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**Kaiser Permanente  
Los Angeles Medical Center (LAMC)**

**Community Benefit  
Grant Program  
Frequently Asked Questions**

Rev: Feb 2017

## COMMUNITY BENEFIT GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

**Q 1. Who should I contact if I have questions regarding LAMC Community Benefit Grant application process?**

**A.** We request that you thoroughly review the grant application information provided. Due to the volume of grant requests, inquiries addressed in the Grant Application Information and Guidelines cannot be responded to individually. If your question(s) are NOT addressed in the information provided, email your inquiry to [mario.p.ceballos@kp.org](mailto:mario.p.ceballos@kp.org) with Subject Line: **Grant Inquiry**.

For all online grant application, IT technical assistance please send an e-mail to [KP-Community@kp.org](mailto:KP-Community@kp.org). Do NOT email Mario Ceballos.

**For more information about LAMC's Community Benefit Grant Program click here.**

**Q 2. Will LAMC Community Benefit accept completed online grant applications after the due date?**

**A.** No. The online grant applications and all required documents must be completely submitted by the established deadlines. We strongly encourage prospective applicants to plan accordingly to ensure timely submission of the complete grant application. There are no exceptions for late or incomplete applications.

**Q 3. How much should my organization request for program funding from LAMC Community Benefit? Can my organization make changes to the grant request if it is not fully funded?**

**A.** Typically, Individual Organizational grant awards range between \$8,000 and \$8,000 per grant cycle. Partnership Grant awards average \$20,000.

LAMC's Community Benefit grant funding is not intended to support new or current programs that are solely relying on the request being submitted. All proposed programs or services must have a mix of funding sources and cannot principally rely on Kaiser Permanente or LAMC Community Benefit funding.

If funded, organizations cannot request significant or material changes to the outcomes and objectives outlined in the submitted grant request.

**Q 4. Can our organization submit a grant request for two or multiple year funding support to LAMC Community Benefit?**

**A.** No. An organization cannot make a two or multiple year request to LAMC Community Benefit. LAMC's 2-year grant funding consideration will only be "**By Invitation Only**" as described below:

**Two-year Funding Consideration (By Invitation Only):** At the sole discretion of the Kaiser Permanente Los Angeles Medical Center Grants Review Committee, based on the proposal's strength, impact and innovation among other factors, a successful one-year grantee may be selected for an additional year of funding contingent upon funds availability and that the grantee organization met all objectives and requirements of the initial grant. This includes, but is not limited to, site visit(s), timely submission of progress and/or final reports for the previous grant period.

**Q 5. Can an organization submit two grant applications, one as an Individual Organization and the other as part of a Partnership Grant?**

**A.** No. An organization is only able to submit one (1) application either as an Individual Applicant Organization or as part of a Partnership Grant (either as the Lead Agency or a Partnership Member).

**Q 6. What is LAMC Community Benefit grant funding period? Can I only request funding support for programs starting and ending within this period?**

**A.** LAMC Community Benefit funds new or current programs for programs and services provided and objectives achieved between July 1<sup>st</sup> and June 30<sup>th</sup>. New programs must be considered fully sustainable and cannot principally rely on Kaiser Permanente funding.

Funding is not limited to programs operating within the July 1<sup>st</sup> to June 30<sup>th</sup> grant period. On-going programs are eligible for funding; however, the proposed grant objectives must be met within this period of time.

**Q 7. My organization received funding from LAMC Community Benefit last grant year. Can we apply again this year?**

**A.** Yes. Your organization may submit an application every year. However, organizations must be in “Good Standing” and may not have received more than three (3) consecutive year grants by LAMC Community Benefit.

Organizations that have received continuous funding for the last three years may be excluded from funding to provide support to other organizations. It is the sole discretion of LAMC Community Benefit to make an exception for additional support beyond the third consecutive year.

To be in “Good Standing” an organization must: 1) meet all current grant eligibility requirements; 2) have submitted all required reports and requested documents in a timely manner; and 3) satisfactorily met or exceeded objectives for previous grant support provided.

**Q 8. My organization is a current grantee of LAMC Community Benefit, but the final report is not due until after this year’s grant filing deadline. Is my organization still eligible to apply?**

**A.** Yes. However, if your organization is awarded a new grant, it will not receive the new grant check award until all outstanding final reports and/or requested information have been submitted. If the organization fails to submit previous reports or requests for information by the required deadlines, the new grant award may be rescinded.

**Q 9. Can my organization apply to more than one Kaiser Permanente medical center?**

**A.** Yes. However, each medical center may have a different grant-making process, funding priority needs, requirements, and deadlines. It is recommended that you contact each Kaiser Permanente medical center directly and inquire about its Community Benefit Grant Program. (Please refer to question below for additional information).

