



Community  
Roundtable

## **ADOPTEE APPLICATION**

**Purpose: To engage and resource local, like-minded non-profits, in the Pikes Peak Region, in their efforts to break the cycle of poverty in the lives of people living within the Pikes Peak/Front Range area. Preference will be given to Christian social service organizations that meet the Adoptee Criteria and Mission of the Community Roundtable.**

### **Criteria for Adoption**

Adoptees must:

- Be a community nonprofit organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and registered as a nonprofit in the state of Colorado.
- Demonstrate direct impact on impoverished people within the Pikes Peak Region.
- Demonstrate broad support from local, like-minded businesses, ministries, individuals, and/or agencies.
- Demonstrate fiscal stability and responsibility.

The following organizations are not eligible for Community Roundtable funding:

- An organization that engages in political campaign intervention prohibited under section 501(c)(3) of the Internal Revenue Code or is only in the process of being recognized by the IRS as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.
- An organization that promotes activities and principles that contradict the moral and social teachings of the historic, Christian Church and/or the stated Mission of the Community Roundtable. This determination will be made by majority vote of the Community Roundtable Board of Directors upon review of each Adoptee Application.
- For-profit businesses.



## Community Roundtable

Please complete the following and return to:

[coscrt@gmail.com](mailto:coscrt@gmail.com) or

MAIL TO: Community Roundtable  
P.O. Box 62113  
Colorado Springs, CO 80962  
Attn: Outreach Committee

YOU MAY ATTACH ADDITIONAL INFORMATION AS NEEDED. PLEASE CLEARLY REFERENCE THE QUESTION NUMBER IN ATTACHMENTS.

1. Legal Name of Organization:
2. DBA ( if applicable):
3. Address:
4. City and zip code:
5. Contact Person:
  - a. E-Mail Address:
  - b. Phone Number: Work:                      Cell:
  - c. Relationship to the Organization:
6. Date Organization was Established:
7. Organization's Web Site:
8. Name of CEO/Executive Director:
9. Please explain how your mission contributes to our goal of breaking the cycle of poverty in the Pikes Peak region.

The benefits that the CRT brings to your organization are as follows:

- Prayer Support
- Expertise (i.e. Technical Support, Financial Consulting, Fundraising Consulting, etc.)
- Volunteers
- Some material resources
- Very limited financial resources
- Networking Opportunities

10. Please explain how our resources may assist your organization.

11. Describe the Vision, Mission, Purpose and Goals of Organization:

12. Describe the role of the board of directors in advancing the mission of the organization:

13. Names, affiliation, and contact information of three local individuals or organizations as references for your organization.

14. Is Organization local, regional and/or national (circle all that apply)?

15. Number of individuals served locally by Organization each year:
16. Does Organization have a local office? Y/N
17. Composition of local staff: Full Time: \_\_\_ Part Time: \_\_\_ Volunteers: \_\_\_
18. Is Organization a 501(c)(3) nonprofit entity? Y N (circle one)
19. Does Organization have a yearly Financial Audit, Review or Compilation completed by a CPA? Audit: Y/N Review: Y/N Compilation: Y/N
- If so, please attach.
20. Organization's current budget for fiscal year ending \_\_\_\_\_:
- Income:                      Expense:
21. Is your budgeted income dependent on any unconfirmed grants? Y/N  
If so, how will you be impacted if the grant is not received?
22. Is your organization open to limited conversations of a spiritual nature, should they arise, between CRT volunteers and your organization's clients and staff?  
Y/N If not, can you please explain why?
23. How long has your organization been attending the Roundtable luncheons (in number of years) and how often (in times per year)?
24. By submitting this application your organization agrees to the following level of involvement:
- Your organization will attend all Community Roundtable meetings.
  - Your organization will provide an "update" report at each meeting addressing your current needs, activities, challenges, and successes.
  - Your organization will attend a special, "adoptee orientation" meeting to introduce you to the workings of the Community Roundtable.
25. Additional information that will help us understand you and your organization better and that will help us make a more informed decision regarding your application.



***PLEASE INCLUDE THE FOLLOWING ATTACHMENTS***

*Label each attachment and provide in the order listed.*

**Financial Attachments**

*Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.*

**1. YEAR-END FINANCIAL STATEMENTS**

Include the most recent fiscal year-end financial statements, audited if available. If the organization has an audit, but it is not available for the most recent fiscal year-end, also include the most recent audit.

**2. BOARD OF DIRECTORS LIST.** Include the following information for each board member:

- Position(s) on the board (officer and committee positions)
- Occupation
- City or county of residence

**3. PROOF OF IRS FEDERAL TAX-EXEMPT STATUS.** This is also called a Letter of Determination. This letter must be dated within the last five years or if not, the current listing from IRS Publication 78 should active status.

**4. LIST OF NAMES OF KEY STAFF,** including length of service with the organization. *Do not* include job descriptions or resumes.

**5. ANNUAL REPORT,** if available.

**6. ADDITIONAL INFORMATION,** Questions 1-24.