

COMMON APPLICATION FOR GRANT FUNDING SUMMIT COUNTY, COLORADO

DEADLINE: FRIDAY, AUGUST 26, 2011 AT NOON

Very Important: There are no exceptions to this deadline.

This packet contains all the information and necessary forms you will need in order to apply for grant funding and in-kind services from the following entities: Town of Breckenridge; Town of Dillon; Town of Frisco; Town of Silverthorne; Summit County Government (in-kind services only); and The Summit Foundation. Please read this packet very carefully and follow all instructions closely, as guidelines may differ among the various entities. Thank you for all the important work you do in our community – we look forward to reviewing your application.

This packet includes:

1. **FUNDING GUIDELINES:**

Guidelines, funding policies and submission requirements of each entity: Please read each entity's guidelines carefully to ensure that your application is complete and in the proper format.

2. **APPLICATION GUIDELINES:**

All applicants must use the attached standard form to request grants from any of the above entities. Be sure to include the required attachments, according to the Summary of Attachments. Please do not include any additional information that is not requested.

3. **FORMAT:**

All application packets must be submitted in the following format:

- Twelve-point or larger font.
- Double-sided printing. (Use both front and back sides of the paper).
- Three-hole punched (entire application packet).
- Do not staple or bind the application. Use only removable paper clips or binder clips.
- The "Organizational Summary" page must serve as the cover page of your application packet. Please do not include a cover letter.
- Where multiple copies of your application are required, please separate copies with single sheets of colored paper or with adhesive notes.

Deadline: 12 noon, Friday, August 26, 2011. There are no exceptions to this deadline. If you are mailing your application, it must be received by the deadline – a postmark is not acceptable.

Questions: If you have questions, please call one of the following:

Town of Breckenridge – Kim Dykstra-DiLallo: 453-3187, ext. 1

Town of Dillon – Jan Thomas: 262-3406

Town of Frisco – Theresa Paul: 668-9126

Town of Silverthorne – Becky Hodgell: 262-7305

Summit County Government – M.J. Griffin: 453-3403

The Summit Foundation – Lee Zimmerman: 453-5970

FUNDING GUIDELINES:

Town of Breckenridge

1. Please mail ONE original (only ONE) of the completed grant application (do not staple or bind the pages) to Kim DiLallo, P.O. Box 168, Breckenridge, CO 80424, or deliver to Kim Dykstra-DiLallo, in care of the Riverwalk Center Box Office, 150 West Adams Avenue, Breckenridge during posted box office hours (generally Tuesday – Sunday, 12 noon – 5 p.m.) OR email to kimd@townofbreckenridge.com.
2. Cash funding is available to non-profit organizations that present events or arts programming, who are human services agencies, and/or benefit the citizens of Breckenridge. Sports groups or organizations may be considered for cash funding only if the request is for a marketing related event, and there is no guarantee that funding will be granted.
3. **NEW:** ANY and ALL In-kind (donated, discounted, etc.) services and products must be requested through the separate Town of Breckenridge In-Kind Grant Application. These services and products **MAY** be available to nonprofit organizations that enhance the quality of life in Breckenridge. See separate guidelines and application instructions below.
4. Organizations may apply under the following categories:
 - a. *Marketing Support* - applicable if your event/organization attracts visitors to Breckenridge
 - b. *Human Services* - applicable if your organization is community service oriented
 - c. *Development Funding* - applicable for either category and is considered a one-time grant for capital improvements or “seed” money for a new project
5. Individuals will not be considered for funding.
6. The Town of Breckenridge considers grant applications once per year. Requests received outside of the designated time will not be considered.
7. This application will be your sole source for requesting funding from the Town of Breckenridge. Presentations will not be part of this process.
8. Applicants for funding must be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.
9. If you received funding or in-kind services in 2011, a report of grant monies expended in 2011 must be submitted prior to OR with this application AS A SEPARATE DOCUMENT. PLEASE include statistics on Upper Blue/Breckenridge population served by applying organization, if applicable, and describe how your organization has used this grant, and to what extent you have reached your goals, as outlined in the original grant application(s).
10. Grant decisions will be made during the regular November budget approval process. All applicants will be notified of funding decisions in early December; awards are slated for January 2012. All funding decisions by the Council and staff will be considered final.

