

NATHAN B. AND FLORENCE R. BURT FOUNDATION, INC.

Suite 2830, Lincoln Center, 1660 Lincoln Street

Denver, Colorado 80264

WWW.BURTFUNDATION.ORG

The Nathan B. and Florence R. Burt Foundation (hereinafter “The Foundation”) is a non-profit corporation incorporated on December 13, 1984, operating as a private foundation as defined in Section 509(a) of the Internal Revenue Code (IRC), and is qualified as a tax-exempt organization pursuant to IRC Section 501(c)(3). The Foundation is endowed and does not seek contributions from others, but dispenses grants, outright or on a matching/challenge basis, primarily to tax-exempt charitable and educational organizations located and carrying out their programs in Colorado.

The Foundation generally restricts its grants to organizations dealing with and affecting the needs of children and senior citizens in Colorado and such grants ordinarily average \$2,500 or less.

The Board of Directors (Trustees) and officers of the Foundation are:

Harry L. Arkin, Esq.....President/Chairman of the Board/Director
Mr. John C. BakerVice President/Director
Mrs. Natalie MeyerSecretary/Director
Mr. Gregory DicksonTreasurer/Director
Dr. Harrison Hayes.....Director
Dr. Bruce M. Jafek.....Director
Dr. Margaret FomerDirector

APPLICATION FOR GRANT FORMS of the Foundation should be downloaded from the Web at the above internet/website address. Prospective applicants for Grants should read it and fill out the forms carefully. That form, in the required number of copies, etc., accompanied by documents described in the enclosed Grant Application Instructions and Program/Project Budget forms must be mailed or delivered to the Foundation at the above address **to arrive** on or before the date stated on the Web page as the Grant Application deadline. That package of information, **only if complete**, will be used by the Board of Directors of the Foundation to evaluate requests for Grants.

CRITERIA FOR GRANTS:

The Foundation restricts its grants whereby the Applicant:

1. Must be a charitable or educational organization qualified under Sections 501(c)(3) or 501(c)(4) of the Internal Revenue Code;
2. Must be located in and carry out its objectives in Colorado; and
3. The Foundation does not make grants for general operating or capital construction costs, to individuals, or to or for political causes, organizations or candidates.

NO APPLICATION WILL BE CONSIDERED UNLESS SUBMITTED EXACTLY AS INSTRUCTED WITH NO DEVIATIONS (SEE GRANT APPLICATION INSTRUCTIONS). The narrative cover letter is not to exceed three (3) pages. Enclosure of additional limited pamphlets or informational materials, if any, relating to applicant organizations and/or the proposed use for which a Grant is being applied may be helpful, but are discretionary; please do not overwhelm us— we do not make grants based upon the weight of the application. Expensive, multicolored, annual reports, etc. detract from evidence of need unless as stated as donated to the Applicant and not stated as such.

Do not refer to "attached documents" in responding to the Grant Application item entitled "Brief Description of Request". You must summarize the Program/Project Budget (green form/paper) as to the purpose for which a grant is sought; strict limit of 350 characters with specific instructions as shown on the form.

Grants will not be made to an organization for more than one proposal within a twelve-month period. Also, if a proposal has been considered and denied funding, applicants must wait six months to resubmit a new proposal for consideration. Since the Foundation receives funding requests far in excess of its income, only a portion of the Applications can be approved. A decision not to fund an Applicant does not reflect on the merits of the Applicant nor the value of its proposal, but rather results from the limited resources of the Foundation.

No Application for a Grant from an organization previously funded by the Foundation will be considered until and unless a Grant Evaluation of the expenditure of the previous grant has been submitted to the Foundation within the time limit specified. The Grant Evaluation form provided on the Foundation Website must be completed and returned to the Burt Foundation within ninety (90) days after a Grant is paid or the Grantee will be barred from future consideration by this Foundation.

Decisions of the Board as to each Application for Grants are customarily communicated to applicants within thirty (30) days after they have been considered at the biannual Foundation Board meeting.

The Foundation's latest Annual Report may be inspected at the above address by appointment or a copy may be obtained from the office of the Colorado Attorney General.

Thank you for giving us the opportunity to consider assisting you with your work and service to your community.

The Nathan B. and Florence R. Burt Foundation, Inc.

