



**1801 California Street, 50<sup>th</sup> Floor  
Denver, CO 80202**

Dear Grant Applicant:

Thank you for your interest in the Qwest Foundation.

Enclosed are copies of our 2006 grant guidelines and application. Please read the information carefully and note the **focus areas** we target for contributions.

Applications must include a cover letter and required attachments. Written notification of funding decisions is made within **6-8 weeks** following the grant submission. Please submit your fully completed application packet to:

**Qwest Foundation  
1801 California Street, 50<sup>th</sup> Floor  
Denver, CO 80202**

In addition to providing grants for program and operating support, Qwest provides support through:

***Contributions of Equipment & Property***

Qwest provides nonprofit organizations with in-kind contributions of office equipment and supplies when available. For information, submit requests in writing to Qwest, 1801 California Street, 50<sup>th</sup> Floor, Denver, CO 80202

***Employee Community Involvement***

Qwest is committed to strengthening the communities where our employees live and work. We support volunteer involvement programs for employees in our communities.

If you have general questions, please feel free to contact the Qwest Foundation at 303-896-1266 or by e-mail at [Qwest.Foundation@qwest.com](mailto:Qwest.Foundation@qwest.com). Thank you for your interest in The Qwest Foundation.

Carey Wirtzfeld  
Director, Qwest Foundation

## Grant Guidelines

### **General:**

The Qwest Foundation provides support to innovative programs that reflect the "Funding Priorities" described below. Organizations **must** be designated as a 501(c)(3) organization by the IRS, or be a governmental entity, such as a public school district, to be eligible for funding.

### **Funding**

The Qwest Foundation considers program support requests from organizations that:

- Deliver effective programs
- Provide measurable outcomes
- Demonstrate financial stability

### **Funding Priorities**

Qwest supports organizations and programs in the following focus areas:

#### ***Qwest for Education***

- Innovative models to strengthen K-12 public school education
- Improve the skills and leadership of educators
- Effectively use technology to improve K-12 public school instruction
- Innovative early childhood education programs

#### ***Qwest for a Strong Workforce***

- Build job entry skills through initiatives that focus on school to career transition, adult learning and workforce development.
- Develop and deliver technology instruction to improve workforce readiness.

#### ***Qwest for Communities (by invitation only)***

- Support community-based development programs that promote economic growth.
- Support community programs that build the capacity of nonprofit organizations to provide service.

#### ***United Way & Human Services***

Qwest provides direct support for United Way organizations that provide services where we do business. Organizations receiving 3% or more of their annual funding from United Way are not eligible for a direct grant from the Qwest Foundation.

### **Funding Restrictions:**

The Qwest Foundation will not provide funding for:

- Direct grants to individuals or scholarships to individuals
- Political organizations
- Sectarian religious activities
- Capital campaigns, chairs or endowments
- Private foundations or pass-through organizations
- General operating funds for single-disease health groups
- Goodwill advertising
- Organizations that receive 3 percent or more of funds from United Way

### **Grants Application and Funding Process:**

Proposals should be typewritten and must contain all information requested on the grant application. Grant applications must be submitted in hard copy form, e-mail applications will not be reviewed. You may type directly on this form, recreate it on your computer or request a copy via e-mail in MS Word format by e-mailing Qwest Foundation at: [Qwest.Foundation@qwest.com](mailto:Qwest.Foundation@qwest.com). Incomplete applications will be returned.

Written notification of funding decisions is made within **6-8 weeks** following the grant submission. If you have questions, please feel free to contact the Qwest Foundation at 303-896-1266. **Please submit all grant application materials to Qwest Foundation, 1801 California Street, 50<sup>th</sup> Floor, Denver, CO 80202**



---

## Grant Application

---

### Instructions

Please read this document carefully and be sure to review the Qwest Foundation Grant Guidelines before completing this application. You may reproduce this form on your computer, or type or legibly print the requested information. Please keep your answers as brief as possible. This application is also available on the Web at [www.qwest.com](http://www.qwest.com).

**All grant applicants:** Please complete the application, include the required attachments, and sign and date the application.

