



# Quality Community Foundation(QCF) 2017 Grant Application

## INTRODUCTION

Established in 2006, the purpose of the Quality Community Foundation is to support and obtain funding for post-secondary education and youth recreational program scholarships offered by and through the city. The Foundation also provides grants to fund various non-profit organizations which benefit Commerce City residents.

The foundation achieves its purpose by:

- Attracting charitable gifts and promoting community philanthropy;
- Serving as a steward for entrusted funds to support city programs and the programs and activities of economic, educational, social, and cultural non-profit organizations;
- Enhancing the effectiveness of the non-profit community, and
- Being a community resource and providing services to individuals, non-profit agencies, and the community-at-large.

## MISSION

The mission of the Quality Community Foundation is Building a Quality Community for a Lifetime.

## ELIGIBILITY AND CONDITIONS

- **Only one application per organization.**
- Maximum request of \$7,500.
- Applicant must be a non-profit organization and provide proof of non-profit status.
- Grant activities must benefit Commerce City residents.
- Online application format must be used. Other formats will not be accepted.
- All attachments should use 12-point font with 1-inch margins, single spaced.
- Application due date is March 3, 2016 no later than 4:00 p.m.
  - **Late applications will not be accepted.**
- Grant reports for 2016 awards are due January 31, 2017 no later than 4:00 p.m. Returning grantees with late 2016 reports will not be eligible for funding.
- All promotional items purchased with QCF grant dollars must display the QCF logo.
- All events sponsored by QCF grant dollars must display the banner.

All conditions must be met in order to be eligible for 2017 funds.

Applications received 48 hours prior to deadline will be reviewed and applicants will be notified should there be missing information or documentation. Applicants will have up to the deadline to make corrections.



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## QCF WILL NOT FUND:

- Organizations without a non-profit status, unless documentation can be provided that demonstrates the application for a non-profit status has been submitted.
- Organizations that discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation or military status.
- Salaries, benefits or rent.
- Debt retirement.
- Endowments or other reserve funds.
- Membership or affiliation campaigns.
- Grants that further religious doctrines.
- Political organizations.
- Grants to individuals.
- Medical, scientific or academic research.
- Grants for re-granting programs.
- Capital campaigns.
- Acquisition of tangible personal property unless essential to achieving the grant's objectives.

## GRANT COMPONENTS

The Quality Community Foundation grant application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete application. Do not submit the checklist with the application. Applicants using Fiscal Agents/Fiscal Sponsors will not be eligible for funding. Each section will be scored to determine final funding recommendations.

**Section I: Cover Letter** (one page) (5pts.) - Include the purpose of the grant request and a brief description of how the request fits with the Quality Community Foundation's mission.

**Section II: Supporting Documentation (30pts)** – Label each attachment and provide in the order listed. Each attachment must be on a separate sheet of paper and all attachments should use 12-point font with 1-inch margins, single spaced.

- **Proof of 501 status** or a description of anything other than 501(c)3.
- **Financial Statement** - Include revenues and expenses.
- **Major contributors** - For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors.
- **In-kind contributions** - Summary of significant in-kind donations received by the organization for the last fiscal year.
- **Volunteers**
- **List of Board of Directors** - Include the following information for each board member:
  - Position(s) on the board including term and date for each member
  - Occupation and name of employer and/or affiliation(s)
- **Proof of IRS federal tax-exempt status also called a Letter of Determination** - This letter must be dated within the last five years.
- **Anti-discrimination statement adopted by the board of directors.**
- **List of names and titles of key staff, including length of service with the organization.**
- **The organization's operating budget for the current fiscal year.** If available, also include the budget for the upcoming fiscal year.



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## Section III: Grant Application (65pts.)

- **Mission Statement** – Organizations mission must align with the QCF mission.
- **Organizational Background** – Provide a background of your organization. Include a brief description of the history of the organization.
- **Description of Organization’s Current Programs** – Provide a description of the organizations current programs. Describe how the programs align with the needs of the community.
- **Geographic Area Served** – Indicate the community that will be served. Describe the services that will directly impact Commerce City residents.
- **Plan for the Program/Project Summary** – Provide a plan that outlines how the program or project will meet the needs of the community. Identify stakeholders and support systems that are in place to address the needs identified.
- **Explanation of Lack of Available Services** – Provide a description of the services that will be provided and how those services will fulfill a need in the community.
- **Expected Results** – Provide the expected outcome of the program and the factors used to demonstrate success. Identify any barriers that may prevent the desired results and identify a process to mitigate any roadblocks that may be encountered along the way.
- **Goals and Objectives, Timeline and Activities** – Provide a list of program goals, objectives, activities and timeline for completion.
  - Goals must be measurable, attainable and relevant.
  - Objectives must be measurable and achievable within the timeline provided.
  - Timeline should provide dates and milestones for project activities.
  - Activities should align with project goals and objectives.
- **Evaluation** – Describe the evaluation process that will be used to track progress towards program goals. Describe how mid-course corrections will be identified and implemented.
- **Collaboration/Partners** – Identify other organizations involved in the program/project.
- **Target Population Information** – Complete table.
- **Budget and Budget Narrative** – Complete the Budget Request table by providing expenditures for each category listed. Provide a detailed explanation of how funds will be used. Provide a full breakdown of the costs associated with each item. The narrative should support the budget table.
- **Financial Information** – Provide the organization’s current fiscal year income and expenses.

For questions, please contact Daniela Villarreal at [dvillarreal@c3gov.com](mailto:dvillarreal@c3gov.com) or 303-227-8832