



APPLICATION REQUIREMENTS

Please include ten (10) copies of summary of request, proposal narrative, and all attachments except IRS Determination Letter, Secretary of State Registration Certificates, financial audit, and letters of collaboration. Paperclip each packet or separate with colored paper, please; do not staple or bind copies. **Complete applications must be received before the close of business on the deadline date.**

I. SUMMARY OF APPLICANT ORGANIZATION (use attached form or similar format):

II. NARRATIVE (*three pages maximum*) – include the following, numbered as below:

- A. Agency Information:
 - 1. Mission statement, brief statement of organization's goals, and/or objectives
 - 2. Brief summary of organization's history
 - 3. Description of current programs, activities, and accomplishments
 - 4. Whom does your organization serve?
- B. Grant Request (this section should include the following):
 - 1. Brief statement of the grant's purpose
 - 2. Whom will this proposal directly serve and how?
 - 3. Description of goals and objectives for the grant request (please state if for general operating support)
 - 4. Timetable for implementation if for specific program or capital project
 - 5. Other organizations, if any, participating in the activity; please be specific about collaboration discussions and activities and discuss your relationship with organizations similar in scope
- C. Evaluation:
 - 1. Discuss how you will know the grant has accomplished its goals; please review the CFGV grant report format in forming this response.

III. ATTACHMENTS (please letter as below):

- A. Board of Directors, including occupations and/or community affiliations
- B. List of key employees, including names, positions, and number of years employed
- C. Non-discrimination statement adopted by your Board of Directors
- D. Financials:
 - 1. Most recent fiscal year-end financial statements (audited if available); if these financials show a deficit, please submit a brief explanation of the strategy to address the deficit.
 - 2. Statement of actual versus budgeted numbers for most recent completed fiscal year
 - 3. Current balance sheet
 - 4. 2008 agency budget
- E. Budget for grant request (skip to "III. F." if for general operating expenses)
- F. List of organizations you have asked for funding for this purpose and status of requests (denied, pending, or granted)
- G. In cases of collaborative efforts, include one copy of letters of agreement from participating organizations
- H. One (1) copy of current IRS 501(c)(3) determination letter or that of your fiscal sponsor
- I. One (1) copy each of Secretary of State Nonprofit Good-Standing and Charitable Solicitation Registration Certificates

FYI – The Community Foundation of the Gunnison Valley has modified portions of the Colorado Common Grant Application to fit the character of the Gunnison Valley. When applying for other grants within the State of Colorado, nonprofits should bear in mind that many of the questions are similar to those on the Common Application, precluding the need to start fresh for each grant and ultimately allowing nonprofits to focus on communicating clearly and concisely the unique nature of their organizations and projects.



ORGANIZATION SUMMARY SHEET

Please use this format and keep to a single page; you do not need to use this actual form.

Organization Name: _____

Mailing Address: _____

Executive Director: _____

Contact (if other than Executive Director):

Name: _____

Title: _____

Phone: _____ E-mail: _____

Web Address: _____

Type of Agency:

- | | |
|--------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Animal welfare and protection | <input type="checkbox"/> Education |
| <input type="checkbox"/> Art and Culture | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Athletics and Recreation | <input type="checkbox"/> Health and Human Service |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Historical tradition and preservation |

Please check one:

- General Operating Expenses Capital Project Specific Program

In one or two sentences, please describe your request.

Total budget of above request: _____

Amount of request: _____

Dates of your fiscal year: _____

Signature, President, Board of Directors

Date

Signature, Executive Director

Date