



Thank you for your interest in applying for a Veteran's Passport to Hope (VP2H) grant. This application is modeled after the Colorado Common Grant Application to provide consistency and ease.

VP2H is on a mission to raise awareness, raise money, and raise the level of cooperation among the many wonderful area organizations that provide needed services to deserving veterans.

We support veterans and organizations that help veterans, in Colorado and beyond.

Through events, volunteerism and resource gathering, Veteran's Passport to Hope has helped hundreds of our U.S. military veterans. We are most grateful to the community of leaders, business owners and generous volunteers who regularly donate to this important non-profit organization.

Veteran's Passport to Hope Grant Application 2018

Please complete all three sections of the application. Please submit the financial attachments, other attachments, and signature of the CEO/Executive Director along with the completed application.

For questions, please contact Brian Connor, VP2H Grants Chair at bconnor@veteranspassport2hope.com.

Please submit applications via email at bconnor@veteranspassport2hope.com or via mail at 384 Inverness Pkwy, Suite 250, Englewood, CO 80112.

All applications must be received by September 30, 2018.

SECTION I

Contact Information

Name:

Phone Number:

Email:

Request Information

Amount of Request: \$

Type of Grant Requested (General Operating or Program Support):

How did you hear about Veteran's Passport to Hope?

Program Request ONLY - please describe what the grant will be used for:



Organization Information

Executive Contact (CEO/Executive Director)

Name:

Phone Number:

Email:

Organization

Legal Name of Organization (exact wording from the IRS 501(c)(3) letter):

DBA (if applicable):

Address:

Website:

Tax ID:

Tax Exemption Status:

Mission:

Geographic Area Served:

Individuals Served:

Year Founded:

Number of Full-Time Employees:

Number of Part-Time Employees:

Number of Volunteers:

Number of Volunteer Hours:

Income Demographic Served:



SECTION II

Financial Information (for the section below, please use numbers from your most current year-to-date budget for your organization)

Organization's Annual Stated Budget: \$

Current Income: \$

Current Expenses: \$

Current Cash: \$

Current Assets: \$

Current Liabilities: \$

Percentage of funding sources from the most recent fiscal year-end (the table below can be used as a guide):

Percentage	Funding Source
%	Government grants (federal, state, county, local)
%	Government contracts
%	Foundations
%	Business (corporate contributions)
%	Events (include event sponsorships)
%	Individual contributions
%	Fees/earned income (social enterprises)
%	Workplace giving campaigns
%	In-kind contributions
%	Other
%	TOTAL (should equal 100%)

For the section below, please use numbers from your overall organization budget

Administrative Expenses: \$

Total Expenses: \$

Total Liabilities: \$

Net Assets: \$

Total Debt: \$

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Program Support ONLY - please list the financial information below

Program Budget: \$

Dates: from: __/__/__ to: __/__/__

Program Income: \$

Program Expenses: \$



SECTION III

Narrative (Section III of the Colorado Common Grant Application)*

**Narrative Page Limit – please limit general operating requests to 4-pages; please limit program requests to 5-pages*

1. ORGANIZATION BACKGROUND. Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.

2. GOALS. Describe the organization's current goals.

3. CURRENT PROGRAMS. Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results. *If this request is for a specific program, describe the organization's **other** programs here. Describe the program for which you are seeking funding in Question 4.*

4. PROGRAM OR PROJECT REQUESTS ONLY.

a) Provide a summary of the plan for the program request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.

b) Explain why the organization is approaching the issue and/or opportunity in this way.

5. EVALUATION. *Respond to (a) AND (b), then respond to (c) OR (d) as relates to your specific request.*

a) Describe the organization's overall approach to evaluation.

b) Describe how the organization measures impact. If this is a program request, describe how impact is measured for the program that is the subject of this proposal.

Respond to (c) OR (d). This information captures results from the past:

c) For general operating requests: Summarize key evaluation results or findings that demonstrate the organization's impact. Indicate the time frame for the results or findings.

d) For program requests: Summarize key evaluation results or findings that demonstrate the program or project impact. Indicate the time frame for the results or findings.

6. COLLABORATION. Describe the organization's most significant interactions with other organizations and efforts. For program requests, address this question with respect to that program or project only.

7. INCLUSIVENESS. Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.



8. BOARD/GOVERNANCE. Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed this year, the organization's policy regarding board terms, and the percentage of the board that contributes financially to the organization.

9. VOLUNTEERS. Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period.

10. PLANNING. Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.

11. OPTIONAL. If there is additional information that is vital to convey in this proposal, please do so here.

Financial Attachments

- Organization budget for the current fiscal year
- Program budget, if applicable
- Current (year-to-date) financial statements – please include a Statement of Financial Position (balance sheet) and a Statement of Activities (income and expense statement) through the most recently completed operating month available.
- Year-end financial statement and audit – please include the most recent fiscal year-end financial statements, audited if available.
- Most recent Form 990
- Form W-9 (Request for Taxpayer Identification Number and Certification)
- Major contributors – for the previous two fiscal years, please list the major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors.
- In-kind contributions – summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year.
- Explanation of items in financial attachments, if applicable

Other Attachments

- Cover Letter (one page)
- Board of Directors List – Please include the following information
 - Position(s) on the board (officer and committee positions)
 - Occupation and name of employer and/or affiliation(s)
 - City or County of residence
 - Term end date for each board member
- Proof of IRS federal tax-exempt status, dated within the last five years (also called a Letter of Determination)

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- Anti-discrimination statement adopted by the board of directors
- Key Staff – please list the names of key staff members, length of service, and a brief summary of their experience
- Annual Report, if available
- Evaluation Results (optional)

Additional Attachments for Organizations Using a Fiscal Agent/Sponsor ONLY

- The memorandum of understanding or the contract between the organization and the fiscal agent/fiscal sponsor.
- Financial attachments for the fiscal agent/fiscal sponsor
 - Operating budget for the current fiscal year
 - Current (year-to-date) financial statements – please include a Statement of Financial Position (balance sheet) and a Statement of Activities (income and expense statement) through the most recently completed operating month available.
 - Year-end financial statement and audit – please include the most recent fiscal year-end financial statements, audited if available.
- Proof of IRS federal tax-exempt status for the fiscal agent/fiscal sponsor, dated within the last five years.
- Board of directors list for the fiscal agent/fiscal sponsor.

Name of Organization:

CEO/Executive Director:

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

CEO/Executive Director

Date