

## Grant Application Process Overview

### Eligibility

Before beginning an application, please review the [Grant Guidelines](#) to ensure your project, program, or organization aligns with the Fund's priorities and approach.

The Sperry S. and Ella Graber Packard Fund for Pueblo will consider applications from organizations that **benefit Pueblo County** and are:

- Charitable nonprofit organizations with tax-exempt classification from the Internal Revenue Service; or
- Tax-supported institutions including state and local governments and schools.

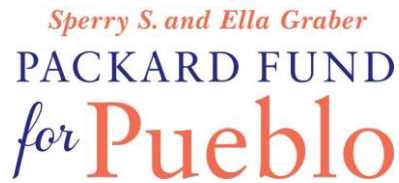
New or emerging organizations are permitted to apply through a tax-exempt organization acting as fiscal agent. The most common type of fiscal agent arrangement is between a 501(c)(3) tax-exempt charitable organization and a non-tax-exempt group. The fiscal agent has the ultimate authority and responsibility to see that the funds are used for the purpose intended; it cannot simply be a pass-through organization.

### Ineligible Requests:

- Grants to individuals
- Scholarships
- Debt retirement
- Building endowments or reserve funds
- Capital campaigns
- Membership campaigns
- Events or conferences
- Individual financial assistance programs
- Grants for academic research
- Anti-abortion efforts
- Religious organizations for religious purposes
- Financial support for political candidates
- For profit entities

### Grant Application Deadlines

The Packard Fund for Pueblo has two grant cycles per year: [Children, Youth, and Families](#) and [Community Impact](#). An organization is only eligible to receive funding from one Focus Area in a calendar year.



The Packard Fund for Pueblo grant application is divided into two parts.

**Part 1 Application Deadlines:**

- The first Wednesday in January for the [Children, Youth, and Families](#) grant cycle.
- The first Wednesday in July for the [Community Impact](#) grant cycle.

➡ *Only selected applicants will be asked to submit Part 2 of the application.*

**Part 2 Application Deadlines:**

- The first Friday in February for [Children, Youth, and Families](#).
- The first Friday in August for [Community Impact](#).

## Applying

### Submit Part 1

The Packard Fund staff and Advisory Board review Part 1 applications to determine eligibility and alignment with the Fund’s priorities and approach. Part 1 applicants are either selected to complete Part 2 of the grant application or declined based on this review.

Part 1 of the grant application must be [submitted online](#) before the deadline. Please use Google Chrome as your browser when applying. Follow the directions on the online form to complete the application.

**Important note:** You cannot save your work on the Part 1 online form. Please use the provided [Proposal Overview Template](#) to complete the narrative section of the Part 1 application and then cut and paste your responses in the online form. Responses in the [Proposal Overview Template](#) cannot exceed three pages using 12-point font.

Information Required in Part 1 Application:

- **Organization Information:** Name, Tax ID, Tax Class, Address, County where primary office is located, website address (if applicable)
- **Contact Information:** Executive Director Contact Information and Title, Project Primary Contact Information and Title

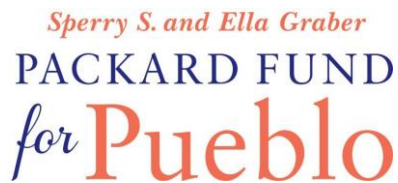
*Sperry S. and Ella Graber*  
PACKARD FUND  
*for* Pueblo

○ **Request Information:**

- Focus Area/Priority
- Proposal Title
- Proposal Summary (500 character max)
- Mission Statement
- Grant Type – Program or Operating
- Amount Requested
- Proposal Start Date
- Proposal Term in Months
- Anticipated Number Reached and how Anticipated Number Reached is calculated
- Geography
  - Geographical Area Served
  - County or Counties Served by Project
- Demographics
  - % of population served by your organization that identifies as a person of color
  - % of population served by your organization lives with incomes at or below 260% of the federal poverty level
  - Specific communities served
- Organizational Annual Budget
  - Date of Financial Statement
  - Current Assets
  - Current Liabilities
  - Cash/Cash Equivalents

○ **Proposal Overview:**

1. Describe the work you are proposing to do. If applying for general operating support, describe the organization's current strategic plan.
2. Describe how the work/organization is aligned with the Packard Fund for Pueblo's funding priorities.
3. Describe how the proposed work addresses a vital community need.
4. Describe who the organization/program aims to reach, including relevant demographic information such as race, ethnicity, gender, age, sexual orientation, and/or socioeconomic characteristics.
5. Describe what you hope to achieve (e.g., increase in reach, changes that occurred, capacity built, etc.).
6. In what ways is your organization uniquely qualified to deliver the proposed work?
7. Is there anything else you would like the Packard Fund for Pueblo staff and Advisory Board members to know about this request?



