



# Tenth Mountain Division Foundation, Inc.

## Grant Application

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### **Grant Application General Information: Completed Application Due on/or Before May 1<sup>st</sup>** Remit to: 133 S. Van Gordon Street, Suite 200, Lakewood, CO 80228

**BEFORE WRITING YOUR PROPOSAL, PLEASE READ THIS PAGE CAREFULLY! Proposals MUST complete every section of this form and meet the stated minimum requirements to be considered. Only eligible projects with fully completed applications received by the deadline are 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. All grant proposals must be submitted in the name of a qualified IRS 501c3 charitable organization or approved fiscal agent.
3. 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.
4. Read the Tenth Mountain Foundation Mission Statement (below), as well as Goals, and program interests found online at: <http://10thmdf.org/> 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<sup>st</sup>**:  
**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>; funds will be disbursed in the first two weeks of January.

**Please note:** Grant awards reflect available funds for the budget year the proposal is requested.

**The mission of the Tenth Mountain Division Foundation is to honor and perpetuate** the legacy of the WWII 10th Mountain Division, the soldiers who served with it, and the ideals for which they lived and died. **In fulfilling this mission, the Foundation will develop, encourage and support those good works, educational programs and other activities that** promote widespread awareness of the sacrifices, accomplishments and contributions of the 10th Mountain Division and its broader membership to foster the spirit of the 10th Mountain Division in future generations by building individual character and comradeship, strengthening community responsibility, encouraging participation by successor organizations, celebrating the spirit of the 10th Mountain Division, their connection with the mountains and their love of the outdoor environment.

**The Foundation's goals therefore are** to increase public knowledge of the WWII 10th Mountain Division legacy, to enhance opportunities for involvement and membership in the 10th Mountain Division Association and 10th Mountain Division Descendants organizations; to develop, support and promote programs and activities that perpetuate the spirit of the 10th Mountain Division; and to build collaborative relationships with entities, groups and individuals that increase operational effectiveness.



## 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 score a minimum total of 10 points to be considered for final approval, with a minimum of 2 points in each category.**

### 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.

### Legacy of the 10<sup>th</sup> Mountain Division

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

**Doing Business As (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), please 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 legacy of the 10<sup>th</sup> Mountain Division?
  - 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. **We encourage funding partners, in-kind donations and collaborative partnerships.**

- **Credit for Tenth Mountain Division Foundation:** Describe how your project would recognize The Tenth Mountain Division Foundation for its financial contribution. The 10<sup>th</sup> Mountain logo and branding guideline information will be available through The Tenth Mountain Foundation website.
- **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?
- **Reporting to Tenth Mountain Division Foundation:** You will be expected to provide a summary of how award funds were used for your project by June 15 of the year following your award. Multi-year grant awards will also require reporting by June 15 each year until project completion.
- **Optional:** If there are vital additional proposal details, add it here, keeping within 10 page narrative limit.

## 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.



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(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.

**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,			





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	<b>Personnel/Consultant Fees - Describe</b>			
	<b>Total Personnel</b>			
<b>Administration</b>				
	<b>Office Supplies</b>			
	<b>Printing Services</b>			
	<b>Permits</b>			
	<b>Insurance</b>			
	<b>Office rent or lease</b>			
	<b>Utilities/maintenance - related facility expense specific to project</b>			
	<b>Mailings/postage</b>			
	<b>Travel</b>			
	<b>Total Administration</b>			
<b>Marketing</b>				
	<b>Branding</b>			
	<b>Advertising</b>			
	<b>Public Relations</b>			
	<b>Other (media, etc.)</b>			
	<b>Total Marketing</b>			
<b>Program/Project Materials &amp; Production</b>				
	<b>Materials - Capital</b>			
	<b>Materials - Program</b>			
	<b>Materials - Other</b>			
	<b>Printing and/or Publication</b>			
<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>				