

# Cal Wellness Sabbatical Program Award Application Guide



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This guide provides step-by-step instructions for submitting a Cal Wellness Sabbatical Program Award application using the Cal Wellness Grants Portal.

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## Link to Access the Cal Wellness Application

Note: Please use Mozilla Firefox or Internet Explorer when accessing these links.

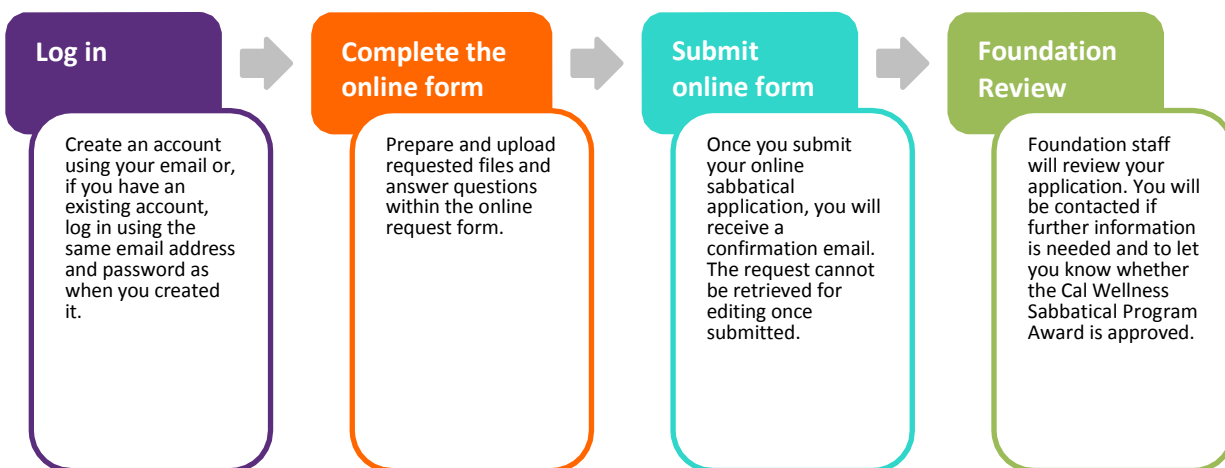
To access the grant request form: [https://www.GrantRequest.com/SID\\_1839?SA=SNA&FID=35037](https://www.GrantRequest.com/SID_1839?SA=SNA&FID=35037)

To return to an in-progress or submitted application: [https://www.GrantRequest.com/SID\\_1839?SA=AM](https://www.GrantRequest.com/SID_1839?SA=AM)

## Online Grant Request Form

The California Wellness Foundation (Cal Wellness) invites application submissions for the Cal Wellness Sabbatical Program Award through its online Grants Portal. To submit your application, follow the instructions below. They will direct you in how to create an account, or log in to your account, and access the online grant request form or return to one that is in progress or previously submitted. There are eligibility requirements that the candidate and the candidate’s organization must meet in order to submit an application. You will be asked to answer “Yes” or “No” to the eligibility screening before you proceed to the Cal Wellness Sabbatical Program Award application. You will need to go through the screening process only once. Once you have submitted your application, you will receive a confirmation by email. Following review of your request, Foundation staff may contact you if further information is needed.

The process for submitting and reviewing an online grant request is as follows:



## Files to Upload with the Online Grant Request Form

In addition to the information we ask of you in the online form, you will need to upload several documents on the “Document Uploads” page. We strongly suggest you prepare these documents before continuing. **Please note that the combined size of all uploaded files must not exceed 1GB.**

The files to be uploaded with the online proposal include the following:

- [Cal Wellness Sabbatical Program Award Narrative](#) (up to six pages)
- [Budget Form](#)
- [Budget Narrative](#)
- Annual Report and/or description of the organization (up to two pages)
- List of the board of directors
- Candidate’s resume that covers, at minimum, the past 10 years
- A brief letter of endorsement, signed by the chairperson of the organization’s board, that includes a preliminary plan for organizational management during the candidate’s absence and upon his or her return, as well as a guarantee that existing health and other benefits will be maintained during the sabbatical period
- Organizational Chart
- Audited financial statements or most recent IRS Form 990

