

SUMMIT COUNTY COMMON GRANT APPLICATION FOR 2017

SUBMITTED TO: _____
(Name of Town or County 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:** _____

IRS 501(c)(3) #: _____ **COLORADO CHARITABLE SOLICITATIONS #:** _____
(Registration numbers do not apply to Summit School District or government agencies)

GRANT APPLICATION WRITTEN BY: Volunteer Paid Staff Paid Grantwriter

IMPACT AREA (please refer to The Summit Foundation document found in the Guidelines document):

- Community Enrichment** | Focus: *Access to Arts and Culture*
- Healthy & Safe Communities** | Focus: *Access to Affordable and Quality Healthcare and Supportive Services*
- Bright Futures** | Focus: *Succeed in Education and Life*
- Environmental Stewardship** | Focus: *Preserve the Natural Beauty of Our Community*

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

BRIEF DESCRIPTION OF REQUEST:

2015 Actual Operating Revenue _____	2015 Actual Operating Expenses _____
2016 Estimated Revenue _____	2016 Estimated Expenses _____
2017 Projected Operating Revenue _____	2017 Projected Operating Expenses _____

Signature, Executive Director / Administrator

Date

Signature, Board President

Date

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

A. Describe the project/program(s) to be funded.

B. **Project/Program Budget** - Please complete a detailed proposed budget for each project/program for which funds are being requested. Please complete additional budgets as needed to identify all sources of funds and expenses. **If you are asking for general operating funds, this does NOT need to be completed.**

Program Name: _____

<u>Proposed Revenue</u>	<u>Amount Requested</u>	<u>Amount Committed or Note as Pending</u>
Individual Contributions & