



Formerly
Edelweiss Preservation Foundation

German Culture Society of Colorado Deutsche Kulturgesellschaft von Colorado

PO Box 150162
Lakewood, CO 80215
303-494-3401

www.GermanCultureSociety.org

GermanCultureSocietyOfColorado@gmail.com

Preserving German Culture and Language

German Cultural Project Funding Application

Date of Application _____

Please submit this application, along with any supporting nomination letters, school/program documents to the German Culture Society of Colorado Board

Executive Summary/Cover Sheet

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization Website: _____ Organization Phone: _____

Contact Name: _____ Contact Phone: _____

Organization Email: _____ Contact Email: _____

Current Financial Request Information

Amount of this funding request: \$ _____

Total Program Budget: \$ _____ % of Funding Request to Total Program Budget: _____%

Current Fiscal Year Budget: Expenses: \$ _____ Revenues: \$ _____

Previous Fiscal Year Budget: Expenses \$ _____ Revenues \$ _____

Period this funding request will cover (mm/yy-mm/yy): _____

Purpose of the funding request: _____

Authorizing Official Name: _____ Title: _____

Authorizing Official Signature: _____

Proposal Requirements

1. Narrative

!Describe the organization history, mission and goals

!Describe current programs, activities and recent organizational accomplishments

!Describe how the award will enable the organization to enhance its mission and/or improve its ability to meet the program/organizational goals

!Specify how your organization will benefit the German Culture Society of Colorado Mission

2. Description of Request

!Provide a general description of the program for which you are requesting an Edelweiss Preservation financial support

!What is the issue/need to be addressed with the award and evidence of that need?

!How was the program developed? How does this program fit into the work of this organization?

!Based on the implementation plan, what measurable outcomes will be achieved during this period?
What are the measurable longer-term outcomes of this program? What methods/strategies will be used to gather the data on the project? How will the program evaluation be used?

3. Finances

!The following information must accompany all proposals, regardless of the size of the request:

!Most recently completed fiscal year Income/Expense Statement

!Most recently completed fiscal year Balance Sheet

!Completed Project Request Budget form

Additional Funding Terms and Conditions

1. In all situations, the German Culture Society of Colorado reserves the right to REDUCE the amount of a request for a project.
2. Any qualified organization may submit no more than two projects in any one fiscal year.
3. No more than 10 percent of any project/program funding available shall be allocated to an individual organization during a grant cycle.
4. All funding of expenditures specifically tied to the facilitation of the program (this may include but is not limited to costumes, sheet music, scripts, props, sets, scientific equipment, moveable objects, etc). is at the discretion of the German Culture Society of Colorado and receiving organizations are accountable to the German Culture Society of Colorado for the life of the item.
5. Final reports: Organizations are required to submit the narrative final report no later than 60 days after the completion of the program/project. Current year applications will not be accepted if an organization has a delinquent final report!
6. Timing: Organizations are required to submit the funding requests no later than 90 days prior to the project/program start date to allow for review by the German Culture Society of Colorado Funding/Grant Committee and German Culture Society of Colorado Board of Directors. German Culture Society of Colorado reserves the right to interview the funding requestors in order to answer any questions that may arise.
7. In all situations, the German Culture Society of Colorado reserves the right to REFUSE any funding requests that do not meet or conflicts with the German Culture Society of Colorado Mission.
8. Any organization granted project/program funding from the German Culture Society of Colorado agrees to use the German Culture Society of Colorado logo on marketing materials.

Although the German Culture Society of Colorado reviews each proposal separately, it generally does not:

!provide loans, grants, or camperships to individuals

!grant funding requests for conferences, meetings, or out of state travels

! consider more than two proposals from an organization in a calendar year, and does not reconsider previously denied proposals

!grant funding for general operating expenses

!grant funding to retire operating or construction debt

!grant funding for the purchase of vehicles

!grant funding to purchase office or computer equipment

!purchase tickets for fundraising dinners, parties, benefits, balls, or other social fundraising events

Project Request Budget

Below provide a budget for the described project. Include:

!All projected revenue sources (ticket sales, contribution income, grants, donations etc.) including the amount requested from the German Culture Society of Colorado

!All projected expenses (professional fees, printing, etc.) for the requested project/program

!List in-kind revenues and expenses at the bottom of this sheet

Revenues	Amount	Expenses	Amount
Total Project Revenues		Total Project Expenses	
In-Kind Revenues	Amount	In-Kind Expenses	Amount
Total In-Kind Revenues		Total In-Kind Expenses	