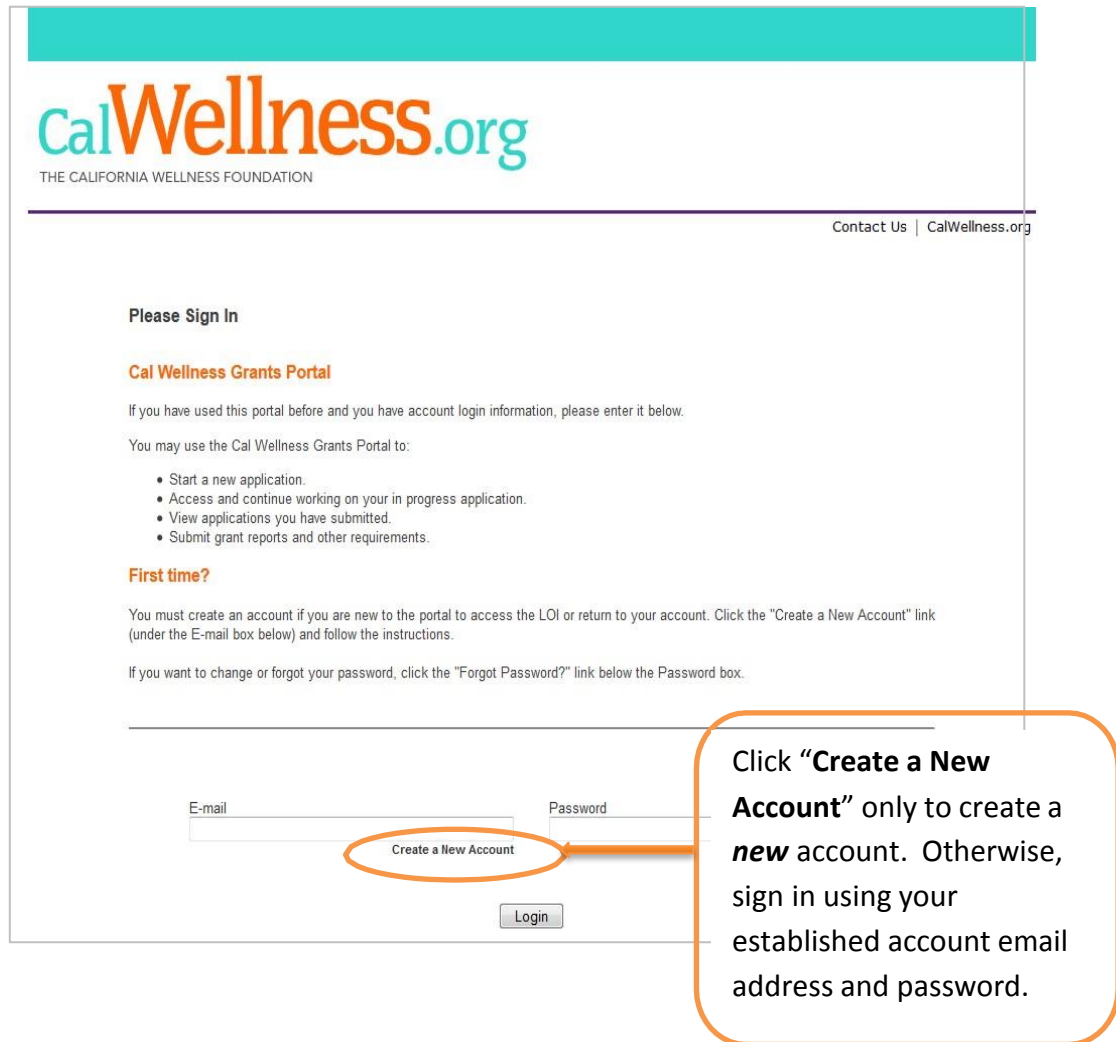
**Please note: If selected as a sabbatical honoree, the candidate’s background information and responses may be used to develop the public announcement of the award.**

## Creating an Account and Accessing the Online Form

You must have an account before you can access the online grant request form. See step-by-step instructions below.

1. Click on the link in the “Cal Wellness - Invitation to Submit a Grant Request...” email or click on the **first** link at the top of this page (if you are viewing this guide on a computer).
2. The link will take you to the account sign-in page. You will always be brought to the account sign-in page to access the grant request form. Click on “**Create a New Account**” to create a **new** account. Do **not** click the “**Create a New Account**” link if you have an existing account.

**If you have an existing account**, enter your email address and password to access the online grant request form and skip to Step 4.



The screenshot shows the CalWellness.org website header with the logo and tagline 'THE CALIFORNIA WELLNESS FOUNDATION'. Below the header is a navigation bar with 'Contact Us' and 'CalWellness.org'. The main content area is titled 'Please Sign In' and 'Cal Wellness Grants Portal'. It contains instructions for existing users and a list of actions they can perform. A 'First time?' section instructs new users to create an account. At the bottom, there are input fields for 'E-mail' and 'Password', a 'Login' button, and a 'Create a New Account' link. An orange rounded rectangle highlights the 'Create a New Account' link, with an arrow pointing to it from a text box on the right.

Click **“Create a New Account”** only to create a **new** account. Otherwise, sign in using your established account email address and password.

3. Enter an email address. Only one email address can be associated with an organization’s Cal Wellness Grants Portal account. This email address is also where you will receive automated confirmation emails. Choose a password that meets the listed criteria (at least five characters, using both letters and numbers). Click **“Continue.”**

### New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

[Return to login](#)

4. Once you have successfully created an account or logged in to your account, you will be directed to the online grant request form. See details below for how to navigate through the online form.

