

## **Colorado Plateau Foundation 2016 Grant Proposal Guidelines**

Before submitting your proposal, please visit the QUALIFICATIONS page of our website to learn the full scope of our eligibility requirements. After understanding the eligibility requirements you may download the 2016 Grant Application form from the same page.

### **Grant Cycle Timeline**

We welcome proposals once each year. The timeline for this grant cycle is as follows:

#### **August 22, 2016 – Grant Cycle Opens**

#### **September 23, 2016 - Deadline for Submission of Proposals**

Proposals must be postmarked by this date and mailed to:

Colorado Plateau Foundation  
150 W. Dale Street, Suite 3  
Flagstaff, AZ 86001

Or emailed to:

pshriver@azfoundation.org

#### **November 4, 2016 - Grant Announcements**

Applicants will be informed by email. Please be aware there may be more requests for support than funds available. Some grants proposals may be fully funded, partially funded, or not at all.

#### **November 18, 2016 – Distribution of Grant Funds**

Grant recipients can expect a check to arrive by mail.

#### **April 1, 2017 – Interim Reports Due**

A report template will be provided one month prior to the due date. Additionally, a brief organizational self-assessment survey will be due.

#### **November 14, 2017 Final Grant Reports are Due**

All grant recipients must submit a final accountability report no later than this date. A template will be provided. Final reports must also include a brief 350 word maximum description of how the capacity building grant has impacted your organization, as well as providing one to three related photos.

### **Proposal Guidelines**

To apply for a grant, submit the grant application and proposal narrative. **Proposal narratives must not exceed three pages.** Proposal narratives exceeding three pages will not be considered.

### **Supporting Documents**

Applicants should provide ***no more than 10 pages*** of supporting documentation as described below.

- Copy of your organization's or fiscal sponsor's IRS 501(c)(3) tax exempt letter, or IRS 7871 designation letter.
- Budget information. 1.) Organization's current year itemized budget and 2.) Proposed capacity building project budget.
- If applicable, a brief description of your relationship and history with your fiscal sponsor. (150 words max.)
- List of staff (paid and/or volunteer)
- List of your Board of Directors or Advisory Council.
- List of pending and committed revenues for your organization.
- Letters of support or commitment.
- Photos or brochures (be mindful of the supporting documentation 10-page limit!)
- Links to relevant websites other than the organization's.

### **Submitting your Grant Application**

Completed applications can be mailed or electronically submitted to:

Colorado Plateau Foundation  
150 W. Dale Street, Suite 3  
Flagstaff, AZ 86001

Or

[pshriver@azfoundation.org](mailto:pshriver@azfoundation.org)