

## Online Event Sponsorship Application Frequently Asked Questions

### 1. How do I begin the online application process?

Visit the Event Sponsorship page at <http://community.kp.org/event-sponsorships>.

- **If you are a new applicant, select “Apply Now.”** From the account login page, select “I am a new online applicant,” enter your email address, and create a password. Be sure to write down your password for future reference.
- **If you previously created a Kaiser Permanente online application, select “Apply Now.”** From the account login page, use the same email address as your original application. You will be able to access all of Kaiser Permanente’s online applications.

### 2. What are the system requirements for the online event sponsorship application process?

There are no special system requirements for completing an online event sponsorship application. Although high-speed Internet access will make the process much faster, it is not required.

### 3. How secure is the website that is handling the online application process?

We use the Internet Grant Application Module (IGAM), provided by MicroEdge, to accept online applications and proposals. MicroEdge provides this service and was chosen because of AT&T’s dedication to the highest levels of security and to ensure end-to-end security and encryption of all data traveling from the applicant’s browser to the IGAM server.

### 4. If I am in the middle of completing my application, can I save it and continue working on it later?

Yes. Please follow these instructions:

- When you select “Save & Finish Later” for the first time, you will be directed to the “My Account” page. “Save & Finish Later” can be found at the bottom of each page of the application.
- Bookmark this page to access the application.

### 5. I forgot my password. How can I access my account?

Go to [https://www.GrantRequest.com/SID\\_946?SA=AM](https://www.GrantRequest.com/SID_946?SA=AM) and follow the onscreen instructions from the Account login page to retrieve your password. If this method does not work, send an email to [KP-Community@kp.org](mailto:KP-Community@kp.org) with the name of the application you are trying to access and “Online Application Password Reset” in the subject line to reset your password.

### 6. I saved my application in a previous session. How do I get back to it?

- Select the following link: [https://www.GrantRequest.com/SID\\_946?SA=AM](https://www.GrantRequest.com/SID_946?SA=AM)
- Select “I am a returning online applicant.”
- Enter your email address and password to access your application.

### 7. I selected “Save and Finish Later” and now I can’t get back to my application. What should I do?

Your in-progress application will be at [https://www.GrantRequest.com/SID\\_946?SA=AM](https://www.GrantRequest.com/SID_946?SA=AM). If you have problems, please send an email to: [KP-Community@kp.org](mailto:KP-Community@kp.org).



## Frequently Asked Questions (continued)

### 8. Does Kaiser Permanente require any documentation in addition to the online application form?

Yes. A detailed list of all required and optional documents can be found on the last page of the application. The following is a basic list of required attachments:

#### Required documents for all applications

- Tax Exempt Status documentation for the applicant organization (or that of your Fiscal Agent)
- List of Officers and Directors:
- Sponsorship Levels
- W9

#### Additional required documents for applicants using a fiscal agent

- Fiscal agent memorandum of understanding

#### Additional required documents for requests over \$20,000

- IRS Form 990 (Not required of government entities.)
- Audited Financial Statement
- Organization Budget

### 9. What happens if my system crashes while I'm submitting my application online?

Although the online event sponsorship application system has been designed to minimize loss of information, we recommend using the "Save and Finish Later" option frequently. Each time you select "Save and Finish Later," the system automatically saves the information you entered since the last time you saved it. You can resume your application by going to the account log-in page. (Please see changes to this section from the previous FAQ.)

To avoid loss of your data, we recommend that you enter your answers to the application questions into a word processing document first. You can then copy and paste your answers into the appropriate sections of the online application form.

At any time during the online application process, you can use the "Printer Friendly Version" button, located at the top of each page, to print out your proposal.

### 10. How do I submit attachments if I'm using the online system?

Applicants should upload required documents to the online application system. Please follow the onscreen instructions on the last page of the online event sponsorship application. If you have further questions about the attachments, please contact your local Kaiser Permanente Community Benefit staff.

### 11. I've filled out all required fields and added my attachments. What happens after I select the "Review & Submit" button?

Selecting this button does not submit a final version of your application for consideration. You will have the opportunity to review your application one more time. When you are satisfied, select the "Submit" button at the bottom of the screen to send us your application.

### 12. I submitted my application, but there's a mistake in it. Should I submit another one?

If you discover a mistake after the application has been submitted, please contact your local Community Benefit Department.



### Frequently Asked Questions (continued)

---

#### **13. What should I expect after I submit my application?**

When you select "Submit," you will receive an email confirmation from Kaiser Permanente Online Application that we have received your application. This is why it is very important to enter your email address accurately on your application.

#### **14. How can I tell if my application has gone through?**

When an application is successfully submitted, the system will generate an email confirmation from Kaiser Permanente Online Application that the application has been received. This is why it is very important that we receive accurate emails on the applications.

#### **15. My question was not answered above. What do I do?**

- If you have questions related to the content of your application, please send an email using the "Contact Us" link located at the top of each page of the application.
- If you have technical issues, please send an email to [KP-Community@kp.org](mailto:KP-Community@kp.org).