## Selected Applicants Only - Submit Part 2

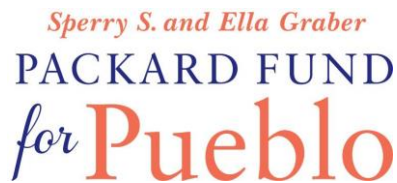
Applicants selected to move forward will receive an email invitation outlining next steps **three weeks before** the Part 2 deadline.

Part 2 of the grant application must be submitted through the online grants portal by 5 pm on the second deadline date. Part 2 of the application will appear under “Draft Requests” in the portal. Please use Google Chrome as your browser when applying and see Grant Portal Tips.

Grantseekers must have credentials to access the online grants portal. If you have previously registered for an account, you can log in to complete Part 2. **If you have not applied previously, you will receive log in credentials via email after you are invited to move forward to Part 2.**

The Packard Fund for Pueblo Part 2 Application mirrors the Narrative and Attachments section of the [Colorado Common Grant Application](#). The required sections in Part 2 of the Packard Fund Application are **Goals and Objectives**, the **Narrative**, and **Other Required Attachments**.

- **Goals and Objectives:** Goals and objectives should align with the grant narrative. If funded, these goals and objectives become the key elements for interim and final reports. The objectives should be specific, measurable, attainable, relevant, and time-based.
- **Narrative:** The Packard Fund for Pueblo Application uses the [Colorado Common Grant Narrative Template](#). The Narrative itself should be no longer than four pages for general operating requests and five pages for program-specific requests, using 12-point font. When complete, upload the narrative as an attachment along with the other documents outlined below. **Please note: Only the Colorado Common Grant Narrative Template is needed. You do not need to fill out or include a Cover Letter or the Summary Sheet Form.**
- **Other Required Attachments:**
  - **Project Narrative**—Upload Common Grant Application Narrative.
  - **Budget - For Project/Program Grants Only** – You can download the budget template and instructions in the Part 2 section of the online application.
  - **Key Program/Project Staff**– Attach a list of names and qualifications of key program/project staff. Please include CEO and CFO or equivalent.
  - **Board of Directors**– Attach a list of the organization’s board of directors, with titles.



- **Anti-Discrimination Policy**– Attach the organization’s anti-discrimination policy, including date of adoption.
- **Major Contributors**– Attach a list of the major contributors to the organization and contribution amounts for the previous fiscal year.
- **Annual Financials**— Provide **audited financials** for the most recently completed fiscal year end. If this is unavailable, please provide IRS Form 990/900EZ or internal year-end balance sheet and income statement.
- **YTD Financial Statements**– Attach most current year-to-date internal financial statements (Statement of Activities and Balance Sheet), including budget-to- actual data, if available.
- **Operating Budget**– Attach current-year annual operating budget.
- **Optional Attachment**- You may consolidate any additional materials into a PDF and attach as one file. **Additional attachments are NOT required.**

## Grant Review Process

### Part 1 Review –

You will receive email confirmation of your Part 1 submission within one business day. The Packard Fund for Pueblo staff and Advisory Board will begin review of submissions the day after the Part 1 deadline.

If a Part 1 application *is not* selected to move forward in the process, the applicant will be notified of declination via email within 10 days of the Part 1 submission deadline.

Applicants selected to move through to Part 2 will be contacted regarding next steps no later than three weeks before the Part 2 deadline.

### Part 2 Review –

For applicants selected to submit the full application, Packard Fund staff and Advisory Board members will schedule site visits to discuss the proposal as part of the review process and may request additional information if necessary.

Funding decisions are made by Packard Fund for Pueblo Advisory Board. We notify all grantees of final decisions initially via email, with an opportunity for further feedback.

**The full review process, which includes both Part 1 and Part 2, takes approximately five months.**