

Grant Application Guidelines

ELIGIBILITY

- Organization applying must be classified as a 501(c)(3), or equivalent, by the Internal Revenue Service
- Organization must provide programs or services in Colorado, New Mexico, Wyoming, or Utah that fit within the Daniels Fund's programmatic funding areas and focus areas
- Organizations with programs of national scope should call before submitting a proposal
- Daniels Fund accepts requests for specific programs or projects, general operating support, or capital campaigns
- Grants are generally awarded for 12-month periods. Organizations may reapply to the Daniels Fund at the end of their grant period, once all reporting requirements have been fulfilled
- Only one active grant per organization is permitted. *Note: If applying as a program of a larger institution such as a university or school district, please contact the Daniels Fund prior to submitting an application*

FUNDING RESTRICTIONS – *Daniels Fund generally does not support the following:*

- Projects outside Daniels Fund's programmatic funding areas and focus areas
- Medical or scientific research
- Arts, cultural, and museum programs, including those serving and teaching youth
- Environmental stewardship programs
- Candidates for political office
- Special events or fundraising events
- Debt retirement
- Endowments
- Organizations with fiscal sponsorships

REVIEW CONSIDERATIONS

- *Alignment* - Proposed project or program is strongly aligned with the funding areas and focus areas of the Daniels Fund
- *Sustainability* - Sufficient local and other support exists to ensure that the project or program will be

implemented and continue after the grant period

- *Capacity* - Effective leadership, appropriate organizational capacity, and strong financial health
- *Impact* - Strong impact and clear evaluation plan with specific measurable outcomes that will be reported at the end of the grant period

GRANT AMOUNTS

- Grant amounts vary and depend on many factors. The Daniels Fund is generally not the sole funder of a project and encourages organizations to develop a variety of funding sources
- Some important considerations include:
 - Consistency of the program goals with the Daniels Fund's funding areas and focus areas
 - Organizational or program/project budget
 - Level of support the organization or program is receiving from other sources
- Organizations should submit proposals requesting a reasonable amount of financial support for efforts that most closely match Daniels Fund's priorities

DEADLINES AND RESPONSE TIME

- Grant proposals are accepted at any time
- Daniels Fund acknowledges receipt of all proposals, typically in about ten days
- Daniels Fund provides decisions regarding grant requests in writing within approximately 120 days after receiving a complete proposal
- Daniels Fund prefers to schedule site visits after receiving a proposal and discourages pre-application meetings

NOTIFICATION

- Organizations will be notified in writing of all grant decisions
- If a grant is awarded, a Letter of Agreement and Grantee Final Report form will be sent with the notification letter
- If a grant request is declined, the organization must wait one year to reapply

Grant Proposal Checklist

Your proposal should include all of the following information along with a copy of the Organization Summary Form provided here and on our website. A short proposal is often preferable to a long proposal. Please send only one unbound copy of your proposal and attachments.

ORGANIZATIONAL INFORMATION

- Organizational mission, purpose, and brief statement of goals
- Brief summary of the organization's history, principal programs, and accomplishments

PROJECT DESCRIPTION

- Specific purpose and amount of grant request
- Brief statement of the issue/need to be addressed, population, and geographic area to be served
- Description of the program, goals, and objectives
- Unique aspects of the program
- Significant relationships and collaborations with other organizations and programs
- Timetable for program implementation
- Detailed program/project budget (showing revenue and expenses, including in-kind)
- A list of each entity asked to provide financial support for the proposed project, with amounts. Indicate confirmed versus pending status for each supporter
- Description of any government funding this program receives
- Long-term plan/strategies for funding once a Daniels Fund grant ends

EVALUATION

- Based on the detailed goals and objectives above, please list the specific measurable impact and outcomes expected at the end of the grant period
- Describe the methodology that will be used to measure program or project impact and outcomes

ATTACHMENTS

- Organization Summary Form (see www.danielsfund.org)
- Board of Directors list, noting occupations/ community affiliations
- Percentage of Board of Directors who contribute financially to the organization
- Names and brief qualifications of key staff
- Organizational operating budget for proposed grant period
- Current year actual vs. budget comparison
- Last three years of audited financial statements (unbound)
- List of major organizational contributors with specific amounts for each of the last three years
- Copy of organizational strategic/business plan if available
- For charter schools, additional application information is required. Please visit our website at www.danielsfund.org or call for details.

QUESTIONS?

Grants Administration Officer
720-941-4457
1-877-791-4726 (toll free)
Fax: 720-941-4210
Email: grantsinfo@danielsfund.org
Website: www.danielsfund.org

Please mail your proposal, attachments and Organization Summary Form to:

Daniels Fund Grants Program
101 Monroe Street
Denver, CO 80206



ORGANIZATION SUMMARY FORM

Organization Legal Name: _____

Physical Address: _____

City: _____ County: _____ State: _____ Zip: _____

Mailing Address (if different): _____

Phone: _____ Fax: _____

Website: _____

Executive Director/Mr/Ms/Dr: _____

Title: _____

E-Mail Address: _____

Phone: _____

Project Implementer and Title/Mr/Ms/Dr: _____

E-mail Address: _____

Phone: _____

Federal Tax ID#: _____

Please check applicable box:

- 501(c)(3)
- Government agency or public school
- Group Exemption (for example, church or faith-based organizations)

REQUEST INFORMATION

Amount of this Funding Request \$ _____

Brief Description of Request:
