The following list is a modified version of the Proposal Checklist in The Denver Foundation's Community Grants Guidelines, Effective 2014. Your proposal is only required to include what is on this checklist. This checklist is an addition to the Community Grants Guidelines and it is essential that those Guidelines be followed carefully when submitting a grant proposal. Please refer to the Colorado Common Grant Application User’s Guide for explanation of items. If any item, or a portion of an item, is missing – or not in the format described – the proposal will be considered incomplete. If you have any questions about these items, please call Bill Inama, Grants Manager at The Denver Foundation, at 720-974-2600.

A. Cover letter

B. Signed letter showing that the request has been coordinated with the school district’s central administration or fundraising arm, and that it’s the only proposal being submitted on behalf of the district.

C. Colorado Common Grant Application Summary Sheets

D. Narrative – Colorado Common Grant Application

E. Financial Information
   1. Budget for the program/project for which funding is being requested, for the current fiscal year. This budget must include both revenue and expenses.
   2. Fiscal year-end financial statements: If the program/project for which funding is being requested was in existence in the previous school year, include a Revenue & Expense report for the program/project, for that year.

F. Attachments
   1. One-page response to four additional questions from The Denver Foundation
   2. Names and qualifications of key staff / contract employees who are involved in this program/project. (Do not submit job descriptions or resumes.)
   3. Anti-discrimination policy
   4. Final report for most recent Denver Foundation grant (if a previous grantee of the Foundation) in the Common Grant Report format. Please see the Grant Guidelines for more specifics. If you’ve already turned in a report for your most recent grant, please include a copy of that report with this application.