



Tenth Mountain Division Foundation, Inc.  
Grant Application

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**Grant Application – General Information**

**Complete Application Due on or Before May 1, 2012**

**Remit to: 133 S. Van Gordon Street, Suite 200, Lakewood, CO 80228**

**Before writing your proposal, please read this page carefully.** The following suggestions are offered to assist you in writing your proposal. Only eligible projects with fully completed applications received at the Foundation office on or before deadline will be considered.

1. Review this proposal form in its entirety before beginning. If you do not understand, or have a concern regarding a particular question or section of the proposal form, you may call the Foundation Office at (303) 756-8486 or send an email to [admin@10thmdf.org](mailto:admin@10thmdf.org).
2. Begin your grant proposal with a cover letter introducing your organization and stating the dollar amount requested. Grant proposal request are not to exceed the amount of \$35,000.
3. All grant proposals must be submitted in the name of a qualified IRS 501c3 charitable organization or approved fiscal agent.
4. Research the Foundation Mission Statement, Goals, and program interests at <http://www.10thmtndivassoc.org/foundation.htm>. Your Grant Proposal will be evaluated using the attached rubric and must meet the minimum requirements to be considered for funding.
5. Faxed and e-mailed applications will not be accepted.
6. Grant Proposal Forms **must** be received in the Tenth Mountain Division Foundation office on or before **May 1, 2012**:

**Tenth Mountain Division Foundation, Inc.  
133 S. Van Gordon Street, Suite 200  
Lakewood, CO 80228**

7. Grant applicants will be notified of results by August 1<sup>st</sup>.

**Please note:** Final grant awards will made based on the grant funds available to the Foundation for the specific budget year the proposal is requested.



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### PROPOSAL EVALUATION AND AWARD RUBRIC

The following rubric was developed utilizing core phrases from the Foundation Goals and Mission Statement and will be the basis in evaluating all proposals. **A grant proposal must meet the following minimum scores to be considered for final approval:**

- **Educational - 2**
- **Spirit of the 10<sup>th</sup> - 2**
- **Mountain, Outdoor & Environment - 2**
- **10<sup>th</sup> Mountain Membership Engagement - 2**
- **Impact of Program/Project - 2**

#### Educational

- Score 4 Incorporates a **significant** multi-level educational component to increase knowledge of the WWII 10<sup>th</sup> Mtn. Division's legacy in its participants.
- Score 2 Incorporates a **minimal** educational component to increase knowledge of the WWII 10<sup>th</sup> Mtn. Division's legacy in its participants.
- Score 0 **Does not incorporate** an educational component to increase knowledge of the WWII 10<sup>th</sup> Mtn. Division's legacy in its participants.

#### Spirit of the 10th

- Score 4 Incorporates a **significant** effort in honoring the ideals of the 10<sup>th</sup> Mtn. Division: duty, honor, country, building individual character, comradeship, and strengthening civic responsibility.
- Score 2 Incorporates a **minimal** effort in honoring the ideals of the 10<sup>th</sup> Mtn. Division: duty, honor, country, building individual character, comradeship, and strengthening civic responsibility.
- Score 0 **Does not incorporate** an effort in honoring the ideals of the 10<sup>th</sup> Mtn. Division.

#### Mountain, Outdoor & Environment

- Score 4 Demonstrates **significant** elements reflecting the 10th Mtn. Division's love of the mountains and outdoors.
- Score 2 Demonstrates **minimum** elements reflecting the 10th Mtn. Division's love of the mountains and outdoors
- Score 0 **Does not demonstrate** elements of the 10<sup>th</sup> Mtn. Division's connection to the mountains and outdoor environment.

#### Engagement in the 10th

- Score 4 Incorporates a **well-developed** plan to promote engagement, through activities or membership in the 10<sup>th</sup> Mtn. Div. Association or 10<sup>th</sup> Mtn. Division Descendants organization.
- Score 2 Incorporates a **minimal** plan to promote engagement, through activities or membership in the 10<sup>th</sup> Mtn. Div. Association or 10<sup>th</sup> Mtn. Division Descendants organization.
- Score 0 **Does not** incorporate a plan to promote engagement, through activities or membership in the 10<sup>th</sup> Mtn. Div. Association or 10<sup>th</sup> Mtn. Division Descendants organization.

