Frequently Asked Questions

Caring for Pueblo County: Children, Youth, and Families

Eligibility

1. How do I know if my organization is eligible to apply for funding?
2. Can my organization submit more than one application?
3. Can I apply for both Caring for Colorado's Youth Health and Well-Being funding opportunity AND the Children, Youth, and Families' funding opportunity?

Process and Review Timeline

1. What is the application process and timeline?
2. Why does the grant application process take several months and include two parts?
3. What information is required in the Part 1 Application?
4. What information is required in the Part 2 Application?
5. What happens during a site visit?
6. When will grant decisions be made?
7. When will funds be distributed?
8. What are the grant reporting requirements?

Application Guidance

1. How do I know which focus area to select?
2. Should I apply for a general operating or program/project grant?
3. Can I request funding for strategies in multiple Children, Youth, and Families focus areas?
4. Does Caring for Colorado consider collaborative applications from more than one organization?
5. Does selecting more strategies make my application more likely to receive funding?
6. How much funding should my organization request?
7. Does requesting a smaller amount increase the chances of receiving funding?
8. Is it possible to schedule a meeting with a staff member before we apply to discuss alignment with the funding opportunity?
9. What other resources might help strengthen my application?

Funding Decisions

1. How does the community advisory board make grant decisions?
2. Does the community advisory board use a rubric to score applications?
3. Do programs need to be evidence-based?
4. Does Caring for Colorado fund organizations they have not previously funded or are unfamiliar with?
5. If our application is not funded, will you give us feedback?

General Information

1. What is Caring for Pueblo County?
2. What is the Caring for Colorado Centennial Fund?
3. What is the Sperry S. and Ella Graber Packard Fund for Pueblo?
4. Does the David and Lucile Packard Foundation still have a local grantmaking program in Pueblo?

5. Does the David and Lucile Packard Foundation oversee the Sperry S. and Ella Graber Packard Fund for Pueblo?
6. Who makes the grant decisions for the Children, Youth, and Families funding opportunity?
7. How does the community advisory board manage conflicts of interest?

Eligibility

How do I know if my organization is eligible to apply for funding?

All applicants must meet Caring for Colorado's general eligibility requirements. Additional eligibility varies by focus area.

General Eligibility Requirements:
Caring for Colorado considers applications from organizations that benefit the people of 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.

New or emerging organizations or for-profits are permitted to apply through a tax-exempt organization acting as a 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 intended purpose; it cannot simply be a pass-through organization.

In addition to Caring for Colorado's general eligibility requirements, applications must serve only residents of Pueblo County. Applications for the following are *not* eligible:

- Scholarships
- Debt retirement
- Building endowments or reserve funds
- Capital campaigns
- Membership campaigns
- Individual financial assistance programs that are not supported by wraparound services
- Grants for academic research
- Anti-abortion efforts
- Religious organizations for religious purposes
- Financial support for political candidates

Can my organization submit more than one application?

No. Each organization can only be the primary applicant on one application per funding opportunity. We recommend that you select the focus area and strategies that most closely align with your core work. Organizations can be part of an additional collaborative application as long as they are not the primary applicant.

Can I apply for both Caring for Colorado's Youth Health and Well-Being funding opportunity and the Children, Youth, and Families' funding opportunity?

Yes. Each organization may apply to both funding opportunities. Each is funded through a separate funding source, with different requirements and decision-making processes.

Application Process

What is the application process and timeline?

Caring for Colorado utilizes a two-part online application process. The Part 1 application is designed to provide grant-seekers with a quick, low-barrier opportunity to share basic information about the organization and proposed work. Staff and Advisory Board members review Part 1 applications to determine eligibility and alignment with the funding opportunity.

Organizations that submit a Part 1 application are notified about the status of their application within one month of the deadline. If an application is declined, the organization will receive an email from a staff member with a brief explanation of the decision.

Organizations invited to move forward in the review process will be asked to complete the Part 2 application, which is submitted via Caring for Colorado's online grants portal. The Part 2 applications will be reviewed within one month of the application deadline.

Following a comprehensive review process, the community advisory board will submit its grant recommendations to the Caring for Colorado Centennial Fund Board of Directors for consideration. Applicants are notified of grant decisions after the board approves them.

Why does the grant application process take several months and include two parts?

We recognize this is a long process, and we deeply value the time and effort applicants put into applying. Our goal is to balance thoughtful decision-making with respect for the capacity of grant-seekers. The two-part process allows us to do this in several ways:

- Part 1 is designed as a quick, low-barrier entry point. It allows organizations to share essential information without investing significant time or resources up front.
- The extended timeline gives our team the ability to carefully review applications and build a well-rounded portfolio that reflects Pueblo County's diverse community needs.

While this process adds time, we believe it ultimately reduces the burden on applicants and ensures resources are invested in a way that advances equity and impact for our community.

What information is required in the Part 1 Application?

The Part 1 Application is designed to provide grant-seekers with a quick, low-barrier opportunity to share basic information about the organization and proposed work. Applicants will be asked to:

- Share basic organizational information.
- Select a focus area.
- Confirm eligibility.
- Select the eligible strategy/ies that best reflect their core work.
- Answer narrative questions:
    - Tell us about your organization.
    - Describe your proposed work and who it is designed to benefit.
    - Describe how the proposed work addresses a vital community need.

