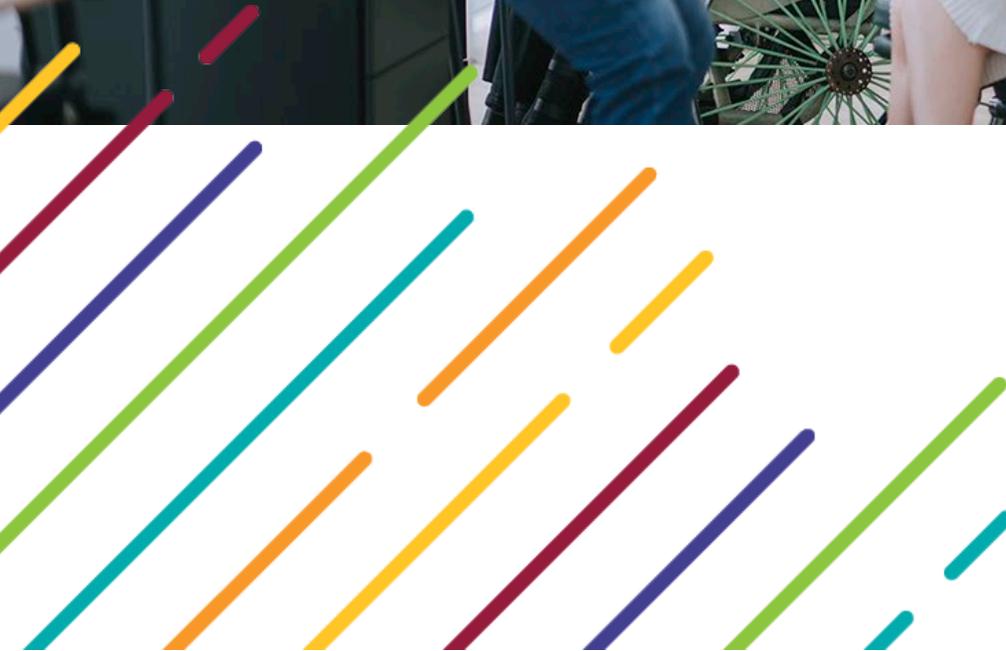


# Request for Proposals (RFP)

'Take a Hat Off' and Improve Your Organizational Capacity  
to Support Jefferson County Residents



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## Overview

Community First Foundation (the Foundation) is pleased to announce a grant opportunity to support the capacity needs of nonprofit organizations actively working to improve conditions of community health for Jefferson County (Jeffco) residents. This grant opportunity aims to provide organizational support to a wide-range of Jeffco-serving nonprofits through access to capacity support and operating funds. Our goal of this grant opportunity is to provide resources to Jeffco-serving nonprofits who are on the frontlines of the health and wellness of the community.

To be considered for this grant opportunity, applicants must be headquartered in, have a physical location in, or have a recent history (within the past year) of providing meaningful services in Jefferson County. Eligible organizations must also have a current capacity need and be registered on Catchafire. Organizations not already on Catchafire must submit a form to be considered, then register after receiving a direct invitation from the Foundation. A list of invited organizations with their registration status on Catchafire is available in the Appendix.

The cash award for this grant opportunity is \$15,000 and includes access to the Catchafire platform that leverages unlimited access to professionals to support a variety of organizational capacity needs.



## Background

We hear it all the time. Organizational capacity is the biggest challenge nonprofits face when trying to build stronger communities and improve the quality in Jefferson County.

We recognize that improving your organization's capacity is critical to impacting the performance and services you provide. Ultimately, it's about advancing healthy communities in Jeffco. Community First Foundation partners with [Catchafire](#), an online platform of professionals who donate their time to support and strengthen the social good sector. Catchafire connects you with talented professionals looking to give back, allowing you to access expertise in areas such as marketing, web development, operations, strategy, and more.

We know you wear many hats in your organization and want to relieve some of that burden financially and with the help of pro-bono, skilled professionals to help get you complete your projects. What kind of projects? Catchafire has hundreds of project templates ready for you to use. Here's a sampling of some of them but you can explore others [here](#).



Community First Foundation offers this service at no cost to you to support Jeffco nonprofits as you build capacity and thrive! We believe in Catchafire so much that we're requiring you to be registered through our Community First Foundation Catchafire site before you can apply for this grant.

- 1) Make sure you meet the eligibility requirements. Catchafire is exclusively for "social good organizations" which Catchafire defines as 501(c)(3) nonprofits, organizations in the process of earning their 501(c)(3) status, or social enterprises. Social enterprises can be for-profit businesses but should have a strong social mission tied to their work (e.g. percentage of profits donated, or the purchase one + donate one model, etc.).
- 2) Review the list on nonprofits (see appendix) to see if your organization is already on the list. If you are, you're ready to apply for this grant.
- 3) If your organization's name is not on the list, [complete this form](#) to get started.

Want to learn more about Catchafire? Watch this [video](#) of how Catchafire's online community works.

Already on the Catchafire list but have yet to engage and post a project? [Log in](#) to your account and get started.

# The important stuff

## Application deadline

Organizations that meet eligibility requirements may submit applications no later than 5:00 p.m. MDT on Monday, May 16, 2022.

## Grant Opportunity and Requirements

This grant opportunity is a one-time funding event. Grant decisions will favor organizations that can demonstrate the impact of the work in Jefferson County; have an organizational capacity-building need to be addressed over the next year; serve marginalized communities of need; and demonstrate a commitment to accessibility, equity, diversity and inclusion.

## Award Amounts

Grant funds will be made available through an open, competitive grant opportunity with individual grant awards up to \$15,000. This grant is a one-time opportunity with the grant period lasting 12 months - July 2022-June 2023.



## Objective

The Foundation's intent is to support or offset a portion of costs incurred through growing their organizational capacity in order to improve their work in Jeffco. Applicants should consider combining the use of Catchafire's services in order to maximize the \$15,000 cash award for general operations.

## What we'll fund

Programs and organizations working to address economic stability, education, social and community context, health and health care, and neighborhood and built environments are just a few ways to improve health in the community through this grant opportunity.



## Addressing capacity needs

Grant proposals must identify organizational capacity challenges and the resources needed to address those challenges in order to better serve the health and wellness of Jefferson County residents.

Examples of capacity projects include, but are not limited to:

Executive Leadership training; Finance and Operations; Fundraising; Human Resources; Marketing and Communications; Professional Development; Program Management; and Technology.

## Eligibility

Organizations wishing to apply for this grant opportunity must meet the following criteria:

**Service to Jeffco residents.** Organizations must already be providing services or support to Jeffco residents. Funding requests can be made for organizational capacity-building or to allow for expanded work in Jeffco that improves community wellness. Organizations do not need to be headquartered in Jeffco in order to apply.



**Catchafire.** Eligible applicants must join the Catchafire platform and be registered by an invitation from Community First Foundation before you can begin your application.

**Registered 501(c)(3) nonprofit or government equivalent.** Eligible applicants must be recognized by the IRS as tax exempt under Section 501(c)(3), government equivalent or fiscally sponsored by a 501(c)(3) nonprofit entity.

The following are not eligible for grant funding from Community First Foundation:

- Individuals
- For-profit organizations
- Fundraising events
- Private foundations
- Other foundations or nonprofits that distribute money to recipients of its own selection
- Endowments
- Organizations that practice discrimination of any kind
- Organizations that do not have fiscal responsibility for the proposed project

**Willing to share data.** The Foundation intends to use the information about organizations that apply to inform our Jeffco network. By submitting a grant request, applicants agree to allow the Foundation to use or share information contained in the grant application to inform community or drive deeper connections within Jeffco.

## Key Dates

April 4, 2022  
April 14, 2022, 9:30a.m.

Grant opportunity announcement  
Grant Webinar: Learn more about the grant opportunity

REGISTER FOR WEBINAR

May 16, 2022  
July 2022  
July 2022-June 2023  
July 2023

Deadline for application  
Grantees notified  
Grant period  
Final reports due

## Application and submission instructions

Qualified applicants are encouraged to submit an online application for the **Take a Hat Off grant** opportunity through Community First Foundation's application portal, SmarterSelect, beginning April 4, 2022.

APPLY

Note: We've included the application questions for reference in the appendix.

## Still have questions?

### Questions about the application?



Contact Jaime Aguilar, program officer, at [jaguilar@communityfirstfoundation.org](mailto:jaguilar@communityfirstfoundation.org) or (720) 898-5938.