#### Impact of Project/Program

- Score 4 Demonstrates a **significant** impact based on the intended local, regional or national scope.
- Score 2 Demonstrates a **modest** impact based on the intended local, regional or national scope.
- Score 0 Demonstrates **minimal** impact based on the intended local, regional or national scope.



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### SUMMARY SHEET FORM

**Legal Name of Organization:**

**DBA (if applicable):**

**Mailing Address, City, State, and Zip:**

**Phone:**

**Fax:**

**EIN:**

**Website:**

**Name of CEO or Executive Director:**

**Phone:**

**Email:**

**Application Contact & Title (if *not* the CEO or Executive Director):**

**Phone:**

**Email:**

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### Organization Information

**Mission Statement:**

**Geographic Area Served (specific to this proposal):**



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**Tax Exemption Status:**

**Year Founded:**

- 501(c)(3)
- Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor:

- Other than 501(c)(3), describe:

**Number of Employees: Full-time:**

**Part-time:**

## Grant Request Information

**Type of Grant Requested (select one):**

**Amount of Request: \$**

- Program Support
- Project Request (including capital)

**Summary Description of Program/Project (No more than 100 words):**

## Financial Information

**Organization's Current Budget for Fiscal Year Ending:**

**Income:**

**Expenses:**

**Project or Program Budget:**

**Income:**

**Expenses:**

**Project Period: Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

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

CEO or Executive Director

Date



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### NARRATIVE

*Use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions. Narratives should be no more than 10 pages in length. It is not necessary to repeat the text of the questions.*

**Organization Background and Structure:** Provide a brief summary of organization's history, goals, and key achievements. Give an overview of your organization's structure, including board, staff, programs and volunteer involvement.

**Service Area:**

- Describe your organization's regular constituent base. Example; Utilize demographics of age, gender, race/ethnicity, income, disabilities, geographical service area, language spoken, or other data relevant to your organization and/or project.

**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.

**Proposed Program or Project Request Description:**

- **Description of proposed program or project:** Provide an overall description of the program or project you are requesting funding for. Include goals, objectives and expected outcomes in your description.
- **10<sup>th</sup> Mountain, Mission, Vision and Criteria:** Please succinctly answer the following questions:
  - a. How does your project's educational component increase knowledge of the WWII 10<sup>th</sup> Mountain Division's legacy to its participants?
  - b. How does your project honor the ideals of the 10<sup>th</sup> Mountain Division: duty, honor, country, building individual character, comradeship, and strengthening civic responsibility?
  - c. How does your project reflect the 10<sup>th</sup> Mountain Division's love of the mountains and outdoors?
  - d. How does your project promote opportunities for engagement in the 10<sup>th</sup> Mountain Division's Association or 10<sup>th</sup> Mountain Division's Descendants organization?
  - e. What is the expected impact of your project?
- **Activities and Timetable:** Provide specific activities and timetable for meeting your stated objectives.
- **Sustainability:** Include a future plan for sustaining this effort and strategy for building your funding base.
- **Key Personnel Qualifications:** List names and qualifications of staff and volunteers that will be responsible for implementing program or project.
- **Collaboration:** Describe the organization's most significant interactions with other organizations (list where applicable) to accomplish the goals and objectives of the



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proposed program or project. Explain funding partners that will provide matching funds for the implementation of the program or project.

- **Evaluation:** Describe the organization's overall approach to evaluation. Describe how the organization measures impact. Define your criteria for success for the proposed program or project. State how you will measure your success in the short-term and in the long-term. What tool(s) will be used to evaluate your program or organization? What is your strategy for implementing the evaluation process?

**Optional:** If there is additional information that is vital to convey in this proposal, do so here. (This must be contained within the ten-page limit of the narrative.)

