

# The Edmund T. and Eleanor Quick Foundation

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As adopted February 14, 2003  
Revised November 2013

## **PURPOSES OF THE EDMUND T. AND ELEANOR QUICK FOUNDATION**

The Quick Foundation is a private foundation benefitting general charitable causes in the State of Colorado. The Foundation supports a wide variety of organizations and causes. The Quick Foundation will not make grants to conduit organizations or to individuals, but only directly to worthwhile 501(c)(3) charities.

As a small private foundation, the Quick Foundation generally prefers to make grants to smaller organizations where such grant making activity will have an impact. Past grants have included historic preservation, education, elder care and services, religious organizations, music education, public recreation facilities, and animal care - all important themes in the Quick Foundation's existence.

## THE EDMUND T. AND ELEANOR QUICK FOUNDATION

# GRANT GUIDELINES

1. The Foundation will not make grants to organizations which, in policy or practice, unfairly discriminate by sex, race, national origin, or creed.
2. The Foundation will not make grants for the purchase of tickets to any event or function.
3. The Foundation will not make grants to individual scholarships or to scholarship funds not associated with, and administered by, recognized and established educational institutions.
4. The Foundation will not make grants to conduit organizations (i.e., exempt organizations which pass on funds to another organization not exempt in its own right).
5. The Foundation will not generally make grants for support of special benefit programs, fund-raising efforts, special appearances by groups or individuals, or for parties, etc.
6. The Foundation will not make grants to support research or evaluation projects.
7. The Foundation will not make grants for the construction of statues, memorials, etc.
8. The Foundation will not make grants to cover deficits, or for placements in escrow or endowment funds.
9. The Foundation will not ordinarily favor making grants for the sponsorship of films or other media projects.
10. The Foundation will not make grants to projects involving court actions.
11. The Foundation will not make grants to retire debt.

12. The Foundation will not during the same calendar year, reconsider grant proposals which have previously been denied.
13. One-time grants are preferred over annual or periodic grants, unless for a single identified project or purpose.
14. Grants for religious, educational, conservation, public recreation and/or historic preservation purposes are favored over grants for other purposes.
15. Grants for operating funds will ordinarily be considered only for operations of specifically described programs or projects, and ordinarily will be considered only as pilot or demonstration funding on a temporary basis.
16. The Foundation will make grants only when the proceeds of such grants will be used within the territorial limits of the State of Colorado and for the benefit of the People of the State of Colorado.
17. The Foundation will not make grants to individuals.
18. The Foundation will make grants to organizations recognized as exempt under I.R.C. Section 501(c)(3).
19. The Foundation prefers grant recipients, organizations, or projects resulting in recognition or memorialization of Mr. and Mrs. Quick and/or the Quick Foundation.

## THE EDMUND T. AND ELEANOR QUICK FOUNDATION

# GRANT APPLICATION PROCEDURES

Grant applications are accepted by the Foundation throughout the year. Grant applications must be received at least 30 days prior to the next Board meeting at which they will be considered (see last page). Only those applications which are in accord with the Foundation's Grant Guidelines and these Grant Application Procedures will be considered.

All grant applications should be mailed to the Edmund T. and Eleanor Quick Foundation at 8547 E. Arapahoe Road, Suite J-420, Greenwood Village, CO 80112. All communications regarding Grant Guidelines, applications, or Grant Application Procedures should be by mail only, unless requested otherwise by the Board.

Members of the Board of Directors should not be contacted other than by correspondence addressed to the Foundation. Contacting individual Board members by mail, telephone, or in person may negatively impact grant applications.

To avoid unnecessary expense and delay, all grant applications should be as short and concise as possible. All applications should be accompanied by a brief syllabus of less than 5 pages which contain the following information:

- A. The name, address and telephone number of the organization making the request;
- B. A statement regarding the organization's tax exempt status or an applying government unit's charitable purposes for the grant request;
- C. The date of establishment and a brief history of the applying organization;
- D. A statement of the purposes and goals of the organization;
- E. A statement of the purposes and goals for which a grant is requested;
- F. The projected timetable for the expenditure of the grant.

In addition to the above, the grant application itself should also include:

- G. A list of the Governing Board or Board of Directors and officers or executives of the organization complete with addresses, phone numbers, principal occupation and place of business.
- H. **Charitable Organizations:** A copy of the organization's original I.R.S. tax-exempt determination letter, the most recent such letter from the I.R.S.; and an opinion letter addressed to the Board of Trustees by legal counsel for the organization as to the organization's current tax-exempt status (an organization that has not only received a tax-exempt determination letter from the IRS in the past, but continues to operate according to the Federal Tax Code, IRS Regulations, and other guidance). See IRS Rev. Proc. 2011-33.. At the very least, please produce a screen print, from the IRS website, that your organization is tax exempt – a new replacement of a listing in IRS Publication 78. See <http://www.irs.gov/charities/article/0,,id=249767,00.html>. ; **Governmental Organizations:** Proof of your status as a governmental unit. Governmental units generally include “a State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia.” A “political subdivision” may be a municipal corporation or a government division that has been granted at least one substantial sovereign power (the right to tax, police power or the right of eminent domain).
- I. For charitable organizations, a copy of the organization's most recent I.R.S. Form 990 with attachments. For governmental units - a copy of the Application for Exemption from Audit sent to the Local Government Section of the Office of the State Auditor.
- J. Copies of the organization's most recent annual audit; or if no audit is available, year-end financial statements.
- K. Any letters or memoranda which have been received from any accountant or auditor relating to the internal accounting controls of the organization.
- L. A copy of the current year's (and any future years', if available) projected budget of income and expense and a year-to-date record showing variations from the current year's budget.
- M. A detailed statement of the organization's sources of funding over the previous two years.

- N. A complete and clear description of the project, supplemented by additional materials if needed, detailing the need or purpose for the project, how the project will serve that need or purpose, the area and persons to be served by the project, and any factors which made the project unique.
- O. A complete budget for the full term of the project with a timetable for completion.
- P. A detailed listing of all other sources of funding for the project and the names of any other funding agencies to which similar proposals have been submitted.
- Q. A careful and realistic analysis of how the project will be funded after expiration of the grant and over the project's useful life.
- R. The names, addresses and qualifications of the person or persons who will directly supervise or administer the construction or operation of the project over the term of the grant.
- S. An endorsement of the grant proposal by the head of the organization's governing body.
- T. A statement of how the Foundation will be recognized or memorialized by the organization if a grant is awarded.

In preparing grant applications, the emphasis should be on quality and clarity of the information, rather than quantity of format. Any request by the Board for on-site inspection or presentation of additional material or information should not be considered an indication of proposal acceptance by the Foundation. Grant applications will be accepted or rejected only in writing; and, no other communications should be considered indicative or dispositive of acceptance or rejection.

Semi-annual meetings of the Foundation Board of Directors are held on the second Wednesday of May and November of each year. In order to be considered at a semi-annual meeting, a grant application must be filed with the Foundation at least thirty (30) days prior to the date of the meeting. Applications filed early in the year but not funded or approved at the first semi-annual meeting at which they are eligible for consideration may be reconsidered later during the same fiscal year if funding is available.