



EARLY CHILDHOOD COUNCIL GRANT APPLICATION

Welcome to the Buell Foundation Early Childhood Council Application.

Applications are due by 5:00 p.m., May 1, 2026.

Please consult the online application [help guide](#) for additional information as you work on your application. **Please note that the 2026 council application has been updated, with several changes to previous years' questions. We recommend grantees plan additional time to review the new questions and requirements to complete the 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. **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.

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.

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

Fiscal Year End (mm/dd)

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 is committed to providing an inclusive and welcoming environment for all our staff, grantees, beneficiaries, and vendors and does not discriminate on the basis of race, color, national and ethnic origin, religion, gender, gender expression, age, disability, marital status, and sexual orientation in any of its activities, the administration of its grants, or employment practices. The Foundation's policy is to maintain an environment free of unlawful discrimination and to comply with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.

The Foundation's funding application includes submission of the applicant's non-discrimination policy. The Foundation prioritizes partnerships with organizations and programs 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 possible that a funding request will be declined. If a grant seeker has questions or concerns about their policies and practices related to non-discrimination, please contact us at 303-744-1688.

Please provide your organization's non-discrimination policy.

If you have multiple policies, for instance a parent handbook and an employee handbook, please provide both.

A non-discrimination policy is not the same as a harassment policy. If you do not have a non-discrimination policy, please enter "No non-discrimination policy" below.

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

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 program/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**, such as a program manager and a development manager.

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: 4

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

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

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

How do you work day to day to carry out your council operations?

How many people are on your team? What are their key roles? Do you contract out any of your council work?

Suggested word limit: 300 words

What is this year's level of support from the State of Colorado?

Describe any impacts related to state support fluctuations.

Suggested word limit: 200 maximum

How will combining council and LCO functions affect your operations?

Suggested word limit: 200 maximum

Optional

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

Suggested word limit: 250 maximum

Strategic Plan

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

Evaluation Results (Optional)

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

Annual Report (Optional)

SYSTEMS BUILDING

What is your strategy related to systems building in your catchment area?

Suggested word limit: 200 maximum

What is your council's approach to working across the four domains of the Early Childhood Colorado Framework?

Suggested word limit: 200 maximum

Who are your strongest partners across your catchment area, and what purpose do those partnerships serve? What is your approach to building new partnerships?

Suggested word limit: 200 maximum

How do you work collaboratively with partners to effectively engage community (families, providers, relevant stakeholders, etc.)?

Suggested word limit: 200 maximum

What efforts have you made toward engaging in policy changes locally or beyond?

Suggested word limit: 200 maximum

How do you measure the success of your systems-building efforts?

Suggested word limit: 200 maximum

Identify challenges that hinder your council's systems-building efforts?

Suggested word limit: 200 maximum

In the next year, what are the council's greatest opportunities related to systems building?

Suggested word limit: 200 maximum

CATCHMENT AREA INFORMATION

What are the greatest challenges and opportunities facing communities within your catchment area?

Suggested word limit: 200 maximum

Identify resources that would be helpful in strengthening your local early childhood system.

Suggested word limit: 200 maximum

COUNCIL FUNCTIONS INTERIM REPORT

Please update us on the use of current council support.

Please use this space to tell us how you are progressing in your current grant period. Include notable success or challenges to internal council operations and systems-building activities to date, as well as any lessons learned and resulting changes.

Suggested word limit: 200 maximum

Have the funds been fully expended?

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

Check this box to acknowledge, once all funds have been expended, you will submit your final report. Your deadline for submission is noted in your grant agreement. You will receive an automatic reminder when the report is due. The report can be accessed through the grantee portal.

DIRECT SERVICE REQUEST & INTERIM REPORT

Program Names

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

Suggested word limit: 750 maximum

Did you receive Buell 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.

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.

Suggested word limit: 500 maximum

Have the fund 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, once all funds have been expended, you will submit your final report. Your deadline for submission is noted in your grant agreement. You will receive and automatic reminder when the report is due. The report can be accessed through 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 Tuesday, June 16, 2026 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?