



February 2010

Dear Executive Director:

Thank you for your interest in the Ride The Rockies/Denver Post Community grant program. This program is designed to support nonprofit agencies that work to improve the lives of Coloradans in the towns hosting the Ride The Rockies bicycle tour. One \$5,000 grant will be awarded in each town that hosts Ride The Rockies.

The Ride The Rockies/Denver Post Community grant program funds nonprofit organizations that provide services for low-income children and youth through recreation, education or the arts and/or agencies that offer direct-service literacy programs. If your organization provides programs or services that meet these guidelines, we encourage you to apply for funding. Enclosed are all of the materials you will need to complete the grant application.

All requests will be judged on a competitive basis by an Advisory Committee. Please see the enclosed sheet for a more specific listing of funding guidelines.

**The deadline for applications is Friday, April 2 at 5:00 p.m. Applications *must arrive by this deadline to be considered.*** Please send three (3) copies of the completed grant. Grants will be reviewed and applicants will be notified of their status in May. Check presentations will be held in June during the Ride The Rockies bicycle tour.

Completed applications (three) should be delivered to:

Elizabeth Norris  
Denver Post Community  
101 W. Colfax Ave.  
Denver, CO 80202

Please feel free to contact me if you have questions about this program or the application process. I look forward to learning more about your literacy programs and/or services for low-income youth.

Best,

Elizabeth Norris  
Community Relations Coordinator

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## C O M M U N I T Y

### **Ride The Rockies/Denver Post Community Grant Program Funding Guidelines**

#### ***Guidelines:***

- Programs for low-income children or youth through recreation, education or the arts
- Direct-service literacy programs

#### **General Requirements:**

- Agency must be a 501(c)3 organization (as shown by the agency's IRS 501(c)3 tax-exempt determination letter)
- Agency has been operating for more than one year
- A current audit or IRS 990 must be made available
- Programs must serve individuals in a community that hosts Ride The Rockies.

#### **Funding for the following will not be considered:**

- Capital funding
- Individual schools
- Individual persons
- Religious organizations for religious purposes

If you have questions about these requirements, please feel free to contact Elizabeth Norris, Community Relations Coordinator, at 303-954-6703 or [enorris@denverpost.com](mailto:enorris@denverpost.com)

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# C O M M U N I T Y

## **Ride the Rockies/Denver Post Community Grant Program Application Completion Procedures**

Before preparing your application, please read the following instructions carefully and provide all requested information.

- The application should include the following sections in this order: **Cover Page, Background, Proposal, Finances, Collaborations, Evaluation and Additional Information.** You will find specific directions on each section later in these instructions.
- **The application should be no longer than five pages in length, including the cover page.** Please number the pages of your application.
- Use one-inch margins and nothing smaller than a 12-point font size.
- Handwritten applications are not accepted.

If you have any problems or questions in regard to completing this application, please contact Elizabeth Norris, Community Relations Coordinator, at 303-954-6703 or [enorris@denverpost.com](mailto:enorris@denverpost.com).

### **Grant Application Deadline:**

**Friday, April 2  
5:00 p.m.**

### **Deliver Completed Applications To:**

Elizabeth Norris  
Denver Post Community  
101 W. Colfax Ave.  
Denver, CO 80202

## COVER PAGE

Please provide the following information. You may use either a typewriter to fill out and submit this cover page or recreate this page on your computer, using the same headings listed below. A digital version of this application is also available online at <http://ridetherockies.com/post-newscommunity>.

**Organization name** (as it appears on the current IRS exemption letter):

**DBA** (if applicable):

**Street Address:**

**City:**

**State:**

**Zip:**

**Telephone:**

**Fax:**

**Email address:** (if available)

**Web site:** (if available)

**Chief Executive Officer/Title:**

**Contact person/Title:** (if different than chief executive officer)

**Telephone number:**

**Email address:**

**Geographic area served:**

**Host town are applying for:**

**Type of support:** (general or program)

**Program name:** (for program requests only)

**In a minimum of three and a maximum of four one-sided pages**, please answer the following questions. Label each section of your proposal using the six categories presented in bold in the text of these instructions. Organize the sections of your proposal in the following order: Background, Proposal, Finances, Collaborations, Evaluation and Additional Information.

## **BACKGROUND**

In **no more than 10 lines**, please describe the mission, history, and overall goals of your organization. Briefly discuss current main programs, including unduplicated number of clients served during the most recently completed fiscal year.

## **PROPOSAL**

Awards will be made for both general support and program-specific grants. If you are requesting **general support**, state how this grant would be used to further your mission and programs of your organization. If your request is for a **specific program**, describe the program, the community need it addresses, and the target population to be served.

For both general support and program-specific proposals, please include the following breakdown of the population that would be served by this grant: numbers served, race/ethnicity, economic status and gender.

## **FINANCES**

Based on the information presented in your most recently completed audit or IRS Form 990, list (in the same four-bullet format as below) the amount of money your agency received from each of the following entities. Do not include in-kind donations.

- **Government:** Federal, State County (include revenue from Medicaid, Medicare, and school districts)
- **United Way**
- **Corporate and/or Foundation Grants** (not including fundraisers or sponsorships. Sponsorships are defined as support provided for a table or ticket purchases, golf tournaments, auctions, etc.)
- **Fees/Earned Income** (includes interest, membership dues, private insurance, thrift shops, fees for service, etc.)
- **Individual donations**

## **COLLABORATIONS**

Share any significant collaborations and/or networking relationships in which your organization is currently involved.

## **EVALUATION**

For **general support proposals**, briefly explain the organization's evaluation efforts during the most recently completed fiscal year. How do you measure your success?

For **program proposals**, briefly explain how you have measured the effectiveness of the program in the past. Also discuss how you will continue to evaluate program effectiveness.

## **ADDITIONAL INFORMATION**

If there is any other relevant information you wish to provide in support of this request, please do so in this section. This information may include recent major accomplishments, exceptionality of board and/or staff, significant training opportunities for board and/or staff, statistics or studies that demonstrate community need or program effectiveness, etc... **Keep in mind that your application can be no longer than four one-sided pages, which includes any information added in this section.**

Please include copies of the following documents with your completed application. Indicate inclusion of these documents by checking each box below and returning this page with your application and documents. Applications submitted without these materials will be considered incomplete and will be eliminated from funding consideration.

- Most recent IRS 501(c)(3) tax exempt determination letter (including EIN, 509 (a) status, correct agency name and correct agency address
- A list of members of the board of directors of the organization, including principal business or professional affiliation of each. This list should be condensed to **one side of one sheet of paper**. Addresses and phone numbers need not be included.
- If the proposal is for a specific program, include a complete line-item budget for the program.
- Line-item budget for the organization for the year of the grant request.
- Most recent audited financial statements or IRS Form 990; an audit is preferable. Please include current assets and current liabilities from Statement of Financial Position.
- Annual report, if available.