

## **OUTCALT FOUNDATION**

### **Grant Application**

The Outcalt Foundation capital grants are intended for local organizations' projects focused on conservation and the betterment of society in the San Luis Valley. We believe in the power of people committed to sustainable communities that embrace our future, our present and our past; and support those efforts that improve the San Luis Valley.

Fully completed foundation grant applications are reviewed periodically by The Outcalt Foundation, and must include all requested organizational and project information as outlined in the application below. Those applications accepted by The Outcalt Foundation may be requested to provide an in-person presentation should additional information be required. Please note that grantees will be required to submit reports at least annually including self-evaluation(s) and project or program effectiveness.

#### **Proposal Checklist:**

- Copy of Letter of Inquiry
- Copy of the signed letter from The Foundation requesting the Grant Application submission
- Application
- Proposal
- Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status
- List of Board of Directors including affiliations, tenure, and terms. What percentage of the Board of Directors financially supports the organization?
- Annual Report (if available)
- Organizational financial statements:** financial statements from the last two fiscal years (audited if possible) and current operating budget for the organization (expenses and income)
- Project financial statements:** two-year project budget (expenses and income)
- List of other funders and/or potential funders and amounts committed or requested for the specified project

**The completed application should be emailed to [grants@outcaltfoundation.org](mailto:grants@outcaltfoundation.org)**

#### **or mailed to:**

The Outcalt Foundation  
P.O. Box 1925  
Alamosa CO 81101

# Outcalt Foundation Grant Application

Date of Application: \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person/Title  
(if different from Executive Director): \_\_\_\_\_

Email: \_\_\_\_\_

Organization Website: \_\_\_\_\_ EIN: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_

Beginning and Ending Project Dates: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Is your organization an IRS 501(c)3 not-for-profit?  
\_\_\_\_\_ Yes \_\_\_\_\_ No (If not, please explain on a separate sheet)

**I certify that all statements and information contained herein and in all application materials submitted by me are true, correct and accurate to the best of my knowledge.**

\_\_\_\_\_  
APPLICANT NAME (Print)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

# Grant Proposal

Please structure your proposal to provide the following information in the order indicated. Use the headings, subheadings, and numbers provided in your own word processing format to address the questions and issues posed in the outline. The questions reflect the general interests and concerns of The Outcalt Foundation, but are not intended to be conclusive. Additional information pertinent to your project should be included. Be thorough yet strive for brevity. Although tightly written proposals are preferred, take the space you need to make your case.

## 1. Organization Information

- Summarize your organization's history.
- State the organization's mission and goals.
- Outline current programs and activities.
- Highlight organizational accomplishments.

## 2. Purpose of Grant

- Describe the proposed program or project.
- Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
- Identify the target population/geographic community served and how they will benefit. How will you reach this community?
- Explain how the project contributes to and/or impacts the San Luis Valley community.
- What are the goals of the project? What methods will you use to achieve the objectives?
- Outline the key staff and volunteers' qualifications and experience critical to the project
- Identify other organizations and/or partners participating in the project and their roles.
- Provide a timetable for the project.
- Identify long-term funding resources for the project. How will the project be sustained?

## 3. Evaluation

- Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?
- Describe your criteria for success.
- How will these metrics be utilized to gauge the success of the project?
- How will the evaluations be utilized to guide the evolution of the project?
- Describe the results you expect to have achieved by the end of the funding period.

## 4. Attachments

- Copy of Letter of Inquiry
- Copy of the signed letter from The Foundation requesting the Grant Application submission
- Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status.
- List of Board of Directors including affiliations, tenures, and terms. What percentage of the Board of Directors financially supports the organization?
- Annual Report (if available).
- **Organizational financial statements:** financial statements from the last two (2) fiscal years (audited if possible) and current operating budget for the organization (expenses and income).
- **Project financial statements:** two-year project budget (expenses and income).

- List of other funders and/or potential funders and amounts committed or requested for the specified project.