

# Community Funds - February 2023

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*Community Foundation of Northern Colorado*

## *Charitable entity details*

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### **Organizational background\***

Briefly describe the history and purpose of your organization. Explain the original issue the organization was founded to address (and if applicable, how that may have changed over time), current programs, populations served, numbers served, and geographical areas served. Include key accomplishments, such as special recognition and awards.

*Character Limit: 2500*

### **Year organization was founded\***

*Character Limit: 4*

### **Board of Directors/Governing Body\***

Upload a list of your organization's current Board of Directors or Governing Board. The list should include for each board member: name, board position, number of years on board, and current employment. **Use only PDF files.**

*File Size Limit: 2 MB*

### **Total annual operating budget\***

*Character Limit: 20*

### **Current annual operating budget upload\***

Upload the organization's current annual operating budget.

**Use only Excel or PDF files.**

*File Size Limit: 2 MB*

### **Fiscal sponsorship\***

Is the organization applying for the grant - **the organization whose name is listed on the account** - applying on behalf of another organization or group? In other words, are you serving as a fiscal sponsor for another organization or initiative that is not a 501(c)(3) and not eligible to apply on its own? **(Note: Governmental and school departments applying with their city, county, or school are not in a fiscal sponsorship.)**

#### **Choices**

No

Yes

## *Sponsored organization information*

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### **Sponsored organization name**

What is the name of the organization (or initiative) that you are sponsoring?

*Character Limit: 250*

### **About the sponsored organization/initiative\***

Please provide a complete, but brief, overview of the sponsored organization or initiative. Be sure to include information on how long this organization has been around, who leads the work, and the purpose of this organization/initiative.

*Character Limit: 350*

### **Memorandum of understanding\***

Upload the contract between the organization and the fiscal sponsor that specifies the fiscal sponsor has full fiduciary control of any funds raised and that the fiscal sponsor is responsible for all legal compliance relating to receiving, reporting, and acknowledging charitable donations. The agreement should also describe any administrative fee that the sponsored organization will provide to its fiscal sponsor, as well as any record keeping responsibilities that the sponsored organization owes the fiscal sponsor. **Use only Word or PDF files.**

*File Size Limit: 2 MB*

## *Project details*

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### **Name of project/funding request\***

The name of the project/funding request is attached to each and every form within your process. This is the "identifier" for the request.

*Character Limit: 100*

### **Project/program area\***

Please select the area that most closely represents your project. (Note: Some areas are directly linked to special funding available for a specific community.)

#### **Choices**

Building a culture of philanthropy

Improving quality of life to create a more vibrant community

Encouraging community building and cohesiveness

Strengthening the capacity of the local nonprofit sector

Youth

Seniors

Educational opportunities

Health and human services

Vulnerable families and individuals

Dental

Support and education of downtown revitalization and development (specific to Loveland)

Affordable/workforce housing (specific to Estes Valley)

Big Thompson Canyon history, preservation, recreation, and education (specific to Estes Valley)

Other

## Other program area

If you selected "Other" for project/program area, please list below

*Character Limit: 25*

The Community Foundation grant **must be used within one year from receipt**, so the project/program active dates must fall within this time period. If you are requesting a grant for a different length of time, please provide an explanation within the project description section.

## Project/program start date\*

*Character Limit: 10*

## Project/program end date\*

*Character Limit: 10*

## Project summary\*

In less than 100 words (~650 characters), summarize the project's key details (who, what, when, why, and how). This brief descriptor may be used by the Foundation for highlighting approved grants.

*Character Limit: 650*

## Detailed project description\*

Please describe your project/proposal in more detail to include program design and activities. Be specific as to how this funding would directly impact residents of the community to which you are applying and the need that this project addresses. Include key statistics, indicators, demographic information specific to this work.

*Character Limit: 3500*

## Impact/Anticipated outcomes\*

Describe the anticipated *outcomes* (changes, differences in the lives of people) NOT *outputs* (activities, services, materials, etc.). In other words, what difference will this project make? Additionally, describe the tools, methods and/or strategies that will be used to measure the outcomes (how you'll know the goals have been accomplished).

*Character Limit: 3000*

## Project Attributes\*

How is the project strategic, transformational, and/or catalytic? This can be for the organization, the population you serve, the community at large, etc.

*Character Limit: 3000*

### Number of people anticipated to serve\*

How many residents of this community will be directly served by this project within the time period of this grant? (One year from receipt of funds)

*Character Limit: 10*

### Collaboration - if applicable

The Foundation aims to encourage collaboration among nonprofit organizations. If you're collaborating with another organization for this project/program/initiative, please upload a letter of confirmation from the collaborating organization as a **PDF file**. If you're collaborating with multiple organizations, please upload a confirmation from each organization as **one combined PDF file**.

*File Size Limit: 5 MB*

### Additional support document - optional

If you wish, you may upload an additional file (you must combine separate documents into one file) to this application. This could include photos, testimonials, information about your project or organization, etc.

This is optional. **Use only Word, Excel, or PDF files. If you would like to include graphics/images, please add those via the allowed file types.**

*File Size Limit: 5 MB*

## Financial information

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### Amount requesting\*

*Character Limit: 20*

### TOTAL budget of project\*

This figure should reflect all expenses for the project and may be different from the amount requesting.

*Character Limit: 20*

### Project/program budget\*

Upload a detailed line-item budget that includes all sources of income and expenses for this project. Include in-kind gifts/services, other grant requests, etc. Indicate if other funding is pending, approved, or received. **Use only Excel or PDF files.**

*File Size Limit: 3 MB*

### Profit & loss statement\*

Upload a profit & loss statement from your organization's last fiscal year. **Use only Excel or PDF files.**

*File Size Limit: 3 MB*

### Balance sheet\*

Upload a balance sheet from your organization's last fiscal year. **Use only Excel or PDF files.**

*File Size Limit: 3 MB*

### Leverage funding

If your organization plans to leverage grant funding received from the Foundation, please describe. Leveraging grant funding can look like matching challenges, promotion of the grant to receive additional funding, etc. How might a grant from the Foundation make a bigger impact for your fundraising?

*Character Limit: 1000*

### Sustainability/future funding plans\*

Indicate how this project will be sustained financially to continue in the future.

*Character Limit: 750*

### Partial Funding\*

The Foundation typically receives more grant requests than it can fund in a cycle. Is your organization able to implement the proposed project with partial funding? Why or why not?

*Character Limit: 500*

## Applicant feedback

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**The Community Foundation is interested in improving our grantmaking practices (hosting a transparent, flexible, and simple process for applicants). The following questions seek feedback from applicants that will assist us in this process. We encourage you to be as honest as possible. Your answers will not affect your organization's chances of being awarded a grant.**

### Time\*

How long did it take you to complete this application?

#### Choices

- Under 3 hours
- 3 - 6 hours
- 6 - 9 hours
- 9 - 12 hours
- 12+ hours

### Challenging\*

What is the most challenging question on this application and why?

*Character Limit: 500*

### Familiarity\*

How familiar are you with the Foundation's website & resources provided?

### Choices

Very familiar

Somewhat familiar

Not familiar

Have not visited the website

**Thank you for taking the time to provide valuable information for improving our grantmaking!**

## *Verification*

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### **Verification of approval to use funds as described\***

Consideration will be given only to grant applications that have been approved for submission by an authorized official of the organization. By typing your full name in the field below, you are assuring the Foundation that the authorized official (if you are not that person) is aware of this request and has agreed to use a grant award for the purpose described in this application.

*Character Limit: 50*