

Sprout Foundation Checklist

For your reference only: To help ensure that all required information and attachments have been included.

| Included | Not Applicable | |
|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Organization Summary |
| <input type="checkbox"/> | <input type="checkbox"/> | Organization Information |
| <input type="checkbox"/> | <input type="checkbox"/> | Purpose of Grant |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluation |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment A - Current Year Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment B - Detailed Budget for Program |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment C – Most Recent Financial Statements |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment D – Year-to-Date Financial Statements |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment E – Most Recent Audited Financial Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment F - One Copy 501(c)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment G - Organizational Chart |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment H - Board of Trustees |
| <input type="checkbox"/> | All required information has been included in grant application packet. | |



Sprout Foundation Grant Application Requirements

The Sprout Foundation will accept grant applications any time throughout the year. Please note that applications are accepted by invitation only. Please read the following requirements carefully to ensure that your application is in compliance and complete, and submit according to our instructions. Be specific and concise in your answers.

Organizations that receive funding for three consecutive years are required to take a year off before re-applying.

FORMAT

- Use 12-point type size or larger with at least ½ "margins.
- Please **closely** follow the outline provided, and **do not** omit questions.
- **The "Organizational Summary" page is the cover page of your application packet.** Please do not include a cover letter.
- Please number each page of your request.
- Be sure to include required attachments.
- For mailed copies, submit one (1) original and one (1) copy of your grant application. Copies are to be duplexed (copied front and back) on pre 3-hole punched paper. Do not staple or bind the pages. Or, you may submit electronically at sprout-foundation.org/submit – **please be sure to zip all file attachments.**
- **File zipping instructions can be found on the submit page (sprout-foundation.org/submit).**

SUBMISSION

Applications may be submitted by visiting:
Sprout-Foundation.org/Submit

Alternatively, applications may be mailed to:

The Sprout Foundation
Attn: Executive Director
1500 Wynkoop Street
Suite 200
Denver, CO 80202

Questions?

Please email to info@sprout-foundation.org and we will respond.



Sprout Foundation Guidelines

1. The Sprout Foundation will make every effort to extend invitations within 120 days of contact, and decisions on full grant applications will be made quarterly.
2. The Sprout Foundation supports organizations in the areas of early childhood or the environment in the Denver Metro Area and in Grand County.
3. Applicants for funding should be tax-exempt under the provisions of section 501(c)(3) and 170 (b)(1)(A)(i.V.I.) of the Internal Revenue Code.
4. The Sprout Foundation considers funding capital projects that have measurable results (evidence of product, change in number of, etc.). The funding of operating expenses will also be considered separately, for those programs deemed appropriate.
5. The Sprout Foundation will not participate in any political campaign on behalf of any issues or candidates.
6. If an organization receives duplicate funding for a request, the Sprout Foundation funds must be returned.
7. Distribution of funds will be made to the recipients, as the funds are needed and or requested. Special circumstances may apply.
8. Unsolicited applications or those not following the Application Requirements and Guidelines will not be considered for funding.
9. Requests for projects already completed will not be considered for funding. The Sprout Foundation will not fund items purchased before the grant is awarded.
10. Oral presentations to the board of directors are not part of the grant request process. However, the Grant Committee reserves the right to solicit a presentation from a requesting organization at such time it deems necessary in making funding decisions. Additional time to make funding decisions may be taken by the committee.
11. All funding decisions by the committee are to be considered final. Any changes to approved grant requests must be discussed and reviewed with the committee prior to any use of granted funds.



Sprout Foundation Grant Application

Please read the guidelines carefully to ensure that you are complying with the submission requirements.

Please respond to all questions in the order presented and in the number of pages indicated. Use 8.5 x 11, pre-3-hole punched paper, copies are to be copied front and back (required), and use 12-point type size or larger. Please follow these instructions precisely, carefully and completely, and, number each page of your request.

I. Completed COVER PAGE/ORGANIZATIONAL SUMMARY

II. ORGANIZATION INFORMATION – 2 pages maximum

- a. Describe the mission of the organization and briefly outline the organization's goals.
- b. Please describe the impact that this grant would have on early childhood or the environment.
- c. Briefly describe the history of the organization, include year it was established.
- d. Describe current programs or activities, accomplishments, financial status and governance structure.
- e. Describe the steps your organization has made to become self-supporting.
- f. Describe how your organization is collaborating with other organizations.
- g. Include an estimated number of volunteer hours annually from all volunteers including board members.
- h. How did you hear of the Sprout Foundation?

III. PURPOSE OF GRANT – 2 pages maximum

- a. Describe the project/program to be funded, **including a financial needs statement**.
- b. Describe the goals and objectives of the grant.
- c. Describe the timetable for implementing this project/program.
- d. How does this project/program benefit the local community? How many people will be impacted?
- e. Are you funded by other sources? Yes or No
- f. **Include list of all entities asked to give financial support to the proposed project, including the responses to date and dollar amounts committed.** What are the long-term sources/strategies for funding at the end of the grant period?
- g. Why should the Sprout Foundation provide funding to your organization?

IV. EVALUATION – 1 page maximum

- a. What are the expected results during the funding period?
- b. How will you define and measure results?
- c. List dates that the Sprout Foundation can expect to receive a preliminary and/or final report.
- d. Describe how your organization will recognize the Sprout Foundation's support. We request that no names of Sprout Foundation staff be published.

V. ATTACHMENTS

- a. Organization budget for latest fiscal year, with a sources and uses of cash projection.
- b. Detailed latest current budget for program (if applicable).
- c. Most recent year-end profit-and-loss statement and current year's balance sheet (actual vs. budget).
- d. Current year-to-date financial statements.
- e. Most recent audited financial statement (if an audit has been performed).
- f. Copy of 501(c)(3) document.
- g. Organizational chart – including Executive Director, staff and volunteers.



- h. List of board of trustees/directors and occupations and indication of whether the board members donated?





ORGANIZATIONAL SUMMARY

ORGANIZATION NAME

COMPLETE MAILING ADDRESS

PHYSICAL ADDRESS

EXECUTIVE DIRECTOR

DAYTIME PHONE

FAX

WEBSITE ADDRESS

EMAIL

GRANT CONTACT

EMAIL

PHONE

FEDERAL IDENTIFICATION NUMBER

CHARITABLE SOLICITATIONS REGISTRATION NUMBER

PURPOSE OF GRANT

- Matching Grant
- Special Program or Project
- Capital Expenditure (Funds spent for additions or improvements to structures or equipment)
- Other:

TYPE OF AGENCY

- Early Childhood in Denver
- Environmental Programming in Denver
- Child-Focused Programming in Grand County
- Environmental Programming in Grand Country

AMOUNT OF REQUEST \$

FISCAL YEAR END

BRIEF DESCRIPTION OF REQUEST

Previous Year's Actual Operating Revenue \$

Previous Year's Actual Operating Expenses \$

Current Year's Budgeted Operating Revenue \$

Current Year's Budgeted Operating Expenses \$

Signature, Applicant Executive Director

Date

