



## **Request for Funds Procedures**

The El Paso County Sheriff's Office Foundation, Inc., (EPSOF) is a non-profit, independent IRC 501 (c) (3) organization, incorporated and licensed in the State of Colorado. One of the main purposes of the Foundation is to provide support to the divisions within the El Paso County Sheriff's Office not covered by existing budget or resources.

The following are procedures that must be adhered to in seeking funding from the EPSOF:

Requests for funding must be received BEFORE expenditures have occurred; Upon approval by the chain of command, an application on the EPSOF RFF form must be completed, signed and dated and submitted to the EPSO Foundation by mail or email. Further explanation for funding requested may be needed in writing or by meeting with the EPSOF. If that is the case, someone from the Foundation will be in touch with the contact provided on this form.

Submissions can be mailed or emailed to the following:

EPSO Foundation, Inc.

P.O. Box 38880

Colorado Springs, CO 80937

OR [EPSOFoundation@gmail.com](mailto:EPSOFoundation@gmail.com)

Upon receipt of the application form, the EPSOF will review the application, determine if the requested funding is available and will then either accept, reject or modify the request. Please allow up to two business weeks for a decision. The EPSOF will contact the applicant with their decision.

If approved, instructions will be given on how the funding will take place. If your application is not approved for funding, you will receive an explanation for this decision.

Should you have questions or comments, please feel free to contact us at [EPSOFoundation@gmail.com](mailto:EPSOFoundation@gmail.com)

