



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

EA-01-04	Dropbox Folder Creation		
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Table of Contents

- I. Background 2
 - A. Purpose 2
 - B. Definitions 2
- II. Reference Documents..... 3
 - A. Ordinance Section(s)..... 3
 - B. Related Policies & Procedures 3
 - C. Other Related Documents 3
- III. Policy 4
- IV. Procedure..... 5



I. Background

A. Purpose

The purpose of this document is to explain the process for creating a dropbox folder when organizations become eligible for reimbursement by Prosperity Denver Fund (PDF).

B. Definitions

- **Organizations** – nonprofit scholarship and support services providers.
- **Eligible Organizations** – organizations who have been deemed eligible to receive reimbursement funding from PDF.
- **Organization Agreement** – an annual contract to be signed and made between PDF and eligible organizations.



II. Reference Documents

A. Ordinance Section(s)

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

B. Related Policies & Procedures

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

C. Other Related Documents

- PDF Eligibility Application Packet
- PDF Renewal Application Packet
- PDF Eligible Organization Approval Letter Template



III. Policy

Organizations must meet the eligibility requirements to be approved for reimbursement by Prosperity Denver Fund (PDF). When an organization has signed an Organization Agreement, deeming eligibility, a dropbox folder will be shared with the organization to securely share data and documents.



IV. Procedure

A. Dropbox Creation for Approved Organizations

1. An organization is approved by PDF as an official Eligible Organization (EO).
2. Create and share a dropbox folder with the EO for the purpose of sharing data securely.
3. Send the email template below to the EO with access to the folder:

Congratulations on your eligibility approval for Prosperity Denver Fund (PDF)!

PDF utilizes Dropbox for data sharing with our partnering organizations. This is your organization's designated Dropbox folder.

Please upload your completed reimbursement submissions here. We may also use this folder for data sharing for other PDF processes.

If you have any questions, please do not hesitate to reach out at info@prosperitydenverfund.org or 720-710-3272.

Thank you,
Prosperity Denver Fund Team

4. Both organizations will utilize the dropbox to share documents and data.