PROSPERITY DENVER FUND

Required Documents Resource

Starting in the Fall 2026 Distribution Cycle, verifying documents for each eligibility criterion will be required at reimbursement submission rather than produced at the time of audit

It is recommended to start uploading with submission as soon as possible to avoid needing to retroactively provide documents if selected for a quality assurance audit. The new database will accept document uploads starting this spring.

*Bulk upload will be available for organizations with 100+ Students in a given distribution cycle. Please contact PDF if your organization will be submitting 100+ students.

Below is a list of eligible verifying documents for each eligibility criterion.

Student Eligibility Criteria

One document for each eligibility criterion will be required for submission.

Financial Need	Residency	Age
• Copy of the student's application • Copy of the SO's database records • Student Aid Report • Eligibility of Public Benefits • Eligibility for FRL • W-2 • Tax Returns • Pay Stub • Statement of Household Income/Demographics • Financial Need Affidavit*	• Copy of the student's application • Copy of the SO's database records • High School Transcript • Other official documentation from high school (not transcript) • Current Drivers License/State ID • Residency Affidavit *Must include verification student lived in Denver for 6 months prior	• Copy of the student's application • Current Drivers License/State ID • Current Passport • Birth Certificate • High School Transcript

Scholarship/Training Eligibility Criteria

One document for each eligibility criterion will be required for submission.

Attended Qualifying Institution	Satisfactory Academic Progress	Payment Was Made
• Copy of the organization's database records • Post-secondary transcript (official or unofficial) • Documentation from post-secondary institution • Certificate of Completion	• Copy of the organization's database records • Post-secondary transcript (official or unofficial) • Documentation from post-secondary institution • Certificate of completion • Official letter statement or form • Diploma • *Only GPA is not sufficient, must include student's overall standing	• Communication to/from post-secondary institution • Bank records • Check stub/copy of check • Credentials: • Invoice, payroll stubs, etc.

Support Services Eligibility Criteria

One document for each eligibility criterion will be required for submission.

Direct Salary Expenses	Fringe Benefits Expenses	Non-Personnel Expenses
• Payroll report/ledger • Pay stub • General ledger • Statement of activity • Profit & loss statement • Invoice • Check	• Payroll report/ledger • Pay stub • General ledger • Statement of activity • Profit & loss statement • Invoice • Check	• General ledger • Statement of activity • Profit & loss statement • Income Statement • Statement of functional expenses • Transaction Report • Invoice • Receipt