



Grant Application

Thank you for considering a grant from the Broomfield Community Foundation. The Broomfield Community Foundation (BCF) currently awards grants for programs that benefit *Broomfield citizens* in the following areas:

- CIVIC PROJECTS
- HUMAN SERVICE PROGRAMS
- ARTS AND HUMANITIES
- SENIOR CITIZEN PROGRAMS
- EDUCATIONAL PROGRAMS

Innovative programs in these areas are always of particular interest. Applications for grants from the *ROTARY DONOR ADVISED FUND* are also accepted through the Foundation using the same grant categories with the addition of grants for *YOUTH* related programs. Programs with an intergenerational theme are of particular interest. These requests are submitted as any other proposal to the Foundation.

The following pages comprise the application forms and provide guidelines on the submittal of the completed application. This approved application form is the only form that may be used for a grant application.

New Programs - If your application is for a new program that involves a school, schools or another organization, please include a letter of acceptance from that school or organization.

Past Recipients: If you have previously received a grant from the Foundation, a Final Report or an Interim/Progress Report *must* be submitted in order to be considered for another grant.

WHAT do I send in? This form includes all elements of the application. Please provide an original and 10 (ten) copies each of the cover letter, the summary page, the narrative and the budget for the specific project. Please provide one copy of all of the supporting attachments. See below for details. Please indicate if partial funding for this grant would be acceptable or if the entire amount is necessary in order to carry out the request.

WHERE do I send this application? Applications may be mailed to:

Broomfield Community Foundation
Attn: Grant Applications
P. O. Box 2040
Broomfield, CO 80038-2040

Applications may also be hand delivered to the Foundation office, which is located in the Garden Center on Midway in Broomfield.

WHEN do I send the application? The Broomfield Community Foundation currently awards grants three times per calendar year. Complete applications must be received in the Foundation office by the deadline for the grant period requested.

For Awards Granted in this month	Applications must be received by:
April	January 1
August	May 1
December	September 1

Out-of-cycle grants that are time sensitive may be considered on a case by case basis.

What Requests are NOT acceptable? Requests for the following will NOT be considered:

- general overhead funds
- capital campaigns
- grants to individuals
- trip and event sponsorships
- grants that would influence legislation or elections (**strictly adhered to**)
- grants for sectarian religious purposes*

* This requirement does not preclude consideration of requests relating to medical or social service-oriented activities undertaken by religious-affiliated or religious-supported agencies if all other qualifications, [including separate qualification under IRS Code 501 (c) (3)], are met.

WHO do I call if I have questions filling out the forms? If you have questions regarding completing this form, about information that is required for submittal, or about the suitability of a proposal, please call 303-469-7208, send a letter of inquiry to the address listed above, or email the foundation office at: info@broomfieldfoundation.org.

Grant Application Elements

Grant applications are considered complete when they include all of the information listed below. Incomplete applications will not be considered.

Please provide one original and 10 (ten) copies of the following:

1. Cover letter on letterhead
2. Summary page of the organization –
 - organization name
 - address
 - contact person
 - phone and fax
 - e-mail contact
3. Narrative in a 3-5 page proposal - Please *be concise!*
 - A. Agency information - briefly describe mission, history and current programs
 - B. Purpose of proposed project – include:
 - need statement
 - target population
 - goals and objectives
 - activities planned, timeline
 - collaborators
 - what part volunteers will play
 - C. Proposed project budget including all funding strategies and in-kind contributions – must be specific to the requested project.
 - D. Evaluation - show expected results, measurements of success, how you will disseminate results

Please provide 1 (one) copy of the following Attachments:

1. Board of Directors - Occupations and community affiliations
2. Anti-discrimination statement adopted by Board
3. List of names and qualifications of key staff
4. Most recent year-end financial statement (audited if available)
5. Current agency budget (Not required by public school system affiliates)
6. Annual report (if available)
7. IRS 501(c) 3 determination letter (not required by public schools)
8. List of major contributors and amounts
9. In-kind donations

NOTE: If your organization has previously received a grant from the Foundation, you must submit a Final or Interim/Progress Report before being considered for another grant. If you are unsure as to whether you have a report due, or for any other questions, please contact the foundation office at 303.469.7208.



Summary of Applicant Organization

Organization Name:

Executive Director:

Address:

City:

State:

Zip:

Contact Name:

*(If other than
Executive Director)*

Title:

Phone:

fax:

e-mail

Purpose of Grant Request:

Brief description of request:

Agency budget:

Fiscal year:

Program/Project budget:

Dates grant applies to:
(Required)

Amount
Of Request:

\$

Is Partial
Funding
Acceptable?

Yes

No

Signature, Board President

Date

Signature, Executive Director

Date

Program or Project Budget

(This information may be submitted as a spreadsheet, in this format)

PROGRAM/PROJECT NAME: _____

Itemize Expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COST (A)	\$ _____

FUNDS AVAILABLE FOR PROGRAM:

Gifts & Grants (pledged or paid)	\$ _____
Trustees	\$ _____
Corporations	\$ _____
Foundations	\$ _____
Individuals	\$ _____
Government	\$ _____
Other (earned income, special events, membership, subscriptions, etc.)	\$ _____
Funds carried forward from previous year	\$ _____
TOTAL FUNDS AVAILABLE (B)	\$ _____
BALANCE REQUIRED (A minus B)	\$ _____
AMOUNT REQUESTED	\$ _____