A PDF of the full Part 1 Application can be found **here**.

What information is required in the Part 2 Application?

Part 2 is by invitation only. Applicants will be asked to complete the following sections:

- Learning and Assessment:
    - Applicants will be asked to describe their approach to implementing each selected strategy and develop at least one objective and one outcome for each selected strategy, including a description of how progress will be measured.
- Narrative Questions:
    - In what ways is your organization uniquely qualified to deliver the proposed work?
    - What challenges might your organization face as you implement this work?
    - What else would you like us to consider?
- Demographics:
    - Caring for Colorado collects demographic data to help us better understand our grantmaking and evaluate the effectiveness of our work in advancing our mission and commitment to equity. 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 Pueblo County's children, youth and families. We understand that not all organizations collect all the data requested in this section. If you do not collect any demographic data on your board, staff, or communities served, you may indicate that in the application. Data from applicants and grantees is maintained secure and confidential within Caring for Colorado's internal data-management system.
- Financial Summary:
    - Applicants are asked to provide the following amounts for two full fiscal years: total assets, total liabilities, total revenue, and total expenses. In addition, depending on your organization's business type, you will need to attach certain financial documents (see required attachments section below).
- Required Attachments:
    - 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
    - Current-year annual operating budget

- Program/Project Budget: A Program/Project budget 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.
- Financials:
  - Tax-exempt organizations requesting more than $25,000 must submit Year-to-Date financials and audited financials for the most recently completed fiscal year-end. If audited financials are unavailable, applicants must provide their most current IRS Form 990/990EZ. If the applicant does not file an IRS Form 990 or 990EZ, they can provide an internal fiscal year-end balance sheet and income statement.
  - Governmental entities do not need to provide additional financial attachments.
  - For fiscally sponsored projects, applicants can submit the fiscal sponsor's audited financials for the most recently completed fiscal year-end.

What happens during Site Visits?

Organizations invited to submit a Part 2 application will undergo an additional review process. Because of the competitive nature of funding, not all organizations that submit a Part 2 application will be invited to continue to the next stage. Organizations selected to advance will be invited to participate in an in-person site visit.

A scheduling link will be provided to organizations advancing to the site visit phase. These visits take place at the applicant's office or program site and are attended by a Caring for Colorado staff member and a minimum of two community advisory board members. Site visits offer an opportunity for staff and advisory board members to learn more about the organization's work and community impact, ask questions, and observe programs and services firsthand, when appropriate.

When will grant decisions be made?

Following a comprehensive team review process, the community advisory board will provide grant recommendations to the Caring for Colorado's Centennial Fund Board of Directors for consideration. Applicants are notified of grant decisions in June after Board approval. The grant start date is July 1.

When will funds be distributed?

Organizations that submit their Grant Agreements will receive funds on or before July 31. Organizations receiving multi-year funding will receive the full award at one time.

What are the grant reporting requirements?

Organizations with 12-month grants will be required to submit one final report following their grant period. Organizations receiving multi-year funding will be required to submit interim reports on an annual basis, with a

final report at the culmination of the grant period. All reports will be based on the objectives and outcomes of the eligible strategy/ies submitted as part of the Learning and Assessment Plan in the Part 2 Application.

Application Guidance

How do I know which focus area to select?

Once you have determined eligibility, review the desired results and strategies for each focus area. Successful applicants easily find alignment between their organizations' core work and at least one of the funding strategies. If you find it challenging to identify where your proposed work fits, this is often a sign of misalignment with the funding opportunity, and we would not encourage you to apply.

Should I apply for a general operating or a program/project grant?

Caring for Colorado generally prefers to fund general operating requests. We want our grant dollars to give you the flexibility you need to meet the needs and opportunities that best serve your organization and community.

To ensure funding requests meet Children, Youth, and Families' funding requirements, applicants *must* apply for program/project grants under the following circumstances:

- The proposed work is a project of a large institution such as a university, governmental department, or hospital.
- The proposed work is a project or satellite location of a statewide organization that serves communities outside of Pueblo County.

Can I request funding for strategies in multiple Children, Youth, and Families focus areas?

No, you should only select strategies within the focus area you're applying for.

Does Caring for Colorado consider collaborative applications from more than one organization?

Yes. One organization must serve as the primary applicant. We recommend that you clearly outline each partner's responsibilities and describe how funding will be distributed. The proposed work for all organizations must meet the eligibility requirements. Organizational-level questions and required documentation should be provided by the primary applicant (e.g., Audited Financials). A program/project request is generally preferred for collaborative applications. Please note that submitting a collaborative application does not increase the likelihood of funding. Collaboration is encouraged only when it strengthens the work—for example, by creating efficiencies or enhancing collective impact.

Does selecting more strategies make my application more likely to receive funding?

