



Approved by Matt Jordan, CEO, 12/23/2021

<b>EA-01-01</b>	<b>Eligibility Application Submission</b>		
Author: MetrixIQ	Created: 11/18/20	Version: Draft 1	Revised:

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## I. Background

### A. Purpose

The purpose of this document is to explain the process and requirements for organizations to submit applications to Prosperity Denver Fund (PDF) to become eligible for reimbursement.

### B. Definitions

- **Organizations** – nonprofit scholarship and support services providers.
- **Eligible Organizations** – organizations who have been deemed eligible to receive reimbursement funding from PDF.
- **Initial Eligibility Application** – an application completed by organizations as the first step to become eligible to receive reimbursement funding from PDF. The initial application helps PDF learn about the organization and their services and includes submission of an agreement and documentation to verify their eligibility according to ordinance requirements.
- **Renewal Eligibility Application** – the annual renewal application for organizations to maintain their eligibility status. The renewal application is shorter than the initial application and includes submission of updated information, an agreement, and documentation to verify their continued eligibility.
- **Organization Agreement** – an annual contract to be signed and made between PDF and eligible organizations.
- **Articles of Incorporation** – a public legal document filed by nonprofit organizations to certify their formation.
- **Certificate of Fact of Good Standing** – a certification from the Colorado Secretary of State that a company is legally registered and up to date on all required registration fees, document filings, etc.
- **IRS 501(c)(3) Determination Letter** – an affirmation letter from the Internal Revenue Service (IRS) that the organization is recognized as tax-exempt.
- **Form 990** – tax return filed by nonprofit organizations.
- **Employer Identification Number (EIN)** – a Federal Tax Identification Number used to identify businesses.



## **II. Reference Documents**

### A. Ordinance Section(s)

- Sec. 11-34 – Organization reimbursement program. (9)(i-iv)

### B. Related Policies & Procedures

- EA-01-02: Processing Initial Eligibility Application
- EA-01-03: Processing Renewal Eligibility Application

### C. Other Related Documents

- PDF Eligibility Application Packet (Fall 2020), includes:
  - Organization General Information
  - Organization Agreement
  - Required Documents Checklist
- PDF Renewal Application Packet (Fall 2020), includes:
  - Organization General Information
  - Organization Agreement
  - Required Documents Checklist



### **III. Policy**

Organizations must apply to become eligible to receive reimbursement funding from Prosperity Denver Fund (PDF). There are two separate application processes for organizations: initial and renewal.

The initial Eligibility Application is the first step for an organization to become eligible for PDF. The initial application is an in-depth application packet for the organization to submit background information and documentation to verify they meet the minimum requirements as outlined by the ordinance. The following documentation will only be submitted and reviewed once (during the initial application process):

1. Full Organization Eligibility Application (organizational background information)
2. Articles of Incorporation or similar
3. Proof of legal registration as a 501(c)(3)

Eligible organizations must complete an annual renewal process to maintain their eligibility. The following documentation will be submitted and reviewed on an annual basis, including during the initial application process:

1. Standing with the Colorado Secretary of State
2. Tax returns (Form 990)
3. Organization agreement with PDF

If an organization does not submit any of the requested documentation, PDF staff will attempt to locate the information via public resources as applicable. PDF staff will also conduct their own check on the Colorado Secretary of State website to verify an organization's eligibility.

All applications may be submitted on a rolling basis. Organizations must complete the eligibility application or renewal process to be eligible to participate in the reimbursement process.



## **IV. Procedure**

### **A. Initial Eligibility Application**

1. Organizations must submit an Eligibility Application to PDF to become eligible for reimbursement.
2. The organization can access the application on the PDF website at any time: <https://www.prosperitydenverfund.org/apply/>. Organizations must submit their contact information via the website and an Eligibility Application packet will be automatically emailed to them through MailChimp.
3. Organizations must complete the packet and submit with the following documents:
  - ✓ Completed Organization Eligibility Application (pages 2-6 of the packet)
  - ✓ Signed Organization Agreement (pages 7-11 of the packet)
  - ✓ Articles of Incorporation or similar document with legible filing date stamp
  - ✓ Certificate of Fact of Good Standing issued by the Colorado Secretary of State's Office within 30 days from application submission
  - ✓ Proof that they are legally registered as a 501(c)(3) organization, e.g. IRS 501(c)(3) determination letter
  - ✓ The organization's 3 most recent Form 990s (tax returns)
  - ✓ The Employer Identification Number (EIN) must be legible on at least one of the documents, the IRS 501(c)(3) determination letter or Form 990
4. Upon completion, the organization must submit their application and supporting documents to [info@prosperitydenverfund.org](mailto:info@prosperitydenverfund.org) or PDF staff for review. Organizations will be notified of their eligibility following review.

### **B. Renewal Eligibility Application**

1. Eligible organizations must complete an annual Renewal Application to PDF to remain eligible for reimbursement.
2. PDF staff will email the renewal application packet to all eligible organizations on a yearly basis.
3. Organizations must complete the renewal packet and submit with the following documents:
  - ✓ Updated contact information in page 2 of the packet, if applicable
  - ✓ Signed Organization Agreement (pages 3-6 of the packet)
4. Organizations are encouraged to also submit the following documents with their renewal packet:



## **PROSPERITY DENVER FUND**

### **Policy & Procedure: Eligibility Application (EA-01)**

- ✓ Certificate of Fact of Good Standing issued by the Colorado Secretary of State's Office within 30 days from renewal submission
  - ✓ The organization's most recent Form 990 (tax return)
5. PDF staff can access the optional documents (listed in step 4) via public resources if not submitted by the organization.
  6. Upon completion, the organization must submit their renewal application and supporting documents to [info@prosperitydenverfund.org](mailto:info@prosperitydenverfund.org) or PDF staff for further review. Organizations who lose their eligible status will be notified.