



## *MINI Grant Application Packet*

*The Regional Access Project Foundation provides funding, oversight, technical assistance and guidance to nonprofit, community based organizations or other collaborative groups, which serve the populations of eastern Riverside County in the areas of health, mental health, and juvenile intervention.*

### *Cover Letter*

Thank you for your interest in applying to the Regional Access Project (RAP) Foundation, Inc.

Each year, in order to meet our mission, the RAP Foundation makes funds available through a series of grant opportunities for innovative projects that address specific unmet needs, or projects that significantly improve or expand existing programs in eastern Riverside County. Included in that process are **Small Grants** - requests for funds between \$5,000.00 and \$10,000.00; **General Grants** - requests for funds from \$10,000.00 and above; **Emergency Funds** for emergency situations where the continued operations of an organization are at risk due to reasons beyond *their control and not as the result of poor planning*; and a limited number of **Mini-Grants** - requests for funds under \$5,000.00 for small projects or one time needs. In addition, the RAP Foundation also provides the services of our Technical Assistance Program (TAP). In the case of Emergency Funds, TAP assistance is a condition of the grant. All organizations applying for funds from the Regional Access Project Foundation must provide services to residents of eastern Riverside County as RAP Foundation funds are restricted geographically.

Applications for **Mini-Grants** may be downloaded from our website at [www.regionalaccessproject.org](http://www.regionalaccessproject.org) and then faxed or mailed to the Foundation. While this is a simplified process, submitting an application does not guarantee funding. **Emergency Grants** require the applicant to contact the RAP Foundation offices for the format which may then be faxed or mailed; all other requests for **funding must be preceded by a Letter of Intent**. Upon approval of the Letter of Intent, a formal application will be emailed, faxed or mailed to the applicant.

### **GRANT FUNDING RANGE**

This application is for a **Mini Grant** and is limited to a **maximum of \$5,000.00** funding that may be requested for specific project needs. Based on funding available, these grants will be awarded to applicants whose services/programs best meet RAP Foundation mission of addressing unmet needs in the areas of health, mental health and juvenile intervention. These grants range from \$100.00 to \$5,000.00.

## PROCESS

If you are seeking funding for a project that is expected to continue, please download and complete a Letter of Intent. If you are seeking a second or third year of funding for an existing program, please contact Eva Guenther-James, Senior Program Officer in the RAP Foundation office at 760-674-9992.

## TIMELINE

There is no set due date for applications. Upon receipt of a completed application, staff will begin the review process to ensure an application with “complete information” has been submitted. The process for **Mini Grants** may be shortened considerably depending on the nature of the request. Please check with staff to determine the amount of time required for your request.

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

- Cover Letter (optional but suggested)
- 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 the Organization, Not Just the Program
- Current 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

**Be advised that all approved requests will be required to provide copies of receipts for all expenditures and demographic information as appropriate for the specific request.**