Community Event and Activity

Guidelines for Requesting Support

Serving the community has been ingrained in the ethos of UC San Francisco (UCSF) since the early days of treating neighbors in need after the great 1906 San Francisco earthquake and fire. For more than 150 years, UCSF has been an integral and important member of the community as a public university, health care provider and leader in life sciences research. UCSF forges many fruitful partnerships in the San Francisco Bay Area and beyond to further its advancing health worldwide™ mission.

UCSF serves the community through numerous activities:

- Providing high-quality patient care at local hospitals and neighborhood clinics;
- Conducting life sciences research and sharing clinical expertise in cooperation with partners across San Francisco and around the globe;
- Reaching out to students at all educational levels to advance knowledge and promote higher education, with an emphasis on reaching students in the San Francisco Unified School District;
- Partnering with institutions and community-based organizations to promote health, wellness and quality of life and to reduce health disparities, and
- Sponsoring social, recreational, cultural and educational activities with neighborhood and community-based organizations in areas near UCSF’s major campus sites.

How to Apply for Community Event and Activity Support

UCSF considers sponsorship funding for projects or events that align with at least one of the above-mentioned activities. To qualify, organizations must be a registered non-profit or be affiliated with a registered non-profit that serves as the organization’s fiduciary steward. Types of requests that will be accepted for consideration include, but are not limited to:

- Special events (e.g., health fairs, dinners, lunches, cultural events, fundraisers, etc.)
- Special events for community-based or neighborhood organizations located in areas adjacent to one of UCSF’s campuses (Parnassus, Mount Zion, Mission Bay, Laurel Heights or San Francisco General Hospital and Trauma Center)
- Conferences and forums
- Symposia
- Health education forums
- Health campaigns, programs and initiatives

UCSF will not consider funding requests from the following types of organizations or for the following activities/purposes:

- Political campaigns
- Contributions to endowments or memorials
- Emergency loans
- Youth sports leagues
- Field trips
- Religious purposes
- Individual and/or personal requests such as scholarships, individual tuition, payment for education or health care purposes, conferences, etc.
Please submit your request for sponsorship funding on your organization’s letterhead at least three months in advance of the event. The following information must be included for your request to be considered:

- Organization name, website link if available and short description of its mission/purpose;
- Brief description of how the project or event for which you seek funding aligns with UCSF’s community activities;
- The geographic area served by your organization, the number of people served annually, and the San Francisco target populations served;
- History of partnering with UCSF – the year and amount of grants, sponsorships, and donations;
- Short description of your event with date, time, and location;
- Proposed sponsorship level, and how the requested funding will be used; and
- Contact name and title, phone number and email address.

If available, please include an electronic copy of:

1) Request letter, including all the information above.
2) Event announcement (if any).
3) Sponsorship levels with associated benefits.
4) Your organization’s IRS tax status determination letter.
5) List of Board of Directors with affiliations.
6) Organization’s nondiscrimination policy on your letterhead.

Please submit these documents as email attachments and send the email to UniversityRelations@ucsf.edu. Include the phrase “Community Event and Activity Support Request” in the subject line of the email, along with the name of your organization (e.g., Community Event and Activity Support Request – ABC Community Group). Questions about the process can also be sent to this address.

UCSF will review all submissions and retains the right to decline funding.

Your organization will receive a decision within three weeks of receipt of application.

Submitted requests that are missing any of the required documentation noted above will not be considered for support.