



THE DENVER FOUNDATION

GRANT PROPOSAL FROM:

A UNIVERSITY OR COLLEGE ADMINISTRATION OR GRANTS OFFICE

Note: This does not apply to a grant proposal from a university or college foundation.

The following list is a modified version of the Proposal Checklist in The Denver Foundation's *Community Grants Program Guidelines, Effective 2010*. Your proposal is only required to include what is on this checklist. This checklist is an addition to the *Community Grants Program Guidelines* and it is essential that those Guidelines be followed carefully when submitting a grant proposal. Please refer to the Colorado Common Grants 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 declined as “Incomplete.” If you have any questions about these items, please call Bill Inama, Associate 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 university's central administration or fundraising arm, and that it's the only proposal being submitted on behalf of the university or college.

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. End of fiscal year 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. Names and *qualifications* of key staff /contract employees who are involved in this program/project. (Do not submit job descriptions or resumes.)
2. Final report or interim report for most recent Denver Foundation grant (if a previous grantee of the Foundation) **Please see the Grant Guidelines (p. 5) 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.
3. Anti-discrimination policy