



# **PROSPERITY DENVER FUND**

**Collegiate Scholarships & Support Services**

**Program Submission Guidelines  
Spring 2025 Distribution Cycle**

# Table of Contents

## Quick Reference Page

<b><u>Introduction</u></b>	<b>4</b>
Prosperity Denver Fund	4
Collegiate Scholarships & Support Services Program	5
<b><u>Program Policies</u></b>	<b>5</b>
<b><u>Student Eligibility Overview</u></b>	<b>7</b>
Financial Need	7
Residency	9
Age	11
Postsecondary Institution	11
Satisfactory Academic Progress	12
<b><u>Reimbursement Submission Process</u></b>	<b>13</b>
Preparing for the Distribution Cycle	13
Scholarship Submission	14
Support Services Submission	15
Reimbursement Process Final Steps	16
<b><u>Post Distribution Requirements</u></b>	<b>17</b>
Reporting	17
Use of Funds	17
Overpayment	17
Quality Assurance Program	18
<b><u>FAQs</u></b>	<b>18</b>

# Quick Reference Page

## Program Overview

---

The Prosperity Denver Fund (PDF) Collegiate scholarships & Support Services Program reimburses qualified organizations up to 75% of eligible scholarships applied to degree programs at four-year colleges, two-year colleges, or technical schools and also reimburses support services offered to scholarship recipients.

## What's New

---

- Online Submission Portal: Starting with the 2025 spring distribution cycle, all reimbursement requests will be submitted via a new online platform. The goal for the platform is to create an infrastructure necessary for a seamless end-to-end reimbursement process and quick, accurate, easily digestible data collection, reporting, and evaluation.
- Required Document Policy: Beginning with the 2026 fall distribution cycle, PDF will require verifying documents for scholarship/training and support services eligibility criteria at the time of reimbursement submission rather than being produced at the time of an audit. Until then, the next three cycles (spring 2025/fall 2025/spring 2026) will be used as an on-ramping period to provide the support and guidance necessary to ensure that when the time comes to comply with the policy, our SOs are prepared and set up for success.

## Resources

---

Timeline	Helpful Links	Questions
<ul style="list-style-type: none"><li>▪ 5/5 - Support Services Training Webinar</li><li>▪ 5/7 &amp; 5/14- Help Desk</li><li>▪ 5/19 - Support Services Close</li><li>▪ 5/19 - Scholarship Training Webinar</li><li>▪ 5/22 &amp; 5/28- Help Desk</li><li>▪ 6/2- scholarships Close</li></ul>	<ul style="list-style-type: none"><li>▪ <a href="#">Collegiate Website</a></li><li>▪ <a href="#">Required Documents Info</a></li><li>▪ <a href="#">Reimbursement Year Alignment</a></li><li>▪ <a href="#">Support Services Guide</a></li><li>▪ <a href="#">Eligible Required Documents</a></li></ul>	<p>Reach out to <a href="#">Prosperity Denver Fund Help</a> for questions and support.</p>

# Introduction

---

## Prosperity Denver Fund

The Prosperity Denver Fund (PDF) launched in 2018 after Denver voters passed a ballot initiative called Prosperity Denver. The [ordinance](#) called for a 0.08% sales tax (less than one cent on \$10) to fund the organization. PDF, in turn, partners with organizations focused on increasing postsecondary enrollment, retention, and completion for low-income Denver residents through high school, collegiate, and credentials programming.

The [High School Support Services Program](#) (HSSSP) provides reimbursements to qualified organizations for high school initiatives aimed at increasing postsecondary preparedness and enrollment among low-income Denver residents. These programs, implemented by supported organizations (SOs), are instrumental in increasing student enrollment in two- and four-year colleges and certificate programs, and ultimately setting students up for long-term success.