The screenshot shows the CalWellness.org application form. At the top, the logo and tagline "THE CALIFORNIA WELLNESS FOUNDATION promoting equity, advocacy and access" are visible. Below the logo is a progress bar with five steps: 1. Organizational Information, 2. Candidate Information and Time-Off Policies, 3. Management and Staffing, 4. Document Uploads, and 5. Review My Application. Step 1 is highlighted in green. Below the progress bar, there are links for "Printer Friendly Version" and "E-mail Draft". A red asterisk indicates that certain information is required before final submission. Two callout boxes provide instructions: one pointing to the progress bar numbers and another pointing to the "E-mail Draft" link.

CalWellness.org  
THE CALIFORNIA WELLNESS FOUNDATION promoting equity, advocacy and access

Contact Us | CalWellness Home Page

1 Organizational Information 2 Candidate Information and Time-Off Policies 3 Management and Staffing 4 Document Uploads 5 Review My Application

Organizational Information Printer Friendly Version | E-mail Draft

\* Required before final submission

Click on the page numbers on the bar at the top of the page to navigate through the different pages of the application

Click "E-mail Draft" to send a draft of the application to review before submitting.

## Organizational Information

[Printer Friendly Version](#) | [E-mail Draft](#)

\* Required before final submission

Thank you for your interest in Cal Wellness's Sabbatical Program Award. To learn more about Cal Wellness's Sabbatical Program Award and its previous honorees, please visit the Leadership Recognition section on [Cal Wellness's Website](#) for the Sabbatical Program Award Application Guide for step-by-step instructions on how to apply. Please email [sabbatical@calwellness.org](mailto:sabbatical@calwellness.org) or leave a message at (818) 702-

Each required field is identified by a red star and must be completed before the request can be submitted.

16. Grant recipients of the 2016 Cal Wellness Sabbatical

, February 8, 2016 at 10am for organizations interested in participation will have no bearing on the selection of binar information.

, you are asked to upload various documents on the page 8 of the Sabbatical Program Award Application Guide.

## Operating Budget

Please select the current fiscal year from the drop-down menu in the corresponding box. List the operating budget dollar amount for your organization's current fiscal year in the corresponding field. Use whole numbers.

\* Current Fiscal Year      \* Current Fiscal Year Dollar Amount (\$)

<None>     

Please select below the two previous fiscal years from the drop-down menus in the corresponding boxes. List the operating budget dollar amounts for your organization for each fiscal year in the corresponding fields. Use whole numbers.

Prior Fiscal Year  
<None>     

Prior Fiscal Year Dollar Amount (\$)

Fiscal Year Two Years Prior  
<None>     

Two Years Prior Dollar Amount (\$)

Click "Save & Finish Later" any time you want to save your application but **not submit it**. You can return to your account to access and complete your application. See the [Return to Your Account](#) section below for more details.

5. A feedback section is included at the end of the online request form. Your feedback is very important to the continual improvement of our online grant application process. **Your feedback, positive or negative, will in no way affect your award application.** Please type "NA" if you have no suggestions.
6. Before submitting, you must go to the last page of the online grant request form, "Review My Application." Once you have reviewed your request, click "Submit My Application" at the bottom of the page. Click "Submit" again to confirm. **Please note that changes cannot be made to a submitted application, and it cannot be retrieved for editing.**

## Time-Out Settings

After 30 minutes of inactivity in the online grant request form, the system will warn you that you have five more minutes before the system times out and locks you out of the online form. If you must leave the online form for an extended period of time, be sure to click "Save and Finish Later" to ensure your work is saved.

## Return to Your Account

If you have an online form in progress or have submitted one, you can use the link below to return to your account page to access your grant request:

[https://www.GrantRequest.com/SID\\_1839?SA=AM](https://www.GrantRequest.com/SID_1839?SA=AM)

Once you log in to your account, you will see a list of applications you have in progress or have previously submitted (depending upon the filter you use). On this screen, you can transfer the ownership of the online application to someone else or email a copy of the online application to someone else. The Cal Wellness Grants Portal also allows you to identify multiple viewers for each application. This can be helpful when seeking input or when you want your application reviewed by colleagues.

**Owners**

- Owners of an application have exclusive rights to edit, save or submit an application.
- Owners may transfer ownership of an application to a new owner. That transfer is complete when the new owner is added.
- An owner can grant "view-only" rights to any number of persons.
- An owner can see a list of viewers and remove viewers' rights as needed.

**Viewers**

- Viewers will see applications owned by others and can see "view-only" copies.
- Viewers rights remain active unless removed by the owner.

Use the drop-down menu labeled "Show" (below and to the right) to toggle between in-progress applications and submitted applications.

All users may delete an application by clicking the trash can icon. Deleting an application from an owner's account will delete the application from all viewers' accounts. Viewers will receive an email notifying them of the deletion.





A user may decline one or all transfers. The current owner will be notified of any decline by email.

**Contact Us**

If you have any questions, please contact us by email at [grants@calwellness.org](mailto:grants@calwellness.org) or call 818.702.1900 and ask for Grants Management.

