



Annual deadline for submission of grant applications is August 15th. Grant applications which are approved by the Foundation Board of Directors will be funded in December. Applications must be received by the Foundation by August 15th, and may not be faxed or hand delivered. Applicants must have tax exempt status under Section 501(c)(3) of the Internal Revenue Code. All applicants must submit two (2) copies of a formal proposal which must include the following information:

- The legal name of the organization seeking support, including address and telephone number
- Most recent letter from the Internal Revenue Service determining tax-exempt status
- Brief history of organization
- Names and addresses of Board of Directors and officers and areas of expertise of each
- Detailed summary of purpose of the program including a description of the methods to be used for accomplishing objectives
- Relationship of this program to other similar programs and why this program is necessary

- Duration of the project, other funding sources and long range financial plan. If this request is for interim or seed funding, a statement as to when the organization shall become self-sufficient should be included
- Anticipated immediate and long-range benefits of project and substantiation of need
- Copy of most recent financial statements, Form 990-F, audits, sources of current and future income and other relevant communications from the IRS
- Qualifications of individuals administering project
- Budget projection for project
- The percentage of total organization expenses spent on charitable programs or direct services to target populations; fundraising expenses may not be included in this figure

The Foundation will also accept grant proposals which conform to the Common Grant Application format of the Colorado Association of Funders. Where deemed appropriate by the Board, on-site visitations for further evaluation may be made. Furthermore, the Foundation may retain outside experts for technical evaluation of certain grant requests and, therefore, accepts no responsibility for keeping any part of a grant request confidential unless an agreement, in writing, has been executed for this purpose. The Foundation will send written notification to all applicants concerning Board determinations regarding their grant applications.

Selection Criteria

The Foundation will use the following general criteria in its selection of projects or programs it elects to support:

- The quality, stability and effectiveness of the management
- The degree of probability that the project will accomplish its objectives within the parameters established
- The ability of the program or project to become self-supporting or cease existence after the need has been served
- The unique purpose of the project or program
- The fiscal responsibility and accountability of the project or program

Final approval of grants is the sole responsibility of the Board of Directors of the Foundation. It must be recognized that the Foundation will receive grant applications that exceed availability of funds. Therefore, all requests cannot be approved. However, all requests for funding that fall within the scope of Foundation support will be given full consideration.