

## The Virginia W. Hill Foundation Information for Grant Applicants

A request for a grant from the Virginia W. Hill Foundation (Foundation) is initiated with an application which should be emailed to [VirginiaHillFoundation@wellsfargo.com](mailto:VirginiaHillFoundation@wellsfargo.com). If you have questions about the application process, you may send those via email, and we will respond within 48 hours.

Unless your organization received approval to send grant materials through the mail, we will not accept and review grant applications delivered in the mail starting on April 1, 2025.

The application should contain:

- The name of the organization desiring a grant
- A short history of the organization
- Organization mission statement
- The dollar amount of the requested grant
- A list of trustees and officers
- Number of constituents being served, outcomes and achievements
- A list of funders
- A copy of the organizations' 501(c)(3) tax exemption letter from the Internal Revenue Service
- A brief statement of the objects and purpose for which the grant, if approved, would be used
- Financial information and audited statements, if available

**We strongly encourage the use of the Colorado Common Grant Application.** Condense documents into one attachment, or as few as possible, and email the grant application to the Virginia Hill Foundation. **The subject line of the email should read: Grant Application from [name of nonprofit organization].**

After receipt of an application, the Trustees of the Foundation will review the information submitted and determine if a grant will be awarded within the scope of the current funding priorities of the Foundation. Currently, those priorities include grants for health and human services, education, and cultural organizations located in Colorado. The Foundation will not contribute support for fundraising events nor capital construction and related equipment. The Foundation does not make grants to individuals. Typical grants range between \$5,000 and \$15,000. Grants do not extend beyond a one-year funding period.

After review, the Trustees may request the grant applicant to submit additional information if needed to support a grant making decision. Applicants may apply once every twelve months. If approved, a grantee will be required to provide a progress report that summarizes how the funds were used, along with the number of people served, within twelve months. This requirement will be a condition to submitting any request for future funding. Progress reports must be emailed to [VirginiaHillFoundation@wellsfargo.com](mailto:VirginiaHillFoundation@wellsfargo.com) **separately** from a renewed grant request. **Do not** embed progress reports into the grant application. We accept, but do not require, the Colorado Common Grant Report.

Please be patient with receiving notification of grant decisions. We do not have the capacity to respond to every email inquiry about whether your organization has received funding. Once we have reviewed your grant application, your organization will receive notification of an award or declination. Thank you for your patience.

The Trustees of the Virginia W. Hill Foundation are Mary Baur, Peggy L. Toal and Wells Fargo Bank, N.A.

We strongly encourage applicants use the Colorado Common Grant Application. The Common Grant Application is available at [crcamerica.org/resources/common-grant-forms](http://crcamerica.org/resources/common-grant-forms).

This information is a summary only and may not reflect all requirements related to a foundation's grantmaking process. In the event the information contained on this website differs from a foundation's governing instrument, the governing instrument shall control.

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