Show In Progress Applications ▼

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Actions
<a href="#">Sabbatical Award Application</a>			28856	01/14/2016	Owner	   

For each application, use the icons under the "Action" column to:

- Transfer ownership
- Grant "view only" access
- Delete the application
- Send an email copy to someone



Once you are logged in to your Cal Wellness Grants Portal account page, you will need to select “In Progress Applications” from the “Show” drop-down menu on the right side of the page. See the screen shot below.

**Applications**

**My Cal Wellness Grants Portal Account**

Welcome to your Cal Wellness Grants Portal account page.

From this page you can:

- access and work on in-progress applications, such as LOIs and proposals, for which you are the owner.
- view submitted applications.
- transfer ownership of an application or grant someone “view-only” rights.
- email a copy of an application to a colleague.

The following describes the roles of owners and viewers.

**Owners**

- Owners of an application have exclusive rights to edit, save or submit an application.
- Owners may transfer ownership of an application to a new owner. That transfer is complete when the new owner accepts the transfer.
- An owner can grant “view-only” rights to any number of persons.
- An owner can see a list of viewers and remove viewers’ rights as needed.

**Viewers**

- Viewers will see applications owned by others and can see “view-only” copies.
- Viewers rights remain active unless removed by the owner.

Use the drop-down menu labeled “Show” (below and to the right) to toggle between in-progress applications and submitted applications.

All users may delete an application by clicking the trash can icon. Deleting an application from an owner’s account will delete it from all viewers’ accounts. Viewers will receive an email notifying them of the deletion.





A user may decline one or all transfers. The current owner will be notified of any decline by email.

**Contact Us**

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Show In Progress Applications ▾

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
<a href="#">Sabbatical Award Application</a>			28862	01/14/2016	Owner	   

From the “Show” drop-down menu choose “In Progress Applications” to access applications that you have begun but have not yet submitted. You may also choose “Submitted Applications” from the drop-down menu to view submitted applications and proposals.

## How to Complete the Online Application

In this section of the application guide, you will find instructions for how to complete each section of the application. You can use this portion of the guide to draft your responses and then cut and paste them into the online form. Keep in mind that only plain text will copy into the application fields. Boldface, italics, etc., will not transmit.

### Cal Wellness Sabbatical Program Award Candidate and Organization Contact Information

Complete this section using the candidate’s contact information.

**Sabbatical Award Candidate and Organization Contact Information**

Please provide information for the Sabbatical Program Award candidate and the organization they lead. This person will also receive all general Foundation correspondence and announcements.

Prefix  
<None>

\* First Name                      Middle Name                      \* Last Name

\* Title    \* E-mail

\* Organization Name

\* Street Address

\* City    \* State (ex. CA)                      \* Zip Code

\* Phone (ex. 510-555-1234)      Fax (ex. 510-555-4567)      Website

Enter the employer identification number (EIN) for the organization. The EIN is a unique nine-digit number assigned to a business entity so that it can be easily identified by the Internal Revenue Service.

**Employer Identification Number (EIN)**

EIN (ex. 12-3456789)  
Please enter the Employer Identification Number for the organization.

**Date Organization Established:** Provide the date the candidate’s organization was established or when it first began its work. It is not necessary to know the exact date. If the exact date is not readily accessible, use “January 1” of the year the organization was established. (For example, if the organization first started work in 2012, enter 01/01/2012.)

**Mission Statement:** Provide the mission statement of the candidate’s organization (limit 100 words). You may cut and paste from an existing document into this field. Only plain text will be copied over. Boldface, italics, etc., will not copy from an external document.

**Geographic Area(s) of Focus:** Select the organization’s geographic area(s) of focus. You may choose statewide, nationwide or up to 10 counties. If you select statewide or nationwide, do not select specific counties. Make your selections (one per box) from the drop-down menus.

**About the Organization**

\* **Date Organization Established**  
 Please provide the date the organization began its work. If the exact date is not readily accessible, use January 1 followed by the year the organization was established (ex. 01/01/2001).

\* **Mission Statement**  
 Please provide the organization’s mission statement. Please limit the mission statement to 100 words or fewer.

Word count 0 of 100

**Geographic Area(s) of Focus**  
 \* Choose the organization’s geographic area(s) of focus. You may select up to 10 California counties. If you select "Statewide" or "Nationwide," you do not need to select specific California counties.

<Select One> ▼  
 <Select One> ▼  
 <Select One> ▼  
 <Select One> ▼  
 <Select One> ▼  
 <Select One> ▼  
 <Select One> ▼  
 <Select One> ▼  
 <Select One> ▼  
 <Select One> ▼

For this section, select up to two organization types that best describe the primary activities or core programs of your organization. An appendix at the end of this guide has a description of each Organization Type.

**Organization Type**

Please select up to two organization types that best describe the primary activities or core programs of your organization. If you select two types, select the primary function of your organization in the first box, and the secondary function in the second box. \* If none of the sublevel sector types fit with your organization, you can select the first-level sector type (e.g., Communications). *Descriptions for each type are listed at the end of the Sabbatical Award Application Guide.*

<Select One> ▼  
 <Select One> ▼

**Other Organization Type (Not Specified Above)**  
 If the categories above do not reflect the primary activities or core programs of your organization, please describe up to two below:

## Financial Information

This section asks for the candidate's organization's financial information.

