

Rose Community Foundation Application for Program or Project Support or General Operating Support

Rose Community Foundation

Report Fields

Program or Project Name*

Character Limit: 100

Welcome - Rose Community Foundation Application for Program, Project or General Operating Support

Our program staff is eager to help as you develop your application. Applicants are encouraged to speak with a program officer prior to submitting an application. Find a list of program officers and their contact information here: RCFdenver.org/content/staff.

If you haven't already explored our grant eligibility, guidelines and FAQ, please visit RCFdenver.org/content/grants.

Completing Your Application

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 Application

Once you have submitted your grant application, 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

Has a representative from the organization spoken with Foundation staff regarding this request?*

Applicants are encouraged to speak with a program officer prior to submitting an application to assess whether an operating or program or project application is appropriate.

Choices

- Yes
- No

Please indicate with which program officer you've discussed the application.*

Character Limit: 50

Executive Director's Name*

Character Limit: 50

Name of Primary Contact for This Project*

Provide the name of the person we should contact to discuss this program, project or organization.

Character Limit: 50

Primary Contact's Email Address*

Character Limit: 50

Primary Contact's Phone Number*

Character Limit: 20

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

Information Sharing*

May we share the programmatic information you've provided with donor-advised fund holders at the Foundation who may be interested in this work? Your answer will not have an effect on the funding decision for this request.

Choices

Yes

No

Section II

Type of Request *

Are you applying for program or project support or general operating support?

Choices

Program or Project Support

General Operating Support

Description*

Provide a brief description of the grant request (two sentences).

Character Limit: 100

Total Amount Requested*

Character Limit: 20

Multi Year Request*

Is this a multi year request? If yes, please list the total amount requested and funding amounts requested for each year. If no, please indicate.

Character Limit: 350

Section III

Mission and Vision*

Provide the organization's mission and vision statements.

Character Limit: 3000

History*

When and why was the organization founded? Is this still the organization's current purpose and/or focus?

Character Limit: 3000

Goals and Objectives*

Provide a brief statement of the organization's current goals and/or objectives.

Character Limit: 3500

Programs and Projects*

Provide a description of current programs and projects, including who is served, key activities and outcomes.

Character Limit: 3500

Opportunities and Challenges*

Describe the key opportunities and challenges facing the organization in the next two years.

Character Limit: 3000

Sustainability*

Describe the steps the organization has taken to address its long-term sustainability. Such actions may include, but are not limited to, board discussions, conducting an organizational assessment, and/or developing a strategic plan, a business plan or economic model.

Character Limit: 3000

Section IV

Fiscal Year End Date*

Character Limit: 10

Organization's Current Operating Budget*

Provide the organization's current operating budget. *An Excel file is preferred.*

File Size Limit: 1 MB

Organization's Projected Budget*

Multi year requests only: Provide the organization's projected budget(s) for each year of funding requested. *An Excel file is preferred.*

File Size Limit: 1 MB

Budget Narrative*

Upload a budget narrative. The budget narrative for an organization seeking *general operating support* should address the five largest categories of expense and revenue in the organization's overall budget. The budget narrative for a *program or project request* should address the five largest categories of expense and revenue in the program or project budget.

For an example of what we are requesting, see the [Sample Budget Narrative](#). Multi year requests must submit a budget narrative for each fiscal year of the request.

An Excel file is preferred.

File Size Limit: 1 MB

Program or Project Budget

For program or project support requests: Provide a detailed line item budget for all expenses and revenue. Multi year request must submit a budget for each fiscal year of the request.

Itemize each major budget category of expense and revenue, and the total cost of the program or project. In the case of revenue, include all funds available for the program or project. If there are grants, indicate whether the grants are pending, anticipated or secured.

An Excel file is preferred.

File Size Limit: 1 MB

Audited Financials*

Upload most recent audited financials. If audited financials are not available, please provide a current IRS Form 990. If neither is available, please explain.

Character Limit: 100 | File Size Limit: 1 MB

Current Financial Position (Balance Sheet)*

File Size Limit: 1 MB

Current Statement of Activities*

File Size Limit: 1 MB

Section V

Outcomes Plan*

Program or project support requests: Download our [Program or Project Outcomes Plan](#). Complete it with your program or project's information and upload it. View an [Example Program or Project Outcomes Plan](#).

General operating support requests: Download our [General Operating Outcomes Plan](#).

Complete it with your organization's information and upload it. View an [Example General Operating Outcomes Plan](#).

File Size Limit: 3 MB

Section VI

Anti-Discrimination Statement*

Provide the anti-discrimination statement adopted by the board of directors. Include the date the statement was adopted.

Character Limit: 1500

Board of Directors*

Provide a list of board of directors including occupations and/or community affiliations.

Character Limit: 1500

Key Staff*

Provide names and qualifications of key staff.

Character Limit: 1500

Volunteers*

Provide list of volunteer involvement and in-kind contributors or donations.

Character Limit: 1500

IRS Determination Letter*

Upload the organization's IRS determination letter issued within the last five years indicating tax-exempt status. If a fiscal sponsor is being utilized, provide its IRS determination letter.

File Size Limit: 3 MB

Annual Report

Either upload a PDF version of the organization's annual report or provide a link to the organization's most recent annual report (if available). A link is preferred.

Character Limit: 100 | File Size Limit: 5 MB

Business, Strategic or Operational Plan

Provide the organization's business, strategic or operational plan (if available).

File Size Limit: 1 MB

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