

COLORADO ASIAN PACIFIC AMERICAN BAR FOUNDATION

APPLICATION

Our Mission: The Colorado Asian Pacific American Bar Foundation (“Foundation”) is organized to receive and administer funds for educational and charitable purposes including but not limited to the fostering of educational opportunities for the advancement and welfare of the Asian Pacific American communities in Colorado.

Complete proposals, including attachments, may be submitted to Fay Chu Fong, Secretary of the Foundation, at fchufong@yahoo.com or 790 Leyden Street, Denver, CO 80220. There is no time deadline for applications.

Common Grant Application

- A. Cover letter: one page tailored to address the interests and specific priorities of the funding source and amount request.
- B. Application
 - a. Agency Information
 - b. Contact Information
 - c. Purpose of Grant
 - d. Description of Request
 - e. Description of Intended Beneficiaries
 - f. Program/Project Budget, including other sources of funding
 - g. History of project including prior funding
 - h. Evaluation (*i.e.*, how will you measure the success of the project)
- C. Attachments
 - a. Board of Directors and Officers (if applicable)
 - b. List of names and qualification of key staff or staff that will work on project for which funds are requested
 - c. Fiscal-year-end financial statements for the past three years (audited, if available)
 - d. Current agency budget
 - e. Annual report (if available)
 - f. Evidence of federal tax-exempt status (if applicable)
 - g. List of major contributors (and amounts) to organization/program (if applicable)
 - h. List of volunteer involvement and in-kind contributions

Applications will be considered in due course at the Foundation’s meetings. Please make any emergency funding request on the application; however, be aware that the Foundation uses its discretion in deciding whether or not to expedite consideration of any application.