



THE DENVER FOUNDATION

COMMUNITY GRANTS PROGRAM 2018 GUIDELINES FOR NONPROFITS

ABOUT THE DENVER FOUNDATION

The Denver Foundation is a community foundation dedicated to improving life for residents of the seven-county Metro Denver region, specifically Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson counties.

As a community foundation, The Denver Foundation stewards hundreds of charitable funds for individuals, families, and businesses. We also maintain The Fund for Denver, our permanent endowment made possible by the contributions of thousands of generous donors since our founding in 1925. The Fund for Denver supports The Denver Foundation's multiple investments in the community, including leadership activities, initiatives, and the Community Grants Program.

The Denver Foundation works with community partners to improve the lives of the most vulnerable people in Metro Denver. We are committed to advancing racial equity and engaging those most directly affected in the process of finding solutions. We see our neighborhoods and communities as places of opportunity rich with assets, and their residents as whole people with both needs and skills to contribute.

MISSION

We inspire people and mobilize resources to strengthen our community.

Taking care of the future since 1925.

GRANT GUIDELINES

These guidelines apply to the Community Grants Program, our responsive grantmaking process for nonprofit organizations.

We invest in four community impact objective areas:

Basic Human Needs, Economic Opportunity, Education, and Leadership & Equity.

This booklet describes the goals for each of the four focus areas and provides tips for successful proposals.

To strengthen your proposal, please review the following resources before you apply:

1. These grant guidelines, which explain our Core Values, specific funding priorities and strategies, and submission requirements.
2. The Grants section on our website, including the Frequently Asked Questions page, which offers additional information about our work and guidance on applying for grants in our four areas of focus.
3. To view dates for pre-application workshops, please visit denverfoundation.org.
4. We also invite you to call or email us or schedule a pre-application meeting with us during office hours. We are eager to discuss your ideas and programs and help you determine if your work meets our 2018 funding criteria before you prepare a proposal.

CONTACT US

To arrange a time to talk with us during office hours, please call 303.300.1790 and ask to speak with a grants manager. We can connect you with the right person on our staff. To connect via email, please send a message to cgapplication@denverfoundation.org.



COMMUNITY GRANTS IN 2018

The Denver Foundation makes grants through a responsive, open application process with two deadlines annually, **February 1** and **August 1**. We invest in four community impact objective areas: **Basic Human Needs, Economic Opportunity, Education, and Leadership & Equity**.

HOW WE EVALUATE APPLICATIONS

We fund 501(c)(3) organizations and collaborative efforts among 501(c)(3) organizations and other groups in the seven-county Metro Denver region that address one or more of the goals described in this booklet. As in the past, we will continue to consider both general operating support and program support.

In our four community impact objective areas:

We prioritize improving the lives of the most vulnerable people living in Metro Denver, defined as people who live in low-income communities, with a focus on people of color.

- We seek to reduce racial, ethnic, and economic disparities.
- We support organizations that share our core values of racial equity and constituent leadership.

After first considering how strongly a proposal fits our strategies and aligns with our core values, we then evaluate every grant request according to the following criteria:

- Soundness of fiscal, strategic, governance, and program delivery practices.
- Past success, demonstrated impact, or strong potential of impact.
- Use of relevant evaluation to assess progress toward meeting goals.
- Openness to collaboration and being part of a broader approach to improving the lives of residents.
- Uniqueness of programs or services.

WHAT WE DON'T FUND WITH COMMUNITY GRANTS

We cannot fund proposals outside of our four areas of focus: **Basic Human Needs, Economic Opportunity, Education, and Leadership & Equity**.

Community Grants do not fund organizations or programs that discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, except to serve a historically disadvantaged group.

WE ALSO DO NOT FUND THE FOLLOWING:

- Capital campaigns
- Building endowments or reserve funds
- Membership campaigns
- Special events, sponsorships
- Retroactive funding, i.e. activities, projects, or programs that will be completed before funding becomes available
- Debt retirement
- Grants to individuals
- Grants for re-granting purposes
- Multi-year funding requests
- Conferences, symposia, and related travel
- Grants for medical, scientific, or academic research
- Grants that further political doctrine or religious activities
- Scholarships (please visit denverfoundation.org for more information on scholarships administered by the Foundation)
- Grants to parochial or religious schools
- Requests from schools (e.g., individual public schools, departments or programs of universities or colleges, or organizations that raise money for individual public schools) that have not coordinated the request with their central school district, university administration, or fundraising arm



CORE VALUES: COMMUNITY ENGAGEMENT & RACIAL EQUITY

The Denver Foundation supports organizations that will help implement our strategic objectives in a manner that advances our Core Values of **community member and constituent engagement** and **racial equity**. We strongly believe organizations working to make community member and constituent engagement and racial equity a core part of their programs, policies, and overall approach will have greater impact in the community.

COMMUNITY MEMBER AND CONSTITUENT ENGAGEMENT

Community member engagement is the intentional inclusion of people of color and those who live in low-income communities. Constituent engagement is the intentional inclusion of recipients of services. We believe that by engaging community members and constituents in organizational leadership, program development, and learning and evaluation, organizations will be more effective. We support organizations that solicit the input of community members and constituents, understand the assets they bring to the organization, respond directly to their self-described needs, and include them as board members, staff, volunteers, and donors.

CONTINUUM OF COMMUNITY MEMBER AND CONSTITUENT ENGAGEMENT



Organization has little to no relationship with its constituents or its surrounding community beyond providing services.

Organization develops capacity to engage community members, developing relationships and learning what community is ready to act on. Organization develops a vision and practices that are community-led.

Organization has a healthy practice of engaging community. The organization's community connections are dynamic, and programs and outcomes are influenced and improved through support, and shared by community members.

