Sierra Health Foundation is a private philanthropy investing in and serving as a catalyst for ideas, partnerships and programs that improve health and quality of life in Northern California through convening, educating and strategic grantmaking. For information about Sierra Health, visit www.sierrahealth.org.

2014 Responsive Grants Program – Round One
Application Instructions and Criteria

READ ALL INSTRUCTIONS AND CRITERIA CAREFULLY

The Funding Opportunity

Responsive grants are available to qualifying nonprofit organizations and public agencies that serve people living in Sierra Health Foundation’s 26-county funding region (see the map on page 2). Grants up to $15,000 are available to support projects that improve health and quality of life.

Sierra Health Foundation has a broad definition of health, believing there is much more to health than health care. Health is influenced by many factors, including socioeconomic conditions, environment, education, income and individual behavior choices – factors that have come to be known as the Social Determinants of Health. Where we live, work and play has a significant influence on our health.

Sierra Health also believes in the need for health equity. Reducing health disparities is a key factor in striving toward better health for all and reflects the foundation’s commitment to ensuring that people throughout our funding region have the opportunity to lead healthy lives.

Sierra Health has committed a total of $500,000 to this program through two funding rounds in 2014.

Funding for Rural Communities of Northern California

At least 30 percent of Responsive Grants Program funds will be available to projects serving rural areas of Sierra Health’s funding region. The remaining funds will be available for activities serving urban areas and urban/rural areas.

What is Rural?

For purposes of this grant program, Sierra Health defines rural as a Medical Service Study Area (MSSA) that has a population density of 250 persons or less per square mile and has no incorporated area greater then 50,000 people1. To determine if the geographic area to be served by your proposed project is rural, see the map on page 2, which shows the urban and rural MSSAs in Sierra Health’s funding region. If you need further clarification on your service area’s rural/urban designation, contact Sierra Health by sending an e-mail to rgp@sierrahealth.org.

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1 MSSA is a designation defined by the California Health Manpower Policy Commission. As a general rule, MSSAs are deemed to be “rational service areas” for purposes of designating health professional shortage areas, medically underserved areas or medically underserved populations. An MSSA is composed of one or more complete census tracts. Sierra Health combines rural and frontier communities into its rural category for the purposes of this grant program. Source: California Health Manpower Policy Commission, California Rural Health Policy Council, a program of the California Office of Statewide Health Planning and Development.
Eligibility Criteria

Sierra Health Foundation will fund nonprofit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code and are designated a 509(a)(1) or 509(a)(2) organization. Sierra Health will also fund public agencies.

Only one grant proposal per eligible 501(c)(3) organization or public agency will be considered each funding round. This limitation applies to multiple departments of a government agency or university, and multiple chapters of an organization using the same tax exempt ID number. If we receive more than one application per eligible applicant organization, we will only consider the first application received.

Sierra Health does not award grants to fiscal sponsors or fiscal agents. The applicant organization must be the organization that will administer the funded activities if a grant is awarded.

Proposed projects or activities must serve people living in one or more of the 26 counties of Sierra Health’s funding region (see the map on page 2).

Current Responsive Grants Program grantees as of January 13, 2014, are not eligible to apply this round. Current RGP grantees are those whose grant activities have not been completed and whose final grant report has not been submitted to Sierra Health Foundation.

Selection Criteria

The most competitive applications will:

- Support projects that improve health and quality of life;
- Clearly explain why the applicant organization is best suited to be successful with the proposed project;
- Make the case for need related to the population to be served;
- Demonstrate innovative approaches to solving health-related issues;
- Leverage resources and/or demonstrate sustainability, if applicable;
- Include a reasonable project scope and budget, based on Responsive Grants Program parameters; and
- Describe the anticipated difference the project would make, as proposed in the Performance Measures framework included in the application.

Additionally, the geographic and demographic diversity of the region will be considered in the selection process.

Funding Information

- The maximum grant amount is $15,000. Applicants may request less than $15,000.
- The grant term may be up to one year.
- Grants for capital equipment will be considered.
- Up to 15% of direct costs may be requested for indirect costs.
- Grantees will be required to submit a final report at the end of the grant period, reporting on the performance measures detailed by the applicant in the Performance Measures table, as well as a financial report.
What We Do Not Fund

Responsive Grants funds may not be used for insurance premiums, debt retirement or operational deficits. In addition, Sierra Health does not fund requests to support individuals, activities that exclusively benefit the members of sectarian or religious organizations, nor 509(a)(3) supporting organizations.