**Q 10. I understand Kaiser Permanente Southern California’s Regional Office has its own Community Benefit Grant Process. How can my organization apply for these grants?**

**A.** Kaiser Permanente Southern California Regional Community Benefit has a Letter of Inquiry (LOI) as the first step in the grant process, to be followed by a full application only upon invitation from Regional Community Benefit. The LOI guidelines will assess the potential fit between your organization’s objectives and Kaiser Permanente’s funding priorities, and will give instructions on how to complete and submit an LOI. For further information, visit: [community.kp.org](http://community.kp.org)

It is important to note that for each grant cycle, LAMC Community Benefit reviews all past and present grant and sponsorship support provided to an organization by other Kaiser Permanente medical centers and/or Regional Office. Given the limited funds, past and/or current financial support provided to the grant applicant may play a factor in LAMC Community Benefit’s final grant determination.

**Q 11. What is LAMC Community Benefit’s grant review and selection process? When will grant announcements be made?**

**A.** The LAMC Community Benefit Grant Review Process involves the submission of a grant application and required documents by the established deadline by an eligible nonprofit organization. There are no exceptions for late or incomplete applications.

The full grant applications will then be further reviewed and presented to the LAMC Community Benefit Committee for final approval.

**Note:** Selected grantees may or may not receive the full amount requested. Funding amounts will be determined by overall strength of the grant application and the number of selected grantees. Grant applicant notifications are anticipated to be made by July 30th (date is subject to change).

**Q 12. Will site visits be part of the review process?**

**A.** Site visits may be requested of some, but not all grant applicants. If a grant applicant does not receive a request for a site visit by LAMC Community Benefit, it does not mean the grant application will be denied. Site visits are determined on a case-by-case basis. However, if the grant is awarded, a site visit may be requested any time by LAMC Community Benefit during the grant period.

**Q 13. If a site visit is requested, who from our organization should be present during the visit?**

**A.** It is recommended that the program director for the proposed program be in attendance along with the Executive Director. Participation by a Board Member at a site visit is always encouraged.

**Q 14. If my organization is selected as a LAMC Community Benefit grantee, what are the terms and responsibilities?**

**A.** As a selected grantee, your organization or the fiscal agent will have to agree and comply with a number of terms and responsibilities. In each step of the grant process we encourage your organization to carefully review the information provided (e.g. grant application, required forms, subsequent correspondence).

Grantees must abide by these terms, meet its responsibilities, and respond to all requests made by LAMC or Kaiser Permanente Community Benefit in a timely matter to remain in “Good Standing”, and be eligible for continued or future grant support. Meeting the proposed grant objectives within the funding period is of great importance.

**Note:** Failure to respond to all requests in a timely fashion and meet the funded objectives will jeopardize an organization’s “Good Standing” as a grantee of LAMC Community Benefit.

**Q 15. What local communities does LAMC serve?**

**A.** LAMC's Service Area is outlined by certain zip codes generally encompassing the communities of: Glendale, Burbank, Pasadena, East Los Angeles, and portions of the City of Los Angeles. (**Refer to LAMC Service Area Map below.**) Funding will only be provided to support proposed core programs and services within LAMC's service area. Partial or indirect services provided within this geographic area will not be considered for support.

**Q 16. If my organization does NOT provide direct services within LAMC's geographic Service Area, can it still apply?**

**A.** No. Only nonprofit organizations that provide direct services to individuals living within LAMC's Service Area are eligible to apply. Nonprofit organizations providing services outside of the LAMC's Service Area will need to apply directly with the respective Kaiser Permanente medical center's geographic area where your organization's services are delivered.

For information about other Kaiser Permanente Medical Center's Community Benefit Grant Programs within the Greater LA County area, please contact:

- Baldwin Park Medical Center – Mildred Lopez, e-mail: [mildred.m.lopez@kp.org](mailto:mildred.m.lopez@kp.org)
- Downey Medical Center – Sheri Bathurst, e-mail: [sheri.d.bathurst@kp.org](mailto:sheri.d.bathurst@kp.org)
- Panorama Medical Center – Amy Wiese, e-mail: [amy.c.wiese@kp.org](mailto:amy.c.wiese@kp.org)
- South Bay Medical Center – Janae Oliver, e-mail: [janae.asali.oliver@kp.org](mailto:janae.asali.oliver@kp.org)
- West Los Angeles Medical Center – Celia A. Brugman, e-mail: [celia.a.brugman@kp.org](mailto:celia.a.brugman@kp.org)
- Woodland Hills Medical Center – Jennifer Lopez, e-mail: [jennifer.s.lopez@kp.org](mailto:jennifer.s.lopez@kp.org)