If you have any technical questions about the online application, such as creating an account or uploading an attachment, please contact Kelly Degering, grants administration manager, at [kdegering@CommunityFirstFoundation.org](mailto:kdegering@CommunityFirstFoundation.org) or 720.898.5918.

## Appendix

## Catchafire List

To be eligible to apply for the Take a Hat Off grant, organizations must have a current capacity need and be registered on Catchafire. Review the list below to determine your organization's Catchafire status.

### Registered and Eligible

These organizations are already registered through Community First Foundation on Catchafire and are meet this grant eligibility requirement! [Start your application now!](#)

- 40 West Arts, Inc.
- Adaptive Adventures
- All-Stars Club
- Angelica Village
- Apprentice of Peace Youth Organization
- Arvada Community Food Bank, Inc. dba Community Table
- Authentic Creations Publishing Apothecary
- B.I.O.N.I.C. Team
- Balon USA
- Benefits In Action
- BeyondHome
- Cat Care Society
- CBR YouthConnect
- Center for Community Wealth Building
- Chanda Plan Foundation
- Colorado Coalition for Boys & Men
- Colorado Conservatory of Dance
- Colorado Statewide Parent Coalition
- Comeback Yoga
- Conscious Alliance
- CSU Extension Jefferson County
- Denver Children's Home
- Denver Indian Family Resource Center
- Developmental Disabilities Resource Center
- Edgewater Collective
- Epic Experience
- Evergreen Scholarship/Bootstraps, Inc.
- Family Promise of Greater Denver
- Family Tree, Inc
- Firefly Autism
- FRIENDS FIRST
- Gold Crown Foundation, Inc.
- Herbal Gardens Wellness
- ICAST
- Jeffco Eats
- Jeffco Human Services Foundation
- Jeffco Schools Foundation
- JUST Living Recovery
- Kaizen Food Rescue
- Latina SafeHouse
- LifeSpark Cancer Resources
- Miners Alley Playhouse
- Mountair Christian Church Food Pantry and Clothes Closet
- My Quiet Cave
- PeaceWorks, Inc.
- PorchLight, A Family Justice Center
- Raise the Future
- Ralston House
- Resilience1220
- Sistah Biz
- Sprout City Farms
- Teach By Tech
- The Action Center
- The Arc--Jefferson, Clear Creek and Gilpin Counties
- The Center for African American Health
- The Word
- Triad Early Learning Council
- Trusted Health Network
- United for a New Economy
- Youth Arise
- 2xtreme
- 9Health Fair
- A Little Help
- Animal Assisted Therapy Programs of Colorado
- Another Life Foundation
- Archway Housing & Services, Inc.

- Arvada Visitors Center
- Bayaud Enterprises
- BGoldN
- Blue Spruce Habitat for Humanity
- Brown Bag Ministries
- Butterfly Pavilion
- CASA of Jefferson and Gilpin Counties
- Center for the Arts Evergreen
- Christian Action Guild, Inc
- Cleo Parker Robinson Dance
- Colorado Association for Infant Mental Health (COAIMH)
- Companeros: Four Corners Immigrant Resource Center
- David Clifton Ministries Inc
- DAWG Nation Hockey Foundation
- Day at a Time, Inc.
- East Denver Food Hub
- Eaton Senior Communities Foundation
- Evergreen Chamber Orchestra
- Evergreen Chorale, Inc. DBA Ovation West Performing Arts
- Evergreen Christian Outreach
- Every Child Pediatrics
- Foundation 1023
- Friends of Dinosaur Ridge
- Frontline Farming
- GoFarm
- Golden Schools Foundation
- Greater Golden Chamber of Commerce
- Hands of The Carpenter
- Hope House Colorado
- Hunger Free Golden
- Im'Unique
- Jefferson Center for Mental Health
- Jefferson County Library Foundation
- Lifespan Local
- Localworks
- Lutheran Family Services Rocky Mountains
- Lutheran Medical Center Foundation
- mindSpark Learning
- Mission Arvada of the Rising
- Mountain Resource Center
- Museo de las Americas
- Project Angel Heart
- Robbie's Hope Foundation
- Rocky Mountain Children's Health Foundation

- Seniors' Resource Center, Inc
- Shiloh House, Inc.
- The Golden Civic Foundation, Inc.
- We Don't Waste
- WeeCycle
- Young Americans Center for Financial Education

#### **Invited, but not yet registered**

These organizations have previously been invited by Community First Foundation to register with Catchafire. Please [submit this form](#) so we can re-initiate your Catchafire invitation.