Town of Breckenridge IN-KIND ONLY

To submit an application for free/in-kind OR discounted use of the any Town facility, other in-kind services or products, etc., - even if you are submitting a Cash request - please download the IN-KIND ONLY Grant Application at www.townofbreckenridge.com or contact Kim Dykstra-DiLallo at kimd@townofbreckenridge.com.

Town of Dillon

1. **Please mail or deliver one original and 3 copies of the completed grant application duplexed (copied front and back) and 3-hole punched (do not staple or bind the pages in any way) to Town Clerk, Town of Dillon, P.O. Box 8, 275 Lake Dillon Drive, Dillon, CO 80435.**
2. The Dillon Town Council considers requests for funding from non-profit organizations that can demonstrate a benefit to the residents of the Town of Dillon.
3. Applicants for funding must be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.
4. Funding requests of over \$5,000 will not be considered.
5. Individuals will not be considered for funding. Grants are only awarded to nonprofit organizations.
6. The Town of Dillon considers grant applications once per year. Requests received outside of the designated time will not be considered.
7. This application will be your sole source for funding requests from the Town of Dillon. Presentations will not be part of this process.
8. If you received funding in 2011, a report of grant monies expended in 2011 must be submitted prior to or with this application.
9. Requests for programs/projects already completed will not be considered.
10. Funding decisions will be made during the regular December budget approval process. All applicants will be notified of funding decisions following this meeting. All funding decisions by the Council will be considered final.

Town of Frisco

The Town of Frisco considers applications for in-kind services and grant funding only through the Summit County Common Application for Grant Funding process. Requests received at other times or through other avenues will not be considered. Applicants for funding must be tax exempt under the provisions of section 501 (c)(3) of the Internal Revenue Code. Awards will be made by the Frisco Town Council during the regular budget-approval process in November. All funding decisions by the Frisco Town Council shall be considered final.

1. A fully completed application must be submitted, even for organizations requesting only in-kind services such as field use. Incomplete applications will not be considered.
2. Funding requests must not exceed \$5,000.
3. Projects funded must benefit citizens of the Town of Frisco.
4. If you received Town of Frisco grant funding and/or in-kind services in 2010 and/or in 2011, please describe how your organization has used those funds and/or services, and to what extent you have reached your goals, as outlined in the original grant application(s) for those funds and/or services.
5. Please mail or deliver one duplexed (copied front and back) copies of your application to the Office of the Town Clerk, Frisco Town Hall, P.O. Box 4100, 1 Main Street, Frisco, CO 80443.

Town of Silverthorne

1. Please mail or deliver **four copies** of the completed grant application duplexed (copied front and back) and 3-hole punched (do not staple or bind the pages in any way) to the Town Hall, Attn: Town Manager's Office, P.O. Box 1309, 601 Center Circle, Silverthorne, CO 80498.
2. Organizations must be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.
3. Projects funded must benefit the citizens of the Town of Silverthorne.
4. The Town of Silverthorne considers grant applications once per year. Requests received outside of the designated time will not be considered.
5. If you received funding in 2011, a report of grant monies expended in 2011, as well as current progress and/or final reports along with information on the number of Silverthorne residents who benefited from the funding must be on file in order to be eligible for funding during this cycle. Please submit as a separate document. This must be submitted prior to or with this application.
6. Funding requests of over \$5,000 will not be considered.
7. This application will be your sole source for funding requests from the Town of Dillon. Presentations will not be part of this process.
8. Funding decisions will be made during the regular November budget approval process. All applicants will be notified of funding decisions in December. All funding decisions by the Council will be considered final.
9. *If you choose to submit an application requesting only in-kind use of Town-owned fields or the Recreation Center, proper Staff approval and direction must be obtained prior to submitting by calling Mindy Nicholds, Sports & Athletics Coordinator, at 970-262-7373. If proper Staff approval and direction has not been obtained, Council will not consider it as a valid application.*