Examples of What We Will Consider Funding

Examples of types of projects considered for funding (proposed projects are not limited to these examples):
- Increasing access to and quality of health services
- Improving accessibility to high-quality, healthy food in low-income neighborhoods
- Increasing physical activity among youth
- Reducing injuries among the elderly
- Improving management of chronic diseases in high-risk populations
- Improving job skills among underemployed populations
- Providing food or housing/shelter services for low-income or homeless populations
- Connecting eligible populations to available local, state and federal resources

Examples of approaches that could be used to implement projects (proposed approaches are not limited to these examples):
- Coalition building
- Outreach to target populations; provision of services
- Advocacy/policy
- Environmental changes
- Accessibility
  - Culturally appropriate outreach/services
  - Translation services
  - Transportation to/from services
- Education of individuals, providers and the general public

Application Timeline

Round One
APPLYICATION DEADLINE: March 3, 2014, at noon
APPROXIMATE AWARD ANNOUNCEMENT: Late May
APPROXIMATE DATE FUNDS AVAILABLE: Early June

To be considered, your proposal must arrive via e-mail at Sierra Health Foundation by noon on the deadline date. Proposals received after the due date/time will not be reviewed. Submission before the deadline date is advised in case you need help with your application e-mail. We may not be able to respond to your requests for help on the deadline date.
Proposers’ Conference Webinar

A proposers’ conference webinar will be held on February 5 from 10 a.m. to 11:30 a.m. Participation in the webinar is recommended, though not required. A recording of the webinar and webinar slides will be posted on Sierra Health’s web site. Register for the webinar by February 3. Registrants will receive an e-mail a day or two before the webinar with webinar access information. The webinar registration link is posted on Sierra Health’s web site, www.sierrahealth.org/rgp. Please review the application materials prior to the webinar and have them with you during the webinar.

Important Application Guidelines

To help us process your application, please follow these submission guidelines.

- We encourage you to submit your application before the deadline date in case you need help with any of the guidelines below.
- Submit the application by e-mail, attaching all required documents, no later than noon on the deadline date. There should be no more than three attachments: application, 501(c)(3) letter (if applicable) and financial statement. Do not combine into one document.
- Include the applicant organization name and the telephone number of the person sending the application e-mail in the body of the e-mail so we can contact you if we have questions.
- Submit all materials listed on page 6 under “Application Materials Checklist.”
- Download, complete and submit the Microsoft Word application form posted on Sierra Health’s web site as an attachment to the e-mail.
- Submit 501(c)(3) letter and financial statement in PDF or Excel format as attachments to the e-mail.
- Send all attachments in one e-mail. If the total size of attached files is greater than 8MB or your submission e-mail bounces back to you, contact us at rgp@sierrahealth.org.
- Do not scan documents in color as this will greatly increase file size. Do not attach Zip files. Do not attach jpeg, tiff, gif or any other picture file formats.
- Submit application materials only once. Be sure your materials are complete and accurate before submitting them. Revised application materials will not be accepted.
- Do not put the application content information in the body of your e-mail message; attach the application materials as requested above.
- Do not include any materials not requested, such as letters of support, MOUs or photos, etc.
- Printed applications will not be accepted. If you need help submitting your application materials by e-mail, send an e-mail to rgp@sierrahealth.org with the subject line: E-Mail Help.

Early submission is advised. We may not be able to respond to your requests for help on the deadline date.

Send application materials to rgp@sierrahealth.org
Subject line: Responsive Grants Application
You will receive an e-mail within five business days acknowledging receipt.

Send questions about this grant program and the application process to rgp@sierrahealth.org
with subject line: RGP Question
Application Materials Checklist

Download the application form from Sierra Health’s web site, [www.sierrahealth.org/rgp](http://www.sierrahealth.org/rgp).

- Completed Responsive Grants Application form (use the Microsoft Word form), which includes:
  - Application Cover Sheet form (see the example with instructions on page 7)
  - Proposal Narrative
  - Proposed Project Budget and Budget Narrative
  - Performance Measures table (example Performance Measures tables are posted on Sierra Health’s web site at www.sierrahealth.org)
- 501(c)(3) determination letter (if a public agency, please note in space provided on the application cover sheet form) – PDF format
- Most recent statement of financial activity that shows revenue and expenses for a full fiscal year (not IRS form 990) – PDF or Excel format
2014 Responsive Grants Application
Round One

Application deadline: March 3, 2014, at noon

Application Cover Sheet

Read Application Instructions and Criteria and Proposal Writing Tips carefully before completing this application. To complete this form, save this document in Microsoft Word and type into each shaded field. Use the TAB key to move from field to field, or click in each field.

