governmental entities such as school districts, cities, and counties (or programs created by any such organization or entity) are eligible to apply for District grants. Preference will be given to applicants located within the District. Organizations or entities that are located outside of District boundaries must demonstrate that they serve the healthcare needs of District residents or of communities served by the District.

Program Priorities

The vision of Sequoia Healthcare District is to act as a catalyst and advocate to ensure access to wellness for District residents for today and tomorrow. In keeping with this vision, the 2007-2008 Community Grants Program will focus on, but not be limited to, programs, organizations and community collaboratives that support the following three areas:

- **Healthy, Active and Engaged Youth** - supporting programs that help children and youth stay healthy, active and engaged. The District has a special interest in prevention of and solutions for the problems associated with childhood obesity.
- **Healthy, Active and Engaged Older Adults** - supporting programs that help adults age healthfully and remain active.
- **Staying Healthy in Time of Disaster** - supporting specific plans and programs focusing on prevention and preparedness.

A successful application in any of these areas will propose realistic programs that are built on sound research and well-developed assumptions.

Grantmaking Guidelines

- The District encourages results-based community collaborations among community agencies, local government and the private sector where appropriate to improve the health of District residents.
- Grants for the 2007-2008 cycle generally will be made in the range of \$20,000 to \$100,000. Grants to any single organization will not exceed \$100,000.
- Grants for amounts over \$25,000 and up to \$100,000 will require a letter of intent followed by invitation to submit a full proposal. In 2007-2008, the District will award one round of grants in this range.
- Grants for amounts \$25,000 or less will be awarded in two rounds. No letter of intent is required, and full proposals must be submitted by one of the two deadlines listed in the timetable provided in this document.
- Sequoia Healthcare District is looking for proposals that are specific with respect to outcomes, programmatic milestones, interventions, time frame, funding sources, sustainability (if appropriate), evaluation methods, and accountability. The District will consider requests for capital improvements and equipment if all other guidelines and considerations are met.
- Sequoia Healthcare District is interested in supporting programs that will use the Community Grants Program funds to leverage additional funds or other support to amplify the impacts of the District's resources.
- The Community Health Grants Program will support programs, services, and agencies with strong, successful track records and the highest probability of meeting their defined goals and objectives.
- Grants made by Sequoia Healthcare District must directly and primarily serve residents of Sequoia Healthcare District. This does not preclude leveraging funds from sources outside of the District or expanding existing programs into the service area.

Application Process

Grants of \$25,000 or less will be awarded in two rounds. Organizations interested in applying for a grant of this size should submit a complete proposal by one of the two deadlines listed in the timeline below. The District will review these proposals in a fully objective and competitive process. Proposal guidelines for grants of less than \$25,000 are included in this document. An organization interested in applying for a grant of over \$25,000 (and no more than \$100,000) should submit a letter of intent describing its proposed project. Guidelines for letters of intent are on page five. The District will carefully review all letters and will invite full applications from

organizations whose requests are consistent with the priorities, policies, and guidelines of the grants program. Grant applications will be reviewed in a fully competitive and objective process.

Proposals and letters of intent will be carefully reviewed and evaluated on the basis of two considerations:

- Responsiveness to the Sequoia Healthcare District's purpose and program priorities for the 2007-2008 grants cycle
- Consistency with the guidelines and principles of the Community Grants Program

Informational Meeting

The District invites anyone who is eligible to apply to the Community Grants Program to attend an informational meeting to be held on November 5, 2007. It will be held from 1:00 p.m. – 3:00 p.m. at Silicon Valley Community Foundation Peninsula Conference Center, 1700 South El Camino Real, Ste. 300, San Mateo 94402. District staff will be available to answer questions about the application process. Details of this meeting will be posted on the District's website, www.sequoiahealthcaredistrict.com.

Timetable

November 5, 2007	Informational meeting (Imagination Room)
December 14, 2007 (postmark accepted)	Letters of intent (grants over \$25,000) are due Proposals are due (Round 1 of grants \$25,000 or less)
February 11, 2008	Round 2 grants (\$25,000 or less) will be announced
February 15, 2008	Invitations for full proposals will be issued (grants over \$25,000) Round 1 grants (\$25,000 or less) will be announced
March 28, 2008	Funds available (first installments) for Round 1 grants
March 28, 2008	Full applications are due (grants over \$25,000) Proposals are due (Round 2 of grants \$25,000 or less)
June 16, 2008	Grants will be announced Round 2 grants (\$25,000 or less) will be announced
July 2008	Funds available (first installments) for grants over \$25,000 Funds available (first installments) for Round 2 grants

Guidelines for a Community Grants Program Proposal (for grants \$25,000 or less)

Proposals should be addressed to **Diana Haigwood, Grants Manager**, and mailed to the address given below. The proposal narrative should be no longer than 10 pages and should include the following information.

1. Name of applicant agency or collaborative, contact person with title, phone, email, fax
2. Program or project title and a brief (no more than 25 words) summary
3. The funding amount requested from the Community Grants Program
4. Description of the community health need, problem, or opportunity that will be addressed
5. Detailed description of specific program objectives and intended program outcomes
6. Overview of program approach including key assumptions underlying program planning
7. The number of clients served and the demographics of that population
8. Statement of the specific Sequoia Healthcare District geographic area served by the project and the number of District residents who will be served
9. Explanation of the sustainability of the program or project including your plans for future funding.
10. Explanation of the proposed program's consistency with the Community Grants Program priorities and guidelines
11. Description of the applicant agency or collaborative including mission statement and an explanation of the applicant's capacity to carry out the proposed program
12. A detailed project budget showing all sources of funding and clearly indicating the proposed use of Sequoia Healthcare District funds
13. Attachments:
 - A list of the organization's board of directors and their affiliations
 - A copy of your IRS 501 (c) (3) tax exemption letter
 - The organization's current operating budget
 - The organization's most recent audited financial statements
 - For collaborative partners, a memorandum of understanding or letter of intent from all collaborative partners

Guidelines for a Community Grants Program Letter of Intent (for grants over \$25,000)

Letters of intent should be addressed to **Diana Haigwood, Grants Manager**, and mailed to the address given below. The letter should be no longer than three pages and should include the following information.

1. Name of applicant agency or collaborative, contact person with title, phone, email, fax
2. Description of the need, problem, or opportunity to be addressed
3. The funding amount requested from the Community Grants Program
4. Statement of specific program objectives and intended program outcomes
5. Overview of program approach including key assumptions underlying program planning
6. Explanation of the proposed program's consistency with the Community Grants Program priorities and guidelines
7. Description of the applicant agency or collaborative including mission statement and an explanation of the applicant's capacity to carry out the proposed program
8. Summary of the proposed project budget

For more information about the Sequoia Healthcare District's Community Grants Program contact Diana Haigwood, Grants Manager, at diana@cprgroup.net, or 650.599.9850.

Send Proposals and Letters of intent to: Sequoia Healthcare District
Attn: Diana Haigwood, Grants Manager
170 Alameda de las Pulgas
Redwood City, CA 94062-2799