- A Precious Child
- A Shared Vision: Partners in Pediatric Blindness and Visual
- Activ8Sports, Inc
- Almost Home Adoptions for Rescued Cats
- Arvada Center for the Arts and Humanities
- Bessie's Hope
- Carin' Clinic
- Center for People With Disabilities (CO)
- Colorado ACTS
- Colorado Mountain Club
- Colorado Open Lands
- Colorado Ski & Snowboard Museum and Hall of Fame
- Court Support Jeffco
- David's House Sober Community
- Early College of Arvada
- Evergreen Jazz Festival
- Evergreen Players
- Food Bank of the Rockies
- Foothills Animal Shelter
- Foothills Art Center
- Foothills Regional Housing
- Golden Backpack Program, Inc.
- Golden History Museums
- Golden United
- Halcyon Hospice and Palliative Care
- Healthy LifeStars
- JeffCo Connections
- Jovial Concepts
- Kitchen One 4 One
- Mean Street Ministry a Beloved Ragamuffin Project
- Mile High Vineyard
- Mount Evans Home Health Care & Hospice

- Mountain Area Land Trust
- NAMI Colorado
- NAMI Jeffco
- Patchwork Farms
- PCs for People
- PeaceJam Foundation
- Red Rocks Community College Foundation
- Redistribution Center, Inc.
- Ride Provide, Inc.
- Second Wind Fund
- The Chanda Plan Foundation
- The Children's Treehouse Foundation
- The Colorado Teen Project
- The Fleischer Family Farm
- The Horse Protection League
- The Learning Source
- VitalHearts
- Voces Unidas for Justice
- Walk with Me
- Warren Tech
- West Metro Chamber Foundation
- Young African Americans For Social And Political Activism dba. Young Aspiring Americans for Social and Political Activism (YAASPA)

**Not seeing your name on this list?**

Don't worry. Simply submit this form and we'll review your eligibility and get you started!



# Grant Worksheet

Use this worksheet to prepare your application. The questions below mirror the official application. We recommend writing and editing in Word, then copying and pasting into the SmarterSelect application.

---

Grant Contact First Name \*

Grant Contact Last Name \*

Grant Contact Job Title \*

Grant Contact Phone Number \*

Grant Contact Email Address \*

CEO/Executive Director Prefix: Dr. Mr. Mrs. Ms. Other

CEO/Executive Director First Name \*

CEO/Executive Director Last Name \*

CEO/Executive Director Job Title \*

CEO/Executive Director Phone Number \*

CEO/Executive Director Email Address \*

## ColoradoGives & Catchafire Participation

Does your organization have a profile on ColoradoGives.org? \* Yes or No

### Please take note:

Should your organization be selected to receive a grant through this opportunity, the Foundation will transfer the grant award to the bank account you have designated for the receipt of distributions from ColoradoGives.org. A grant award letter will be emailed to the contacts identified on this application.

In order for your organization to be considered to receive a grant through this opportunity, we are requesting that your organization submit banking information so that the grant award can be transmitted directly to your bank account via ACH (Automated Clearing House). You will be receiving an email with instructions from ColoradoGives.org on how to securely submit your organization's ACH information. Failure to do so in a timely manner will result in a significant delay in receiving funds. If you have any concerns, please email: [grants@CommunityFirstFoundation.org](mailto:grants@CommunityFirstFoundation.org).

Are you currently registered with Catchafire? \* Yes or No

You must register with Catchafire to be eligible for this grant opportunity. Click here to register, or determine if your organization is already registered. If you have not been invited, please use this form to check eligibility. If you have any questions, please feel free to reach out to Jaime Aguilar at [jaguilar@communityfirstfoundation.org](mailto:jaguilar@communityfirstfoundation.org) or 720.898.5938.