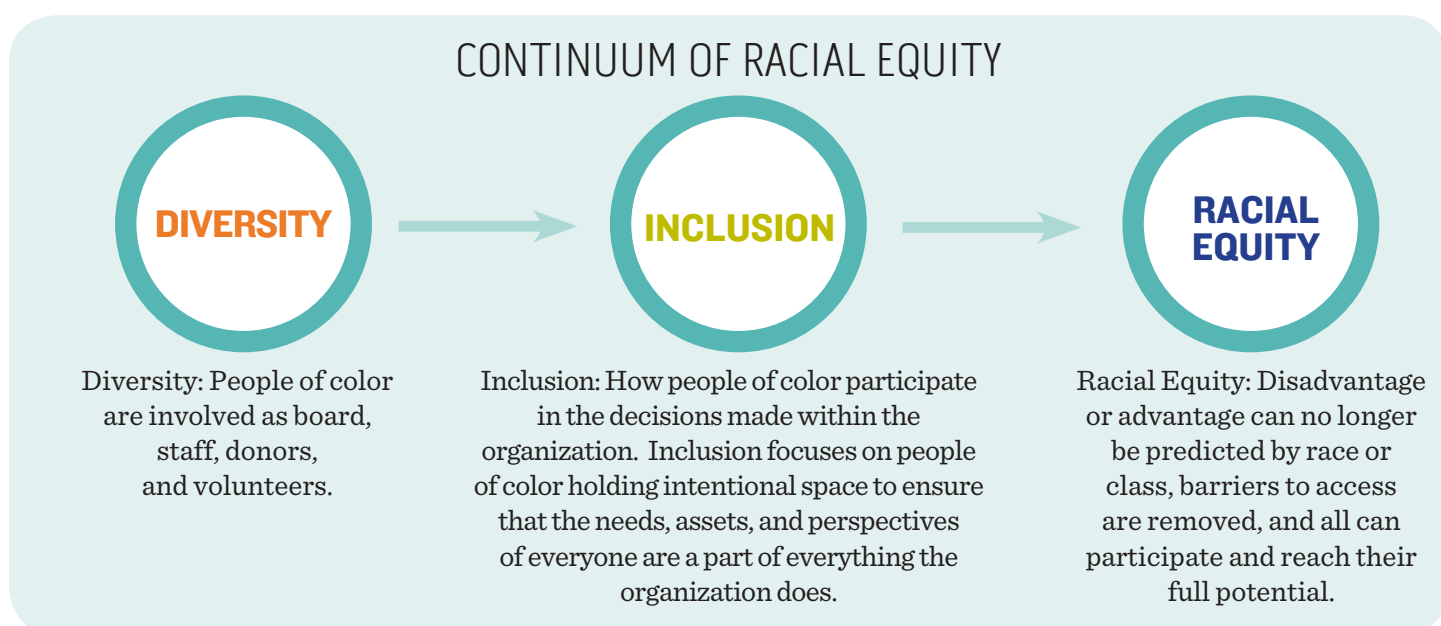
RACIAL EQUITY DEFINITIONS

For clarity, we share the following definitions of terms frequently used within The Denver Foundation's values framework. The Denver Foundation continues to integrate these values into our own work and organizational practices, and we know this is an area where we all have strengths, challenges, and learning opportunities.

Diversity describes the extent to which an organization has people from diverse backgrounds or communities involved as board members, staff, volunteers, and donors. Diversity generally refers to *who* is in an organization.

Inclusion refers to whether people of color are able to participate fully in the decisions made within an organization or group. Inclusive organizations not only have people of color involved, but are also learning-centered and intentionally incorporate the needs, assets, and perspectives of everyone into everything they do. Inclusiveness generally refers to *how* the organization mobilizes its diverse human assets.

Racial Equity occurs when advantage or disadvantage can no longer be predicted by race. We believe that when diverse organizations work in an inclusive way, equitable outcomes are achieved. Equity generally refers to the *results* of inclusionary practices.



CORE VALUES QUESTIONS

Because these values are at the heart of our work, we ask applicants to provide an additional document with the Common Grant Application that responds to the questions below. As you consider your responses, understand that every organization's starting place, progress, and challenges are unique to your organization's journey. Candidly sharing your organization's internal and external experiences in your responses allows us to understand how you are thinking, how you are evolving, and what practices you are embedding to become more community-centered and to advance racial equity.

Your responses should not exceed two pages. If you have questions about this attachment or our approach, please contact the Foundation.

1. **What efforts has your organization made to engage the voice, experience, and leadership of community members in the development, implementation, and evaluation of your organization's activities?**
2. **What challenges, if any, have you encountered in your efforts to engage community members? What are you doing to overcome them?**
3. **What efforts has your organization made to advance racial equity?**
4. **What challenges, if any, have you encountered in your efforts to advance racial equity? What are you doing to overcome them?**

COMMUNITY GRANTMAKING OBJECTIVE AREAS



BASIC HUMAN NEEDS

In 2018, Community Grants in Basic Human Needs will focus on improving the lives of those experiencing hunger, homelessness, domestic violence, and lack of access to basic medical care.

Goals:

- Support work that allows people to obtain help in several areas of extreme need through wrap around services, continuum of care, or close collaborations with other providers.
- Promote programs that address barriers to access of basic services and benefits for those most in need.
- Support new and innovative approaches to meeting basic human needs.
- Support programs that serve otherwise unmet basic needs as the only service provider in the area.
- Support organizing, advocacy, and policy reform work relating to these goals.



ECONOMIC OPPORTUNITY

In 2018, Community Grants in Economic Opportunity will focus on improving the economic health of people and communities facing the biggest barriers to economic equity.

Goals:

- Build community wealth by developing and keeping economic resources, including people, in communities with below average income.
- Support the most vulnerable residents of communities who are working to develop the local economy.
- Support comprehensive job training for those facing barriers to employment such as history of incarceration, undocumented status, experience of homelessness, and living with a disability (examples only). Training should focus on career pathways and attainment of a livable wage, and should include job placement, post-employment support, and the ability to track program participant outcomes over time.
- Increase access to capital for entrepreneurs and business owners who are unable to access traditional capital markets.
- Support organizing, advocacy, and policy reform work relating to these goals.



EDUCATION

In 2018, Community Grants in Education will focus on Culturally Responsive Education and Leadership* as a strategy for increasing engagement and academic achievement for P-12 students.

