

REGIONAL ACCESS PROJECT FOUNDATION LETTER OF INTENT TO REQUEST FUNDING

Instructions: The Regional Access Project Foundation (RAP) is requesting proposals for projects in eastern Riverside County from tax exempt organizations including 501 (c) (3) community based organizations, churches, schools and other agencies providing services in health, mental health and juvenile intervention. Organizations may be based outside of eastern Riverside County, but services must be provided in and benefit the residents of eastern Riverside County. Grant awards will be for one year only; however, funded programs may reapply up to two additional years. Please fill out this short Letter of Intent form describing your proposed project. If your proposed project meets RAP Foundation funding criteria you will be invited to fill out a grant application form.

Foundation Program Criteria: In the event that you are invited to complete a formal application for your organization, please be advised that applications are expected to address the following issues:

- A. Your program/project must take an innovative approach to addressing a pressing unmet social need in the area of health, mental health or juvenile intervention; or significantly improve or expand an existing program, or respond directly to an area appropriate to a specific request for proposal.
- B. Your program/project must have community support, i.e., the support of relevant public or private agencies that deal with the particular problem or area; documentation of agreements with other agencies must be provided prior to a program being funded.
- C. Your program/project will be judged by its use of already existing resources (money or in-kind) within the organization and community.
- D. Your program/project must have an evaluation component which establishes specific, measurable goals and objectives and indicates how their achievement will be measured and reported to the RAP Foundation. The goals and objectives will be utilized as criteria for oversight.
- E. Your program/project should have a volunteer component.
- F. Your program/project will be judged by the degree to which it successfully addresses or will address an important unmet need.
- G. Your program/project should have a collaborative component and reflect the impact on the community as it relates to existing programs.

- H. The program/project must demonstrate a plan for continuing to successfully function once RAP funding has been completed indicating how long term program and financial sustainability will be achieved.
- I. Your organization must demonstrate the organizational capacity to accomplish your proposal.

Summary:

Applications must have:

- Focused measurable outcomes
- A strong evaluation component with identified tools
- Detailed plans for implementation of the program
- May not be for on-going operations or duplication of services already being provided by the applicant or other organizations
- Documented community support and collaboration
- Must document and identify local unmet need with local data
- A strong sustainability process including a fund development process
- Short and long term measurable objectives with specific goals to meet the objectives
- Must have a program / client tracking system for any data base development and follow up

Applicants are not limited in the amount of funding that may be requested but are asked to be realistic in projecting need for their project. Typical grants range from \$5,000.00 to \$50,000.00.

LETTER OF INTENT TO REQUEST FUNDING

Please provide the following information:

Date:

Check One:

- Mini Grant (\$250 - \$5,000);
- General Grant (\$10,000 and up);
- Emergency (\$1,000 - \$10,000)
- Small Grant (\$5,000 - \$10,000)
- RFP/Initiative (defined in any RFP);

Organization Proposing the Project: _____

Name of Project: _____

Mailing Address: _____

Contact Person: _____ **Phone:** _____

Email: _____ **Fax Number:** _____

EIN _____

Please answer the following questions in order to identify whether your program/project fits RAP Foundation funding criteria:

1. Please check the definition that most closely identifies the type of organization that sponsors your application:

- Individual
- Community based group or task force
- Governmental agency
- School or school district
- Non-profit agency or organization
- Private service provider or for profit business
- Church or other Faith based organization

2. List all agencies that will collaborate to provide services with your project/program:

3. Type of Program - Please check one of the following:

- Health
- Mental Health
- Juvenile Intervention

Description of project: Please attach a brief description of:

- a) The project
- b) The organization
- c) Its location,
- d) Identification of the target population.

Please limit to TWO PAGES. Please **do not** include additional materials or documentation items at this time. Briefly explain what you are trying to accomplish.

Resources to be requested: Include the anticipated amount of funding you will be requesting from the RAP Foundation. Costs may include operational expenses, but should be primarily for direct program expenses. Be advised that the RAP Foundation does not provide grants for sponsorships, fundraising, endowments, capital campaigns, for purchase of land, or construction of buildings, etc., and does not usually provide funds for indirect expenses.

Amount Requested \$ _____

Please return this form by mail, fax or email to:

Regional Access Project Foundation
75-105 Merle Drive #800
Palm Desert CA 92211

OFFICE: (760) 674-9992

FAX: (760) 674-9923

E MAIL: jcox@regionalaccessproject.org or
evagj@regionalaccessproject.org

If you have questions please call Senior Program Officer Eva Guenther-James at 760-674-9992.