---

### General Information

Name of Organization: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Web Address: \_\_\_\_\_

Executive Director (Mr. Mrs. Ms. Other): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Primary Contact, if other than Executive Director (Mr. Mrs. Ms. Other): \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please provide a brief overview of the organization: \_\_\_\_\_

\_\_\_\_\_

### Grant Overview

1. Has the organization received a grant from Qwest in the last three years?  Yes  No

If yes, please list dates and amounts: \_\_\_\_\_

\_\_\_\_\_

2. Please list any Qwest employees involved in your organization and their roles. \_\_\_\_\_
- \_\_\_\_\_

3. Amount Requested: \$ \_\_\_\_\_ Date of Application: \_\_\_\_\_

4. Type of Request (check one):  Program/Project  General Operating  Other  
(Please note: the Qwest Foundation focuses its funding on programs/projects)

5. Please briefly describe the program for which you are seeking support. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Does the request address one of the Qwest funding priority areas?  Yes  No

If yes, select one:  
 Education  Workforce

7. Does the organization receive support from United Way?  Yes, \_\_\_\_\_% of budget  No

8. In an effort to help us better understand the communities we serve, we would like to ask for the following information.

Demographic Populations Served By Organization (please check all that apply)				
Age of Primary Population Served			Predominant Gender Served	
Youth <input type="checkbox"/>	Adult <input type="checkbox"/>	Seniors <input type="checkbox"/>	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Predominant Ethnicity Served (select up to 3)				
American Indian / Alaska Native <input type="checkbox"/>	Hispanic <input type="checkbox"/>		African American <input type="checkbox"/>	
Asian or Pacific Islander <input type="checkbox"/>	White (Not of Hispanic Origin) <input type="checkbox"/>		Other (Please Specify)	

9. The organization's current year budgeted expenses of \$\_\_\_\_\_ are  
 %  higher  lower than the previous year's actual expenses.

10. During the current fiscal year \$\_\_\_\_\_ or \_\_\_\_% of the total expense budget is for  
 administrative/overhead and fundraising expenses.

11. Has the organization experienced an operating deficit (i.e., expenses exceeded revenues) in the last  
 two years?  Yes  No Please explain the deficit(s) above and the plan for reducing or  
 eliminating it. \_\_\_\_\_  
 \_\_\_\_\_

12. Does the organization have any outstanding tax or legal issues?  Yes  No  
 If yes, please explain \_\_\_\_\_

13. Are all taxes current?  Yes  No

## Project Information

1. What are the timelines for the project and for fundraising? \_\_\_\_\_  
\_\_\_\_\_
2. What is the budget for the program/project? \$ \_\_\_\_\_
3. How does this effort address a community need? Please describe the community and clients that will benefit. \_\_\_\_\_  
\_\_\_\_\_
4. Please explain how you have measured or will measure the success of the program/project. \_\_\_\_\_  
\_\_\_\_\_

## Required Attachments for All Grant Applicants

---

Please enclose one copy of each of the following items:

- 1. Cover letter
- 2. A copy of your current IRS determination letter indicating tax exempt 501(c)(3) status (Public entities may submit a letter indicating that they are a governmental sub-unit)
- 3. Board of Directors list, including names, phone numbers and affiliations
- 4. Annual report, if available, or other material summarizing activities of the organization
- 5. Current year itemized operating revenue and expense budget for the organization
- 6. Most recent audited financial statements or IRS Form 990
- 7. A list of major corporate and foundation donors for the past two years
- 8. A one-page summary of the organization's three major core programs or activities
- 9. Budget of program or project

If you are awarded a grant from the Qwest Foundation, we request that you publicize the grant in your newsletter and any internal publications. Are you willing to publicize the grant in these ways?

Yes  No

If awarded, would you be willing to publicize the grant using any of these additional methods? (please check those that apply)

- Press release on your letterhead
- Press conference
- Permanent recognition signage
- Recognition on program materials
- Recognition on website

## Authorization

*The undersigned certifies that they are authorized to represent the organization applying for a grant and that the information contained in this application is accurate. The undersigned agrees that if a grant is awarded to the organization: (1) the grant will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without prior written approval from the Qwest Foundation, (2) Qwest has received nothing of material value in exchange for the grant, and (3) information about the organization and the grant may be used by Qwest in any published materials.*

---

Signature of Executive Director or Board Chair

Date