



# TECHNICAL ASSISTANCE PROGRAM



The Denver Foundation

Congratulations on receiving a grant from The Denver Foundation. As a member of our grantee family, you are now eligible to request a Technical Assistance (TA) grant. This letter provides background information, guidelines, the process for applying, and other things to consider before you choose to apply for a TA grant.

## WHAT IS TECHNICAL ASSISTANCE?

Technical Assistance is developmental support that enables you to do your work more effectively. The Denver Foundation recognizes the need for continued support after receiving an initial grant.

All of these technical assistance activities build new skills and provide information that will help your organization change and grow. They should include the active involvement of **staff**, **constituents**, and **board members**.

Not all forms of TA are eligible for funding from The Denver Foundation. For example, we would not provide a TA grant for printing a new brochure designed to increase awareness of an organization. But we would consider a TA grant for staff, constituents, and board members to work with a consultant to develop an organizational marketing plan. The first is passive: You pay someone to do something for you. The second is active: You pay someone to do something *with* you and, in the process, acquire new knowledge and skills.

## COMMON PROJECTS

TA projects typically focus in these areas:

- Strategic Planning and Operational Planning
- Fund Development
- Governance and Board Development
- Communications and Information Management
- Policy and Advocacy Work
- Evaluation Tool Development
- Resident Engagement and Community Organizing
- Inclusiveness and Racial Equity

EMAIL US AT [TA@DENVERFOUNDATION.ORG](mailto:TA@DENVERFOUNDATION.ORG) OR CALL 303.300.1790 AND ASK TO SPEAK TO A TA GRANTS MANAGER



## GENERAL GUIDELINES

**No Due Dates:** TA requests are considered on an ongoing basis.

**Grant Range: \$500 to \$6,000 - the average grant is \$2,500- \$3,000**

- Although The Denver Foundation funds TA grant requests up to \$6,000, we ask that nonprofits only request the maximum amount if it is the true cost of the project. TA grant requests that clearly align with a detailed project budget are more likely to be fully funded.

**Quick Turn-Around:** A decision will be made on your request within six weeks of the date the request letter is received by the Foundation.

**Plan Ahead:** TA grants will not be made for activities that will begin or be completed before the TA grant is awarded. Please be sure to allow for up to six weeks for review when planning and scheduling your project.

## GRANT ELIGIBILITY

- 1 The organization has received a grant—**within the last three years**—from The Denver Foundation via the Community Grants Program, a donor-advised fund, a field of interest fund.
- 2 The technical assistance grant work is aligned with The Denver Foundation's four Community Impact Objective Areas: [Basic Human Needs](#), [Economic Opportunity](#), [Education](#), and [Leadership & Equity](#). Pages 6 and 7 of the Community Grants Guidelines.
- 3 The grant work will serve the **seven-county Metro Denver region**, which includes Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson counties.
- 4 The organization is aligned with our core values of [Racial Equity and Community Leadership](#). Pages 4 and 5 of the Community Grants Guidelines.
- 5 For organizations with operating revenues of more than \$500,000 (based on most recently completed fiscal year end statements), 20% of the proposed project budget must be contributed by the organization.  
*For example, if a project has a budget of \$3,000, the organization must contribute \$600 toward expenses.*

## PREVIOUS RECIPIENTS

An organization that has previously received a TA grant may apply for additional support. An organization cannot receive more than two TA grants within the span of one year. The organization must:

- Complete the project funded by the previous TA grant and submit a satisfactory final report.
- Apply for support in a different area than the previous TA grant.

## REPORTING REQUIREMENTS FOR TA GRANTS

The Denver Foundation wants to learn how your TA grant helped to improve and change your organization. All grantees are required to submit a final report describing the outcome or result of the TA grant. Information about reporting requirements for TA grants will be in your grant award letter. These reports should be submitted to [TA@denverfoundation.org](mailto:TA@denverfoundation.org) within six months of completion of your technical assistance project.

