



## The Littler Youth Fund Operating Grant Application

The Community Foundation Littler Youth Fund is dedicated to increasing the capacity of youth-related nonprofit organizations. We believe that the best way to support these organizations is to invest in activities that will strengthen their planning and operations so they can better deliver critical services and programs to benefit the youth of our community.

Operational grants are available from the Littler Youth Fund for youth-oriented organizations demonstrating solid management despite the recent economic downturn. Organizations who demonstrate keen strategic thinking about their current capacity, and contingency plans for conducting their business in an uncertain economic climate have the best chance of being funded. **Applicants are requested to use our format when providing information. This aids our reviewers and speeds the process.**

What we look for in operational grant requests:

- The extent to which your organization can demonstrate its capacity in a difficult economic climate
- Consideration of new and creative ways to be more effective
- Strategic thinking about consolidations and/or taking on new efforts.

We **do not** provide support for:

- political purposes.
- programs in which sectarian religious teachings are an integral part.
- capital fund drives.
- for-profit organizations.
- endowments.
- applications from the same organization less than one year apart.
- multi-year funding.
- debt reduction or funding to obligated commitments.
- sponsorships.
- transportation.
- scholarships or tuition assistance to private educational institutions.

In order to be fair, the Community Foundation has instituted a “two-year rule” requiring that an organization which receives funding for two successive years take one year off before reapplying.

**How to Obtain an Application:** Applications are available and may be completed online at our website, [www.cfsgwc.org](http://www.cfsgwc.org) or by calling our office at 970-304-9970.

**When Grants Are Made: When To Apply.** Submit your application package by the appropriate deadline. Applications must be received at the Community Foundation office no later than 4:30 p.m. on the deadline date: **January 4, 2010, April 1, 2010, July 1, 2010 (for Teacher Mini-grants only) and October 1, 2010.** You will be contacted shortly after the deadline to schedule a short phone interview to review your request. Notification of grant decisions will be approximately six weeks after the deadline.

**How To Submit Your Application:** Please complete and sign the application and send us the original and ten copies. *Please only make 10 copies of the application, not the attachments.* No handwritten or faxed applications will be accepted. If you have problems assembling the required information, please contact us for help and advice.

You may request up to \$5,000 of your current total operating budget. Grants will be determined based on the amount of funds available and the number of requests received.

**To simplify the review process:**

- Do not attach material other than those requested; it will not be reviewed.
- Do not use binders or covers; they are always removed to ease the filing process.
- Remember to include 10 copies of the application.
- Call us if you have questions

**Application Checklist (original plus 10 copies):**

- Cover letter
- Grant Application and Narrative (pages 3-6)
- Signature of Executive Director **AND** Board Chair/President w/date of signature

**Attachment Checklist:**

- Copy of IRS 501(c)(3) Determination Letter
- Board of Directors list
- Most recent IRS Form 990
- Organizational budget (current and past two years)
- Financial Statements – audited if available (current and past two years).

You must complete all the information requested. If you fail to complete any portion of the application, your proposal will be considered incomplete and will not be considered for funding.

**Reporting Requirements:** Evaluation of operational grants will be a recap of how the funds were used as well as a brief narrative about the impact of this funding on your organization and those who benefit from services or programs. Failure to complete and submit reports will affect future grant eligibility.

**Grant making correspondence should be addressed to:**  
**The Community Foundation Serving Greeley and Weld County**  
**711 8<sup>th</sup> Avenue Greeley, CO 80631**  
**Phone: (970) 304-9970 Fax: (970) 352-1271**  
E-mail address: [info@cfsgwc.org](mailto:info@cfsgwc.org)  
Website: [www.cfsgwc.org](http://www.cfsgwc.org)  
Office hours: 8:30-4:30 p.m. Monday - Friday



## ***The Littler Youth Fund Grant Application Form\****

\*may be completed online

Date of Application: \_\_\_\_\_

Organization name: \_\_\_\_\_

(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Does your organization have 501(c) 3 nonprofit status? \_\_\_ Yes \_\_\_ No Tax ID # \_\_\_\_\_

Year Founded: \_\_\_\_\_ Current Operating Budget: \$ \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

(If different from executive director)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

What percentage of your Board contributes to your organization financially? \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Will you accept partial funding? \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
Signature, President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Executive Director

\_\_\_\_\_  
Date

*In determining the merits and priority of an application, the Foundation's review committees and board will give particular attention to the seriousness of the problems addressed, adequacy and quality of the organization's actions, and degree of potential benefit to the community.*



3. What has your organization done to adapt to reduced revenue streams?

4. Has your organization seen an increase in the need for your services or a shift in the kinds of programs that are needed?

**5.** Describe the funding gaps your organization is currently experiencing.

**6.** How has your Board reacted to the economic downturn?