

GUIDELINES FOR CHARITABLE GIVING

Proposal Deadlines
January 1 and July 1

Founded in 1991, the PacifiCare Foundation, which is a private corporate foundation, receives its funding through profits generated by PacifiCare Health Systems and through voluntary contributions made by PacifiCare employees.

The Foundation has five formal areas of focus: senior programs; child/youth programs; health prevention/promotion programs; human/social services; and education. If your organization or project fits into one of these areas, we invite you to submit your proposal. To ensure your proposal is evaluated in a timely manner, please follow the guidelines listed in this brochure.

Each proposal is evaluated on its potential value to the community by our Employee Allocation Committees located in each of our regions. This team of employees reviews proposals, conducts on-site visits and joins their fellow employees in giving their time, energy and resources to support Foundation-sponsored programs.

The PacifiCare family is proud to be working with you to give back to the communities we serve and to build a healthier future – together.

Bill Wood
President
PacifiCare Foundation

Riva Gebel
Director
PacifiCare Foundation

WHO IS PACIFICARE HEALTH SYSTEMS

Dedicated to making people's lives better, PacifiCare Health Systems is one of the nation's largest health care services companies with \$11 billion in revenues. Primary operations include health insurance products for employer groups and Medicare beneficiaries in eight states and Guam, serving approximately 4 million members. Other specialty products and operations include behavioral health services, life and health insurance, dental and vision services and pharmacy benefit management. More information on PacifiCare Health Systems can be obtained at www.pacificare.com.

FOUNDATION MISSION

The PacifiCare Foundation's mission is to improve the quality of lives of the disadvantaged or underserved in geographical areas where PacifiCare Health Systems does business, providing support in keeping with the company's vision, value, and commitment to nurturing healthy lifestyles.

FOCUS AREAS

Child/Youth Including child care, youth activity programs, programs to support at-risk youth and counseling programs.

Education Including school programs that promote self-esteem, encourage academic achievement and the development of specific skills, literacy programs, training programs and programs that improve the effectiveness of the educational system.

Health Including programs with a focus on prevention, health education programs, programs that promote access to health care and programs that improve the quality of health care for targeted populations.

Human/Social Services Including programs that provide housing, shelters, education, protection, community development, crime prevention, food, transportation and other social services for targeted populations.

Senior Including senior social services, nutrition, education, volunteer, and adult day care programs.

ELIGIBILITY

- Nonprofit agencies with tax-exempt status under section 501 (c)(3) of the Internal Revenue Code or an appropriate government agency (i.e. school).
- Nonprofit organizations that have been in existence for at least two (2) years.
- Serving residents in PacifiCare market areas.
- Operated and organized so that they do not discriminate in the hiring of staff or the provision of services on the basis of race, religion, gender, sexual orientation, age, national origin or disability.
- The PacifiCare Foundation provides grants in the \$2,000-\$10,000 range, and prefers funding specific projects. Requests for operating costs will be considered if the request is very specific and clearly defined.
- Agencies may submit only one proposal per cycle.

LIMITATIONS

- Annual campaigns/fundraising
- Arts/cultural programs
- Associations - professional/technical
- Capital campaigns
- Challenge Grants/Matching Grants
- Endowments
- Hosting/supporting conferences/seminars
- Individual support
- Multiple year requests
- Private foundations
- Programs which promote religious doctrine
- Research
- Scholarships
- Sponsorship of special events

SUBMITTING YOUR PROPOSAL

The PacifiCare Foundation requires TWO COPIES of the following documents:

- Application Form
- Checklist Form
- Cover letter accompanying the proposal, signed by either the CEO or appointee of the organization, summarizing the proposed project, the problem addressed, as well as the amount requested. The name and phone number of the contact person should be included in the cover letter.
- Entire proposal (two to five pages in length). See Proposal Requirements.
- IRS letter confirming your organization's tax-exempt status.
- Most recent audited financial statement. If an audited statement is not available, please submit a written statement indicating that an appropriate accounting system has been established, signed by the Chairman or CPA.
- Current operating budgets and line item budget for specific project.
- Most recent IRS Form 990, signed and dated, including all schedules.
- List of major funders and amounts.
- List of Board of Directors.
- Other support documents: i.e. annual report, brochures, etc. Do not submit videotapes.
- One paragraph summary of previous support from the PacifiCare Foundation.

PROPOSAL REQUIREMENTS

- Two to five pages in length (do not exceed five pages).
- Background information and qualifications of applicant organization (purpose, current programs and activities, etc.).
- Description of the problem, need or issue which the proposal seeks to address.
- Complete description of the proposed project including goals, objectives, timeline, staffing and evaluation of the project.
- Description of geographic area served by the organization.
- Line item budget showing project costs as well as the description of how the organization will secure future funding.

PROPOSAL REVIEW PROCESS

- Your proposal will be reviewed and evaluated by the Foundation to ensure that the request falls within the mission and guidelines of the PacifiCare Foundation.
- Your proposal will then be forwarded to the appropriate Employee Allocation Committee in your area for further review. At that time, a committee member may call you with additional questions or request a site visit or a meeting with your organization's staff or clients.
- The Employee Allocation Committees will finalize their recommendations for funding which will be forwarded to the Board of Directors.
- After the Board of Directors meeting, you will receive a letter informing you of the Foundation's decision regarding the funding of your proposal.
- Pending proposals: Due to our overlapping cycles you may submit a proposal each cycle. If you receive funding in any given year, you are not eligible for funding until the following year. Organizations will be awarded funding only once per year.

PROPOSAL CYCLE

Proposal Deadlines	Jan. 1	July 1
Foundation Review	Jan. - Mar.	July - Sept.
Allocation Committee Review	Apr. - May	Oct. - Nov.
Board Review	June	Dec.
Agency Notification	Late June	Late Dec.

GRANT PROPOSALS

All proposals should be sent to:
 Riva Gebel, Director
 PacifiCare Foundation
 P.O. Box 25186
 Santa Ana, CA 92799

Questions? Please call us at 714/825-5233.