### Organization Information

Organization Legal Name \*

Organization DBA (only if different from legal name)

Organization Address\*

Organization City \*

Organization State \*

Organization Zip Code \*

Organization County \*

- Jefferson
- Adams
- Arapahoe
- Boulder
- Broomfield
- Denver
- Douglas
- Other

Organization Website \*

Organization Classification/Status \*

- 501(c)(3) nonprofit
- Organization operating under fiscal sponsorship of a 501(c)(3)
- nonprofit
- Government equivalent

EIN (Employer Identification Number)

(Note: If operating under fiscal sponsorship, provide fiscal sponsor's EIN.) \*

Name of Fiscal Sponsor \*

**Is your organization BIPOC-led or BIPOC-serving?**

(Please note: This data is for internal purposes only to better understand the diversity of our grantmaking, and will not impact applicant eligibility.) \*

- Primarily BIPOC-led
- Primarily BIPOC-serving
- Neither

Provide a brief background of the organization requesting funding. \*

Total Asset Size\*

Total operating expenses for the last fiscal year \*

Has your organization been funded by a Colorado Foundation in the last 6 months? If yes, please list funder name(s), date of grant award(s), and grant amount(s). \*

#### **Organization Attachments**

- Fiscal Sponsorship Agreement \*  
Maximum File Size: 10MB , Accepted file types: .doc, .pdf, .docx
  
- Year-to-date operating budget that shows both revenue and expense \*  
Maximum File Size: 10MB , Accepted file types: .doc, .pdf, .docx, .xls,.xlsx
  
- Audited or unaudited financial statements for the most recently completed fiscal year \*  
Maximum File Size: 10MB , Accepted file types: .doc, .pdf, .docx, .xls,.xlsx

Is there anything you'd like to share with us regarding your overall financial health that may or may not be reflected in your financials?

## Program/Project Information

Please indicate the organizational capacity needs you have identified in 2022 (check all that apply). \*

- Brochure Graphic Design
- Communications
- Elevator Pitch Coaching
- Employee Handbook
- Flexible Graphic Design Support
- Illustration
- Impact Report Graphic Design
- Individual Donor Letter
- Infographic
- Marketing Materials
- Marketing Strategy
- Merchandising
- Organizational Strategy
- Print Materials Design
- Proposal Review
- Salesforce Database
- Customization
- Social Media
- Tech Systems
- Transcription
- Website
- Other

Please tell us how your service(s) is impacting the health and wellness of Jeffco residents in a meaningful way (eg, your numbers served, frequency of activities, enrollment numbers, coalitions your agencies sit on, etc.) \*

Tell us how your organization serves marginalized communities of need and demonstrates a commitment to accessibility, equity, diversity, and inclusion.\*

Tell us how your current organizational capacity needs are impacting your ability to meet your mission in the next year. \*

Do you have a specific capacity-building project that you would use these funds toward? \*  
Yes or No

If yes, please describe the project. \*

If no, please describe the capacity needs you intend to fulfill over the next year using the Catchafire platform. \*

Optional Question: Sometimes we can show we are Rock Stars in ways other than written statements. Use this area to share the impact you are making in the community you serve. Tell us about your work in JeffCo related to your mission by using any format that clearly articulates the results and power of your organization. You can respond by attaching reports, essays, video, news coverage, testimonials, or publications. (Maximum File Size: 10MB , Accepted file types: .doc, .pdf, .jpg, .docx, .ppt, .pptx, .jpeg, .avi, .mp4, .mkv)

**Additional Information**

Feel free to provide additional information relevant to the consideration of your application.  
Maximum File Size: 10MB , Accepted file types: .doc, .pdf, .jpg, .docx, .ppt, .xls, .pptx, .xlsx, .jpeg

Do you know anyone else who would be interested in applying? If so, please provide their contact information.

## About Community First Foundation

Community First Foundation has been connecting donors and innovative Colorado nonprofits since 1975. As the community foundation serving Jefferson County, we are committed to connecting ideas, people and nonprofits so that all Jeffco communities have the opportunity to thrive. We help donors with philanthropic planning, support nonprofits with grants and resources, and together, build resilient and connected communities.

We believe it is hard to thrive when you cannot meet your most essential needs and that when our neighbors are economically secure, everyone benefits. We believe that resilient and connected neighborhoods are the backbone of a strong community, and that civil discourse and social justice is key to strengthening this place we call home.

We are passionate, we are hungry, and we love tough problems and new challenges. We set big goals that require the long view, but we know that our work today is the first step toward a better tomorrow. Let's dream big and together, make good happen!