



## **Grant Application Guidelines**

### **ELIGIBILITY**

- 1 Applicant must be classified as 501(c ) (3) by the Internal Revenue Service.
- 2 Grant periods are 12 months in length and only one active grant per organization is permitted.

### **RESTRICTIONS**

*Flahive Family Foundation generally does not support the following:*

- 1 Projects outside FFF stated funding areas
- 2 Medical or scientific research
- 3 Arts and cultural programs
- 4 Candidates for political office
- 5 Endowments
- 6 Special events/fundraising events
- 7 Debt elimination
- 8 Organizations with fiscal sponsorships

### **REVIEW CONSIDERATIONS**

- 1 Proposed project/program is strongly aligned with the funding areas of the FFF;
- 2 Sufficient local and other support exists to ensure that the project/program will be implemented and continue after the grant period;
- 3 Organization has effective leadership and appropriate organizational capacity;
- 4 Evaluation plan identifies expected measurable outcomes that can be reported at the end of the grant period.

### **GRANT AMOUNTS**

- 1 Grant amounts vary and depend on many factors. Important considerations may include:
  - o Applicant organization's program budget
  - o Consistency of the program goals with the FFF priorities
  - o Amount of support the program is receiving from other sources
- 2 Organizations should submit proposals requesting a reasonable amount of financial support for efforts that most closely match the FFF priorities
- 3 The FFF is rarely the sole funder of a project and encourages applicants to develop a variety of individuals, government and private sources for projects

### **TIMELINE**

- 1 Grant applications are accepted at any time
- 2 The FFF acknowledges receipt of all proposals within ten days

- 3 The FFF provides decisions to grant requests in writing within approximately 120 days after receiving a complete proposal
- 4 The FFF discourages pre-application meetings, preferring to schedule calls or site visits after receiving the application

### **NOTIFICATION**

- 1 Applicants will be notified in writing of all grant decisions
- 2 If a grant is awarded, a Letter of Agreement and Grantee Final Report form will be sent with the notification letter.

## **Grant Application Checklist**

Please complete the following checklist and include it with your proposal, the organization summary form and all attachments. All information must be completed and received prior to being considered for a grant.

### **ORGANIZATIONAL INFORMATION**

- 1 Organizational mission, purpose and brief statement of goals
- 2 Brief summary of the organization's history, principal programs, and accomplishments

### **PROJECT DESCRIPTION**

- 1 Brief statement of the issue/need to be addressed, target population, and geographic area to be served
- 2 Specific purpose and amount of grant
- 3 Description of program goals and objectives
- 4 Unique aspects of the program and relationships/collaborations with other similar programs
- 5 Timetable for program implementation
- 6 Detailed program/project budget (to include expenses and revenue)
- 7 A list of all entities asked to provide financial support for the proposed (both confirmed and pending sources, with amounts)
- 8 Long-term plans/strategies for funding once a Flahive Family Foundation grant ends
- 9 Description of any state or federal funding this program receives, including the overall percentage that it represents of the total program budget

### **EVALUATION**

- 1 Specific measurable objectives/outcomes expected for the end of the grant period with the methodology used to evaluate project outcomes, and the person responsible for assessing the results

### **ATTACHMENTS**

- 1 Organization Summary Form (provided)
- 2 501 ( c ) (3) determination letter (dated within the last ten years)
- 3 List of Board of Directors with occupations/community affiliations
- 4 Names and qualifications of key staff
- 5 Organizational operating budget for proposed grant period

- 6 Current year actual vs. budget comparison
- 7 Last three years of audited financial statements and most recent IRS Form 990
- 8 Last three years of major organizational contributors with specific amounts
- 9 Copy of organizational strategic/business plan if available

**Please submit all forms and attachments to:**

**Flahive Family Foundation  
6367 S. Wolff Court  
Littleton, CO 80123**

**CONTACT INFORMATION:**

**Flahive Family Foundation**

**Fax: 303-795-3075**

**Email: [info@flahivefamilyfoundation.org](mailto:info@flahivefamilyfoundation.org)**

**[www.flahivefamilyfoundation.org](http://www.flahivefamilyfoundation.org)**



## ORGANIZATIONAL SUMMARY FORM

Organization Legal Name

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Physical Address

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City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different):

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website:

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Executive Director/Board Chair:

Mr/Ms/Dr \_\_\_\_\_

Title:

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E-Mail Address:

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Phone:

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Project Implementer and Title:

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E-Mail Address:

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Please check the appropriate designation:

**501 ( c ) ( 3 )** Please attach IRS Tax Determination Letter dated within the last ten years

**Government agency or school** Please provide Federal Tax ID number on letterhead stationery

**REQUEST INFORMATION**

Amount of Funding Request: \$ \_\_\_\_\_

**Brief Description of Request:**

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