

# Grant Application Overview



## Caring for Colorado Grantmaking

Integrity, inclusion and commitment are the core values that guide Caring for Colorado's work with partners, communities and each other. We recognize that the grantmaking process is an expression of our values and the primary way we build relationships and fulfill our role in the nonprofit sector.

In our work with applicants and grantees, we seek to:

- Build relationships grounded in trust and mutual goals.
- Be transparent in our communication.
- Be accessible and available to provide guidance and thought partnership.
- Streamline our process and only ask for the information we need to make funding decisions.
- Be present in communities and the places our partners live and work.
- Have a strengths-based approach to our understanding of communities.
- Learn with and from our partners to strengthen organizations, communities, systems and policies.

The grantmaking program is rooted in our purpose of achieving equity, health and well-being for Colorado's children and families. When reviewing applications and assessing alignment, we rely on our grantmaking guiding principles. **Our guiding principles are:**

- We center the health and well-being of all children, youth and their families, and we prioritize resources and attention to children and youth living in families with low incomes, children and youth of color, and children and youth who experience systemic injustice.
- We center the voice and perspective of children, youth, families and caregivers and support efforts that seek, integrate, and respond to their insights and solutions.
- We center organizations that are rooted in and trusted by the children, youth and communities they serve.

Achieving our vision is directly tied to the success of our grantees. We value the information shared throughout the grant period to help us understand the issue areas and communities in which our partners work. Feedback and understanding about our process is essential for improving our grantmaking. We welcome opportunities to learn how we can further enhance our approach.

## Grant Application Process

Before beginning an application, please confirm your eligibility and review our [Focus Areas](#) and [Grantmaking Guiding Principles](#) to ensure your project, program or organization aligns with our approach.

## Eligibility

**Caring for Colorado will consider applications from and awards to organizations who benefit Colorado 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.

Note that 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.

### **Caring for Colorado Does Not Fund:**

- For-profit entities
- Annual appeals or membership drives
- Financial support for political candidates
- Fee-based programming without a robust sliding scale
- Pregnancy resource centers
- Research (costs specifically associated with the research process such as design, investigation, or analysis)

Please find additional information about what is and is not funded under each Focus Area on the website or in the PDFs below:

- [Healthy Beginnings](#)
- [Healthy Youth](#)
- [Strong and Resilient Families](#)
- Public Policy Advocacy (Fall 2023 funding opportunity under development)

## Funding Focus Areas

Caring for Colorado Foundation [Focus Areas](#) are:

- Healthy Beginnings
- Healthy Youth
- Strong and Resilient Families
- Public Policy Advocacy

For eligible organizations and proposals aligned with our Focus Areas, funding may support general operations, programs/projects, capacity building, collaboration or systems-building efforts. Proposals longer than 12 months are considered.

## Grant Application Deadlines

Caring for Colorado uses a two-part application process.

For applicants seeking funding in the **Healthy Beginnings, Healthy Youth and Strong and Resilient Families Focus Areas**, the Part 1 deadline is **the first Thursday in February**. Selected applicants will be asked to submit Part 2 of the application. The Part 2 due date will be posted on the website on the [Seeking a Grant](#) page.

For applicants seeking funding under the **Public Policy Advocacy Focus Area**, the Part 1 deadline is **the first Thursday in September**. Selected applicants will be asked to submit Part 2 of the application. The Part 2 due date will be posted on the website on the [Seeking a Grant](#) page.

## Applying

### Submit Part 1

Caring for Colorado reviews Part 1 applications to determine eligibility and alignment with the CFC grantmaking guiding principles and focus areas. 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 while working on the Part 1 online form. **Please read the directions carefully.**

The primary components of the online grant application include:

- **Organization Information** (organization name, address, tax ID, etc).

- **Contact Information** (executive director information, primary project contact information, etc.).
- **Request Information** (focus area and strategy, proposal title and summary, type of grant request, amount requested, duration, anticipated number reached, geographic area served, demographics, etc.).
- **Financial Information** (organization budget, date of financial statement, current assets, current liabilities, cash/cash equivalents).
- **Proposal Overview:** Please use the [Proposal Overview Template](#) to write and edit answers before entering them on [the online form](#). The overview cannot exceed three pages using 12-point font.

[View a PDF of the Part 1 Application.](#)

### **Selected Applicants Only – Submit Part 2**

Applicants moving forward will receive an email invitation outlining next steps **within four weeks** of the Part 1 deadline date.

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**.

[Proposal Narrative Template:](#) We encourage applicants to write their answers to Part 2 Proposal Narrative questions in the [Proposal Narrative Template](#) and review before entering responses in the [online grants portal](#).

Required attachments (follow the instructions in the portal to upload the required documents):

- [Program/Project Budget:](#) This form is submitted as an attachment in the portal and **is NOT required for general operating requests**. The budget consists of three parts: projected expenses, projected income and a narrative description of expense items.
- Board of Directors – list of the board of directors, with titles and terms
- Key Staff – list of key staff, with titles and tenure
- Major Contributors – list of the major contributors to the organization and contribution amounts for the previous fiscal year
- Annual Financials – **audited** financials for the most recently completed fiscal year end. If audited financials are unavailable, please provide IRS Form 990/990EZ or internal year-end balance sheet and income statement.

- YTD Financial Statements – most recent year-to-date internal financial statements (Statement of Activities and Balance Sheet), including budget-to-actual data, if available
- Operating Budget – current-year annual operating budget

### **Grant Review Process**

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

**Part 1 Review** – After Part 1 submission, you will receive email confirmation within one business day. Philanthropy team members begin their review after the Part 1 submission deadline.

If a Part 1 proposal does not align with the guiding principles or focus areas, the applicant will be notified of declination via email. Organizations will have the opportunity to schedule a follow-up meeting with a philanthropy lead to discuss the decision-making process.

We will notify both applicants selected to complete Part 2 of the application and applicants whose proposals are declined **within in four weeks**.

Organizations selected for further review will be contacted **within four weeks** of the Part 1 deadline regarding next steps. Applicants moving through to Part 2 will have **three weeks** to submit additional information about their organization and proposed work.

**Part 2 Review** – For applicants selected to submit the full application, philanthropy team members will schedule site visits to discuss the proposal as part of the review. CFC may request additional information throughout the process.

Funding recommendations and decisions are made by the Caring for Colorado staff in partnership with our Board of Directors. We notify all grantees of final decisions via phone or email.

## **Contact Us!**

Please contact us at [grants@caringforcolorado.org](mailto:grants@caringforcolorado.org) for any questions you may have about the application or the process.

**Thank you for your interest in Caring for Colorado Funding!**