To submit an application for free/in-kind use of the Town Pavilion, Town-owned fields or the Recreation Center, the following criteria must be submitted in addition to the above guidelines:

1. Degree to which the event benefits the Silverthorne community and/or the public in general.
2. Non-profit status of the event proponent.
3. Established history, mission and purpose of the event proponent.
4. Degree to which the purpose of the event is consistent with and/or supportive of the goals and policies of the Town.
5. Financial ability of the event proponent to bear the normal charges and fees.
6. Degree to which the event is self-supporting through attendance fees or other sources of funding.
7. Other factors deemed relevant by Town staff in the circumstances.

IN ADDITION, ALL PAVILION APPLICANTS MUST SUBMIT A SPECIAL GUIDELINE SHEET. THE GUIDELINES CAN BE PICKED UP AT SILVERTHORNE TOWN HALL OR FOUND ON THE HOME PAGE OF WWW.SILVERTHORNE.ORG.

THE SUMMIT FOUNDATION

INSTRUCTIONS AND GUIDELINES

Please read carefully to insure that your request is in compliance with these guidelines. Your cooperation in following the guidelines and instructions is greatly appreciated.

Please respond to all questions in the order presented in the number of pages indicated. Use 8 ½ x 11 paper, copied front and back, using pre 3-hole punched paper and 12 point type size or larger. Number each page of your request. Be specific and concise.

- 1. Submit ONE signed “original” (which should include the only copy of your IRS 501(c)(3) letter and most recent 990 statement) and 25 copies of the entire application packet, including required attachments; to The Summit Foundation, 111 A Lincoln Avenue, Breckenridge or mail to P.O. Box 4000, Breckenridge, CO 80424. Do not staple or bind the pages in any way. Please separate each complete packet with a piece of 3-hole punched colored paper.**
2. Please be sure to complete the “Brief Description of Request” section of the Organizational Summary and ensure the Executive Director and Board President signatures are obtained in the appropriate location.
3. Funding decisions will be made at The Foundation board meeting December 21, 2011 and all applicants will be notified of funding decisions beginning on December 22. Applicants are welcome to call The Foundation office beginning on December 22. The spring grant reception will be held on Thursday, June 28, 2012 at the Beaver Run Conference Center. If a grant is awarded, The Foundation asks that at least one organization representative be available to attend the grant reception.
4. The Summit Foundation supports charitable organizations that enhance the quality of life in Summit County and Neighboring Communities. This includes non-profit organizations that provide programs or services in the areas of art and culture, health and human service, education, environment and sports. Applicants for funding must be tax exempt under the provisions of section 501(c)(3) and 170(b)(1)(a)(i.V.I.) of the Internal Revenue Code.
5. The Summit Foundation will not fund any political campaign on behalf of any issues or candidate. The Summit Foundation does not fund religious programs.
6. The Summit Foundation prefers to fund specific projects, which have measurable results. However applications for capital projects and general administration are eligible for funding.
7. If an organization receives duplicate funding for a request, The Foundation funds will be returned and the organization will be asked to submit a different request to The Foundation at the next grant cycle.
8. The Foundation accepts grant applications twice during the year, in the spring and fall. Organizations requesting Foundation support will only be considered for funding once in a calendar year.
9. Requests for programs or projects already completed are not eligible for funding.
10. Oral presentations to the Board of Trustees are not part of the grant request process. The applying organization may be contacted by a representative of the Foundation if questions arise.
11. The Foundation adheres to a strict conflict of interest policy in its grant making process.
12. All funding decisions by the Board are final. Any changes to funding allocations must be discussed with The Foundation and be approved by the Board prior to implementation.
13. All first-time grant applicants are asked to call The Summit Foundation to discuss the request with Executive Director Lee Zimmerman at 970-453-5970.