Goals:

- Promote programs and systems that ensure every child enters school ready to learn, with a focus on early childhood education and the transitions between grades 5/6 and 8/9.
- Support research-based practices that impact school culture including diversity and equity, teaching practices, and the relationships among administrators, teachers, parents, and students.
- Support research-based practices that impact school climate including social, emotional learning, discipline, dropout prevention, and wraparound supports.
- Support programs that prioritize arts education as a means of increasing school readiness, student engagement, or academic success.
- Support organizing, advocacy, and policy reform work relating to these goals.

**Please visit our website to learn more about concepts such as Culturally Responsive Education and Leadership and school culture and climate.*



LEADERSHIP & EQUITY

In 2018, Community Grants in the objective area of Leadership & Equity will build a diverse pool of leaders to increase racial equity.

Goals:

- Support the development of leadership skills among community members and constituents to address community-identified issues.
- Support and strengthen efforts of organizations/institutions to become more community-centered and inclusive in their leadership from the inside out.
- Strengthen efforts to increase racial equity in all sectors, including philanthropy.
- Support community leaders' collaborative efforts to mobilize and act on critical needs and emerging issues which may include Basic Human Needs, Education, and Economic Opportunity.
- Support organizing, advocacy, and policy reform work relating to these goals.

In the focus area of Leadership & Equity, resident-led initiatives are given priority.

APPLICATION INFORMATION

APPLICATION DEADLINES

February 1, 2018 by 5 pm

August 1, 2018 by 5 pm

NOTIFICATION TIME LINE

Late June

Late December

We will not consider late or incomplete proposals.

NEW FOR 2018: ONLINE APPLICATION

The Denver Foundation is now accepting applications for Community Grants online. The online process is the preferred method of submitting an application to Community Grants.

You will need to register online to submit an application. Registration takes approximately 24 hours to process in our system, therefore we recommend completing the process as early as possible.

We strongly urge any organization interested in submitting an online application to complete the registration process no later than January 25 for the February 1 deadline, or July 25 for the August 1 deadline.

Information about the online application process is available at:
denverfoundation.org/nonprofits/apply-for-a-grant/community-grants-guidelines-application

If you are limited by technology or unable to use the online system, please call 303.300.1790 and ask to speak to a grants manager. We will work to accommodate your organization.

COMMON GRANT APPLICATION

The Denver Foundation online application is based upon the Colorado Common Grant Application (CGA) with two additional components: responses to the Core Values Questions (please see pages four and five), and specific requirements for financial statements (see the back page of this booklet).

- We strongly recommend proposal writers review the CGA User's Guide before completing the application. Links to the CGA User's Guide are included on our website, denverfoundation.org.
- You are encouraged to highlight how your work demonstrates our Core Values throughout your proposal.
- Online applications do not require a cover letter.
- Attachments will only be accepted in pdf format (the back page of this booklet includes a list of attachments).
- Information on how to save documents in pdf format is available within the application, or online at: denverfoundation.org/nonprofits/apply-for-a-grant/community-grants-guidelines-application.



SPECIAL CIRCUMSTANCES

Some organizations fall into categories that do not fit with the CGA format. Most of these circumstances are incorporated into the online application process. If any of the circumstances below apply to your organization and you have questions, please contact a grants manager at 303.300.1790.

These special circumstances apply if the organization:

- Is a local affiliate operating under the 501(c)(3) of a national organization.
- Does not have 501(c)(3) status and is applying with a fiscal sponsor.
- Is a foundation that is the fundraising arm for another nonprofit organization.
- Is an organization that raises funds for another nonprofit organization.
- Is a school district or a university/college.
- Is an individual school, department, program, or project within a school district or university/college.
- Is applying on behalf of a collaborative (please see page 11).

APPLICATION FREQUENCY

Organizations with a current grant from The Denver Foundation must complete the current grant period and turn in a final report before submitting a new grant proposal. For example, a nonprofit that applied on February 1, 2017 and received notice of funding in June 2017 would be required to submit a final report in July 2018. That nonprofit could then apply on August 1, 2018.

A common error is applying for a second grant 12 months after applying for a currently funded grant. Funded proposals operate on an 18-month cycle of application, notification, final reporting, and eligibility for the next application.

The only exception is Collaborative applications (please see page 11), which can be submitted every 12 months for funded projects.