**Current Fiscal Year:** Select the organization's current fiscal year from the drop-down menu. Select a year range that best reflects the fiscal year if it does not begin and end in the same calendar year. For example, if the fiscal year is July 1, 2017, to June 30, 2018, then choose "2017-2018" from the drop-down menu. If the organization's fiscal year is the same as the calendar year (for example beginning January 1, 2018, and ending December 31, 2018), then choose the current year.

**Current Fiscal Year Operating Budget (\$):** Provide the dollar amount for the current fiscal year's operating budget in whole dollars.

**Prior Fiscal Year:** Select the organization's prior fiscal year(s) from the drop-down menus. Provide the budget dollar amounts for each fiscal year in the corresponding fields.

**Operating Budget**

Please select the current fiscal year from the drop-down menu in the corresponding box. List the operating budget dollar amount for your organization's current fiscal year in the corresponding field. Use whole numbers.

\* Current Fiscal Year      \* Current Fiscal Year Dollar Amount (\$)

<None>     

Please select below the two previous fiscal years from the drop-down menus in the corresponding boxes. List the operating budget dollar amounts for your organization for each fiscal year in the corresponding fields. Use whole numbers.

Prior Fiscal Year

<None>

Prior Fiscal Year Dollar Amount (\$)

Fiscal Year Two Years Prior

<None>

Two Years Prior Dollar Amount (\$)

## Fundraising and Endowment

Check the boxes to indicate if the candidate is responsible for fundraising/grantseeking and if the organization has an endowment. If there is an endowment, state its dollar amount.

**Organization's Fundraising and Endowment**

Is the executive director (candidate) responsible for fundraising/grantseeking?  
If yes, check the box.

Does the organization have an endowment?  
If yes, check the box.

If the organization has an endowment, please state its dollar amount (\$).

## Vacation and Sabbatical Information

Provide information about the organization’s annual vacation policy and sabbatical policy. Provide information about the candidate’s last vacation and duration. Also identify 1) if the organization has a sabbatical policy, 2) if the candidate ever took a sabbatical, and 3) details regarding the sabbatical if one was taken.

## Candidate’s Information

Provide the number of years the candidate has been involved in the nonprofit sector. Also include the candidate’s time working at the present organization in years and months, and his or her annual salary.

## Projected Sabbatical

This section asks for the projected start date of the sabbatical. The Cal Wellness Sabbatical Program Award enables an executive director to spend between three months and six months (maximum) away from the workplace. The grant term is a maximum of 15 months to allow the organization and the executive director/CEO to plan for the sabbatical.

Projected Sabbatical Information
<p><b>Projected Sabbatical Start Date:</b> If you were to be awarded, when would you project to begin your sabbatical?</p> <input type="text"/>
<p><b>Projected Sabbatical Length (in months):</b> Sabbaticals must be a minimum of three months and a maximum of six.</p> <input type="text"/>

## References

Provide contact information for three references. Include their names, addresses, e-mail addresses and relationships to candidate (e.g., co-workers or colleagues from other organizations). Please limit the number of elected officials to one.

## Board of Directors Information

Provide the total number of active board members the organization has and how many times per year the board of directors meets.

## Staffing Information

Provide the total number of staff (both full-time and part-time) the organization has, as well as the number of “full-time equivalent” employees. A full-time employee counts as one FTE employee. Two part-time employees whose hours equal full-time are considered one FTE. Please round to the nearest whole number. If there are no paid employees, enter zero. Provide the number of volunteers the organization has. If there are no volunteers, enter zero.

## Management Structure

Describe the organization's management structure and team. If the organization has a second-in-command, state this person's name and role within the organization.

## Cal Wellness Sabbatical Program Award Narrative

For this section, the candidate should upload a narrative that answers the following questions. As you answer the following questions, please consider how your work aligns with our overall mission to protect and improve the health and wellness of the people of California.

Your overall document must be six pages or less, and use 12-point font and 1-inch margins.

1. How does your organization address health and wellness? Please include information about how your organization contributes to increasing access to at least one of the following: health care, quality education, good jobs, healthy environments and safe neighborhoods. If your organization's work does **not** fit into one of these areas, please explain how your organization increases access to other pathways to health and wellness.
2. How or why did you become engaged in your current field or work?
3. During your current tenure, what achievement has made you most proud of yourself or your agency (e.g., developing a policy education campaign or restructuring the organization)?
4. How has your work and/or your organization been affected by the changing US political climate?
5. What three things would make your job more manageable and less stressful, and why?
6. What other activities in the nonprofit health sector are you involved in at this time?
7. What are the three most significant lessons you have learned over the years?
8. Why are you applying for a sabbatical *this* year?
9. How will you use this sabbatical for personal rejuvenation? What types of activities are you planning for this time period?
10. What do you see yourself doing five years from now?
11. If awarded a sabbatical, how will your responsibilities be covered during your absence?
12. Are you applying for another organization's sabbatical award program? If so, which one?