Summit County Government **(In-kind Services Only)**

All cash requests are administered through The Summit Foundation, thus the application must follow their guidelines and must be submitted directly to The Summit Foundation. Only non-profit organizations in need of in-kind services from Summit County Government should file an application directly with the County. Do not submit 2 requests. The guidelines for requesting in-kind services through the County are as follows:

1. **Please submit one original and one copy of the completed grant application, duplexed (copied front and back) to Summit County Government, ATTN: M.J. Griffin, P.O. Box 68, Breckenridge, CO 80424; or deliver to the Summit County Courthouse, 208 East Lincoln Avenue, Breckenridge.**
2. Eligible organizations are nonprofit charitable organizations that enhance the quality of life in Summit County. This includes groups that provide programs or services in the areas of:
 - Art and Culture
 - Health and Human Service
 - Education
 - Environment
 - Sports
 - Tourism-based programs
3. Funding decisions are considered once per year, only during this application period. Requests made outside of the designated time period will not be considered.
4. All funding decisions of the County Commissioners are considered to be final.
5. If in-kind funding is granted, status reports are due to Summit County bi-annually on June 1st and November 1st.

REQUEST FOR FUNDING APPLICATION GUIDELINES

APPLICATION DEADLINE: FRIDAY, AUGUST 26, 2011 AT NOON

PLEASE READ THESE APPLICATION GUIDELINES CAREFULLY TO ENSURE YOU ARE COMPLYING WITH THE SUBMISSION REQUIREMENTS.

Narrative portion of the application must adhere to the four (4) page limit!

- I. AGENCY INFORMATION – 1 page maximum
 - A. Describe the mission of the organization. (What does the organization exist to do?)
 - B. Briefly describe the history of the organization.
 - C. Describe current programs and accomplishments. Please be as specific as possible. (Numbers served, events held, services provided, etc).
- II. PURPOSE OF GRANT – 2 pages maximum
 - A. Describe the project/program to be funded and the major goals of the project. **Additionally please complete the Work Plan Table (Exhibit B) listed in Attachment C.** This is a separate form and is in addition to your 2 pages allowed for “Purpose of Grant”.
 - B. What need, gap, or opportunity does the project/program address? How does this project/program benefit the local community? If available, provide data or research that supports your request.
 - C. How do you plan to continue the operation of and funding for the project/program in the future? (3 year – 5 years)
 - D. If there is additional information that is vital to convey in this proposal, such as financial, legal, operational or administrative clarifications, please do so here.
- III. EVALUATION – 1 page maximum
 - A. How will you measure the impact of the project?
 - B. Indicate the date you will submit your Final Project Report.
- IV. ATTACHMENTS – Listed below are additional attachments required for the grant application.
 - A. Completed Organizational Summary (as the first page of the grant application packet).
 - B. Exhibit A, (Project/Program Budget(s)), a detailed proposed budget for each project/program for which funds are being requested. Please attach additional paper as needed to identify all sources of funds and expenses. If you are asking for general operating funds, Exhibit A does not need to be completed.
 - C. Exhibit B, Project/Program Work Plan Table for each project/program.
 - D. Completed In-kind and Donated Services chart. (Optional)
 - E. Completed Detailed Sources of Funding chart.
 - F. Complete funding history of grants received from the organization to which you are applying. Be specific by year, amount received and cumulative total.
 - G. Detailed current year budget for the entire organization. (Does not apply to government agencies or the school district.)
 - H. Most recent year-end financial statement (actual vs. budget) and balance sheet for the organization. Most recent audit is acceptable. (Does not apply to government agencies or the school district.)
 - I. Current year-to-date statement (actual vs. budget) and balance sheet for the organization. (July 31, 2011 or more recent) (Does not apply to government agencies or the school district.)
 - J. Administrative & Fund raising percentage of the organization.
 - K. List of Board of Trustees/Directors including name and occupation of each board member.
 - L. Identify the percentage of Board Members that contribute financially to the organization and what percent that is of the organization’s annual budget. Do not include individual giving amounts.
 - M. Organizational Chart. (Illustrating your administrative structure)

**REQUEST FOR FUNDING
APPLICATION GUIDELINES (continued)**

IV. ATTACHMENTS continued

Please submit with the original application 1 copy only of the following documents. (Does not apply to school districts and government agencies.)