The [Collegiate scholarship and Support Services Reimbursement Program](#) reimburses qualifying nonprofit organizations, referred to as Supporting Organizations, up to 75% for eligible scholarships and support services for two and four-year collegiate programs. In the organization's brief history, thousands of students have been supported through scholarships and wraparound support. These supports help minimize a student's debt, support the student's postsecondary goals, and ensure they are equipped to contribute to their local economy after graduation.

The [Credentials Reimbursement Program](#) reimburses qualifying nonprofit organizations up to 75% for eligible training and support service costs for students pursuing registered apprenticeships, teacher training credentials, and industry-recognized credentials.

## Collegiate Scholarships & Support Services Program

College continues to be a path to compete in today's evolving job market. Before the pandemic, college proved a financial possibility for just under half of Denver's high school students (as of 2020). That number decreased due to COVID, putting Denver's students at risk of lacking workforce skills to compete in the evolving job market.

What's evident is that a two-year or four-year college degree is a game changer for Denver's high school students, from increasing their income potential to building economic prosperity and the possibility of home ownership. It's a path toward building a prosperous future and contributing to Denver's economy. Yet what is also clear is that while Denver

high school students have the ability and drive to achieve in college, the potential financial burden keeps them from pursuing it. In addition, it is clear that college students, especially those who are first in their family to go to college, need additional supports to succeed in college.

Mitigating the front-end investment minimizes a student's debt and ensures they are equipped to contribute to their local economy after graduation. That's why Prosperity Denver Fund's Collegiate scholarships and Support Services Program exists, to help support the broad network of 501(c)3 nonprofits that offer scholarships to Denver's students. Together, we're making college an affordable reality for Denver high school students.

Since the program's inaugural distribution year in 2020, Prosperity Denver Fund has distributed a total of \$47.6m for both scholarships and support services.

## Program Policies

---

### I. Organization Eligibility

Organization Requirements - To become eligible, organizations must show that they:

- Provide scholarships for postsecondary education, credentials/apprenticeship training, or high school support services to Denver students
- Are in good standing and registered with the Colorado Secretary of State
- Have been in existence for at least 3 years
- Be a 501(c)(3)
- Operate independently as a financial and operational entity separate from any postsecondary institution

### II. Student Eligibility

Student Requirements - For organizations to receive reimbursements for the students, the students must meet the following requirements:

- **Financial Need** - Student's Expected Family Contribution (EFC) may not exceed 250% of the maximum SAI to qualify for a Federal Pell Grant for their first academic year of postsecondary education. EFC is obtained by completing a Free Application for Federal Student Aid (FAFSA). **IMPORTANT:** Beginning with the Fall 2025 Distribution Cycle, the Student Aid Index SAI will replace EFC as the FAFSA qualifier.
- **Residency** - Students must have graduated from a Denver high school or have lived in Denver for at least 6 months. (If between 26 and 30 years of age, a student must

have lived in Denver for six months.) Residency is determined the first time a student is submitted to PDF for reimbursement and is not reevaluated in subsequent years.

- **Age** - Students must be 30 years of age or younger on the last day of the postsecondary academic school year for which you seek reimbursement.
- **Satisfactory Academic Progress** - Students must demonstrate satisfactory academic progress (SAP). SAP considers both grade point average, if applicable, and progress towards completing enough coursework to graduate within a specific time period and is determined by the student's postsecondary institution.
- **Institution** - Student must attend a nationally or regionally accredited Colorado-based postsecondary institution

### **III. Distribution Cycles**

The ordinance mandates two annual distribution cycles. All Supported Organizations will be entitled to apply to either the fall or spring distribution following the prior academic year for which awarded scholarships were used and support services provided.

- Ex. The fall 2024 and spring 2025 distribution cycles reimburse scholarships used and support services provided during the 2023-2024 academic year

"Scholarship" means a payment or payments from an organization to a student or postsecondary institution to defray a student's costs of attendance, including, but not limited to, tuition, fees, room and board, books, and supplies. Whether a particular cost or category of costs is reimbursable as a scholarship is determined by PDF's board of directors.

"Support services" means services designed to increase college student persistence and graduation.

### **IV. Reimbursement Rates**

Reimbursements for scholarships and support services are funded on a sliding scale based on a student's financial need and cannot exceed seventy-five (75) percent of the amount spent by the organization on scholarships and support services for an eligible student. Seventy percent (70) is the lowest possible reimbursement rate. An organization may not receive support services reimbursement for a student if they do not have an approved scholarship being reimbursed for the specified academic year.

### **V. Supported Organization Good Standing**

To remain in good standing and eligible to receive reimbursement, organizations must complete an annual survey and submit an annual renewal agreement.

# Student Eligibility Overview

## Financial Need

Students must have an Expected Family Contribution (EFC) below 2.5x the EFC to qualify for the Federal Pell Grant for their first year of postsecondary education, or meet an alternative financial need requirement as approved by the Board of Directors.

- Organizations must provide the level of financial need and measure for each student.
- Financial need information is only required the first time a student is submitted to PDF.

### EFC Qualifying Amounts

The EFC limit for the Federal Pell Grant typically changes for each academic year.

The table below outlines EFC ranges that would qualify for PDF reimbursement, with the lowest EFC amount to the far left and the maximum EFC amount to the far right for each academic year.

<b>EFC RANGE (AY 23/24)</b>					
		<b>At or below</b>	<b>Between</b>	<b>Between</b>	<b>Between</b>
		Pell Grant eligibility limit	<b>Pell -150%</b> Pell Grant eligibility	<b>150-200%</b> Pell Grant eligibility	<b>200-250%</b> Pell Grant eligibility
	<b>2023-2024</b>	0-6656	6657 - 9984	9985 - 13314	13315 - 16640

### Alternative Financial Need Measures Approved by PDF

1. Eligibility for any of the following public benefits:

- Free and Reduced-Price Lunch
- Temporary Assistance for Needy Families (TANF) Benefits
- Supplemental Nutrition Assistance Program (SNAP) Benefits
- Medicaid
- Supplemental Security Income (SSI) or Disability Benefits
- Section 8 Housing Vouchers
- Women, Infants, and Children (WIC) Benefits

2. A household income that is too low to require a Federal Income Tax Filing

3. A total household annual income at or below these guidelines based on Area Median Income (Amounts are based on Adjusted Gross Income.):

### 2023 Area Median Income

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<b>At or Below 60% AMI</b>	\$52,140 or below	\$59,580 or below	\$67,020 or below	\$74,460 or below	\$80,460 or below	\$86,400 or below	\$92,340 or below	\$98,340 or below
<b>61-80% AMI</b>	\$52,141-\$66,300	\$59,581-\$75,750	\$67,021-\$85,200	\$74,461-\$94,650	\$80,461-\$102,250	\$86,401-\$109,800	\$92,341-\$117,400	\$98,341-\$124,950

Family sizes in excess of 8 persons are calculated by adding 8% of the four-person income limit for each additional family member. That is, a 9-person limit should be 140% of the 4-person limit, the 10-person limit should be 148%.

The income limit values for large households (9-12 persons) must be rounded to the nearest \$50. Therefore, all values from 1 to 24 are rounded down to 0, and all values from 25 to 49 are rounded up to 50.

### Reimbursement Rate Based on Financial Need Qualifier

75% Reimbursement	70% Reimbursement
Eligibility for any of the following public benefits listed above	
A household income that is too low to require Federal Income Tax Filing	
A total household annual income at or below 60% Area Median Income (AMI) for the calendar year in which their training began	A total household annual income between 61-80% Area Median Income (AMI) for the calendar year in which their training began
At or below Pell Grant limit	EFC between 201-250% Pell Grant limit
EFC between 101-150% Pell Grant limit	
EFC between 151-200% Pell Grant limit	

## Financial Need Verifying Documents

PDF requires Supported Organizations to submit information regarding which financial need measure was used and retain the supporting document(s) verifying eligibility. Only one eligible verifying document is required.

Eligible documents include:

- Copy of the student's application
- Copy of the SO's database records
- Student Aid Report
- Eligibility of Public Benefits
- Eligibility for FRL
- Financial Need Affidavit\*
- W-2
- Tax Returns
- Pay Stub
- Statement of Household Income/Demographics

Please find a complete list of eligible verifying documents for all eligibility criteria [HERE](#).

---

## **Residency**

To be eligible for reimbursement from PDF, if under the age of 26, students must have resided in the City and County of Denver for six (6) months continuously in the academic year prior to the first day of their postsecondary class **or** have graduated from a high school in Denver. If between 26 and 30 years of age, a student must have lived in Denver for six months prior to their first scheduled postsecondary class day.

- Organizations must submit residency information to PDF only once for each student, for the first academic year for which they are requesting reimbursement. At least one of the following must be provided:
  1. High school graduation information (for students under the age of 26). Please find a complete list of eligible high schools [HERE](#).
  2. Six months of residential address information (for students between 26 and 30 years of age)

## City and County of Denver Address Verification

If using an address to verify residency, students must have resided in the City and

County of Denver to be eligible for reimbursement. It is important to note that an address with Denver as the city does not necessarily mean they also live in the county.

Please use the Denver Assessor's Office online map tool to verify if an address is within the city and county limits: <https://www.denvergov.org/Maps/map/property>

Through the link above, simply type the student's street address into the search box at the top of the page, then click "Search".

- If the address is within the City and County of Denver, the search will return with a property record.
- If the address is not within the City and County of Denver, the search will return with "No parcels found at this location" or "No map available for this property".

#### Additional Resource

PDF has an additional resource available for supported organizations for residency data collection: **Denver Residency Affidavit**. The affidavit is an optional resource and is not required to be used by supported organizations.

The purpose of the affidavit is to assist supported organizations with collecting Denver address information from their student, particularly if this is not a typical piece of information collected. In the event that a student's safety may be compromised by the disclosure of their address, organizations may attest to the student's residency and use the institution's address to complete the affidavit.

The Denver Residency Affidavit can be found [here](#).

#### Residency Eligibility Verifying Documents

PDF requires Supported Organizations to submit information regarding how residency was verified and retain the supporting documents verifying eligibility. Only one eligible verifying document is required.

Eligible documents include:

- Copy of the student's application
- Copy of the SO's database records
- High School Transcript
- Residency Affidavit
- Other official documentation from high school (not transcript)
- Current Drivers License/State ID

\*All verifying documents must include verification the student lived in Denver for 6 months prior

Please find a complete list of eligible verifying documents for all eligibility criteria [HERE](#).

## Age

Student must be thirty (30) years of age or younger as of the final scheduled class day of the academic year for which a reimbursement grant is requested. Please refer to the chart below for the eligible birth year for the 2025 Spring Cycle funding AY 23/24.

Eligible Birth Years by Academic Year		
Academic Year	Distribution Cycles	Student Must Be Born on Or After
2023-2024	Fall 2024 Spring 2025	August 1, 1993

### Age Eligibility Verifying Documents

PDF requires Supported Organizations to submit information regarding how residency was verified and retain the supporting documents verifying eligibility. Only one eligible verifying document is required. Eligible documents include:

- Copy of the student's application
- Current Drivers License/State ID
- Current Passport
- Birth Certificate
- High School Transcript

## Postsecondary Institution

Scholarships eligible for reimbursement are for attendance at academic institutions that meet the following criteria:

- Schools must be based in Colorado. This includes traditional 4-year colleges, 2-year colleges, and technical schools. (You can find a full list of Colorado institutions [HERE](#))

- Institutions cannot be for-profit: public and private nonprofit schools are accepted
- Schools must be nationally or regionally accredited

Split Enrollment: Students may be considered eligible if they split enrollment between an eligible and ineligible institution for the specified academic year. In this case, if at least one of the institutions is qualifying based on eligibility criteria above, they are eligible for 50% of the total calculated reimbursement for that student, should the student meet all other eligibility criteria. Please only submit the scholarship expenses associated with the eligible institution.