## Cal Wellness Sabbatical Program Award Budget and Budget Narrative

### Budget Form

Download and complete the Cal Wellness Sabbatical Program Award Budget Form and follow the directions listed in the form. Round amounts to the nearest whole dollar. Use the categories listed; do not combine line items. If any of your items do not fit into the categories listed, include them under "Other Expenses."

Your proposed budget must total \$40,000. Up to \$30,000 can be used to cover the executive director's salary and benefits for three to six months. The remaining balance of \$10,000 or more can be used for consultant fees, retreats, workshops, training and/or equipment that will assist in developing organizational capacity in the absence of the executive director.

It is Cal Wellness' policy that indirect costs are not to exceed 15% of total direct costs. The indirect costs must be listed separately in the budget in the appropriate line item.

### Budget Narrative

Download and complete the Cal Wellness Sabbatical Program Award Budget Narrative Form and follow the directions listed in the form, providing a brief budget narrative that describes how each line item in the budget will be spent.

### Contact Us

For additional assistance, email [grants@calwellness.org](mailto:grants@calwellness.org) or call (818) 702-1900 and ask for Grants Management.

## Appendix: Definitions for Organization Types

Organization Type	Definition
COMMUNICATIONS	An organization or program that gathers, stores and/or disseminates data and information.
<b>Communication Media</b>	A platform or channel that can include newspaper, television, cable, video, film, website or radio production, training and programming, and/or educational programs related to the news media.
<b>Media Access and Policy</b>	An organization or program focused on the right and ability of the public to have direct access to news media content, and/or the right and ability of a content provider to have direct access to the public.
<b>News and Public Information</b>	An organization that provides news appearing in such media outlets as television, radio, newspapers and magazines, including their various online manifestations, such as Internet editions and Twitter feeds, as well as organizations that provide information to the news media through media relations offices, including businesses and government.
COMMUNITY and ECONOMIC DEVELOPMENT	An organization working to strengthen the health and prosperity of communities and increase the capacity of various community organizations to improve the quality of life for all.
<b>Community Improvement</b>	An organization focused broadly on strengthening, unifying and building economic, cultural, educational and/or social services, as well as the spirit of any community or neighborhood.
Community Coalition	A coalition designed to increase public participation in local policy issues and thereby improve the overall quality of life in a community.
<b>Employment</b>	An organization regulating or studying the relationship between employers and employees and/or the availability of jobs and of workers, which can include measures to ensure equal opportunity.
Job Benefits	An organization focused on research, policymaking or public education regarding forms of compensation other than wages or salaries, which can include employee discounts, health insurance, employer contributions to retirement accounts, sick leave, pregnancy leave, parental leave, pension benefits, education and training.



Organization Type	Definition
Job Creation and Workforce Development	An organization providing development of new jobs in traditional and emerging sectors, and/or education and training to ensure appropriate skills and knowledge in the workforce.
<b>Leadership Development</b>	An organization providing programs designed to train people to become effective leaders on a national or local level. (For youth leadership development programs, use Youth Development under Human Services.)
EDUCATION	An institution or organization that provides formal education or education-related services to students and schools, e.g., scholarship programs and drop-out prevention.
<b>Elementary/Secondary Education</b>	An institution providing formal education for children and adolescents through a graded system of academic instruction.
<b>Higher Education</b>	An institution providing opportunities for individuals to acquire a higher level of knowledge, skills and specialization in a formal school setting, which can include community and junior colleges, colleges, universities, graduate schools, professional schools and other degree-granting institutions.
Community College	An institution providing postsecondary education commonly organized into two-year programs, which award associate degrees to those who successfully complete the requirements.
Undergraduate College/University	An institution providing four-year education and courses of study that may lead to customary bachelor's degrees.
Graduate and Professional Education	An institution providing postsecondary education, often affiliated with colleges or universities, that provide opportunities for people who have completed their undergraduate education and received their degrees to receive advanced, postgraduate training in medicine, dentistry, nursing, law, architecture, engineering, education or other professional fields leading to master's degrees or doctorates.
Campus Support Services	An organization, program or department that provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary education.

Organization Type	Definition
<b>Adult/Continuing Education</b>	An organization or program that does not lead to academic degrees but provides opportunities for adults to develop basic learning or communication skills, complete their high school education, expand their knowledge in a particular field or discipline or explore and develop skills in a new area of interest.
<b>Vocational Education</b>	An organization providing educational programs that prepare people for specific trades, crafts or careers at various levels, which can include regional occupational centers and programs, and vocational centers (generally operated by community adult schools or other secondary or postsecondary institutions).
<b>Education Support Services</b>	An organization or program providing instructional services or other activities that seek to improve academic performance, assist students to succeed in their studies, or enhance their learning experience.
After-School Program	An organization or program that offers school-aged students (outside of school hours) expanded academic programming or recreation and physical activity.
College Preparation	An organization or program that provides services designed to prepare high-school students to get into and succeed in college.
Cooperative Education	Joint efforts between businesses and other community organizations to strengthen current educational programs or extend classroom education to the broader community, or organizations that promote such efforts.
ENVIRONMENTAL QUALITY and PROTECTION	An organization focusing on the preservation and protection of the natural environment, and/or renewable food and material resources and the systems that produce them.
<b>Environmental Justice</b>	An organization seeking to ensure the fair distribution of benefits, hazards and burdens related to the environment among all peoples and communities, regardless of wealth, ethnicity or geographical location.
<b>Food Systems and Security</b>	An organization or program focusing on renewable food and the ongoing availability of food.
Community Food Systems	An organization or program facilitating the production, distribution