- N. 501(c)(3) IRS determination letter. This applies only to first time (new) applying organizations or if you're IRS nonprofit status has changed. Please do not include a copy of the organization's sales tax exemption certificate.
- O. Most recent audited financial statements, if not provided as part of Attachment H above (if an audit is performed).
- P. I.R.S. 990 tax return.

Submission Requirements Review

1 copy ("The Original") of the entire grant application, including the 501(c)(3) letter, audited financial statements and 990 tax return

Requested number of copies of entire grant application packet, (see each entity's guidelines) EXCLUDING 501(c)(3) letter and 990 tax return

All copies of the application packet MUST be copied front and back using pre 3-hole punched paper, separated by a sheet of 3-hole punched colored paper.

CHECK LIST OF ATTACHMENTS AND ADDITIONAL INFORMATION

Complete, detailed budget for the entire organization.						
Complete funding history from our organization. Be specific by year, annual amount and cumulative total. Please be sure this information is accurate and up-to-date.						
Most recent year-end statement (actual vs. budget).						
Current year to date statement (actual vs. budget) and balance sheet.						
Most recent audited financial statements (if an audit is performed) and 990 tax return. One copy only.						
List of Board of Trustees/Directors including names, place of work, history of giving, and percentage of current budget that has been given by your current board. (DO NOT include individual dollar amounts.)						
Report of grant monies expended in 2010 and 2011, if funds were granted.						
Names and qualifications of key staff or staff positions directly involved in proposed project/program						
First Time Applicants Only: 501(c)(3) document. (Does not apply to school districts and government agencies.) Please do not include a copy of your sales tax exemption certificate. One copy only.						
Please list the percentage of your Operation & Administrative costs and Fund Raising costs; please describe how they are calculated.						

ORGANIZATIONAL SUMMARY

This should be submitted as the cover page of your application

SUBMITTED TO: _____
(Name of Town, County or Foundation to which you are submitting this request)

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

EXECUTIVE DIRECTOR/ADMINISTRATOR: _____

EXECUTIVE DIRECTOR/ADMINISTRATOR E-MAIL: _____

GRANT CONTACT PERSON: _____

PHONE: _____ **E-MAIL:** _____ **WEB ADDRESS:** _____

CHARITABLE SOLICITATIONS REGISTRATION NUMBER: _____
(Registration number does not apply to Summit School District or government agencies)

GRANT APPLICATION WRITTEN BY: _____ Volunteer _____ Paid Staff _____ Paid Grantwriter

PURPOSE OF GRANT (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Agency Support as a Whole | <input type="checkbox"/> Special Program, Project or Event (special activity of the organization consistent with its mission) | <input type="checkbox"/> Technical Assistance |
| <input type="checkbox"/> Marketing Support | <input type="checkbox"/> Seed, Start-up or Development Costs | <input type="checkbox"/> Matching Grant |
| <input type="checkbox"/> Capital Expenditure (additions or improvements to building or equipment) | | <input type="checkbox"/> In-Kind Support |
| | | <input type="checkbox"/> Other: _____ |

TYPE OF AGENCY:

- | | |
|---|--|
| <input type="checkbox"/> Art & Culture | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Health & Human Service | <input type="checkbox"/> Sports/Recreation |
| <input type="checkbox"/> Education | |

AMOUNT OF REQUEST: _____ **FISCAL YEAR END:** _____

BRIEF DESCRIPTION OF REQUEST (REQUIRED):

2010 Actual Operating Revenue _____	2010 Actual Operating Expenses _____
2011 Estimated Revenue _____	2011 Estimated Expenses _____
2012 Projected Operating Revenue _____	2012 Projected Operating Expenses _____

Signature, Executive Director / Administrator

Date

Signature, Board President

Date

Detailed Sources of Funding for the Organization

SOURCE OF FUNDS	Amount Requested for 2010	Amount Awarded in 2010	Amount Requested for 2011	Amount Awarded in 2011	Estimated Amount Requested for 2012	Amount Committed for 2012 (if any)
Government Support						
<i>Town of Breckenridge</i>						
<i>Town of Dillon</i>						
<i>Town of Frisco</i>						
<i>Town of Silverthorne</i>						
<i>Summit County Government</i>						
<i>State Government Sources</i>						
<i>Federal Government Sources</i>						
Corporate/Business Support						
Private Foundation Support						
Private Individual Donor Support						
Earned Revenues (i.e., fees for service, etc. be specific)						
Other (Please specify)						
TOTAL SOURCES OF FUNDING						

In-kind and Donated Services requested for 2012: Please complete all that apply to your organization.