Organizations that submit a proposal that is declined may apply again one year after the initial proposal deadline. For example, an organization that submitted a proposal on February 1, 2017 and was notified the proposal was declined in June 2017 would be eligible to submit a new proposal on February 1, 2018.

SHARING INFORMATION

When appropriate, The Denver Foundation shares information about potential grantees with holders of donor-advised funds to expand organizations' opportunities for funding. If you do not want us to share your proposal or proposal analysis with these donors, you will have an opportunity to indicate this in the online application.



ADDITIONAL FUNDING OPPORTUNITIES

Please visit our website for application instructions and submission deadlines for additional funding opportunities: denverfoundation.org/nonprofits/grants-what-we-fund/other-funding-opportunities.

STRENGTHENING NEIGHBORHOODS

Guidelines for proposals granted through the **Strengthening Neighborhoods Program** are now offered in a separate document available in English and Spanish. Please call 303.300.1790 or visit denverfoundation.org to learn more.

CAPACITY BUILDING AND TECHNICAL ASSISTANCE

The Technical Assistance Fund: Supports Community Grants program grantees for capacity-building activities in strategic planning, governance, fundraising, technology, inclusiveness, and resident engagement, among other self-identified needs.

In 2018, The Denver Foundation will focus Technical Assistance Grants on expanding the capacity of grantees from all of our grantmaking programs. If you received a grant related to one of our four community impact objective areas, you are eligible to apply for a Technical Assistance Grant.

For more information, we encourage you to visit our online Technical Assistance Resource Center: denverfoundation.org/nonprofits/technical-assistance-resource-center.

Social Venture Partners Denver: Supports local nonprofit and business capacity building through investments of money, resources, and business expertise.

Colorado Nonprofit Loan Fund: Supports nonprofits through loans ranging between \$1,000 and \$50,000. Loans greater than \$50,000 may be considered under special circumstances.

COMMUNITY DEVELOPMENT AND SUPPORT

Mile High Connects: Supports communities through small grants for effective, inclusive approaches to building healthy and prosperous transit-oriented communities, and ensuring equity and opportunity for low-income communities, communities of color, and other under-resourced communities in the Metro Denver region. Learn more at milehighconnects.org.

Transforming Safety: Supports organizations in North Aurora and Southeast Colorado Springs working in community and economic development, prioritizing strategies that enhance community safety and crime prevention. Learn more at transformingsafety.org.

DESCI Community Housing Program: Supports housing subsidies to low-income persons, 55 years of age and older, who are Denver Public Schools retirees, current and former employees, and members of their immediate families.

Rollie R. Kelley Family Foundation: Supports inner-city ministries or programs that support cultural quality of life, economic education, youth and families at risk, or children's physical or mental health needs.

HEALTH

Colorado Health Access (CHA) Fund: Supports programs and activities that increase access to behavioral health care and that strive to improve health outcomes for populations in Colorado with high health care needs.

Comprecare: Supports optimal wellness, statewide, for seniors in Colorado.

ARTS

The Greenwood Fund: Supports artifacts and collection care for museums in Colorado and Wyoming.

Gwen Bowen Family Performing Arts Fund: Supports access to learning in dance, acting, and singing for children from low-income communities

Eulipions Fund: Supports, fosters, promotes, and preserves artistic expression with an emphasis on Colorado African American heritage and lifestyles by providing grants to generate, assist, increase, and encourage the performing arts in Colorado African American communities.

Arts Affinity Group: Supports arts-based ventures (all disciplines welcome) that respond to the concerns or earning needs of an identified market, and that are innovative, unique, and new to Metro Denver.

ENVIRONMENT

Lauren Townsend Memorial Wildlife Fund: Supports animal welfare or wildlife preservation.

Environmental Affinity Group: Supports nonprofits that work on climate change and environmental justice.



COLLABORATIVE GRANTS

The Denver Foundation believes that collaboration and partnership strengthen the capacity and impact of programs and services. The Denver Foundation considers Collaborative Grant applications on the same schedule as Community Grants (February 1 and August 1). Nonprofit organizations are eligible to apply as part of a collaborative and separately for their own organization. Collaborative applications may be submitted in the same grant cycle or in overlapping cycles.

