

Grant Proposal Checklist

Your proposal should clearly and concisely address each of the items below. Daniels Fund does not accept the Colorado Common Grant Application format. Please send one unbound copy of your proposal and attachments. We welcome your questions before you apply. Contact information for the Program Officer for each funding area is provided at <http://www.danielsfund.org/Grants/grantcontacts.asp>

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

Please visit our website for upcoming updates.

- Based on the detailed goals and objectives, 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 next page or download at 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). If audits are not available, provide three years of Statement of Financial Position and Statement of Activities.
- List of major contributors to your organization with specific amounts for each of the last three years (see our website for a possible format).
- Organizational strategic/business plan if available.
- For charter schools, additional application information is required. Please visit http://www.danielsfund.org/grants/guidelines_charter.asp or call for details.

QUESTIONS?

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

An fillable organization summary form can be downloaded at www.danielsfund.org/Grants/guidelines.asp.

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 (Please include Federal EIN# on letterhead stationery)
- Group Exemption (for example, church or faith-based organizations)

REQUEST INFORMATION

Amount of this Funding Request \$ _____

Brief Description of Request:
