



San Diego Women's Foundation (SDWF), a supporting organization of The San Diego Foundation (TSDF), educates and inspires women to engage in significant and sustainable philanthropy to strengthen the San Diego region. This year SDWF will accept proposals that support Health & Human Services in the San Diego region. All decisions are made by SDWF members and affirmed by TSDF Board of Governors.

THE SAN DIEGO WOMEN'S FOUNDATION GRANT GUIDELINES HEALTH AND HUMAN SERVICES

Focus:

For the Health & Human Services grants cycle 2013-2014, the funding priority is on programs that promote self-sufficiency in individuals and families living above the Federal Poverty Level, but not meeting the Self-Sufficiency Standard for San Diego County. Grant requests must be from a coalition of groups working on a common goal or a collaboration of organizations with different missions that join to meet one or more needs of the target population. These joint efforts may include non-profit, public sector and/or business organizations (see Eligibility section on page 4 for details).

Program Criteria

1. **Promotes self-sufficiency** by reducing barriers to such issues as: child care/adult care, breastfeeding in the workplace, transportation, financial literacy, soft-skills needed for employment, access to available benefits, and health care access and navigation
2. **Targets** individuals and families living above the Federal Poverty Level, but not meeting the Self-Sufficiency Standard for San Diego County
3. Requires a **collaboration or coalition** to achieve significant collective impact
4. All organizations participating in the collaboration or coalition must demonstrate a **record of success with the target population**

Background

Each year a Discovery Team of the San Diego Women's Foundation (SDWF) is charged with investigating current community priorities in the topic area for the following year's granting cycle. The grants focus area for 2013-2014 is Health and Human Services. The Team completed an extensive review of written reports from respected data sources and spoke with many professionals with expertise in the area of Health and Human Services in the San Diego region.

Many factors combine together to affect the health of individuals and communities. Health starts in our homes, schools, workplaces, neighborhoods, and communities. We know that individual behaviors such as eating well and staying active, not smoking, getting the recommended immunizations and screening tests all influence our health. Whether people are healthy or not is largely determined by their circumstances and environment. Factors such as where one lives, the state of the environment, income and education level, as well as personal relationships all have considerable impact on health. Poor social and economic circumstances also affect health throughout life.

Health policy was once thought to be about little more than the provision and funding of medical care. This is now changing. While access to medical care is an important determinant of health, more important for the health of the population as a whole are the social and economic conditions that make people ill and in need of medical care in the first place. The *Healthy People 2020* report highlights the importance of addressing the social determinants of health, as does the World Health Organization and the NIH.

Preliminary findings from the Discovery Team’s research were presented to the SDWF members in a survey that identified nine Health and Human Services priorities for San Diego County. Members selected “programs to promote self-sufficiency in low-income individuals and/or families,” with “at-risk adults” being the target population.

While the Federal Poverty Level for a family of four is \$23,050, according to the Insight Center for Community Economic Development, the Self-Sufficiency Standard for that family to live in San Diego is \$64,295. In 2009, the most recently available statistics, 22% of San Diegans fell into this gap. This population is working hard but still not reaching self-sufficiency.

To determine where our funding would have the greatest potential impact, we interviewed experts with extensive community data and program experience targeting self-sufficiency. Several recurrent themes emerged as serious barriers to achieving self-sufficiency: affordable quality child and adult care, breastfeeding policies in the work place, cost of and access to transportation, financial literacy, health care access and navigation, and soft-skills needed for employment. The experts also presented compelling information that suggests collaborations, coalitions, and partnerships are best practice models for collectively tackling these issues. Our goal is to achieve a greater impact through effective partnerships in the community.

Definitions

Adult Care refers to assistance to those over 18 years of age who have physical or mental impairments to the extent that they are unable to fully care for themselves and require support from family members and/or professional services.

Benefits refers to Local, State and Federal assistance programs and services for food, housing, child care, utility bills, and health insurance, as well as employment/job training assistance based on income eligibility.

Breastfeeding in the Workplace refers to programs which enable working mothers to continue breastfeeding their infants during the first year of life.

Child Care refers to caring for and supervising children from 0-18 years of age. It is care provided by a trained adult for the purpose of enabling parental employment and/or education.

Coalition is a structured alliance of several organizations that combine efforts around a shared mission to effect change.

Collaboration is an arrangement between two or more organizations working together on a particular program or project. Each contributes in some manner.

Collective Impact refers to a broad cross-sector coordination of nonprofits, governments, businesses, and/or the public working together around a common agenda to effect large scale social change.

Federal Poverty Level refers to the Department of Health & Human Services poverty guidelines or percentage multiples of them, used as eligibility criterion by a number of federal programs. Based on family size, the income levels for the poverty guidelines are the same for the 48 contiguous states and D.C.

Financial Literacy refers to the set of skills and knowledge that allows individuals to make informed and effective decisions through their understanding of personal finances.

Health, as defined by the World Health Organization, is a complete state of physical, mental and social well-being, not merely the absence of disease.

Healthcare Access and Navigation refers to services that provide information and resources regarding availability of health services.

Human Services, as defined by the US Department of Health and Human Services, are the resources that people need to function reasonably on their own, enabling them to move to a state of better health, safety and well-being.

Self-Sufficiency is the ability to provide for oneself and/or family without assistance.

Self-Sufficiency Standard is defined as income levels that individuals or families require to afford basic needs without public or private assistance, which vary depending on family composition and geographic cost of living. To view San Diego specific information from the Insight Center for Community Economic Development, visit <http://www.insightccd.org/communities/cfess/ca-sssold/SSS-San-Diego-12.html>

Soft-Skills for Employment in a professional context include skills that assist a person in obtaining a job and interacting effectively with others.

Letter of Inquiry Requirements

Before submitting your LOI, please ensure the following requirements are satisfied:

Grant Amount

The minimum grant to be awarded in this grant cycle is \$25,000. There is no maximum, although it is expected that SDWF will award a total of approximately \$200,000 in 2013.

Grant Period

Each grant is awarded for a 12-month period. This grant cycle begins on July 1, 2013.

Eligibility

To be eligible for a grant from SDWF, organizations must be located in and providing services in San Diego County. Organizations must have tax-exempt 501(c)(3) status. An organization may serve as a fiscal sponsor for a charitable organization that does not have tax-exempt status if a cooperative relationship between the two can be clearly demonstrated. The fiscal sponsor must be willing to administer the grant if awarded.

An organization may submit only one proposal. If more than one proposal is submitted from the same organization, all proposals from that organization will be ineligible for funding. Organizations that have received prior funding are only eligible to reapply after the conclusion of their active grant cycle (July 1 – June 30) and successful submission of their final grant report.

Organizations seeking a grant from the SDWF must first submit a Letter of Inquiry (LOI). The deadline for LOI submission is **5:00 pm on September 5, 2012**. Incomplete or late LOIs will not be accepted. Full proposals will be subsequently requested from organizations that successfully meet LOI criteria and are approved by the SDWF Grants Committee.

Funding Exclusions

SDWF generally does *not* fund:

- Major building campaigns
- Conferences
- Endowments
- For-profit organizations
- Individuals unaffiliated with a qualified fiscal sponsor
- Organizations outside of the San Diego region
- Projects that promote religious or political doctrine
- Research (medical or otherwise)
- Existing obligations/debt
- Scholarships

Grant Seekers' Forum

All grant seekers are *strongly* encouraged to attend the Grant Seekers' Forum to discuss the SDWF Health & Human Services Grant Guidelines and LOI process. The forum will be held:

Date: Wednesday, July 25, 2012
Time: 3:00 to 4:30 pm
Location: The San Diego Foundation Hoffman Room
2508 Historic Decatur Road
San Diego, CA 92106
RSVP: By Thursday, July 19 to
Bridget Murphy
bridgetm@sdfoundation.org
(619) 814-1351

PLEASE NOTE: Because space is limited, *only one representative per organization may attend.*

BetterGiving Portrait

All organizations invited to complete our full proposal will be required to complete or update their organizational portrait on *BetterGiving* by the proposal deadline, December 19th by 5pm, to be eligible for funding. The *BetterGiving* portrait will help form the core of your grant proposal allowing you the benefit of filling out a specific set of information once. This information will then be used when your organization applies for future grants from The San Diego Foundation and/or affiliates. Portraits include programmatic, management, governance, and financial information on your organization.

To start a portrait for your organization, visit <http://bettergivingsd.guidestar.org> and click on "Request a Portrait". It can take several business days to receive your user name and password information, so please do not leave this to the last minute. Once you receive your user information, the *BetterGiving* organization portrait will take approximately 6-8 hours to complete. Training session availability can be found on the website. Staff at The San Diego Foundation is available to answer questions you have regarding your portrait. All organizations are required to have completed and submitted their portrait for staff review by the proposal deadline, December 19th by 5pm.

Health and Human Services Grants Cycle Timeline

Thursday, July 5, 2012	Guidelines and LOI Released
Wednesday, July 25, 3-4:30pm	Grant Seekers' Forum
Wednesday, September 5, 5:00pm	LOI Submissions Due
Thursday, November 15	Requests for Proposals mailed
Tuesday, November 27, 3-4:30pm	Second Grant Seekers' Forum (<i>only if needed</i>)
Wednesday, December 19, 5:00pm	Proposals & BetterGiving Portraits Due
Tuesday, February 7, 2013	Requests for Site Visits mailed
Monday, February 18, 5:00pm	Memorandum(s) of Understanding Due
March 4 – March 29, 2013	Site Visits
Wednesday, May 9, 2013	Grant Award Letters mailed
Tuesday, June 4, 2013	Grants Celebration
Monday, July 1, 2013	Program funding start date

Instructions for Completing a Letter of Inquiry (LOI)

As an affiliate of The San Diego Foundation, the San Diego Women's Foundation is participating in an online system for our application process.

Step 1: New User Registration

IMPORTANT: Whether you are requesting a new account or have a current one (detailed below), granting access in the online system will take up to **two business days to complete**. Please be sure you leave enough time to negotiate this process as late LOIs will not be accepted.

