

Welcome to the Buell Foundation Early Childhood Council Application. Applications are due at 5:00 p.m., May 1, 2023.

Please consult the online application [help guide](#) for additional information as you work on your application.

Requests for additional funds to support programs and services (e.g., home visiting, parenting education, child care tuition assistance programs, etc.) will continue to be considered on a case-by-case basis. Note that some funding guidelines have changed, and some service types have been eliminated. Visit our website for details. Please call your Program Officer to discuss a specific request. If approved, please include the request for Direct Services Support in the online application.

Contact your Program Officer with questions about the content of your application. Click on the blue comment bubble icon (shown below and under the title of most of the sections of the application) for technical questions related to the online application. Note this is not a 'live' chat, questions will be answered within one-business day via email.

The application will automatically save information as you enter it. You can also manually save by clicking the button at the bottom of each page. You can return to the application to continue working on it anytime before the application deadline. You can also use the button at the bottom of each page to "View/Print Application" if you want to print it or save it as a PDF.

Please note there are some changes to the application from previous years. We recommend grantees plan additional time. Required fields are noted with an asterisk. You will not be able to submit your application until every category on the far right of the screen shows a green checkmark.

You will receive an email once your application is successfully submitted. Please check your spam folder, and then contact grants@buellfoundation.org if you do not receive the confirmation email once you have submitted your application.

The Buell Foundation would love to hear from you regarding this online grants management system. Please complete a [brief survey](#) to provide feedback related to your experience.

Organization Profile

Legal Name of Council

This should be the exact wording from the IRS 501(c)(3) determination letter.

DBA (Optional)

Doing Business As – This is the name that the organization is widely known by if different from the legal name.

EIN (Applicant Organization)

The Employer Identification Number from the top right corner of your IRS 501(c)(3) determination letter. It is sometimes referred to as a Federal Identification Number.

Tax Exemption Status

Please choose the one that best describes your organization.

If you selected Other as your Tax Exemption Status, please describe:

Office Mailing Address

County

Please select the county where your headquarters are located.

Office Phone

Organization Website

Year Organization Founded

Organization Mission Statement

Geographic Area(s) Served

(e.g., counties, towns, etc.)

Anti-discrimination policy

An anti-discrimination statement is not the same as a harassment policy. If you do not have an anti-discrimination statement, please enter "No anti-discrimination policy." below.

Board of Directors List

Include the following information for each board member:

1. Position(s) on the board (officer and committee position)
2. Occupation and name of employer and/or affiliations(s)
3. City or county of residence
4. Term end date

You can upload a document that you already have developed. If you do not have a document, use the template provided here.

List of names and qualifications of Key Staff

Including length of service with the organization. Do not include job descriptions or resumes.

You can upload a document that you already have developed. If you do not have a document, use the template provided here.

Does your Organization use a Fiscal Sponsor?

Key Contacts

CEO or Executive Director

Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete.

Grant Contact

This is the person at your organization we should contact to discuss your application. Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete. You may enter up to 2 people as a grant contact.

Financial Contact

This is the person who will receive and process grant funds for your organization. Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete.

Board Officer

*The Board Officer will be asked to sign any grant contracts, should a grant be awarded. This **cannot** be the same person as the CEO.* Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete. You may enter up to 2 people as a Board Officer.

Fiscal Sponsor Contact

This is the person at the fiscal sponsor we should contact if we have questions on the relationship between your organization and the fiscal sponsor. Click the Select Contact button below to either select a contact already in the system or to create a new contact. Note that all information must be included for each contact before your application will be considered complete. You may enter up to 2 contacts at your fiscal sponsor.

Fiscal Sponsor Information (If Applicable)

Name of Fiscal Sponsor Organization

EIN (Fiscal Sponsor)

Please attach the following documents:

Memorandum of Understanding or the contract between your organization and your fiscal agent/fiscal sponsor

Attach your Fiscal Sponsor's operating budget for the current fiscal year

Please include revenues and expenses in the budget. Maximum number of attachments allowed: 4

Fiscal Sponsor Current (year-to-date) financial statements

These are generally financial statements reviewed at your Fiscal Sponsor's most recent board meeting. In some cases, the fiscal sponsor's year-to-date financial statements are the same as their most recent year-end statements. Please provide statements from within three months of application date.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement)

Fiscal Sponsor's Year-end Financial Statements

Include your Fiscal Sponsor's most recent fiscal year-end financial statements, audited if available. If the fiscal sponsor has an audit, but it is not available for the most recent fiscal year-end, also include the most recent audit.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement)
3. Most recent Audit (optional)

Board of Directors List for the fiscal agent/fiscal sponsor

Include the following information for each board member:

1. Position(s) on the board (officer and committee position)
2. Occupation and name of employer and/or affiliations(s)
3. City or county of residence
4. Term end date

You can upload a document that you already have developed. If you do not have a document, use the template provided here.

About Your Request

Are you requesting funds for direct services in addition to Early Childhood Council functions?

Direct services could be programs such as home visitation, parenting education, etc.

Amount requested for Early Childhood Council functions (\$).

This should not include direct service programs such as home visitation, parenting education, etc.

