

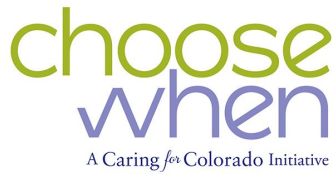
Grant Application Process Overview

Eligibility

Before beginning an application, please review the [Funding Opportunity](#) to ensure your organization aligns with Choose When’s priorities and approach. You can also find more information on our [Seeking a Grants](#) page.

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Grant Application Deadlines

Caring for Colorado utilizes a two-part application process.

Part 1 Application Deadline:

- April 25, 2024 by 5 pm

➔ **Only selected applicants will be asked to submit Part 2 of the application on May 9, 2024.**

Part 2 Application Deadline:

- May 23, 2024 by 5 pm

Applying

Submit Part 1

Caring for Colorado staff review Part 1 applications to determine eligibility and alignment with Choose When's funding opportunity. Part 1 applicants are either selected to complete Part 2 of the grant application or declined based on this review.

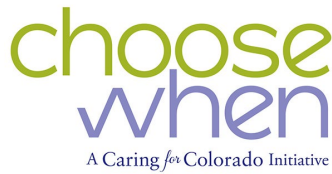
Part 1 of the grant application must be [submitted online](#) before the deadline. Please use Google Chrome as your browser when applying. Follow the directions on the online form to complete the application.

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 copy and paste your responses into the online form. Responses in the template cannot exceed two pages using a 12-point font.

Information Required in Part 1 Application:

- **Organization Information:** Name, Tax ID, Tax Class, Address, County where the primary office is located, website address (if applicable).
- **Contact Information:** Executive Director Contact Information and Title, Project Primary Contact Information and Title
- **Request Information:**
 - Proposal title
 - Amount requested
 - Budget narrative
 - Age groups served
 - Geographic area served
 - Demographics
- **Financial Information:** organization annual budget, date of financial statement, current assets, current liabilities, cash/cash equivalents
- **Proposal Overview:** Please use the **Part 1 Proposal Overview Template** to write and edit answers before entering them on the online form. The overview cannot exceed two pages using 12-point font.

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



Selected Applicants Only - Submit Part 2

Applicants will be informed by May 9, 2024 if they are invited to complete Part 2 of the application.

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.

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.**

Outcomes:

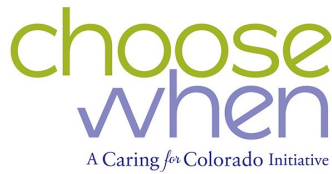
In an effort to share some of the work that goes into submitting an application, Caring for Colorado staff will be pre-populating one outcome in the online application. If funded, this outcome will be used in evaluating the success/challenges of your work, by way of final reporting. If you have any questions or concerns about the outcome pre-populated in your application, please contact Melody Morshed, at mmorshed@caringforcolorado.org.

Community Demographics:

Caring for Colorado collects demographic data to help us better understand our grantmaking and evaluate the effectiveness of our work in reflecting our [guiding principles](#) and advancing [our mission](#). The Part 2 application asks for information about community race and ethnicity, gender identity, sexual orientation, people living with a disability, and people living with incomes below the federal poverty level. The information collected serves as one data point, among many, in our efforts to understand how our partners are working to equitably build a healthier future for Colorado children, youth, and families.

Information Required in Part 2 Application (follow the instructions in the portal to upload the required documents):

- **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 them as one file. **Additional attachments are NOT required.**



Grant Review Process

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

Part 1 Review:

After submission, the CEO/Executive Director will receive email confirmation of your Part 1 submission within one business day. Caring for Colorado staff will begin review of submissions after the Part 1 deadline.

If a Part 1 proposal does not align with the funding opportunity, the applicant will be notified of declination via email. Organizations will have the opportunity to schedule a follow-up meeting with Caring for Colorado staff 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 two weeks.

Part 2 Review:

Caring for Colorado staff may request additional information throughout the review process. Funding recommendations and decisions are made by Caring for Colorado staff in partnership with our Board of Directors. We notify all grantees of final decisions initially via email, with an opportunity for further feedback.

Contact Us!

Please contact our team at grants@caringforcolorado.org for any questions you may have about the application or process.

Thank you for your interest in Choose When!