



## Colorado Parks and Wildlife Philanthropy at Work - Program Information

Welcome to the Philanthropy at Work funding opportunity!

This funding opportunity is made possible by the generosity of donors who appreciate the work of CPW staff and the myriad activities and programs made available by this agency. We are looking forward to sharing the projects that receive funding as part of the Philanthropy at Work program with current and prospective donors.

This document will serve as a resource to help applicants understand the details of the Philanthropy at Work program AND provide guidance for those who decide to submit applications. It will be updated as common questions surface and as the program continues to grow. If there is a question not answered here, please [let us know](#), and we'll add it. Please read this document carefully to fully understand the process.

***Due Date: All Philanthropy at Work applications are due by Thursday, December 21, 2023 at 11:59 PM (Mountain Time)***

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### Philanthropy at Work General Information

The Philanthropy at Work funding opportunity is made possible through the generosity of donors who love Colorado and appreciate the essential work that CPW performs in service of the mission to perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources.

The Philanthropy at Work program is designed to distribute donated funds within the agency to help fund important *projects* and *programs* that support our mission. The CPW mission is broad in scope and complex in nature, as such, we are not limiting applications to certain types of projects or programs.

Instead, please review the following questions that the review committee will be asked to consider when scoring the applications:

1. Does the project or program directly support one or more of the following broad areas: Wildlife & Conservation, State Parks & Recreation, and/or Education & Outreach? We know that many programs might support more than one area, and we welcome projects that have impact across two or more of these areas.
2. Does the project or program have a meaningful impact on the public, the landscape, or Colorado's wildlife?
3. Does this application support organizational goals such as WIG or SCORP priorities? How will it support the larger mission of CPW?

Please note, Philanthropy at Work dollars will not be awarded to fund overhead or provide budget relief.

### Important Dates:

**November 9, 2023:** Application Opens

**December 21, 2023:** Applications Close at 11:59 PM (Mountain Time)

**January 2024:** Application Review

**Late February 2024:** Funding Recipients Announced/Funds made available

**March 2025:** Impact Reports Due

### Important Links:

[Philanthropy at Work Application](#)

[Review Committee Sign-up Form](#)

[Schedule a 15 Minute Meeting to ask questions/get help](#)

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## Application Requirements:

1. Applicants must be CPW employees and the program/project described in the application must be completed by CPW. If you are looking to fund a project that will be completed by a different organization please visit [CPW's Grant website](#) to look for appropriate funding sources.

2. Individual applications should request between \$2,500 - \$25,000. The entire amount available for the 2024 Fiscal Year will be \$150,000. This program is intended to fund projects on an annual basis.
3. Each applicant must have the support of their immediate supervisor AND the appropriate Executive Management Team (EMT) member. While both approvals will be requested automatically as part of the application process, we suggest making sure approval is granted before applying.
4. Projects that receive funding should be completed within 12 months of receiving funds.
5. **Applications are due by 11:59 PM (mountain time) on Thursday, December 21st.** We highly recommend that you plan to submit your application **before** the deadline in case of technical difficulties.
6. Applications will be reviewed by a committee of CPW staff. To join the review committee, please fill out the [committee form here](#).
7. All funded projects will be required to report back on project status and impact.

**Please take your time and be sure that you have filled out every question thoroughly.**

**Ready to Apply? Please read below and visit the [Philanthropy at Work Application](#).**

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## Application Instructions: Philanthropy at Work

Applications for the inaugural Philanthropy at Work funding opportunity are being collected through the Survey Monkey Apply platform. This platform is being adopted by other CPW grant programs and we hope that this format will offer a streamlined application experience. If you run into issues using this form, please see the instructions below then contact [Nicole Wilson](#) with any questions.


**Step 1.** The program/project lead should create an individual account with Survey Monkey Apply. Click the [Philanthropy at Work application link](#) and navigate to the upper right-hand corner to create an account by clicking “Register.” If you have an account with Survey Monkey for other purposes, your login information will not work here - you will

The screenshot shows the 'Register for an applicant account' page on the Survey Monkey Apply platform. At the top, the 'Apply' logo is displayed. Below it, the text 'Register for an applicant account' is centered. The main heading is 'Register with', followed by a red button with a white 'G' icon. Below this, the word 'OR' is centered. There are two radio button options: 'Register as an individual' (which is selected) and 'Register as an organization'. Below these options are input fields for 'First name' and 'Last name'. Below these is an 'Email' field. Below the email field is a 'Password' field with an eye icon to toggle visibility. Below the password field is a 'Confirm password' field, also with an eye icon. At the bottom, there is a checkbox for 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'.

need to make a new account specific to *Survey Monkey Apply*. Please retain your login information as you will be able to save your progress.