#### Institution Eligibility Verifying Documents

SOs must submit one eligible verifying document from the list below:

- Copy of the organization's database records
- postsecondary transcript (official or unofficial)
- Documentation from postsecondary institution
- Certificate of Completion

---

### **Satisfactory Academic Progress (SAP)**

Students must meet satisfactory academic progress (SAP) based on their postsecondary institution's definition of SAP.

- Organizations must provide confirmation that the student met SAP for the specified academic year.
- Submitting GPA only is not sufficient. Verification must include the student's overall standing

Please find a list of all Colorado institutions' SAP requirements [HERE](#).

#### SAP Eligibility Verifying Documents

PDF requires Supported Organizations to submit information regarding how residency was verified and retain the supporting documents verifying eligibility. Only one eligible verifying document is required.

Eligible documents include:

- Copy of the organization's database records
- postsecondary transcript (official or unofficial)
- Diploma
- Certificate of completion
- Official letter, statement, or form
- Documentation from postsecondary institution

## Reimbursement Submission Process

### Preparing for the Distribution Cycle

1. **Determine your Reimbursement Period Alignment:** Identify the fiscal year for which your organization will be applying for reimbursement. PDF encourages organizations to align their fiscal year with the Academic Year being reimbursed. For example, the 2025 Spring Distribution Cycle reimburses expenses for AY 23/24; therefore, we encourage organizations to submit expenses for scholarships used and support services provided during AY 23/24.

However, PDF does allow flexibility in allowing organizations to specify which fiscal year will align with the reimbursement period. Please refer to the table below to identify fiscal year alignment.

Academic Year	Distribution Cycles	Corresponding Fiscal Years	Corresponding Months
August 2023- July 2024	Fall 2024 Spring 2025	Academic Year	August 2023- July 2024
		State Fiscal Year	July 2023- June 2024
		Federal Fiscal Year	October 2023-September 2024
		Calendar Year	January 2023- December 2023

\*If you are reporting your expenses on anything other than Academic Year, please be sure that all reported expenses and supporting documents align with the months provided above.

2. **Identify Eligible Students:** Identify eligible students based on the academic year you are submitting for to determine if you will be able to participate in the intended Distribution Cycle.
3. **Complete and submit an Intent to Participate:** Complete this form to confirm participation. This informs PDF of which SOs will participate in the Distribution Cycle and should be included in related communications.
4. **Attend Training Webinars:** Attend the scheduled training webinar for the program(s) for which you are submitting expenses. These training sessions will teach you how to submit expenses for both scholarships and support services using our online submission platform.

## Scholarship Submission

All submission requests for reimbursement will be accepted via PDF's [online submission platform](#) (please refer to the scholarship Training Webinar for instructions on submitting through the portal).

**IMPORTANT:** All submission requests for reimbursement must be reviewed and confirmed by a second staff member at the Supported Organization before being submitted to PDF.

1. **Student Entry:** SOs must create a student profile for each student they are submitting a scholarship reimbursement request for. All students who have previously been submitted to PDF by your organization are already in the portal, and there is no need to create a new student profile.

Based on the eligibility criteria, for each student, an SO must submit the following:

- a. Student name
  - b. Student date of birth
  - c. Residency information: Student address or high school
  - d. Financial need information: FAFSA EFC range or other qualifier approved by PDF.
2. **Scholarship Entry:** SOs must submit information for each scholarship awarded to the student during the specified reimbursement period. The following information for each scholarship must be submitted:
    - a. Student name
    - b. Award amount
    - c. Postsecondary Institution
    - d. Postsecondary institution program start date
    - e. Satisfactory academic progress information

### 3. Submit Scholarship Payment Verification

- a. Organizations are required to provide verification that the scholarship was paid to the student or directly to the postsecondary institution.

