



Regional ACCESS Project Foundation

GENERAL GRANTS APPLICATION – 2007-08 Cover Letter

Thank you for your interest in applying to the Regional Access Project Foundation, Inc. (RAP). Our foundation was established in 1991 and incorporated in 1992 with a mission to “provide funding, oversight, technical assistance and guidance to nonprofit and community based organizations which serve the populations of eastern Riverside County in the areas of health, mental health, and juvenile intervention”.

Each year, in order to meet our mission, the RAP Foundation makes funds available for new and innovative projects that address specific unmet needs, or projects that significantly improve or expand existing programs in eastern Riverside County. This year RAP has issued a general request for programs that address unmet need for under served populations in all areas within eastern Riverside County. These are one year grants to one or more organizations that will be awarded to applicants whose proposals best meet criteria established by RAP. Consideration will be given to organizations that demonstrate collaboration with at least one other agency or organization in submitting the application; and address, but are not limited to, the following areas of concern:

Mental Health
Health
Juvenile Intervention

GRANT FUNDING RANGE

Based on funding available, one year grants will be awarded to applicants whose proposals best meet RAP Foundation criteria and demonstrate true impact in the community in addressing unmet need. Typical General Grants range from \$10,000.00 to \$50,000.00. Organizations seeking smaller grants should refer to the Mini-Grant or Small Grant processes found on the Foundation website, or call the office at 760-674-9992 for information.

Organizations are encouraged to submit one year grant applications. Renewal applications are a separate process. If you are seeking second or third year funding for an existing program, please contact Eva Guenther-James in the RAP Foundation office. Funded organizations may reapply annually for a total of three years of funding. However, receiving a first year grant does not assure continued funding.

There is no set due date for applications. Upon receipt of a completed application, staff will begin the review process to ensure a packet with “complete information”. The application then goes to grant readers for review and recommendation for funding to the RAP Foundation Board of Directors, based on the ability of the proposal to address unmet need in eastern Riverside County. The total process can take from two to four months depending on the due diligence process and whether the application is complete. In the event an application is sent back to staff or the applicant for additional information, the process may be longer. Please take this into consideration in timing your application to the RAP Foundation.

Please follow the guidelines for preparing your proposal carefully. It is important to note that an incomplete application will sent back to the applicant for revision. Other than two (2) general information sessions, there are no set bidder’s conference dates as staff members are available throughout the application process for questions. Applicants are encouraged to contact staff with questions.

GENERAL GRANT TIMELINE

Grant applications may be submitted as necessary to your programmatic needs. While there is no specific time line, the following is an example of the time for foundation completion of process which requires a minimum of two (2) and as many as four (4) months:

- A. Letter of Intent Received
Available through request or on-line
- B. Staff Review
- C. Application Sent to Applicant Organization
- D. Application Received by RAP
- E. Pass / Fail Threshold – Staff
Due diligence process
Site visits
- F. Application for Review by Grant Readers
- G. Reader and Staff Recommendation to Board
- H. Board Decision

GENERAL CRITERIA FOR RAP FOUNDATION FUNDED PROGRAMS/PROJECTS

I. INNOVATION

- A. Your program/project must address a pressing unmet social need in the area of health, mental health or juvenile intervention and not be a duplication of currently existing programs within the same geographic area; or **significantly expand an existing program** to a new geographic area, a new population or be a new program component not currently funded.

Applications must:

- + Document and identify local need with local data when possible
- + Have a strong evaluation component with identified tools
- + Have documented community support
- + Have focused measurable outcomes
- + Have a strong plan or process including a fund development / fund raising process / plan for future sustainability past the term of RAPF grant funding
- + Have short and long term measurable objectives with specific goals to meet the objectives
- + Have a program/client tracking system
- + Have a volunteer component (if appropriate)
- + Collaboration with at least one other agency / organization

Application may not:

- + Be for on-going operations or duplication of services already being provided by other organizations
- + Be for capital or endowment campaigns
- + Be for even sponsorships

II. SELF SUFFICIENCY

A. Your program/project must:

- + Demonstrate a plan for continuing to successfully function once RAP funding is complete.
- + Include components which indicate how short and long term program and financial sustainability will be achieved

ATTACHMENTS REQUIRED (ONE SET ONLY TO REMAIN ON FILE):

A Cover Letter which includes a one or two paragraph summary description to be used in program reports and in any media notification must be included.

Copy of Articles of Incorporation

Copy of By-Laws

Recent IRS Tax Exemption Designation Letter

Most Recent 990 or 990PF Tax Form or Financial Statement
Including Assets and Liabilities for Organization
Not Just Program

Current Agency Budget and/or Program Budget

Most Recent Independent Audit and Report (if any)

Letter From Insurance Company Documenting Coverage

Mission Statement

List of Board of Directors and Affiliations

If currently funded for another program, only attach those items that have changed from the originals submitted with the other program.