**Step 2.** After creating an account with Survey Monkey Apply, you will receive an email to verify your email. Please do so, then visit the [Philanthropy at Work application link](#) or click on the listed “CPW Philanthropy at Work Funding Opportunity” option and navigate to “Programs.”

[Log In](#) [Register](#)

  
CPW Philanthropy

### CPW Philanthropy at Work Funding Opportunity

This funding opportunity is made possible by the generosity of donors who appreciate the work of CPW staff and participate in the activities and programs made available by this agency. We are looking forward to sharing the projects that receive funding as part of the Philanthropy at Work program with current and prospective donors. For complete information about the Philanthropy at Work program, please visit our information page [here](#).

Value  
**\$2,500.00 to  
\$25,000.00**

[APPLY](#)

Open to  
Individual applicants can apply.

Opens  
Nov 8 2023 12:00 AM (MST)

Deadline  
Dec 21 2023 11:59 PM (MST)

**Step 3.** Please click “Apply” on the right. If you are returning to an application you’ve already started, click “See my Application” instead.

**Step 4.** Once you click “Apply,” you have started a grant application and are brought to the application homepage. You should see the “CPW Philanthropy at Work Funding Opportunity Application” and both the required recommendations listed. **Please complete and submit the application BEFORE requesting the recommendations as certain information from your application will be included in the recommendation email.**



application. This will allow the recommenders to see the relevant information on the projects that are proposed. Once you send the request to each recommender, you can mark the task as complete.

NW

**Nicole Wilson**  
cpwdonate@state.co.us

[Preview application](#)[Review CPW Philanthropy at Work Funding Opportuni...](#)

**Deadline:** Jan 1 2024 11:59 PM (MST)

**Accepted!**  
You have agreed to submit a recommendation

Change decision

### Supervisor Approval

A member of your team is submitting an application to the Philanthropy at Work funding opportunity. To ensure funded projects are in-line with agency priorities you and the appropriate member of the leadership team are being asked to provide approval for this application to be considered for funding. Please fill out the form below.

The application titled This is my test Program or Project Name has been submitted by Nicole Wilson. This application has requested funding in the amount of \$23,000 (This is the requested amount). The project description is included here for your review: This is a sample description of the project or program for which I am requesting funds. This is where applicants should describe what they plan to accomplish if this program or project is funded.

**Do you support this project and will you support the work that will be completed should funding be awarded?**

☒ Yes

☐ No

Clear

SAVE & CONTINUE EDITING

SUBMIT

[< Back to application](#)

CPW Philanthropy at Work Funding, ...  
5553814836  
ID: 5553814836

Application Form

Request a recommendation from your immediate supervisor

Request a recommendation from your Leadership Team member

2 of 3 tasks complete

Last edited: Nov 8 2023 09:03 PM (MST)

REVIEW

SUBMIT

Deadline: Dec 21 2023 11:59 PM (MST)

Request a recommendation from your Leadership Team member

Task instructions [Hide](#)

When completing this form please use the name and email of the LEADERSHIP TEAM MEMBER from whom you are requesting the recommendation. Your completion of this form will trigger an automatic email to the recipient.

REQUEST A RECOMMENDATION

Recommendations

MARK AS COMPLETE

Only after marking both recommendation requests as complete can you officially submit your application. The recommendations do not need to be approved by the deadline of 12/21, but you have to have requested the recommendations in order to submit your application.