Payment Verifying Documents (only one required)

- Communication to/from postsecondary institution
- Bank records
- Check stub/copy of check

4. **Reimbursement Calculation:** Student reimbursements are calculated on the individual student level, based on scholarship reimbursement requests submitted by Supported Organizations.

A		B		C
Scholarship Amount Provided by SO	X	Individual Student Reimbursement Rate	=	Scholarship Reimbursement Amount

\*Reimbursement rates are based on a sliding scale and determined by financial need. Please reference the Reimbursement Rate Chart found on page 8 of these guidelines.

### Support Services Submission

All submission requests for reimbursement will be accepted via PDF's online submission platform (please refer to the Support Services Training Webinar for instructions on submitting through the portal).

**IMPORTANT:** All submission requests for reimbursement must be reviewed and confirmed by a second staff member at the Supported Organization before being submitted to PDF.

An organization may not receive support services reimbursement for a student if they do not have an approved scholarship being reimbursed for the specified academic year.

1. **Determine Eligible Services:** Support services are services designed to increase college student persistence and graduation.

There are five categories of support services eligible for reimbursement:

- Transitional Support Services such as application assistance, enrollment counseling, and assistance in course selection.
- Academic Support Services such as tutoring, academic counseling, office hours, assistance applying to graduate and professional programs, and career counseling.
- Financial Support Services such as scholarship assistance, programs to improve financial and economic literacy, financial aid support, and personal budget planning support.
- Community-based Support Services such as mentoring programs, volunteer experiences, cultural events, networking opportunities, professional development, leadership training, career immersion programs, resume building, and interview preparedness.
- Other Support Services such as healthcare services, programs to address food insecurity, child care costs, securing temporary housing for students experiencing homelessness, financial support beyond the cost of attendance, alumni programs, wellness programs, social-emotional support, and annual conferences or summits.

For a complete list of eligible services, please refer to our [Collegiate Support Service Guide](#).

2. **Submit expenses via the online submission portal.** SOs will report detailed expense information and provide verifying documents for each cost category below:
  - a. Direct Personnel Costs: This includes salaries for program staff, including fringe benefits, as well as a brief description of job duties the staff member performs as they relate to collegiate support services.
    - i. Eligible Verifying Documents (only one from each category is required)

Direct Salary Expenses

- Payroll report/ledger
- Pay stub
- General ledger
- Statement of Activity
- Profit & loss statement
- Invoice
- Check

Fringe Benefits

- Payroll report/ledger
- Pay stub
- General ledger
- Statement of activity
- Profit & loss statement
- Invoice
- Check

- b. Direct Non-personnel Costs: These are direct operating expenses not related to personnel. Each expense item will require a brief description.

i. Eligible Verifying Documents (Choose one to submit)

- General ledger
- Statement of activity
- Profit & loss statement
- Income Statement
- Receipt
- Statement of functional expenses
- Transaction Report
- Invoice

- c. Students Served: Total students served by the program, regardless of eligibility.

\*Ten percent of the combined cost of training and support services will automatically be added to each organization's reimbursement amount to account for indirect operating costs

### Support Services Reimbursement Calculation

1. PDF staff reviews submissions (direct and indirect expenses) by organizations to determine expense eligibility.
2. Reimbursement amounts are determined using PDF's support services calculation:
  - a. Average cost per student is determined
  - b. Individual student reimbursement rate is applied (70% or 75%) to determine the Maximum Support Services Reimbursement for the individual approved student
  - c. Maximum Support Services Reimbursement is capped by the Individual Scholarship Reimbursement

Please view our [Support Services Formula Resource](#) for an example of the calculation process.

