



## The Littler Youth Fund Grant Application

The Community Foundation Littler Youth Fund welcomes applications and considers grant requests for the benefit of the youth of Weld County. **Applicants are requested to use our format when providing information. This aids our reviewers and speeds the process.**

The Littler Youth Fund supports: a) projects of service to the youth of the community; b) youth-related pilot projects or seed money to enable projects to demonstrate their potential; and c) emergency funding for youth needs.

Special attention is given to applications that increase the capacity of non-profit organizations to serve youth and who are first time applicants. All requests should demonstrate community support and in-kind opportunities.

We look for proposals from organizations with:

- well-planned approach to meeting an identified community issue and/or need
- an established base of support
- committed, skilled leadership and qualified staff to undertake the project

We look for many things in proposals. In particular we look for:

- true service to youth in Weld County
- partnership and volunteering opportunities
- goal of program self-sufficiency
- financial stability
- opportunities to leverage funds

We do not provide support for:

- political purposes
- programs in which sectarian religious teachings are an integral part
- capital fund drives
- for-profit organizations
- endowments
- applications from the same organization less than one year apart
- multi-year funding
- debt reduction or funding to obligated commitments
- sponsorships
- transportation
- scholarships or tuition assistance to private educational institutions

In order to be fair, the Community Foundation instituted a “two-year rule” requiring that an organization which receives funding for two successive years take one year off before reapplying.

**How to Obtain an Application:** Applications are available and may be completed online at our website, [www.cfsgwc.org](http://www.cfsgwc.org) or by calling our office at 970-304-9970.

**When Grants Are Made: When To Apply.** Submit your application package by the appropriate deadline. Applications must be received at the Community Foundation office no later than 4:30 p.m. on the deadline date: **February 15, 2012, June 15, 2012 (for Teacher Mini-grants only) and September 14, 2012.** You will be contacted shortly after the deadline to schedule a short phone interview to review your request. Notification of grant decisions will be approximately six weeks after the deadline.

**How To Submit Your Application:** Please complete and sign the application and send us the original and ten copies. *Please only make 10 copies of the application, not the attachments.* No handwritten or faxed applications will be accepted. If you have problems assembling the required information, please contact us for help and advice.

**How Much To Ask For:** Unfortunately, requests for support far exceed our ability to fund them. Grants generally range from \$500 to \$10,000 – the majority are for less than \$5,000.

**To simplify the review process:**

- Don't attach material other than those requested; it will not be reviewed.
- Don't use binders or covers; they are always removed to ease the filing process. Remember to include 10 copies of the application.
- Call us if you have questions

**Application Checklist (original plus 10 copies):**

- Cover letter
- Grant Application (pages 3-8)
- Project budget sheet (page 8)
- Signature of Executive Director **AND** Board Chair/President w/date of signature

**Attachment Checklist:**

- Copy of IRS 501(c)(3) Determination Letter
- Board of Directors list
- Current Organizational Budget (including revenue and expenses)
- Current Financial Statements (Balance Sheet & Statement of Activities).

You must complete all the information requested. If you fail to complete any portion of the application, your proposal will be considered incomplete and will not be considered for funding.

**If You Receive A Community Foundation Grant:** You will receive an awards contract that you must read, sign and return to us to receive your check. A report summarizing your results must be submitted within 60 days after the completion of the event, project, or your fiscal year end along with a display board with photos and captions (at least 16x20 in size) featuring the program granted.

**Grant making correspondence should be addressed to:  
The Community Foundation Serving Greeley and Weld County  
711 8<sup>th</sup> Avenue Greeley, CO 80631**

**Phone: (970) 304-9970 Fax: (970) 352-1271**

E-mail address: [info@cfsgwc.org](mailto:info@cfsgwc.org)

Website: [www.cfsgwc.org](http://www.cfsgwc.org)

Office hours: 8:30-4:30 p.m. Monday - Friday



## ***The Littler Youth Fund Grant Application Form\****

\*may be completed online

Organization name: \_\_\_\_\_  
(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Does your organization have 501(c) 3 nonprofit status? \_\_\_ Yes \_\_\_ No Tax ID # \_\_\_\_\_

Year Founded: \_\_\_\_\_ Current Operating Budget: \$ \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_  
(If different from executive director)

Contact Daytime Phone: \_\_\_\_\_ Contact Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Preferred e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Website: \_\_\_\_\_

What percentage of your Board contributes to your organization financially? \_\_\_\_\_

**Title of Program/Project:** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_ **Will you accept partial funding?** \_\_\_ Yes \_\_\_ No

**If granted, to whom do we make the check payable?** \_\_\_\_\_

Briefly, what will our grant purchase? \_\_\_\_\_

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Give a description of your organization's history, mission, and current services and list the key personnel who will work on the project and their qualifications.

1) If you are an agency with an endowment fund, please let us know what the size of that endowment is and if the proceeds of that endowment support any of your agency's programs.

2) In the space below briefly summarize the purpose of the grant. Include:

- a) goals of the project
- b) description of the project
- c) timetable for implementation
- d) is this a new or ongoing activity for this organization?
- e) strategies for sustained funding at the end of the grant period.



7) Have you been funded before by the Littler Youth Fund? \_\_\_\_\_ Y \_\_\_\_\_ N  
How long have you received Littler funding?

8) Are you requesting funds for this project from other organizations, businesses or foundations?  
\_\_\_\_\_ If yes, who and how much has been requested and received?

9) By signing this application you also agree to publicize and acknowledge Community  
Foundation support and funding of this project.

\_\_\_\_\_  
Signature, President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Executive Director

\_\_\_\_\_  
Date

**Please include a copy of the organization's current budget, financial statements,  
IRS Determination Letter and List of Board Members  
with the grant application.**

Note: The following must be submitted with the program/project budget.

1) What will you do if your expenses exceed your income?

2) List of volunteer involvement and inkind contributions.

