

**Welcome to the Buell Foundation Early Childhood Council Application. Applications are due by 5:00 p.m., May 1, 2024.**

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 (<https://buellfoundation.org/our-grantmaking/how-to-apply/guidelines-application/>) 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 may 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” to print it or save it as a PDF.

Note: There are some changes to the application from previous years. We recommend grantees plan sufficient time to complete the application. 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](mailto:grants@buellfoundation.org) ([grants@buellfoundation.org](mailto:grants@buellfoundation.org)) if you do not receive the confirmation email once you have submitted your application.

# 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

- Choose the one that best describes your organization.
- If you selected Other as your Tax Exemption Status, please describe.

## Office Mailing Address

### County

- Select the county where your headquarters are located.

## Office Phone

## Council Email Address

## Organization Website

## Year Organization Founded

## Organization Mission Statement

## Geographic Area(s) Served (e.g., counties, towns, etc.)

## 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

Include 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.

## NON-DISCRIMINATION

The Buell Foundation prioritizes partnerships with organizations that are aligned with its values, including non-discrimination. If an organization's non-discrimination policies and practices are not aligned with Colorado law and the Buell Foundation, it is likely a funding request from that organization will be declined.

In order to align with Colorado law and the Buell Foundation, non-discrimination policies should **explicitly protect staff, vendors, beneficiaries, and clients from discrimination of the following protected classes: race, color, national and ethnic origin, religion, gender, gender expression, age, disability, marital status, and sexual orientation.**

Please provide your organization's non-discrimination policy.

- If you have multiple policies, for instance, a parent handbook and an employee handbook, provide both.
- A non-discrimination policy is not the same as a harassment policy. If you do not have a non-discrimination policy, enter "No non-discrimination policy" below.

If your policy does not align with the Buell Foundation's, please provide information on why any identified classes or parties are not included in your non-discrimination policy.

## KEY CONTACTS

To add a new contact, DO NOT simply edit the currently listed contact. That will change the information for that person's contact record.

- To add a new contact click the "Select Contact" button
- Then choose the "+ Add New Contact" link
- Enter the information for the person whose information is not already in the portal.

### 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: All information must be included for each contact before your application will be considered complete. You may enter up to two people as a grant contact.

### CEO or Executive Director

The CEO or Executive Director contact CANNOT be the same as the Board Officer entered below.

Please provide a unique (not shared) email address, this contact will be asked to electronically sign any grant award documents. Click the “Select Contact” button below to either select a contact already in the system or to create a new contact. This contact can also be a grant contact. Note: All information must be included for each contact before your application will be considered complete.

### **Financial Contact**

This is the person who will receive and process grant funds for your organization. The Financial contact can also be the CEO and/or grant contact. Click the “Select Contact” button below to either select a contact already in the system or to create a new contact. Note: All information must be included for each contact before your application will be considered complete.

### **Board Officer**

This CANNOT be the same person listed as the CEO or Executive Director contact above. The Board Officer can be a Grant contact or financial contact. Please provide a unique (not shared) email address, this contact will be asked to electronically sign any grant award documents. Click the “Select Contact” button below to either select a contact already in the system or to create a new contact. Note: All information must be included for each contact before your application will be considered complete. You may enter up to two people as a Board Officer.

### **Fiscal Sponsor Contact**

Click the “Select Contact” button below to either select a contact already in the system or to create a new contact. Note: All information must be included for each contact before your application will be considered complete. You may enter up to two contacts at your fiscal sponsor.

### **Fiscal Sponsor CEO or Executive Director**

The Fiscal Sponsor CEO or Executive Director contact CANNOT be the same as the Fiscal Sponsor Board Officer entered below. Please provide a unique email address, this contact will be asked to electronically sign any grant award documents. Click the “Select Contact” button below to either select a contact already in the system or to create a new contact. Note: All information must be included for each contact before your application will be considered complete.

### **Fiscal Sponsor Financial Contact**

This is the person who will receive and process grant funds at your fiscal sponsor. We will contact this person to provide ACH payment information if a grant is awarded. The Fiscal Sponsor Financial Contact can be the Fiscal Sponsor contact, Fiscal Sponsor CEO or Executive Director, or Fiscal Sponsor Board Member. Click the “Select Contact” button below to either select a contact already in the system or to create a new contact. Note: All information must be included for each contact before your application will be considered complete.

### **Fiscal Sponsor Board Officer**

This CANNOT be the same person listed as the Fiscal Sponsor CEO or Executive Director contact above. Please provide a unique email address, this contact will be asked to electronically sign any grant award documents. Click the “Select Contact” button below to either select a contact already in the system or to create a new contact. Note: all information must be included for each contact

before your application will be considered complete. You may enter up to two people as a Board Officer.

## FISCAL SPONSOR INFORMATION

### **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: Four

### **Fiscal Sponsor's 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**

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?

*Suggested word limit: 750 maximum*

### **Systems Building**

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?

*Suggested word limit: 1,000 maximum*

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

*Suggested word limit: 250 maximum*

### **State Funds**

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.

*Suggested word limit: 250 maximum*

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

### **Optional**

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

*Suggested word limit: 250 maximum*

## **Attachments**

### **Strategic Plan**

Please attach your most recent strategic plan. Ensure that the plan submitted 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**

Include the following:

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

*Suggested word limit: 750 maximum*

**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?**

## Direct Services Interim Report

**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.**

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 for direct services been fully expended?**

**Is your organization on track to fully spend down the current direct services funding 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

If any additional documentation or follow-up information is needed to complete your grant application, your assigned Program Officer will reach out with a detailed request. **Additional documentation or follow-up items will need to be received by the Buell Foundation no later than Friday, June 7 in order for your request to be considered for funding.**

**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.

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

Direct services budget. Include revenue and expenses.

**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.

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

**Year-end Financial Statements**

Include the most recent fiscal year-end financial statements.

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

**Does the Council have a financial audit?**