If you do not have a MyCommunity Username and Password (majority of applicants):

1. Visit <https://mycommunity.sdfoundation.org>
 - You will be on a website with The San Diego Foundation header.
2. On the right hand side, click “New User Registration”
3. Complete your contact information.
4. Check “**SDWF Grant Applicant**” in the “**Involvement with The San Diego Foundation**” section. Circled in Red:

User Registration

Title 1: <Please Select>

First Name:

Last Name:

Preferred Email:

Home Phone:

Country: United States

Address lines:

City:

State: <Please Select>

ZIP:

Birth date:

Areas of Interest:

- Alma Mater
- Animal Welfare
- Arts & Culture
- Civic Engagement & Leadership
- Community Foundations
- Education & Scholarships
- Environment
- Faith Based Organizations
- Health & Human Services
- Hometown Community
- San Diego Region
- Science & Technology
- Youth

How did you hear about TSDF?: Advertisement

Involvement with The San Diego Foundation:

- Current Fund Advisor
- Community Fdn. Applicant
- Scholarship Applicant
- SDWF Grant Applicant
- TSDF Program Applicant
- Volunteer with TSDF

Account Information

User ID:

Password:

Confirm Password:

Reminder phrase:

Submit

[User Login](#)

5. Select a user name and password.
6. Click “Submit”. You will receive an initial welcome email to let you know your request went through.
7. Wait up to two business days before proceeding to “Step 2: Submitting the Letter of Inquiry” below.

If you already have a MyCommunity Username and Password:

Please note: This typically applies to people that are currently managing an organization’s fund with The San Diego Foundation or applied for an Education grant last year.

1. Please email bridgetm@sdfoundation.org and request user access.
 - Be sure to include your full name and organization name.

Step 2: Creation and Submission of your Letter of Inquiry (LOI)

1. Visit <https://mycommunity.sdfoundation.org>
2. Log-in using your newly established user name and password
3. You should see the following:

The San Diego Women's Foundation



Thank you for your interest in the San Diego Women's Foundation Grant Cycle!

For our Health & Human Services Granting Cycle (2013-2014), the funding priority is on programs that promote self-sufficiency in individuals and families living above the Federal Poverty Level, but not meeting the Self-Sufficiency Standard for San Diego County. Grant requests must be from a coalition of groups working on a common goal or a collaboration of organizations with different missions that join to meet one or more needs of the target population. Please review the Grant Guidelines thoroughly for our full Grant Criteria.

To review our Grant Guidelines



To access our online Letter of Inquiry



To access the Letter of Inquiry saved



4. To begin a new LOI, click the “Letter of Inquiry (LOI)” button.
 - Within the LOI, you will be able to save your information to return later if necessary by clicking the “Save” button at the bottom of the LOI pages.
 - Please note, it is highly recommended that you write your responses in a Word document then copy and paste. We will **not** be able to send you a copy of the information you submit.
5. When you need to return to an LOI you’ve saved, please click the “Return to Saved LOI” button on the main landing page. You will then see:

A screenshot of the application status page. At the top, there is a dark blue header with the San Diego Women's Foundation logo on the left and the slogan "WOMEN CAN DO MORE THAN WOMAN; MAKE YOUR GIVING COUNT" on the right. Below the header, there is a dropdown menu for "Application Status" set to "Saved". A table lists the application entries with columns for "Requestor Name", "Date Created", and "Attachments". One entry is visible with the name "bmurphy" and the date "07/02/2012". At the bottom of the table, there are three buttons: "Submit Selections", "Delete Selections", and "Cancel".

Requestor Name	Date Created	Attachments
bmurphy	07/02/2012	<input type="checkbox"/>

- Click on the “Requestor Name” of the saved version you wish to edit and you will be taken to that LOI to continue your work. Please note, you will need to click the “Save” button at the bottom of the LOI to save new entries.



**Grants Cycle XII
Health & Human Services
Fall 2012 Letter of Inquiry**

ORGANIZATION

Name of Organization
Org Address
Contact Name
Contact Title
Contact Phone
Contact Email
Executive Leader (if different from Contact)
Executive Title (if different from Contact)
Mission Statement
Are you a 501(c)(3)?
Tax ID#
Year Organization Founded
If no, name of fiscal agent
Fiscal Agent Tax ID#
Fiscal Agent Address
Fiscal Agent Phone
Fiscal Agent Email

PROJECT

Project Name
Amount Requested
Total Project Budget
Choose One: Existing Project Expansion New Project

- 1) Project Summary (*2000 characters*)
- 2) List Collaborators / Coalition Members and Year established
- 3) How will each collaborator or coalition member contribute to the project's success?
- 4) Describe the goals of the project
- 5) How does this project promote self-sufficiency? (*1000 characters*)
- 6) Approximately, what percentage of your served population is above the Federal Poverty Level but not meeting the self-sufficiency level in San Diego County? (*100 characters*)
- 7) Finances: Describe generally how a grant from the SDWF would be used (salaries, new hires, equipment, supplies, etc.).
- 8) What is the timeline for this project?