Organization Type	Definition
	and/or consumption of locally produced food from "farm to table."
Food Security	An organization supporting logistical and policy measures to ensure the availability of, and access to, food that is safe and culturally and nutritionally appropriate.
<b>Pollution Abatement</b>	An organization seeking to ensure that communities have a clean and healthful environment that is free from pollution and other hazardous substances.
FAITH-BASED ORGANIZATION	An organization whose work is grounded in faith-based values.
GOVERNMENT/GOVERNMENTAL AGENCY	An organization or program that focuses on promoting the effective functioning of government, public administration and public officials.
<b>Courts/Judicial Administration</b>	An organization or program concerned with court administration; court reform, including the rights and privileges of prisoners, incarceration alternatives and other criminal justice issues; and/or alternatives to litigation.
Juvenile Justice	An organization or program focused on rehabilitation rather than punishment of persons not old enough to be held responsible for criminal acts.
<b>Federal Agency</b>	A permanent or semipermanent organization established by the federal government.
<b>State Agency</b>	A permanent or semipermanent organization established by a state government.
<b>County Agency</b>	A permanent or semipermanent organization established by a county government.
<b>Local Agency</b>	A permanent or semipermanent organization established by a local government.
HEALTH ORGANIZATION	An organization promoting and protecting the physical and/or mental well-being of people through medical care, treatment, education and/or prevention activities that increase people's own efforts at protecting public health.
<b>Clinic Consortium/Association</b>	A clinic consortium or association composed of nonprofit community

Organization Type	Definition
	health centers or clinics.
<b>Health Care</b>	An organization providing services for the prevention and treatment of mental and/or physical disorders and disease by medical professionals.
Clinic/Health Center	An outpatient facility, known also as a free clinic or community health center, that has been established by the community and that provides basic medical care, including physical examinations, immunizations, family planning, nutrition assistance, and diagnosis and treatment of common ailments. Services are often provided on an ability-to-pay basis when they target low-income and indigent residents of the community. This category may also include mobile health clinics.
<i>FQHC</i>	A federally qualified health center (FQHC) receives grants under Section 330 of the Public Health Service Act (PHS). An FQHC qualifies for enhanced reimbursement from Medicare and Medicaid, as well as other benefits. An FQHC must serve an underserved area or population, offer a sliding fee scale, provide comprehensive services, have an ongoing quality assurance program and have a governing board of directors.
<i>FQHC Look-Alike</i>	An FQHC look-alike is an organization that meets all of the eligibility requirements of an organization that receives a PHS Section 330 grant, but does not receive grant funding. Look-alikes receive many of the same benefits as FQHCs, including cost-based reimbursement for services provided under Medicare.
<i>Free Clinic</i>	A free clinic is a health care facility offering services to economically disadvantaged individuals for free or at a nominal cost.
Dental Care	An organization providing prevention, diagnosis and treatment of diseases of the teeth and gums.
E-Health/Telemedicine	An organization that uses telecommunication technologies and the Internet to provide health care services at a distance. This type of organization commonly provides both emergency and nonemergency mental and physical health care to remote communities that have little or no direct access to health care services.

Organization Type	Definition
Health Care District	An institution or organization that manages public hospitals or rural health care facilities, provides medical care to underserved populations, and often fill gaps in local health services. It may also offer services ranging from dental care to substance abuse programs, while others may provide grants to meet specific community health needs.
Hospital	A health care facility that is licensed to operate 24 hours per day and offer diagnostic and treatment services, as well as emergency and critical care services, for people who have any of a variety of illnesses or injuries that require immediate, short-term intervention.
Reproductive Health	An organization providing medical, educational and counseling services related to family planning or reproductive health.
<b>HUMAN SERVICES ORGANIZATION</b>	An organization promoting and providing a broad range of social and/or human services.
<b>Counseling and Support Groups</b>	An organization providing emotional support, problem-solving assistance, information and/or guidance through a variety of counseling services for individuals who are having difficulty in coping with personal relationships and/or making adjustments required by their particular stages in life.
<b>Employment Services</b>	An organization that assists people to prepare for, find, secure and/or retain employment, including job counseling and training.
<b>Family Services</b>	An organization providing a wide variety of social services that are designed to support children and youth, and healthy family development.
<b>Homeless Services</b>	An organization providing supportive services for individuals and families who are homeless and/or that works with people who are at risk for homelessness in an effort to prevent them from losing their permanent residence.
<b>Housing and Shelter Services</b>	An organization providing adequate housing and social services for individuals, families and groups.
Supportive Housing	An organization or program that provides a combination of affordable housing and services, intended as a cost-effective way to help people