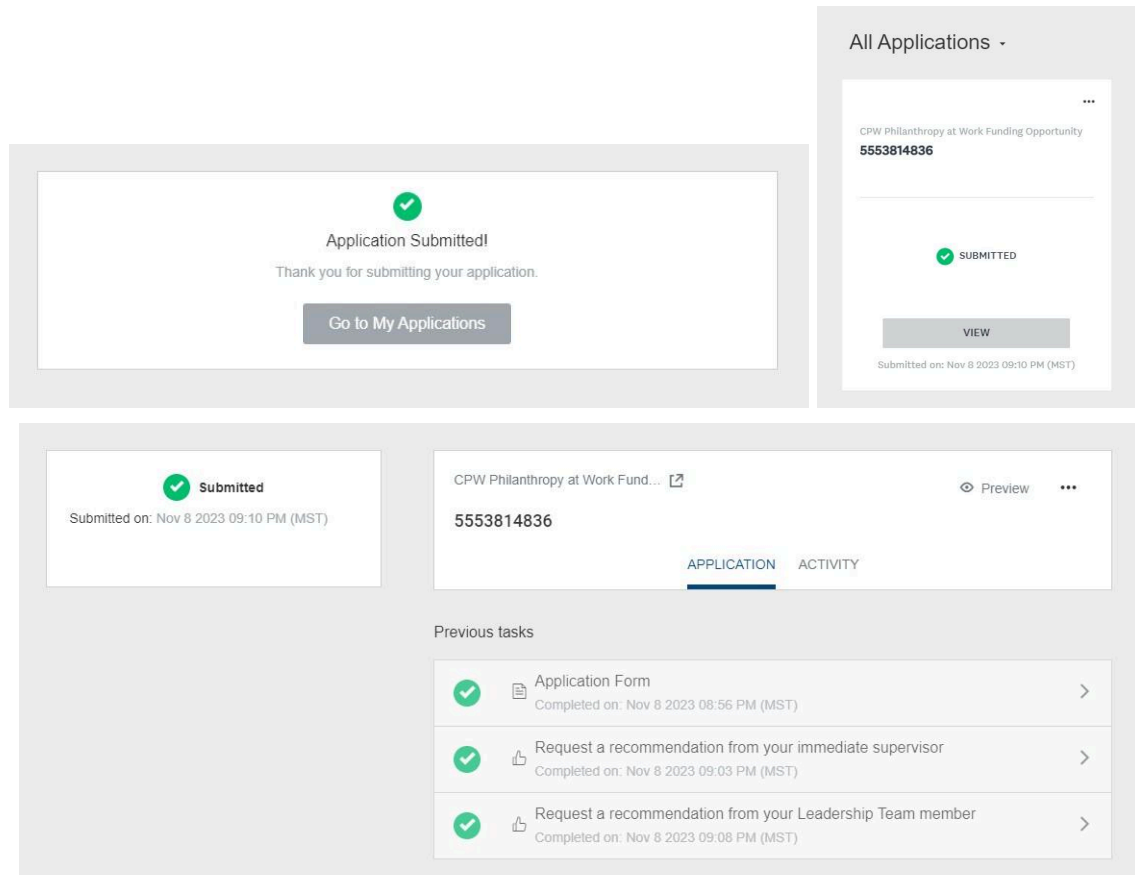
**Step 7:** Submit your application. In order to submit your application, you have to fill out the form, and request the recommendations. Each of these tasks need to be marked as complete and then you will have the opportunity to submit the application.

The screenshot shows a web application interface. On the left is a sidebar with a 'Back to application' link at the top. Below it, the application title 'CPW Philanthropy at Work Funding...' is displayed along with its ID '5553814836'. A progress bar indicates '3 of 3 tasks complete'. The tasks listed are: 'Application Form' (completed), 'Request a recommendation from your immediate supervisor' (completed), and 'Request a recommendation from your Leadership Team member' (completed). At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, with the 'SUBMIT' button circled in red. The main content area on the right shows the details of the 'Request a recommendation from your Leadership Team member' task, which was completed on Nov 8 2023 09:08 PM (MST). It includes task instructions and a 'Recommendations' table with one entry: Nicole Wilson (nicole.l.wilson@state.co.us) requested on Nov 8 2023.

Once you hit the submit button you will have the opportunity to review your application or submit. You should receive the confirmation message after you successfully submit your application.

The screenshot shows a modal dialog box titled 'Submit application'. The text inside says: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom of the dialog are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'. The 'SUBMIT' button is circled in red.

You should receive the confirmation message after you successfully submit your application and your account profile should show that you have submitted the application.



## Application FAQ

- Q: Who gets notified of grant application updates and reviews?**  
**A:** Notifications on grant applications or awards will go to the contact listed in the application.
  - Q: Is there a character limit for the application questions?**  
**A:** No.
  - Q: I've finished my application, how do I download my responses?**  
**A:** On your application homepage click the three dots next to Preview. Click Download. All attachments and question responses will be included in your download.
  - Q: Can I see a list of questions before creating an account?**  
**A:** Yes, a PDF of the questions can be viewed [here](#). The budget template can be found [here](#).
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