



Understanding Expenditure Responsibility (ER) For applicants that are not a 501(c)(3) nonprofit entity

NoCo Foundation's Cache la Poudre River Improvement Fund may grant organizations that are not a 501(c)(3) nonprofit entity. However, doing so requires us to exercise **Expenditure Responsibility (ER)** as outlined in U.S. tax law. ER ensures that grant funds are used solely for charitable purposes. This process involves additional due diligence and reporting on our part—and yours.

This document outlines what may be required of your organization if you apply for and are awarded a grant through this process. Please note: this list is intended to illustrate the kind of documentation and commitments typically required under ER. ***Additional materials may be requested depending on the nature of your organization or project.***

Required Information from Applicants

To determine ER eligibility and process your application, your organization will need to provide as many of the following documents as possible:

1. Evidence of the legal status of the organization (such as organizing documents, articles of incorporation, trust agreements, charter, tax classification, or certification from appropriate authorities)
2. A signed and dated W-9
3. An annual report or brief description of the organization's history, goals, mission, recent activities, and future plans
4. Recent financial statements (audited financials are preferred)
5. A list of the grantee's governing board and key officers
6. [For U.S. grantees] A copy of the latest return(s) filed with the IRS
7. A description of prior grants from or contacts with NoCo Foundation
8. A brief description of recent grants made by any other organizations or units of government to the grantee

Grant Agreement Terms if Funded

If awarded, your organization must agree to:

- Maintain a separate fund/account for Foundation grant dollars
- Submit **annual written reports** that:
 - Detail how funds were spent (salaries, supplies, travel, etc.)
 - Include narrative and financial accounts of grant activities
- Retain records and allow for periodic monitoring or site visits
- Certify that funds will **not** be used for lobbying, political campaigns, or non-charitable purposes
- Return any unused or misused funds