Applicant Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name of 501(c)(3) organization (as currently registered with the IRS) or public entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department or Project</td>
<td>if applicable</td>
</tr>
<tr>
<td>Address</td>
<td>Address of the above</td>
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<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Director’s phone Ext e-mail Director’s e-mail address</td>
</tr>
<tr>
<td>Director</td>
<td>Director of 501(c)(3) or public entity Title Director’s title</td>
</tr>
<tr>
<td>Tax Exempt ID#</td>
<td>of 501(c)(3)</td>
</tr>
<tr>
<td>Web site</td>
<td>Web address of 501(c)(3) or public entity</td>
</tr>
</tbody>
</table>

Project Contact

<table>
<thead>
<tr>
<th>Name of project contact at 501(c)(3) or public entity</th>
<th>Title</th>
<th>Title of project contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Name of organization, if different than above</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Address of project contact</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Project contact’s phone Ext E-mail Project contact’s e-mail address</td>
<td></td>
</tr>
</tbody>
</table>

Project Summary Information

Project Name | Name of program and/or project

Brief Purpose of Project (limited to 190 characters): The purpose of the proposed project/effort is:

To (Copy and paste from the Performance Measures table on page 6 of the application form.)

Project Start Date | m/d/yy - 6/1/14 or later | 6/1/14 or later | Project End Date | m/d/yy | Up to 12 months after start date

Amount Requested | Dollar amount requested from Sierra Health for this project

Target Age Group of the Proposed Project/Effort (Select One)

- General/Combined Ages
- Adults (19-54)
- Seniors (55+)
- Children (0-18)
- Families

Primary and Secondary Use of Funds (Place a 1 in the field next to your one primary use of funds; place a 2 in the field next to your one secondary use of funds, if applicable.)

- Access to Health Services
- Food Security
- Physical Activity
- Air Quality
- Health Information Technology
- Housing/Shelter
- Chronic Diseases
- Injury Prevention
- Telemedicine
- Domestic Violence
- Mental Health
- Violence Prevention
- Education/Graduation Rates
- Nutrition
- Other _____
- Employment Skills
- Oral Health

*Nonprofits: Use the current legal organization name as registered with the IRS.*
### Geography That Will Be Affected by the Project

The proposed project activities will take place in all 26 counties of Sierra Health’s funding region:

- [ ] Yes  
- [ ] No

If no, indicate in the space next to the county’s name the percentage of project activity that will serve people living there (best estimate).

<table>
<thead>
<tr>
<th>County</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Alpine</td>
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<td>Amador</td>
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<td>Butte</td>
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<td>Calaveras</td>
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<td>Colusa</td>
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<td>El Dorado</td>
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<td>Glenn</td>
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<td>Lassen</td>
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<td>Nevada</td>
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<td>Placer</td>
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<td>Plumas</td>
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<td>Sacramento</td>
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<td>San Joaquin</td>
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<td>Solano</td>
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<td>Sutter</td>
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<td>Tehama</td>
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<td>Trinity</td>
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<td>Yolo</td>
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<td>Yuba</td>
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<tr>
<td>Stanislaus</td>
<td></td>
</tr>
</tbody>
</table>

Indicate whether the proposed project serves an urban or rural area, or both (see page 1 of the Application Instructions and Criteria for instructions on determining this).

- [ ] Serves an urban area  
- [ ] Serves a rural area  
- [ ] Serves both urban and rural areas

### Application Materials Checklist

- [ ] Completed Responsive Grants Application form, which includes:
  - Application Cover Sheet form (see the sample with instructions on page 7)
  - Proposal Narrative
  - Proposed Project Budget and Budget Explanation
  - Completed Performance Measures table

- [ ] 501(c)(3) determination letter (if a public agency, please note in space below) – PDF format

- [ ] Most recent statement of financial activity that shows revenue and expenses for a full year (not IRS form 990) – PDF or Excel format

If an item on the checklist is not applicable, please briefly explain:

Submit all materials in the checklist above by attaching them to an e-mail and sending to rgp@sierrahealth.org.

Include the applicant organization name and the telephone number of the person sending the application e-mail in the body of the e-mail so we can contact you if we have questions.

Name of authorized 501(c)(3) or public agency officer ________________________________
Title ____________________________________________________________