



Endowment Challenge Grants 2008 - 2010 Instructions and Letter of Interest Guidelines

In the spirit of its Nonprofit Preservation Initiative, Community First Foundation is pleased to announce Endowment Challenge Grants 2008 – 2010, a grant opportunity designed to help nonprofit organizations build an endowment at the Foundation. The Foundation has committed \$1.5 million to help nonprofits in the metropolitan Denver community strengthen their long-term financial stability through endowment-building, and will match \$.50 for every dollar contributed to the endowment during a two-year Endowment Challenge Grant Period.

Thank you for your interest in Endowment Challenge Grants 2008 – 2010. The Foundation is offering two Endowment Challenge Grant Periods: Round 1: May 1, 2008 – April 30, 2010 and Round 2: October 1, 2008 – September 30, 2010.

To participate in one of the rounds, please review the following instructions, Letter of Interest Guidelines, and application dates before proceeding:

1. Please read the Fact Sheet and FAQs posted online at www.CommunityFirstFoundation.org/Endowment to learn details about the endowment challenge grants and determine if your organization is eligible to participate. Please acknowledge in your Letter of Interest that the executive director and a board officer have read and agree with the provisions stated in these documents.
2. Submit a Letter of Interest. In order to ensure that your organization is ready to begin an endowment, and to assist you with the application, ***we require that each organization first submit a Letter of Interest.***

Letter of Interest Guidelines

- Please address your Letter of Interest to Sharon Morneau, Grant Administrator.
- Include all of the following information in your letter.
 1. Organization name
 2. Contact name, direct telephone number, e-mail address
 3. Date organization founded
 4. Number of employees
 5. Number of board members
 6. Percentage of board members who support an endowment initiative
 7. Annual operating budget for 2007 and 2008
 8. Net assets as of December 31, 2007
 9. Direct services provided in the seven-county metropolitan Denver area
 10. How will the endowment fund benefit your organization (100 words or less)?
 11. What grant goal and matching grant amounts are you requesting?
 12. If selected to apply for a matching grant, how will your organization fund-raise to grow the endowment (100 words or less)?
 13. Describe why an endowment is important to your organization.

- **Submit the Letter of Interest by:**
~~For Round 1: Friday, February 29, 2008 (closed)~~
For Round 2: Friday, August 1, 2008

Submit to:

E-mail: smorneau@CommunityFirstFoundation.org or

Mail: Sharon Morneau, Grants Administrator

Community First Foundation, 6870 W. 52nd Ave., Suite 103, Arvada, CO 80002

3. After reviewing your Letter of Interest, a representative from the Foundation will contact you to ensure your organization is approved to begin the application process.
4. Complete the application according to the following schedule:
 - ~~Round 1: May 1, 2008 – April 30, 2010:~~
~~Application deadline 3 p.m., Tuesday, April 1, 2008 (closed)~~
 - Round 2: October 1, 2008 – September 30, 2010:
Application deadline 3 p.m., Monday, Sept. 1, 2008