## ATTACHMENTS

*Label each attachment and provide in the order listed.*

### Organization Attachments

1. **Board of Directors list. Include Advisory Board members if applicable.**
2. **Proof of IRS federal tax-exempt status, dated within the last five years or letter of agreement from Fiscal Agent organization if applicable.**
  - (a). Financial attachments 1(a), 2, & 3 for the fiscal agent.
  - (b). Proof of IRS federal tax-exempt status for the fiscal agent/fiscal sponsor, dated within the last five years if applicable.
  - (c). Board of Directors list for the fiscal agent/fiscal sponsor if applicable.
3. **Key Personnel – paid or volunteer if an all-volunteer organization**
4. **Annual report, if available**

### Financial Attachments

*Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.*

1. **Budgets**
  - (a) Organization's operating and/or budget for the current fiscal year. If available, also include the budget for the upcoming fiscal year.
  - (b) Program/Project budget for requested funds. Include anticipated matching funds and sources that will support specific program or project. Use budget form provided. You are encouraged to demonstrate matching funds no less than 1:1 for the implementation of the proposed program or project. Please include a list of pending and confirmed funding partners.



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### 2. Current (year-to-date) financial statements

Include current financial reports, including balance sheets and income statements (profit/loss.)

### 3. Year-end financial review statements, audit, and Sources of Income Table

Include the most recently completed fiscal year-end financial review (organization budget <\$249,999) or independent audit (organization budget >\$249,999). Organizations with revenues < \$99,999 are not required to conduct an account review or independent audit.

#### Sources of Income Table

Complete the table below for the organization as a whole, based on the most recently completed fiscal year. Categories may be modified. This is for the purpose of demonstrating diverse and sustainable funding of the organization.

<u>Percentage</u>	<u>Funding Source</u>
_____ %	Government grants (federal, state, county, local)
_____ %	Government contracts
_____ %	Foundations
_____ %	Business
_____ %	Events (include event sponsorships)
_____ %	Individual contributions
_____ %	Fees/earned income
_____ %	Workplace giving campaigns
_____ %	In-kind contributions (optional)
_____ %	Other (Interest/Reimbursements, etc.)
_____ %	TOTAL (must equal 100%.)

### 5. In-kind contributions

Summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year as well as projected contributions for coming fiscal year.



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**PROGRAM/PROJECT BUDGET FORM**

Program/Project Income	Sources	Pending	Confirmed	Comment
<b>Contributed Income</b>				
	<b>Public Funds</b>			
	Municipal			
	State			
	Federal			
	<b>Total Public Funds</b>			
	<b>Grants</b>			
	Foundations			
	Other			
	<b>Total Grant</b>			
	<b>Sponsorships</b>			
	Corporate			
	Private			
	<b>Total Sponsorship</b>			
	<b>Membership</b>			
	Corporate			
	Individual			
	<b>Total Membership</b>			
<b>Earned Revenue</b>				
	Ticket Sales			
	Vendor Fees			
	Other			
	<b>Total Earned Revenue</b>			
<b>* Matching Funds</b>				
<b>Other Income (interest, etc.)</b>	Describe			
	<b>Total Other Income</b>			
<b>Total Income</b>				
<b>Program/Project Expense</b>				
<b>Personnel</b>				
	Program/Project coordinator			
	Accounting services			
	Personnel Benefits			
	Contract Services, Personnel/Consultant Fees - Describe			
	<b>Total Personnel</b>			



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<b>Administration</b>				
	Office Supplies			
	Printing Services			
	Permits			
	Insurance			
	Office rent or lease			
	Utilities/maintenance - related facility expense specific to project			
	Mailings/postage			
	Travel			
	<b>Total Administration</b>			
<b>Marketing</b>				
	Branding			
	Advertising			
	Public Relations			
	Other (media, etc.)			
	<b>Total Marketing</b>			
<b>Program/Project Materials &amp; Production</b>				
	Materials - Capital			
	Materials - Program			
	Materials - Other			
	Printing and/or Publication			
<b>Other - Describe</b>				
<b>Total Expense</b>				
<p><b>*Matching Funds</b> – Please include a list of partners and the amount of matching funds (pending or confirmed) dedicated to the proposed activities.</p> <p><b>In-Kind Contributions:</b> Please provide a list of in-kind services that will support the proposed program or project. In-kind service must be professional services and the value must be estimated at market based hourly rate.</p> <p><b>Note:</b> If the comment section in this budget form is not adequate, please provide additional information or explanations your believe necessary on a separate sheet.</p>				