No, the number of strategies chosen does not affect the chances of your application being funded. We understand that many of the eligible strategies are interconnected and may relate to your proposed work. We strongly recommend that applicants select one or two strategies that *best* represent the main purpose of their core work. If invited to submit a Part 2 Application, organizations will need to develop a learning and assessment plan for each chosen strategy, which will form the basis for all required reporting if the application is funded.

How much funding should my organization request?

The minimum request allowed is $15,000, and there is no maximum request amount. Our advice is to ask for what you need to accomplish the proposed work. Applicants may request funding for 12 – 24 months. The grant amount and grant period depend on several factors, including, but not limited to, the scale and scope of the proposal, other sources of funding available to support the work, and our available budget.

The grant range from our last cycle was $15,000 (12-month period) to $100,000 (24-month period). With an overall annual average grant size of $41,130.

Does requesting a smaller amount increase the chances of receiving funding?

No. The size of your request does not affect the likelihood of funding. Instead, we consider whether the request is reasonable for the scope of the proposed work and whether your organization has the capacity to achieve the intended results.

Is it possible to schedule a meeting with a staff member before we apply to discuss alignment with the funding opportunity?

Yes! If you have specific questions about your eligibility or proposed work, please schedule a virtual meeting with a Philanthropy Lead. Links to schedule office hours are available on our **website**. Feel free to email us with any specific questions.

Funding Decisions

How does the community advisory board make grant decisions?

When making grant decisions, the community advisory board considers various factors, including eligibility, population served, alignment with focus areas, strategies, and **Advisory Board Guiding Principles**, as well as community context, and proposed impact.

Does the community advisory board use a rubric to score applications?

The community advisory board utilizes a grant review tool to score only Part 2 applications. The major categories we consider in the Part 2 application process include:

- Organizational Health
- Site Visit
- **Advisory Board Guiding Principles Alignment**

Do programs need to be evidence-based?

We fund an array of programs, including evidence-based programs, promising practices, and local adaptations that center local youth voice and the science of adolescent development. We recognize that some evidence-based programs may not be culturally responsive and affirming or must evolve to address changing contexts and emerging issues.

Does Caring for Colorado fund organizations they have not previously funded or are unfamiliar with?

Yes. We welcome and encourage applications from organizations that are new to our grant program.

If our application is not funded, will you give us feedback?

The most common reason an application is declined is that the available funding is not enough to support all eligible and aligned applications. Caring for Colorado staff will make a strong effort to provide specific feedback to all applicants. However, organizations not invited to submit a Part 2 application are asked to schedule feedback meetings after July 1. This allows staff to provide more relevant feedback based on the portfolio of funded requests.

General Information

What is Caring for Pueblo County?

Caring for Pueblo County is Caring for Colorado's place-based philanthropy priority. Click **here** to learn more.

What is the Sperry S. and Ella Graber Packard Fund for Pueblo?

Caring for Pueblo County's Children, Youth, and Families funding opportunity is funded through an endowment from the David and Lucile Packard Foundation. The endowment is named the Sperry S. and Ella Graber Packard Fund for Pueblo and is administered by Caring for Colorado's Centennial Fund.

Does the David and Lucile Packard Foundation still have a local grantmaking program in Pueblo?

No. The David and Lucile Packard Foundation no longer has a local grantmaking program in Pueblo. In its place, the Packard Foundation made a $20 million, one-time grant to Caring for Colorado's Centennial Fund to establish the

Sperry S. and Ella Graber Packard Fund for Pueblo, an endowment that will fund Pueblo County for decades to come.

Does the David and Lucile Packard Foundation oversee the Sperry S. and Ella Graber Packard Fund for Pueblo?

No. Aside from a few parameters provided by the Packard Foundation at the establishment of the endowment fund, Caring for Colorado's Centennial Fund manages the Sperry S. and Ella Graber Packard Fund for Pueblo.

What is the Caring for Colorado Centennial Fund?

Our Centennial Fund, a 501(c)3 subsidiary of Caring for Colorado, offers individuals, families, and foundations the opportunity to contribute to important causes linked to Caring for Colorado's mission. The mission of the Centennial Fund is to support innovation and community-based solutions to improve the health, well-being, and economic success of Colorado's children and families. The Sperry S. and Ella Graber Packard Fund for Pueblo is managed through Caring for Colorado's Centennial Fund.

Who makes the grant decisions for the Children, Youth, and Families funding opportunity?

Caring for Colorado partners with a local Community Advisory Board to inform Caring for Pueblo County's responsive grantmaking. The advisory board, appointed by the Caring for Colorado Centennial Fund Board of Directors, develops the strategic direction for Caring for Pueblo County and is responsible for making grant recommendations. Local advisory board members are from the Pueblo community and are invited to participate following an open application process. The Caring for Colorado Centennial Fund Board of Directors is the governing entity for all Caring for Pueblo County programmatic and grantmaking activities.

How does the community advisory board manage conflicts of interest?

All advisory board members receive training on what constitutes a conflict of interest and are required to disclose any conflicts in writing annually. During the grantmaking decision process, those with conflicts do not participate in site visits, grant discussions, or recommendations with the organizations where they have a conflict of interest. Of note, all Caring for Colorado staff are required to follow the same conflict of interest disclosure protocols.