	Facility (Value)	Administrative Services (Value)	Professional Services (Value)	Volunteers (Hours)	Donated Products (i.e., Auction Items/Prizes) (Value)	Other (Be Specific)
Government Support						
<i>Town of Breckenridge</i>						
<i>Town of Dillon</i>						
<i>Town of Frisco</i>						
<i>Town of Silverthorne</i>						
<i>Summit County Government</i>						
<i>State Government Sources</i>						
<i>Federal Government Sources</i>						
Corporate/Business Support						
Private Foundation Support						
Private Individual Donor Support						
Other (Be Specific)						
TOTAL						

EXHIBIT A Project/Program Budget

Organization Name: _____

Program Name: _____

<u>Proposed Revenue</u>	<u>Amount Requested</u>	<u>Amount Committed or Note as Pending</u>
Individual Contributions	\$ _____	\$ _____
Corporate Support	_____	_____
_____	_____	_____
<i>Subtotal (Individual and Corporate Support)</i>	\$ _____	\$ _____
Government Grants	_____	_____
_____	_____	_____
<i>Subtotal (Government Grants)</i>	\$ _____	\$ _____
Foundation Grants	_____	_____
The Summit Foundation (Current Request)	_____	<i>pending</i>
_____	_____	_____
<i>Subtotal (Foundation Grants)</i>	\$ _____	\$ _____
Clients/Participants	_____	_____
Other (Identify Sources)	_____	_____
_____	_____	_____
<i>Total Projected Revenue</i>	\$ _____	\$ _____
<u>Proposed Expenses</u> (Itemize Expenses)	\$ _____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
<i>Total Proposed Expenses</i>	\$ _____	
Balance	\$ _____	

Explanations (please identify extraordinary, unclear or additional notes regarding balance or projections)

EXHIBIT B

Grant Request Work Plan Definition and Examples

Goal of Request: (A goal is a broad statement that reflects how you will achieve your mission. What do you want to increase or decrease to achieve your mission?) *Increase public awareness for the importance of early childhood issues.*

Grant Request Strategy to Address Goal: (Strategies outline the major methods for achieving a goal.) *Establish a speaker's bureau that provides monthly presentations to community groups on key early childhood issues.*

(If you have multiple strategies, please complete a separate table for each)

Activities to Achieve Strategy	Quantifiable Results of Strategy	Qualitative Results of Strategy	Timeline	Responsible Party
<p><u>Definition:</u> What major steps or actions need to occur to achieve the strategy?</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> -Create a presentation outline -Write a speakers bureau volunteer description -Recruit volunteers -Train volunteers on how to use template 	<p><u>Definition:</u> What results can you count and track as a result of the strategy being successfully implemented?</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> -100 community members attend presentations -12 one hour presentations held 	<p><u>Definition:</u> What change will occur in the knowledge or behavior of the targeted audience as a result of the strategy?</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> -Attendees will report gaining new knowledge about key issues. 	<p><u>Definition:</u> When will the activities/strategy be completed</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> -April 2012 -May 2012 -July 2012 -Sept 2012 	<p><u>Definition:</u> Who is responsible for completing the activities?</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> -Program Director -Adm. Staff

EXHIBIT B

Grant Request Work Plan

Goal of Request:

Strategy or Strategies to Achieve Goal:
(If you have multiple strategies, please complete a separate table for each)

Activities to Achieve Strategy	Quantifiable Results	Qualitative Results	Timeline	Responsible Party