## TECHNICAL ASSISTANCE PROVIDER

You may use an individual consultant, nonprofit organization, or for-profit firm of your choice as your TA provider. A TA grant may not be used to pay a board member or any party whose direct affiliation with your organization could be construed as a conflict of interest. While you may have highly competent professional resources on your board of directors, The Denver Foundation would expect these resources to be provided as in-kind donations.

## PLEASE BE AWARE THAT THE TA FUND DOES NOT SUPPORT:

- Organizations with fund balance deficits as indicated on the balance sheet for their most recently completed fiscal year (i.e., an organization cannot have a negative balance in any of the net asset line items on their balance sheet);
- Funding to an organization and/or program that discriminates 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 historically disadvantaged groups;
- Activities, projects, or programs that will have been completed before funding becomes available (no retroactive funding);
- Capital campaigns, including their planning/development.
- Endowments or other reserve funds;
- Membership or affiliation campaigns, dinners, or special events;
- Food cost and related travel;
- Grants that further political doctrine or religious activities;
- Grants to individuals;
- Scholarships or sponsorships, including special events or fundraisers;
- Grants to parochial or religious schools.

## CONTACT US

To arrange a time to talk with us during office hours, please call 303.300.1790 and ask to speak with a Technical Assistance grants manager. We can connect you with the right person on our staff. To connect via email, please send a message to [TA@denverfoundation.org](mailto:TA@denverfoundation.org).

EMAIL US AT [TA@DENVERFOUNDATION.ORG](mailto:TA@DENVERFOUNDATION.ORG) OR CALL 303.300.1790 AND ASK TO SPEAK TO A TA GRANTS MANAGER



# APPLY FOR A TECHNICAL ASSISTANCE GRANT

The Denver Foundation is now accepting applications for the Technical Assistance program online.

You will need to register online to submit an application. Registration takes approximately 24 hours to process in our system. We recommend completing the process as early as possible. Information about the online application process is available at [denverfoundation.org/nonprofits/apply-for-a-grant](https://denverfoundation.org/nonprofits/apply-for-a-grant).

You will be asked to address the following questions and information requests as part of your TA grant request:

- ☐ Please provide a brief overview of your organization and programs. You are welcome use your responses to the “Current Programs” questions on the Colorado Common Grant Application or a similar grant application question.
- ☐ Why is your organization ready to take this step in capacity building?
- ☐ What specific challenge do you want to address? What is the desired outcome?
- ☐ What type of technical assistance do you need?
- ☐ With which organization or consultant will you be working?
- ☐ Please provide a timeline for the proposed project that includes the project activities, the expenses associated with each step, and anticipated dates.
- ☐ Please attach a budget showing how the specific amount you are requesting will be used. *Please remember, for organizations with operating revenues over \$500,000, 20% of the proposed project budget must be contributed by the organization.*
- ☐ Please include supporting documentation such as a description of workshop or the contract and/or scope of services developed with the consultant.
- ☐ Please briefly answer the following Core Values questions. If you have recently applied to the Community Grants Program, you are welcome to copy and paste your response to the Core Values Questions response into the TA application. *Please see the following two pages for more information about The Denver Foundation’s Core Values.*
  1. How does your nonprofit engage community members and constituents in planning, programming, and making decisions?
  2. What challenges, if any, have you encountered in engaging community members and constituents? What are you doing to overcome them?
  3. How does your nonprofit advance racial equity?
  4. What challenges, if any, have you encountered to advancing racial equity? What are you doing to overcome them?
- ☐ How long has your executive director been in place?
- ☐ How many members do you have on your board? Do any staff members serve in a voting role on the board? Are any staff members related to a board member?
- ☐ Please attach a copy of your organization’s full budget for the current fiscal year and your most recent profit and loss statement and balance sheet.

*To request technology accommodations, please call 303.300.1790 and ask to speak to a Technical Assistance grants manager or email [TA@denverfoundation.org](mailto:TA@denverfoundation.org). We will be happy to work to accommodate your organization.*