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GRANT APPLICATION INSTRUCTIONS

- A. **APPLICATION FOR GRANT FORM:** (**must be printed on blue paper**) to tell the Burt Foundation who and, **briefly**, what Applicant is submitting for the Burt Foundation's consideration (using the fillable fields form from the website).
- B. **PROGRAM/PROJECT BUDGET:** (**must be printed on green paper**) for the **specific use** to which funds applied for will be used (using the fillable fields form from the website).
- C. **NARRATIVE:** (must **not exceed three [3] pages**). The narrative must include the following information **in this order:**
1. **Applicant Information**
 - a. Mission statement, (brief statement of Applicant's organization's goals, and/or objectives);
 - b. Brief summary of Applicant's history; and
 - c. Description of current programs, activities and accomplishments of Applicant.
 2. **Purpose of Grant.** This section should include the following:
 - a. Brief statement of the issue to be addressed; description of constituency served by Applicant or program for which funds are applied (include target population) and how they will benefit;
 - b. Description of goals and objectives for the purpose of the grant (in greater detail than on "Application");
 - c. Description of activities planned to accomplish these goals and whether this is a new or ongoing activity on the part of sponsoring organization;
 - d. Timetable for implementation, and how goals, success of Grant will be measured;
 - e. Other organizations, if any, participating in the same area of activity, program or project; and
 - f. Long term sources/strategies for funding program or project after grant utilized.
- D. **ATTACHMENTS.** Please include the other required documents **IN THE ORDER LISTED ON THE FOLLOWING GRANT APPLICATION CHECKLIST.**

Follow this list exactly – only applications submitted exactly as instructed with no deviations to our form or formatting will be considered for Grant funding.

1. Sets of documents must be **collated** into individual sets, and,
2. Original and all copies must be **3-hole punched** for our standard ring binders.

*****Use the following revised checklist to ensure you have included all required materials in the appropriate number of copies.*****

NATHAN B. AND FLORENCE R. BURT FOUNDATION, INC.

GRANT APPLICATION CHECKLIST

(THE TOTAL NUMBER OF COPIES OF EACH DOCUMENT TO BE SUBMITTED IS LISTED BELOW; SETS OF DOCUMENTS MUST BE PUNCHED FOR A THREEHOLE BINDER AND COLLATED IN THE ORDER SHOWN)

Name of Applicant: _____

Contact Person: _____

Telephone Number _____

	DOCUMENT	# of Copies	✓
1	Application for Grant (MUST PRINT ON BLUE PAPER)	5	
2	Program/Project Budget (MUST PRINT ON GREEN PAPER)	5	
3	Narrative on white paper; (NOT TO EXCEED THREE (3) NUMBERED PAGES)	5	
4	Financial Statements (most recent fiscal year-end)	5	
5	Annual Report (most recent) of your Organization [If no Annual Report is prepared state so in a letter in place thereof]	5	
6	IRS determination letter indicating 501(c)(3) or 509(a) status	5	
7	Certificate of Good Standing* from Colorado Secretary of State's (or from the state which your organization is located if you do not have Colorado operations) [*Issued within one (1) year of the date of Application you are submitting]	5	
8	List of Board of Directors and Officers	3	
9	List of three (3) Key Staff Members and their Qualifications	3	
10	List of major contributors	3	
11	Description of in-kind contributions	3	
12	Description of volunteer involvement	3	
13	Include this " Form " with your application with each item check marked as included	3	
14	Other supporting material, <u>may</u> be included, Grants are <u>NOT</u> made on basis of amount of material submitted.		
15	If you do not forward a copy of each document required you must include an explanatory letter regarding those omitted or it will <u>NOT</u> be considered		

ALL COPIES OF ALL DOCUMENTS MUST BE THREE-HOLE PUNCHED!

TO: **NATHAN B. AND FLORENCE R.
BURT FOUNDATION, INC.**
*Suite 2830, Lincoln Center
1660 Lincoln Street
Denver, Colorado 80264*

APPLICATION FOR GRANT: ORGANIZATION SUMMARY

MUST PRINT ON BLUE PAPER

ORGANIZATION NAME: _____

CONTACT PERSON: _____
(Organization contact Name and Title – Typed or Printed)

ADDRESS: _____

Office Phone: _____ Office Fax: _____

E-mail address: _____

BRIEF DESCRIPTION OF PURPOSE OF SPECIFIC PROJECT FOR WHICH FUNDING IS APPLIED: Enter Text Below (strict limit 350 characters; do **not** repeat organization name or generalities.)

FISCAL YEAR END: _____ AMOUNT REQUESTED: _____
(Bear in mind that our average grant is \$2,500.00)

PRIOR APPLICATION(S) TO/GRANTS FROM THIS FOUNDATION:
Year(s) _____

Please indicate the percentages of expense below in relation to your total expenses for:

<u>This Project</u>	<u>Total General Administrative Expenses of</u>	<u>Total Devoted to Fundraising</u>
	Applicant	by Applicant
_____%	_____%	_____%

Signature - President or Executive Director _____ Date

Typed/Printed name - President or Executive Director

