

## **Grant Application Guidelines**

### **ELIGIBILITY**

1. Applicant must be classified as 501(c) (3) by the Internal Revenue Service.
2. Grant periods are 12 months in length and only one active grant per organization is permitted.

### **RESTRICTIONS**

*Flahive Family Foundation generally does not support the following:*

1. Projects outside FFF stated funding areas
2. Medical or scientific research
3. Arts and cultural programs
4. Candidates for political office
5. Endowments
6. Debt elimination
7. Medical treatment of diseases.

### **REVIEW CONSIDERATIONS**

1. Proposed project/program is strongly aligned with the funding areas of the FFF;
2. Sufficient local and other support exists to ensure that the project/program will be implemented and continue after the grant period;
3. Organization has effective leadership and appropriate organizational capacity;
4. Evaluation plan identifies expected measurable outcomes that can be reported at the end of the grant period.

### **GRANT AMOUNTS**

1. Grant amounts vary and depend on many factors. Important considerations may include:
  - Applicant organization's program budget
  - Consistency of the program goals with the FFF priorities
  - Amount of support the program is receiving from other sources
2. Organizations should submit proposals requesting a reasonable amount of financial support for efforts that most closely match the FFF priorities
3. The FFF is rarely the sole funder of a project and encourages applicants to develop a variety of individuals, government and private sources for projects

## **TIMELINE**

1. Grant applications are accepted at any time
2. FFF will contact you if your application is in alignment with our Mission Statement.
3. The FFF discourages pre-application meetings, preferring to schedule calls or site visits after receiving the application

## **NOTIFICATION**

If a grant is awarded, you will be contacted via email, letter or phone call.

## **Grant Application Checklist**

Please complete the following checklist and include it with your proposal, the organization summary form and all attachments. All information must be completed and received prior to being considered for a grant.

### **ORGANIZATIONAL INFORMATION**

1. Organizational mission, purpose and brief statement of goals
2. Brief summary of the organization's history, principal programs, and accomplishments

### **PROJECT DESCRIPTION**

1. Brief statement of the issue/need to be addressed, target population, and geographic area to be served
2. Specific purpose and amount of grant
3. Description of program goals and objectives
4. Unique aspects of the program and relationships/collaborations with other similar programs
5. Timetable for program implementation
6. Detailed program/project budget (to include expenses and revenue)
7. A list of all entities asked to provide financial support for the proposed (both confirmed and pending sources, with amounts)
8. Long-term plans/strategies for funding once a Flahive Family Foundation grant ends
9. Description of any state or federal funding this program receives, including the overall percentage that it represents of the total program budget

## **EVALUATION**

1. Specific measurable objectives/outcomes expected for the end of the grant period with the methodology used to evaluate project outcomes, and the person responsible for assessing the results

## **ATTACHMENTS**

1. 501 ( c ) ( 3 ) determination letter (dated within the last ten years)
2. List of Board of Directors with occupations/community affiliations
3. Names and qualifications of key staff
4. Organizational operating budget for proposed grant period
5. Current year actual vs. budget comparison
6. Last three years of audited financial statements and most recent IRS Form 990
7. Last three years of major organizational contributors with specific amounts
8. Copy of organizational strategic/business plan if available

**Please submit all forms and attachments to:**

**Flahive Family Foundation  
12601 White Deer Drive,  
Littleton, CO 80127**

## **CONTACT INFORMATION:** **Flahive Family Foundation**

**Fax: 303-795-3075**

**Email: [info@flahivefamilyfoundation.org](mailto:info@flahivefamilyfoundation.org)**

**[www.flahivefamilyfoundation.org](http://www.flahivefamilyfoundation.org)**