

Nonprofit Organization Proposal Checklist

The following is a checklist of the items that must be included in each nonprofit organization's application in order to be considered for a grant. If your application is missing any of these items, it will be incomplete and withdrawn from consideration. Please use this checklist or make a copy and return it with your application to ensure that you have included everything on this list. Please note this list includes several important additional items and is in slightly different order from the Common Grant Application. It would be extremely helpful to us if you would number the items in your application packet to correspond with this checklist.

Proposal Format:

- Single sided on 8 1/2 x 11 paper
- Standard 12 point or larger font
- No staples, clips, or binding of any kind
- All items labeled or numbered according to the below list

Section I. Cover Letter (one page) Please note: unless you opt out in the cover letter, information from your application may be shared with other programs or funds of The Denver Foundation (see back of this page)

- Proof of IRS federal tax-exempt status, updated within the last five years

Section II. Summary Sheet Form (two pages from the Colorado Common Grant Application)

Section III. • Narrative (Follow the CGA format; answer all questions.)

Section IV. Attachments

1. One-page response to four additional questions from The Denver Foundation

2. Fiscal year-end financial statements (Do not substitute IRS Form 990.)

- (a) If revenues are above \$500,000, AUDIT
 - If your audit is not yet complete, include two things:
 - Internal financial statements for the most recently completed fiscal year
 - PREVIOUS YEAR'S audit/review
- (b) If revenues are below \$500,000, Internal financial statements
 - Statement of Financial Position, a.k.a. Balance Sheet
 - Statement of Activities, a.k.a. Income Statement or Profit & Loss

3(a). Current organizational budget, with revenue and expenses

3(b). Current program budget, with revenue and expenses, needed in addition, (only for program/project requests)

4. Current (year-to-date) financial statements, dated in the last three months

- Statement of Financial Position, a.k.a. Balance Sheet
- Statement of Activities, a.k.a. Income Statement or Profit & Loss

5. Sources of Income table for most recently completed fiscal year

6. Major contributors for last two fiscal years

7. In-kind contributions for last two fiscal years

8. Board of directors list with affiliations/skill sets

9. Anti-discrimination statement adopted by the board of directors

11. Annual report, if available

12. Evaluation results (optional and strongly recommended)

13. Grant Report (if a previous grantee of The Denver Foundation) – You must include a report on your most recent grant. Use the Common Grant Report (CGR), and add a separate section for your detailed response to any asterisked items in The Denver Foundation most recent rationale or contract. If you've already turned in your grant report for the most recent grant, please include a copy of that report in this application.

14. Technical Assistance Report – If you have received a technical assistance grant from The Denver Foundation, make sure you have your required grant report on time.

Other Programs of The Denver Foundation

In addition to distributing funds through Community Grants, The Denver Foundation also supports the community by administering donor-advised funds and scholarships, the Colorado Nonprofit Loan Fund, and Social Venture Partners Denver. More information on these programs, and others, can be found on our website – www.denverfoundation.org – or by calling 303-300-1790. Please note that, unless you let us know in your cover letter or contact the Grants Manager in writing, information from your application may be shared with other programs of The Denver Foundation or donor advisors. However, sharing such information is not a guarantee that your organization will receive funding from other Denver Foundation programs or funds.

Donor-advised funds are distributed with the advice of donors, separately from Community Grants. The Denver Foundation does not accept unsolicited proposals for donor-advised funds. Receiving a grant from a donor-advised fund, or from any of the programs mentioned above, does not impact your ability to apply for Community Grants.



THE DENVER FOUNDATION