We define a collaborative as a formal partnership of three or more unrelated organizations, resident groups, and/or public entities working together to achieve greater impact than they could accomplish alone. We consider proposals from existing and new collaboratives.

Collaborative applications should be aligned with the goals of one or more of our focus areas of **Basic Human Needs, Economic Opportunity, Education, and Leadership & Equity**.

Because of our desire to work with and learn alongside formal collaboratives over time, such collaboratives are eligible to apply every 12 months. A funded collaborative must submit a Status Report with a new application. We encourage you to contact us before submitting your Status Report and new application.

Before You Apply: We strongly suggest you discuss your proposal with a staff member of The Denver Foundation before applying as a collaborative. Please call 303.300.1790 and ask to speak with a grants manager.

To Apply For a Collaborative Grant: Follow the same guidelines as for Community Grants, completing the Common Grant Application (CGA) and answer the Core Values Questions from the perspective of the collaborative as a whole. You may include one additional page to address the CGA narrative questions.

Collaborative applications must include three additional documents:

1. A shared program/project budget with expenses and income from each agency in the collaborative.
2. A cover letter signed by the executive leader of each partnering organization.
3. The memorandum of understanding (MOU) binding the collaborative, if one exists.

BEFORE YOU GO ONLINE: PREPARING ATTACHMENTS

CGA ATTACHMENTS TO PREPARE FOR UPLOAD

1. Proof of IRS federal tax-exempt status, updated within the last five years.
2. Most recent fiscal year-end financial statements. *Please see TDF Exception: Financial Statements in the following column.*
 - (a) If revenues are above \$500,000, you must submit an audit.
 - If your audit is not yet complete, include:
 - Internal financial statements for the most recently completed fiscal year.
 - The previous year's audit.
 - (b) If revenues are \$500,000 or below, internal financial statements:
 - Statement of Financial Position, (a.k.a. Balance Sheet).
 - Statement of Activities, (a.k.a. Income Statement or Profit & Loss).
3. Current organizational budget with revenue and expenses.
4. Current program/project budget with revenue and expenses if application is for a program/project.
5. Current (year-to-date) financial statements, dated in the last three months:
 - Statement of Financial Position, (a.k.a. Balance Sheet).
 - Statement of Activities, (a.k.a. Income Statement or Profit & Loss).
6. Sources of Income table for most recently completed fiscal year.
7. List of major contributors for last two fiscal years.
8. In-kind contributions for last two fiscal years.
9. Board of Directors list with affiliations/skill sets.
10. Anti-discrimination statement adopted by the board of directors.
11. List of key staff with qualifications.
12. Annual Report, if available.
13. Evaluation results (optional but strongly recommended).

14. Grant Report: If your organization is a grantee of The Denver Foundation, you must include a report on your most recent grant. Use the Common Grant Report (CGR) and add a separate section for your detailed response to any asterisked items in The Denver Foundation's most recent grant rationale or contract. If you've already turned in your grant report for the most recent grant, please include a copy of that report in this application.
15. Technical Assistance Report : If you have received a technical assistance grant from The Denver Foundation, make sure you have submitted your required grant report on time.

TDF EXCEPTION: FINANCIAL STATEMENTS

The CGA requires attaching financial reports from the most recently completed fiscal year. The Denver Foundation requires that nonprofits with revenues greater than \$500,000 submit a complete audit, including notes and a management letter if issued. The audit must be completed by an independent Certified Public Accountant and follow Generally Accepted Accounting Principles.

If the organization has not completed an audit for the most recently completed fiscal year, the organization must submit (1) the audit from the previous fiscal year and (2) internal, unaudited year-end financial statements for the most recently completed fiscal year. If you have revenue less than \$500,000 and do not complete an audit, you must provide internal, year-end financial statements for the most recently completed fiscal year. Submitted internal financial statements must include both the Statement of Financial Position, (a.k.a. Balance Sheet) and the Statement of Activities, (a.k.a. Income Statement or Profit & Loss).

The IRS Form 990 may not be substituted for the required financial statements.

CONTACT US

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