Organization Type	Definition
	live more stable, productive lives.
<b>Immigrant Services</b>	A multipurpose center or program that serves as focal point for specific immigrant groups within the community and that offers, at a single location, a wide variety of services and activities.
<b>Legal Services</b>	An organization providing general legal aid services, such as legal counseling or representation in court.
Immigration Law	An organization providing legal services for those who wish to formalize or change their immigration status, or an organization that is engaged in research and policymaking efforts with regard to immigration law.
Legal Aid	An organization providing legal services to low-income people.
<b>Veterans' Services</b>	An organization that provides services specifically for the unique needs of veterans or advocates on their behalf.
<b>Women's Services</b>	A multipurpose center or program that serves as a focal point for women in the community and that offers, at a single location, a wide variety of services and activities that are needed by, and of interest to, this population.
<b>Youth Development</b>	An organization providing programs that build character and develop leadership and social skills among youth. This category includes boys/girls clubs and youth mentoring organizations.
PHILANTHROPY/NONPROFIT MANAGEMENT	An organization or program promoting the practice of giving and volunteering and/or provides technical assistance to a wide range of philanthropic and charitable institutions.
<b>Foundation</b>	An organization that is established to maintain or aid social, educational, religious or other charitable activities serving the common welfare, primarily through grants using assets that are contributed by a single source, such as an individual, family or corporation. This category also includes organizations whose grant funds are derived from many donors rather than from a single source and held in an endowment that is independently administered.

Organization Type	Definition
<b>Nonprofit Management Technical Assistance</b>	An organization or program that provides technical assistance in the form of consultation, training and/or contractual services for nonprofit organizations.
<b>Philanthropic Association</b>	A membership association for grantmaking organizations.
PUBLIC POLICY/ADVOCACY	An organization or program focused on the principles that govern society and the ways they manifest themselves in public discourse, government and legislative action, regulation and/or funding.
<b>Advocacy</b>	An organization informing policymakers and other stakeholders about improving the health of those they serve.
<b>Alliance/Coalition</b>	An alliance or coalition whose activities focus on changing or influencing public policy within major field areas.
<b>Civic Participation</b>	An organization or program providing broad participation of citizens and stakeholders in government decision-making and the political process.
<b>Community Organizing Group</b>	A formal or informal organization that plans, mobilizes and/or evaluates community participatory activities to improve health, promote wellness and/or prevent disease.
<b>Policy Analysis/Think Tank</b>	An organization or group that analyzes and assesses the impact and effectiveness of public policy.
PUBLIC SAFETY	An organization involved in the prevention of, and protection from, significant danger, injury/harm or damage, such as crimes or disasters, that could endanger the safety of the general public.
<b>Gun Violence Prevention</b>	An organization or program preventing the use of hand guns and other dangerous weapons
<b>Law Enforcement</b>	An organized system that enforces compliance with laws.
<b>Correctional Facility/Services</b>	A correctional facility or services that detain, punish and/or rehabilitate adults or juveniles who have been sentenced to imprisonment after convictions for offenses.

Organization Type	Definition
Probation/Parole	A community-based, nonresidential program providing formal supervision of individuals: charged with offenses prior to their trials; released conditionally into their communities following completion of their sentences (on probation or parole); and/or assigned to probation or parole as an alternative to prison.
Rehabilitation of Re-Entry Individuals	A nonresidential program that provides counseling, job-seeking assistance and other supportive services that help re-entry adults and/or juveniles reintegrate into their communities following their releases from correctional facilities.
Services for Re-Entry Individuals	A program providing emotional support, friendship, advice and guidance or other types of support for inmates while they are incarcerated and/or that facilitates contact between inmates and family members.
Transitional Care for Re-Entry Individuals	A residential program giving those released from detention a base from which to accomplish re-entry into their communities and establish structures of benefits, supports and relationships.
Restorative Justice	A system of criminal justice that focuses on the rehabilitation of incarcerated adults or youth through reconciliation with victims and the community at large.
<b>RECREATION</b>	An organization that provides services meeting the recreational needs of individuals and communities.
<b>Community Recreation</b>	An organization providing a broad range of recreational and fitness activities, sports and games. (For multipurpose neighborhood centers that offer social services, as well as recreational activities, use Human Services; if these centers serve primarily youth, use Youth Development under Human Services.)
<b>Parks and Playgrounds</b>	A recreational area or program that provides athletic fields and courts, play areas, campgrounds, picnic areas and/or a variety of recreational trails for use by the community.
<b>OTHER</b>	
<b>Professional Membership Organization</b>	A membership association for a specific profession (e.g., American Public Health Association).



Organization Type	Definition
<b>Research Center/Institute/Organization</b>	An organization devoted to research and analysis.