



REQUEST FOR LETTER PROPOSALS
FOR PEDIATRIC MEDICAL EQUIPMENT
on behalf of

**The Dorothy Ruth Myers Testamentary Trust
January 2010**

Purpose

The HealthCare Foundation for Orange County has the responsibility, on behalf of the Dorothy Ruth Myers Testamentary Trust, of assuring that interest funds from this trust are used:

- For purchasing specialized equipment to be used directly for the benefit of children
- By one or more nonprofit medical organizations with pediatric departments, located in Orange County

Funds available for this cycle are approximately \$175,000. This will deplete the remainder of this trust fund. Therefore, this will be the final RLP for this fund.

How to Apply

If your organization seeks to be considered for this final Dorothy Ruth Myers Testamentary Trust grant, please provide a letter request and supporting documentation, as detailed below, to:

The Healthcare Foundation for Orange County
1450 North Tustin Avenue, Suite 209
Santa Ana CA 92705-8641

on or before Tuesday December 15, 2009

Letter Request

In a letter, not to exceed two pages in 12-point type, please describe:

- a. The organization and program which would make use of the equipment requested.
- b. The problem or need which would be addressed by obtaining the item or items of equipment, and how the equipment will be used for the direct benefit of children.
- c. A description of the equipment, and its purchase price. If an amount less than the purchase price is requested, please indicate the source of funds for the remainder.
- d. The intended timing of equipment purchase.

Other Supporting Information

- a. A copy of your IRS letter, advising that the organization is a non-profit organization, pursuant to Section 501 (c) (3), or evidence that your organization is a legal subdivision of the State of California or a city or county within the state.
- b. A copy of your current State license, reflecting the presence of a pediatric unit.
- c. A copy of vendor's or manufacturer's printed information regarding the item or items of equipment to be acquired, and bids received showing the cost to your organization to purchase.

Selection Process

All proposals received by close of business on Tuesday December 15, 2009 will be reviewed by the Grants Committee of the Foundation. Based on the written proposals submitted, the Committee will determine the recipient, the amount to be distributed, and the particular item or items of equipment to be purchased. Their recommendations will be submitted to the Foundation Board of Directors at their January 2010 Board meeting. Decisions of the Board will be final.

Please direct any questions regarding this solicitation to Catherine Koenig, Foundation Coordinator at (714) 245-1650.