

THE DENVER GARDEN RAILROAD SOCIETY



Denver Garden Railroad Society Grant Program Application

Introduction

The Denver Garden Railroad Society (DGRS) was founded in 1979, and is a 501(c)7 organization. As a 501(c)7 organization, the DGRS is identified as a Social Club organized for pleasure, recreation, and other non-profitable purposes. According to our constitution, the DGRS serves two purposes. The first purpose of DGRS is to advance, improve, encourage, and stimulate the quality of garden railways. And the second purpose is to help preserve the history of railroads in the State of Colorado. We accomplish this second purpose by providing grants to other organizations working to restore or preserve the history of railroads in the State of Colorado.

Application Process

To apply for a grant, an application must be sent to DGRS either by US Post Office or electronically.

If using US Post Office, please send the application to the following address.

Denver Garden Railroad Society
PO Box 9256 Denver, CO 80209

If using email, please send the application and any supporting documents to Webmaster@DenverGardenRailway.org.

Evaluation Criteria

The only mandatory requirement is that the grant must be used for preserving railroad history in the State of Colorado. However, the DGRS Board has agreed on several guiding principles about the types of projects we prefer to fund. Consider these in your application.

Scale and Manageability: Preference will be given to smaller organizations with achievable projects rather than large organizations with established fund-raising bodies or being a tiny part of the funding in a very large project.

Significance and Impact: Preference will be given to projects of significant historic value or towards the preservation of critically endangered artifacts.

Relevance: Preference will be given to organizations with a strong track record of accomplishment.

Previous DGRS Grants: Preference will be given to new projects over previous grant recipients. (Note that it says *projects*, not *organizations*. Also, groups that have received prior grants but have not submitted the required status update by the end of the grant year may be excluded from consideration.)

Required Content of Grant Proposal

All grant proposals must include the following information. You are welcomed to include as much other supporting information as you would like (photographs are strongly encouraged for restoration-oriented proposals), but we believe the following points are critical to our ability to evaluate your project.

1. **Project Overview:** Describe the project to which you will apply the grant, both in terms of what your organization intends to accomplish and how this advances the goals of preserving railroad history in the State of Colorado. If the grant is to be applied to restoring or preserving an artifact, tell us about its current condition, and how, once restored, the item will be cared for in the future.
2. **Project Details:** Detail the work to be accomplished the timeline for the project, projected budget for time and materials, the funds being requested, and how those funds will be used.
3. **Organization Details:** Tell us a bit about your organization. We are looking for details such as your group's primary mission and goals, your track record on preservation projects like the one you are proposing, your group's history, and how many members you have that are actively involved.
4. **Contact Information:** Please list the point person in the organization managing the grant and/or the project, as well as any group officers.

Post-Grant Requirements.

If chosen, your organization will be expected to spend the grant as detailed in the proposal. If plans for spending the grant change substantially, we request that you seek approval for an amended project plan through DGRS Board.

We request that your organization submit a short article showing the results of the grant project to be published in our monthly newsletter. We request that this follow-up summary be submitted to the DGRS within 12 months of the grant being awarded and include how our grant was specifically used in the project. This is an important part of keeping our membership informed about how the DGRS is using its funds to preserve railroading history. Groups that do not submit a follow-up summary may be excluded from future grant consideration.

Additionally, if your organization is willing to attend one of our monthly general meetings (generally, 7 pm on the last Tuesday of the month), it would be greatly appreciated. However, given that recipients may live many miles from Denver, we realize this may not always be possible. Therefore, it is only a request, not a requirement.

We also request that you credit the Denver Garden Railroad Society in your list of donors.