Rose Community Foundation Capital Grant Request - Letter of Introduction

Rose Community Foundation

Report Fields

Project Name*

Name of Project

Character Limit: 100

Welcome - Rose Community Foundation Capital Grant Request - Letter of Introduction

We're pleased to receive your letter of introduction for capital projects. This is step one of a two-tier process. Our program staff is eager to help as you develop your application. Applicants are encouraged to speak with a program officer prior to submitting a letter of introduction for a capital grant. Find a list of program officers and their contact information at RCFdenver.org/content/staff.

If you haven't already explored our grant eligibility, guidelines and FAQ, please visit RCFdenver.org/content/grants. Our capital request eligibility guidelines are available here: RCFdenver.org/content/capital-projects.

We require organizations seeking capital funds for renovation, new construction, and/or land acquisition to go through a two-tier application process. Organizations must first submit a one-page letter of introduction outlining the project for our program staff to review prior to submitting an application. Letters of introduction must be submitted using this form. After review, the applicant may be invited to submit a full application.

If you have already been invited to submit a full application, click on "Apply" on the left side of this page to access the Capital Grant Application.

Completing Your Letter of Introduction for a Capital Grant
Please provide the information requested below. Some items are requested as uploads, some are requested as text only, and some provide the option for you to either upload or provide text only.

For text fields, limit your responses to the character counts provided for each question. Character counts include spaces. If a question is not applicable, explain why it is not applicable

instead of writing "N/A."

For uploads, we prefer to receive the source file (in Word or Excel) rather than a PDF where possible. Be sure your documents are formatted to print on 8.5x11" paper. Please note the file size limits in megabytes (MB).

Questions
We encourage applicants to read the applicant tutorial provided by our online application vendor, Foundant Technologies.

If you have questions or need assistance with the online grant application, contact Cheryl McDonald, grants manager, at grantsmanager@RCFdenver.org, 303.398.7446 or our main line 303.398.7400 during business hours (8:00 a.m. – 5:00 p.m. M-F). If you have trouble after hours, save your application and leave a message for Cheryl. She will return your email or call during business hours.

After Submitting Your Letter of Introduction
Once you have submitted your letter of introduction, you will receive an email confirmation that it has been successfully submitted in the system. If you wish to access your application after submittal or apply for another grant in the future, log in to your account by visiting RCFdenver.org/logins to access the link.

Note: If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons. Please save every 15–25 minutes. We suggest drafting your responses in Word, then copying and pasting your answers to this form.

Section I

Executive Director's Name*
Character Limit: 100

Fiscal Sponsor*
Does your organization use a fiscal sponsor? If yes, provide the organization name, address and website as well as the name of a contact person and his or her phone number and email address. If no, please indicate.
Character Limit: 500

Name of Primary Contact for This Project*
Provide the name of the person we should contact to discuss this capital project.
Character Limit: 50

Primary Contact's Email Address*

Character Limit: 50

Primary Contact's Phone Number*

Character Limit: 20

Section II

Letter of Introduction*

Upload a one-page letter of introduction outlining the purpose, scope, timeline and cost of the capital project for our program staff to review.

File Size Limit: 3 MB

Once you have submitted your letter of introduction, you will receive an email confirmation that it has been successfully submitted in the system. If you wish to access your LOI after submittal or apply for another grant in the future, log in to your account by visiting RCFdenver.org/logins to access the link.