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## **APPLICANT GUIDELINES**

The following guidelines have been established to enable the Council to utilize its financial resources wisely under the increasing number of funding requests it is receiving.

1. Applicant organizations must be classified as a not-for-profit organization by the Internal Revenue Service;
2. Applicant organizations located and operated in the State of Colorado will be given preference;
3. Activities that educate the public in the earth sciences are preferred.

The Council generally will not consider:

1. Grants or loans to individuals
2. Education or scholarship aid
3. Grants for labor costs

## **GRANT APPLICATION PROCEDURES**

An organization requesting a grant must submit the grant application containing the following information.

1. Legal name of applicant organization.
2. Date of establishment, a brief history, and mission statement.
3. Contact person and telephone number.
4. Qualifications of individuals administering the project.
5. A clear description of the program or project proposed for funding, amount requested, and a generally itemized budget.

Information that will clarify and support the grant request should be attached to the application.

Grant applications can be obtained from Council members, printed from this web page, or by writing to:

**GREATER DENVER AREA GEM & MINERAL COUNCIL, INC.**  
Denver Museum of Nature & Science, Box 4  
2001 Colorado Boulevard  
Denver, Colorado 80205-5798  
(303) 233-2516

Funding requests are to be sent to the President of the Council at the above address.

Applicant organizations may only present grant requests once in any given year. If multiple grants are requested by departments within an organization, they should be submitted together. The Council may or may not fund multiple grants.

Requests will be processed twice a year, in the spring and fall, as follows.

The deadline for Spring requests is February 28. The Council will act on the grant application by the end of March. Applicants will be notified of the Council will act on the grant application by the end of April.

The deadline for Fall requests is August 31. The Council will act on the grant application by the end of September. Applicants will be notified of the Council action and the funds distributed by the end of October.

Within one year of receiving a grant, grantees shall submit a report to the Council detailing the use of the funds and an overall assessment of the program or project funded.

Grantees are requested to assist in promoting the Denver Gem and Mineral Show; without this show, these funds would not be available.

## **REQUEST FOR FUNDING**

The Greater Denver Area Gem and Mineral Council sponsors the Denver Gem and Mineral Show and directs the disbursements of the show proceeds as grants of gifts of money for the advancement of the arts and sciences within the field of the earth sciences.

### **The objectives of the Council are:**

To promote exhibition, exploration, and education in the earth sciences;  
or the discovery, development, and the preservation of fossils, minerals, and mineral deposits;

For the advancement, encouragement, and the utilization of the principles of the art and craftsmanship as applied to gems and minerals.

Please fill-out this entire application form completely (either typed or neatly written). This information will be used to evaluate your funding request.

### **Part I: Information about the organization requesting funding.**

(Attach additional pages, if needed).

1. Name of organization making the request for funding:

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2. Give a brief summary describing the organization, including the date of establishment, a brief history of the organization, and the mission statement.

3. Point of contact:

Name:

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Address:

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail:

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4. Relationship of point of contact to the organization:

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5. Qualifications of individuals administering the project or program:

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**Part II: Information about the project:**

1. Amount being requested: \_\_\_\_\_

2. Date money is desired: \_\_\_\_\_

3. Expected completion date: \_\_\_\_\_

4. Clearly describe the program or project for which funding is being requested.  
(Attach additional pages, if needed):

5. Describe how this project meets the objectives of the Council.

6. Budget for the project. (Attach additional pages, if needed).

7. Has funding been obtained for this project from the Council before? \_\_\_\_\_  
If yes, what year(s) did you receive funding: \_\_\_\_\_

8. Approximately what percent of the project funding would this grant provide?

\_\_\_\_\_

(please do not write below this line)

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### **Long Range Planning Committee Comments**

1. Does the project meet the goals of the Council?

2. Are there parts of the budget for the project that should not be funded?  
If so, which parts?

3. Should the project be funded? Why or why not?