### **Reimbursement Process Final Steps**

1. **PDF Review of Submissions**- PDF will review all submissions for accuracy and will work with SOs to resolve any questions that arise.
2. **Supported Organization Confirmation of Finalized Submission**- After all questions are resolved and submissions are finalized, each supported organization will be required to review the finalized submission to ensure it matches their records.

3. **Board Approval**- Prosperity Denver Fund's Board of Directors approves all requests for submissions at the board meeting following the close of the Distribution Cycle.
4. **Distribution of Funds**- Following Board approval, reimbursements will be dispersed to participating SOs.
5. **Reporting**- Supported Organizations are required to report to PDF annually during the renewal process in July how the funds received were used to increase postsecondary institution enrollment and completion for Denver residents.

## Post Distribution Requirements

---

### Reporting

Each Supported Organization must submit an annual report detailing the following information:

- The number of students receiving assistance from Prosperity Denver Fund, in total and by program.
- Metrics tracking students year over year, students graduated, students making measurable progress toward completion, students who have lost eligibility due to performance or enrollment status, and students who have otherwise stopped receiving assistance from Prosperity Denver Fund.
- Any information deemed necessary by PDF to assess how funds were used to grow impact.

### Use of Funds

Reimbursement funds are intended to support enrollment, persistence, and completion of Denver students. Prosperity Denver Fund does not stipulate how this is achieved. Accepted examples of use of funds are:

- Increase in the number of scholarships awarded
- Increase in the scholarship award amount
- Implementation of repeat scholarships (year-over-year scholarships)
- Implementing or expanding support services
- Capacity building: any activity that strengthens a Supported Organization's internal systems, structures, skills, and resources, making it more effective, sustainable, and able to scale or improve its impact.

### Overpayment

Prosperity Denver Fund is committed to maintaining financial integrity and accountability. In the event that an overpayment is discovered, the Fund will work collaboratively with the affected participant to rectify the situation in a timely manner. Eligible organizations are required to confirm that all intended reimbursements are accurate prior to disbursement.

It is the Supported Organization's responsibility to confirm finalized totals and have two staff members review submission information. Satisfying these obligations mitigates the probability of overpayment.

### **Quality Assurance Program**

After the distribution cycle, some Supported Organizations will be selected at random to participate in PDF's Quality Assurance Program (QAP). The QAP is an Internal "audit" of reimbursements to ensure that all funds distributed through Prosperity Denver Fund's reimbursement process meet all eligibility requirements, that SO's have appropriate supporting documentation, and to correct discrepancies.

To mitigate discrepancies, starting in the Fall 2026 Distribution Cycle, verifying documents for each eligibility criterion will be required at reimbursement submission rather than at time of an audit. It is recommended to start uploading verifying documents with submissions as soon as possible to avoid needing to retroactively provide documents if selected for a quality assurance audit

## **FAQs**


---

**Is there a cap on the award amount of a scholarship that can be submitted for reimbursement?** No. Currently, PDF will reimburse up to 75% of any scholarship amount awarded to an eligible student.

**Can I submit a reimbursement request for a graduate student's scholarship?** Yes. PDF will accept reimbursement request submissions that support services paid to, or for the benefit of, eligible graduate students.

**Is there a limit to the number of scholarships I can request reimbursement for during a reimbursement period for an eligible student?** No. PDF will reimburse any amount of eligible scholarships awarded to a student as long as they were awarded during the specified reimbursement period.

**Must a scholarship award only be used towards tuition and fees?** No, scholarship awards can also cover room and board, books, and supplies.



**Can my organization pay for a student's room and board directly, or must we pay the student?** It is permissible for SOs to make direct payments on behalf of the student towards anything that defrays the cost of attendance and be reimbursed for those payments.

**What if a support service my organization provides is not in the Support Services Guide?** If a provided support service is not in the guide, PDF may approve on a case by case basis.

**If a student has received scholarships from multiple organizations, are they all eligible for reimbursement?** Yes. Prosperity Denver Fund can issue reimbursements to multiple organizations for the same student.