Amount requested for Direct Services (\$).

This is for programs such as home visitation, parenting education, etc.

Total Grant Request (\$).

This is the total amount requested.

Council Background

Discuss the founding and development of the council. Explain the original issue and/or opportunity the council was founded to address and how that may have changed over time. Briefly, discuss the biggest successes of your council to date. *Suggested word limit: 250 maximum.*

Council Activities

Internal Council Operations (*Suggested word limit: 750 maximum.*)

1. Describe the internal operations of your team and your efforts to successfully administer the responsibilities of your organization.
2. Identify resources that would be helpful in strengthening your internal operations. Examples might include having access to learning communities or to key partners like the Department of Early Childhood.
3. What are the council's greatest opportunities related to internal operations?

Systems Building (*Suggested word limit: 1000 maximum.*)

1. Describe how your council works across the three domains of the Early Childhood Colorado Framework to create a more coordinated, effective, and efficient system. Ensure that you discuss the foundational elements of the system when answering this question:
 - Strong Partnerships
 - Sufficient Investments
 - Sound Policy
 - Robust Public Engagement
 - Shared Accountability
 - Effective Leadership
 - Relevant Education Opportunities
2. How do you measure the success of your systems building efforts?
3. Identify challenges that hinder your council's systems building efforts.
4. What are the council's greatest opportunities related to systems building?

How would funds requested from the Buell Foundation support the activities noted above?

Suggested word limit: 250 maximum.

About Your Request (Ctd.)

State Funds *(Suggested word limit: 250 maximum).*

Explain this year's level of support from the State of Colorado and anticipated state support through the next three years (if known). How will any changes impact the council's programs and activities.

Do you have current support from the Buell Foundation for Council activities?

Please update us on the use of current council support. (Suggested word limit: 500 maximum).

(This question replaces the interim report previously required.) Please use this space to tell us how you are progressing in your current grant period. Include notable successes or challenges to internal council operations and systems building activities, to date, as well as any lessons learned and resulting changes.

This is a change from past reporting requirements. This question replaces the interim report we have historically required from current partners. A final report will still need to be submitted once all grant funds are expended.

Have the funds been fully expended?

Check this box to acknowledge that, once all funds have been expended, you will submit your final report. Your deadline for submission is noted in your contract and you will receive an automatic reminder to access the report on the grantee portal.

Is your organization on track to fully spend down the grant by the end of the contract date?

Check this box to acknowledge that, once all funds have been expended, you will submit your final report. Your deadline for submission is noted in your contract and you will receive an automatic reminder to access the report on the grantee portal.

Optional

If there is additional information that is vital to convey in this proposal, include that information here.

Attachments

Strategic Plan

Please attach your most recent strategic plan. Ensure that the plan is inclusive of all activities of the council.

Annual Report (Optional)

Evaluation Results (Optional)

Provide the council's most recent evaluation results or findings, if applicable.

Direct Service Request Information

Program Name(s)

Tell us the name of the project(s) or program(s) for which you are seeking funding.

Briefly detail each program for which you are requesting funding. *Suggested word limit: 750 maximum.*

Include the following:

- Program description, including curricula/approach
- Target audience and anticipated numbers to be served
- Frequency and duration
- Evaluation plan

How will requested funds support the activities noted above?

Did you receive funding for direct services in addition to Early Childhood Council functions last year?

Please describe the progress made toward the current grant's direct services goals and the impact the grant has had on the organization, specific funded program, and/or community.

(This question replaces the interim report previously required). Please use this space to tell us how you are progressing in your direct services programs for the current grant period. Include notable successes or challenges to your organization, or funded program, to date as well as any lessons learned and resulting changes.

This question takes the place of the interim report we have historically required from current partners.
Suggested word limit: 500 maximum.

Have the funds been fully expended?

Check this box to acknowledge that, once all funds have been expended, you will submit your final report. Your deadline for submission is noted in your contract and you will receive an automatic reminder to access the report on the grantee portal.

Is your organization on track to fully spend down the grant by the end of the contract date?

Check this box to acknowledge that, once all funds have been expended, you will submit your final report. Your deadline for submission is noted in your contract and you will receive an automatic reminder to access the report on the grantee portal.

Attachments

Attach your Organization's Operating Budget for the current fiscal year.

Inclusive of all funding streams. If necessary, include a budget narrative that describes items that are unique to your council, including what funds are predominantly pass-through. Enter at least 1 and no more than 2 items.

Attach your Direct Services Budget(s) for the current fiscal year.

Direct Services budget. Include Revenue and Expenses. Enter at least 1 and no more than 3 items.

Current (year-to-date) financial statements

These are generally financial statements reviewed at your most recent board meeting. In some cases, the organization's year-to-date financial statements are the same as your most recent year-end statements. Please provide statements from within three months of application date. Enter at least 1 and no more than 2 items.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement)

Year-end Financial Statements

Include the most recent fiscal year-end financial statements.

1. Statement of Financial Position (Balance Sheet)
2. Statement of Activities (Income and Expense Statement).

Does the Council have a financial audit?

If so, please enter the audit date:

Most recent Audit