Douglas County Hearts & Hands COVID-19 Recovery Fund
Grant Application Guidelines and Instructions

1. Background and Purpose:

Douglas County Community Foundation (DCCF) has established a fund to address the urgent and long-term needs of Douglas County’s most vulnerable residents in response to needs stemming from the COVID-19 crisis. Rapid response funding is needed to strengthen and stabilize Douglas County nonprofit community organizations responding to and impacted by COVID-19.

Data gathered from service providers will be used to determine priority needs of nonprofits in order to operate their services, as well as those challenges expected in the long term. Applications from nonprofit organizations will be accepted beginning April 7, 2020 and will continue on a rolling basis.

2. Areas of Priorit y:

This fund will address emergency needs for nonprofit organizations who are experiencing budgetary impacts due to the COVID-19 crisis. Priority will be given to area nonprofits providing direct service to areas of Impact, Response and Recovery with the COVID-19 crisis. Examples of areas of priority include, but are not limited to, food banks, food delivery, healthcare, housing, mental health, workforce development centers and COVID-19 prevention communications. Priority will also be given in these areas to those most vulnerable in Douglas County, including seniors, those with disabilities, immune-compromised populations and those living in poverty. Grants may be used for operations or service delivery.

3. Eligibility:

- Must be classified by the Internal Revenue Service, as a tax-exempt, 501(c)(3) public charity or qualified tax-exempt entity; or make use of a 501(c)(3) fiscal agent
- Must be a 501(c)(3) in good standing with the Colorado Secretary of State
- Must reside or conduct more than 50% of its services and programs within Douglas County
- Must be able to apply, and correspond, solely through digital means with DCCF
- Must be able to provide brief feedback from grant funding usage
4. Timeline and Disbursements for Applications:

There will be three cycles of funding in 2020.

<table>
<thead>
<tr>
<th>Application Window</th>
<th>Distribution</th>
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<tr>
<td>April 7–27, 2020</td>
<td>May 2020</td>
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<tr>
<td>May 3–21, 2020</td>
<td>June 2020</td>
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<tr>
<td>June 7–25, 2020</td>
<td>July 2020</td>
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*Application windows subject to change based on board's discretion, need and funds available.

The Fund Year will begin April 7, 2020 and disbursements will begin in May 2020, on a rolling basis.

5. Submission of Application:

Completed application may only be submitted electronically.

6. Application Requirements Criteria:

Threshold requirements that must be met before any application will be fully evaluated include:

A. Submission of completed application form that meets all eligibility requirements listed in Item 3.
B. Requests aligned with Impact, Response and Recovery priority areas (Item 2) to residents of Douglas County

An evaluation committee will be formed that includes representation from the Douglas County Community Foundation, Douglas County residents and business leaders.

7. Required Information

A completed application form will provide the following information:

APPLICATION
Section I: Organizational Summary – address, contact information
Section II: Narrative (500 words)
1. Purpose of request (500 words max)
2. Importance to Impact, Response or Recovery (500 words max)
3. Other Support (500 words max)
4. Time and Resources (250 words max)
Section III: Tax Status/Amount Requested
Section IV: Upload financial documents – include your most recent audited financial statement, if available, or year-end financial statement
Section V: Fiscal Sponsorship - Additional attachment for organizations utilizing a fiscal agent/sponsor: MOU between agencies
8. Application Evaluation Criteria

1. Purpose of the Request: Priority will be given to organizations that meet the purpose of the Douglas County Hearts & Hands COVID-19 Recovery Fund priorities as defined above. *(50%)*
   a. Organization is providing COVID-19 services to vulnerable populations in priority areas
2. Impact: Priority will be given to organizations that provide/are providing impact and reach to Douglas County residents. *(25%)*
   a. Organization is providing direct impact and reach to COVID-19 affected populations in Douglas County
3. Fiduciary Responsibility: Priority will be given to organizations who can demonstrate they are leveraging available funding for nonprofits *(15%)*
   a. Organization provides summary of financial need, how funds will be used and eligibility for other resources for expenses incurred or planned
4. Recovery Impact: Priority will be given to organizations who have been providing relief and assistance for COVID-19. *(10%)*
   a. Description of time and resources spent addressing COVID-19

X. Other

**Fiscal Sponsors:** Organizations utilizing a Fiscal Sponsor will be required to attached signed MOU’s or inter-agency agreements.

**Reports:** Abbreviated reporting or a survey response will be requested of each agency receiving funds. Information regarding report requirements will be provided to grantees before fund agreements are made.

**NOTE:** The evaluation committee will not be able to contact applicants with clarifying questions, so please make sure to include all details that might be helpful. Consider what questions or concerns might arise and clearly address any of those items.

The application can be found at the website DCCF.org or go directly to:
b.it.ly/DCCFCOVIDRECOVERY