THE GAZETTE-EL POMAR EMPTY STOCKING FUND

GRANT APPLICATION

Gazette Charities is the philanthropic arm of The Gazette serving to promote and support the important work of enhancing the quality of life for all citizens and capacity of our community to meet the needs of the future. One aspect of Gazette Charities is The Gazette-El Pomar Empty Stocking Fund, a collaborative community effort to raise funds each winter for local health and human services agencies on the front lines of helping people in crisis and others in attaining self-sufficiency.

In 2012, the Empty Stocking Fund exceeded its goal to raise $1 million and it hopes to do that again during the 2013-14 campaign to meet the growing demand for services in our community. Gazette Charities is committed to supporting charitable organizations and activities consistent with our mission to improve the health and quality of life in our community. In so doing, we allocate resources to support the fundraising efforts of these organizations.

In order to plan for the many requests we receive throughout the year and to help streamline the process, we are asking all requests be made in writing and sent to **Amy Horton** at The Gazette by **January 31, 2014**. Gazette Charities board will review all submitted applications, initiate the selection and approval process, and follow-up with the requesting organizations.

Gazette Charities will consider non-profit organizations that meet the following criteria:
• The requester must be a not-for-profit 501c3, tax exempt organization.
• The requesting organization must be located within Colorado Springs service area.
• The organization must provide health and human service resources for the community.
• The organization must have a creditable history of operating an effective and efficient 501c3.
• The requesting organization must support Empty Stocking Fund's commitment to community outreach and collaboration.
• Gazette Charities does not make contributions to individuals, political parties, or political organizations.

DEADLINE FOR REQUESTS
Grant requests for two consecutive Empty Stocking Fund campaigns (November 2014-January 2015; November 2015-January 2016) must be submitted no later than January 31, 2014**.** Requests received after this date will not be considered.

REQUIRED DOCUMENTS
Requests must be in writing and include a completed charitable grant application form along with a brief cover letter indicating how the grant will be used and how the project relates to Empty Stocking Fund's mission.

GRANT REQUEST
Your request should include the following:

    a. Completed and signed grant request form
    b. Narrative
    c. A copy of the current IRS Letter of Determination indicating tax-exempt status
    d. List of current board of directors including their professional affiliations (name of organization of employment)
    e. Financials
        i. Current year's operating budget to include both projected expenses and revenues
        ii. Complete copy of organizations audited financial statements, 990, from the last fiscal
    f. Additional Attachments - any additional materials regarding the health and human services you provide.

PLEASE SEND THESE MATERIALS TO:
The Gazette, Amy Horton
30 S. Prospect, Colorado Springs, CO 80903
Phone: 719-636-0332

EXPECTED TIMELINE
January 31, 2014   Deadline for applications
February, 2014   Gazette Charities to vet and assign a Selection Committee
April-May, 2014   Selection Committee will meet and make their decisions. Be prepared to make a short presentation should your organization be asked to do so.
June 30, 2014   You will be notified in writing, regarding your request.

Gazette Charities Use ONLY

Date Received: _____

Approved: ☐ Yes ☐ No

Percent Approved: _____

Approved By: _____

Date: _____

EMPTY STOCKING FUND

GRANT APPLICATION FORM

Organization Information (Please print or type.)

Application Date: _____

Legal Name of Organization: _____

DBA (if applicable: _____

Year Founded: _____

Address: _____

City: _____ State: _____ ZIP: _____

Org Website: _____

EIN #: _____

Tax Exempt Status/IRS designation (e.g. 501c3, 501c9, etc) _____

Total organization budget for current year: $_____

Organization Fiscal Year: _____

Executive Director: _____

Title: _____

Phone: _____

Primary Contact for this request: _____

Title: _____

Phone: _____

Organization's mission statement:

_____

_____

_____

Nature of services provided by organization:

_____

_____

_____

Geographic areas served:

_____

_____

_____

List of foundations, corporations, or governmental agencies which funded the organization in the last fiscal year, including amounts contributed ($1,000 and above):

XYZ Foundation	Amount	XYZ Foundation	Amount
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

Agreement

I certify to the best of my knowledge, that all information in this proposal is correct. The tax exempt status of this organization is still in effect. If a grant is made to this organization, then the proceeds of that will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

_____   _____
Signature, Executive Director   Date
(or authorizing official on behalf of the organization)

NARRATIVE

Please provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.

Section A: **Organizational Information**

- Description of the organization's current programs, activities, number served annually, and accomplishments.

Section B: **Needs Statement**

- What are the community needs or problems to be addressed by this organization? Why is this issue important?

Section C: **Goals/Funding Request**

- What are your agency's major goals?
- What activities do you intend to engage in or provide to achieve these goals?
- What other agencies or projects are doing similar work and how are you different?
- What short term special projects do you have (minimum of 2 years)?
- What is your long-term funding plan?

Section D: **Evaluation**

- What is your organization's evaluation process? How do you plan to track and measure the effectiveness of your organization (e.g., intake sheets, participation checklists, pre/post surveys, client questionnaires, follow-up surveys, etc)?
- Describe your criteria for success.
- How will the evaluation results be used to inform future programming?