



The Howard Fund

Providing
Financial Assistance
to Individuals who are Blind

Send your application requests for financial assistance to:

The Howard Fund

1575 Sherman Street, 4th Floor
Denver, CO 80203

Only requests relating to issues or needs of blindness will be considered. Questions about the Howard Fund should be directed to: 303-866-4626.

[Board Members](#)

[Individual Application](#)

[Organization Application](#)



Howard Trust Fund Board Members

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INTRODUCTION

The Howard Fund began with a bequest from Mrs. Ida G. Howard in 1938. It has grown through the years with the inclusion of gifts and bequests for the benefit of Colorado citizens who are blind. Initially the Howard Fund was administered by the Colorado Commission for the Blind, the State Board of Colorado Industries for the Blind. From 1959 through June 30, 1968 the administrative authority rested with the State Department of Rehabilitation under the Department of Social Services as a division.

Restructuring created the Department of Human Services on July 1, 1994. House Bill 93-1317 shifted all administrative authority to the new department. The managing agency was also then changed to the Colorado Division of Vocational Rehabilitation.

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PURPOSE

The purpose of the Howard Fund is to assist individuals who are blind to live independently. The scope is to provide services to benefit persons who are legally blind residing within the State of Colorado with matters relating to blindness. Legally blind is that as defined by the Social Security Administration and hereinafter shall be referred to as blind. Recipients may be any blind resident or provider of services to individuals who are blind within the State.

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FUND ADMINISTRATION

The fund will be administered by a Board of Sole Purpose. Board members shall be employees of the Department of Human Services. The Director of the Division of Vocational Rehabilitation, the Administrator of the Division's Field Services, and a person selected by the Division of Accounting shall be standing members of the Board. The Board shall select all members except the standing members. The Board shall consist of eight (8) voting members. A quorum of two-thirds voting membership is required to conduct official meetings and to approve motions set before the board. A two-thirds majority is required to approve motions set before the body.

The purpose of the Board will be to carry out the resolve of the Howard Fund, preserve its intent and uphold the will of its donors. This body shall also review and update the guidelines and operational procedures at least annually. They shall elect a Chairperson. The Chairperson shall appoint an Administrative Assistant. The Chairperson shall be responsible for establishing and directing meetings and developing agendas. The Chairperson is authorized to call special meetings. The Chairperson may call for votes on

funding requests in writing when deemed necessary. The Administrative Assistant shall maintain a central file of the current year's records and provide minutes of meetings. A permanent historical file will be maintained in the State Office of the Division of Vocational Rehabilitation. Officers of the Board shall be elected for a term of four years. The Board Member from the Division of Accounting shall furnish the committee with quarterly reports on receipts and disbursements, shall assure proper handling of these transactions, and shall provide other fiscal and accounting reports as requested by the Board.

DEPOSITS

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DEPOSITS

The Howard Fund is an accumulation of savings and stocks which have been given by a wide array of sources, including individuals who are blind, families, friends, estates, and other private donations. All donations are tax exempt. Funds are deposited in certificates of deposit and the holdings of stocks. Cash savings are managed by the State Department of Treasury for the Howard Fund. Any estates or gifts assigned now or in the future shall become a part of this fund unless otherwise specified by the donor. The fund shall be used entirely for its designated purpose or as otherwise restricted by the donor. The Division of Accounting will clearly designate restricted funds and safeguard their specified expenditures.

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DISBURSEMENTS

The disbursements from this Fund shall be for the sole purpose of the benefiting persons who are blind in accordance with its stated purpose and scope. Only request for funds relating to issues or needs of blindness will be considered by the Board. Requests to the Howard Fund must reasonably demonstrate and support the need(s) for financial assistance. Disbursements of funds shall include administrative costs to assist in the facilitation of Board meetings, maintenance of client files, submission of applications, and purchasing equipment for client use. Funds are not to be used for medical cost. Disbursements from the Howard Fund shall limited to annual expenditures not to exceed ten percent of the unrestricted account based on the fund balance at the beginning of a given State Fiscal Year. The Division of Accounting at the beginning of the State Fiscal Year will establish maximum amount of funds allowed to be spent in a given fiscal year in writing. Only the formal approval of the full Board Membership may remove this limitation on expenditures. The Fiscal Rules and the Standard Operating Procedures may impose further restrictions. All financial transactions must comply with generally acceptable accounting procedures, with the State Fiscal Rules, and with the Standard Operating Procedures of the Division of Accounting.

Disbursements shall be made for but not limited to the following:

- To provide equipment which will allow individuals who are blind to participate in rehabilitation and independent living related programs and services.
- To purchase equipment used for demonstration or training purposes.
- To provide direct funding, including matching funds for demonstration and innovation projects. The goal of projects must be to become a continuing service supported by other planned sources of funds. These grants will be awarded no more than a year-to-year basis. Grants will only be awarded for direct services benefiting persons who are legally blind. These grants shall not be awarded to supplant lost funding streams or be used to expand existing programs or services.
- To provide for developing and disseminating public information or marketing of the Howard Fund to enhance services to persons who are blind.
- To provide for funding of other activities or projects which the committee deems to be worthwhile and fitting within the purpose and scope of the Fund.

GRANTEE PROCESS AND RESPONSIBILITIES



GRANTEE PROCESS AND RESPONSIBILITIES

Proposals must be made in writing and sent to a member(s) of the Board. Proposals must contain defined plans for using the funds including to whatever extent possible the measurable benefit(s) expected from the usage of these funds. The proposal must be submitted on a form approved by the Howard Fund Board. If funds are for programs or provision of services the proposal must include:

- A definition of the purpose, target population, expected outcomes and how success will be evaluated.
- When applicable, evidence that other sources of funds are available to begin and contribute to the success of demonstration and innovation projects.
- A plan for developing funds which will support an ongoing program and the target dates for obtaining such funds.
- The Board shall require that the successful grantee provide periodic reports as stipulated in the grant award letter and information to evaluate the effectiveness and/or outcome of services.

Failure to comply with the grant provisions may disqualify grantees from the continuation of funds or the future receipt of other funding.

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