

# El Pomar Foundation Grantmaking Guidelines

## General Information

1. The Trustees have established no set form for grant applications. A proposal should include a concise statement of the project according to the requirements described in the "Applying for a Grant" section of the El Pomar Foundation website. The Foundation is limited to providing grant support to Colorado nonprofit organizations and activities that take place within the state of Colorado. One copy of the grant proposal should be sent to:

### Board of Trustees

#### El Pomar Foundation

10 Lake Circle

Colorado Springs, CO 80906

2. For capital projects of \$250,000 and greater, the Trustees will consider capital grant requests not to exceed the lesser of:
  - a. 20% of the total campaign project cost, or
  - b. An amount no greater than the single largest grant contribution, or donation received from private sources (excluding government funds) to include foundations, corporations or individuals.

Due to the tremendous need throughout the state of Colorado, capital grant requests, if funded, may be funded at lesser levels than requested.

3. The Foundation does not accept grant applications for grant support to:
  - Other foundations or nonprofits that distribute money to recipients of its own selection
  - Endowments
  - Individuals
  - Organizations that practice discrimination of any kind
  - Organizations that do not have fiscal responsibility for the proposed project
  - Organizations that do not have an active 501(c)(3) nonprofit IRS determination letter
  - Camps, camp programs, or other seasonal activities
  - Religious organizations for support of religious programs
  - Cover deficits or debt elimination
  - Cover travel, conferences, conventions, group meetings, or seminars
  - Influence legislation or support candidates for political office
  - Produce videos or other media projects
  - Fund research projects or studies
  - Primary or secondary schools (K-12). El Pomar will consider, on a limited basis, capital requests from non-publicly funded secondary schools

4. Foundation policy discourages interviews with Trustees collectively or individually either before or after application submittal. Any discussions or indication of interest prior to or after submission of a written application or onsite visit should not be construed as a commitment by the Foundation. Each application will be considered on its own merit and accepted or rejected only in writing. Written requests are thoroughly reviewed by the Trustees. Follow-up conversations and/or site visits by Foundation representatives may be requested. A final decision is reached after discussion and a majority vote of the Board.
5. The Trustees' action on an application is final. The application as presented will not be given further consideration. However, an applicant may submit a new application not sooner than 12 months following the grant denial letter. A new application should not request reinstatement of a prior request. An applicant's proposal that has been approved for funding is eligible to submit a new application 36 months from the date of the grant award letter or one year from the date of the last payment on the grant, whichever is later.
6. The Foundation's grant program is subject to the provisions of the Tax Reform Act of 1969, which imposes restrictions on program activities, operating methods, and financial practices of private foundations. The Act requires detailed reports, record keeping, and expenditure responsibility, which contributes to the volume and type of information required in making applications and accounting for all grants.

**For more information call: 800/554-7711 or 719/633-7733 or send email to [grants@elpomar.org](mailto:grants@elpomar.org)**

## Applying for a Grant

The Foundation has no formal grant application forms. Please submit one original of the grant proposal including the following information:

1. Name and address of tax exempt organization.
2. A brief history of the organization, its mission, principal programs, and accomplishments.
3. A concise statement describing the purpose of the request and the amount requested. Outline the need for the project, the specific solutions to be reached, the expected contributions to the population served, and the criteria for measuring the success of the project.
4. An organization budget for the current year, and documented budget of the project for the proposed term of

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the grant. (For technology requests, see specific budget requirements in Item 5 below). Please include the total amount to be raised and a list of expected sources of funds. If the request is for a program, indicate how the organization plans to fund the program once El Pomar Foundation funding ceases.

5. An application to fund a technology project must clearly state how the project will benefit the functioning of the nonprofit organization. Categories for funding technology items that will benefit the operation and/or management of the nonprofit organization's program(s) include:
  - Software applications
  - Computers and peripheral devices
  - Network equipment
  - Internetworking equipment
  - Projects may also be a combination of any of the above

Note: Funding for the development of custom software and/or web sites will not be considered.

The grant application for a technology project should include:

- Itemization of equipment and/or software, including a description and purchase price
  - Implementation costs, such as installation, consulting or training
  - Description of project implementation, including timeline for installation and training (if required)
6. A statement of whether aid has been sought during the preceding three years from other foundations and, if so, the names of the foundations and the amount, if any, received from each.
  7. Applicants should furnish:
    - Relationship and capacity of person signing application
    - A list of governing body members, such as board of directors
    - Statement of grant request approval by the applicant's governing body
    - Endorsement of outside authorities, and copies of regulatory agency approvals, if appropriate
    - Organization's three most recent years of audited financial statements, and latest IRS Form 990
    - Copy of current IRS determination letter showing tax exempt status under Section 501(c)(3) and public charity status under Section 509(a) of the Internal Revenue Code
  8. Applicants should furnish up to three pictures (photographs, architectural renderings, images from an

existing publication, etc.) that portray the specific project or general operations of the organization. Pictures will be used in the presentation to the Board of Trustees. Applicants should not incur any costs related to this request. El Pomar Foundation will retain the photographs unless their return is requested by the organization.

9. If a grant is made, the Foundation requires the recipient to report expended grant funds and to return to the Foundation any excess not used for the grant.
10. Do not use plaques or memorials relating to El Pomar Foundation without the Foundation's approval. We request that you not use the names of Foundation Officers and Trustees in any public statements.
11. Proposals may be submitted at any time and will be considered by the Trustees based upon the date of their receipt at the Foundation. In order to ensure that each proposal receives sufficient consideration, the number of proposals reviewed at each Trustees' meeting will be limited. El Pomar will confirm receipt of your proposal in writing, normally within 14 days of receipt, and indicate the date of the Trustees' meeting at which your proposal will be considered.

## Applications should be addressed to:

Board of Trustees  
El Pomar Foundation  
10 Lake Circle  
Colorado Springs, CO 80906

## Anna Keesling Ackerman Fund

This fund, originally founded in 1963 as the Anna Keesling Ackerman Trust, was established in 2006 and is operated by El Pomar Foundation. While overseeing the Fund's \$10,000,000 endowment, El Pomar continues to honor its original purpose, to support nonprofit organizations in the Pikes Peak area.

## Applying for an Ackerman Fund Grant:

Anna Keesling Ackerman Fund applications should follow El Pomar Foundation grantmaking guidelines. The Fund is available to organizations serving the Pikes Peak region of Colorado.

## Applications should be addressed to:

Anna Keesling Ackerman Fund  
El Pomar Foundation  
10 Lake Circle  
Colorado Springs, CO 80906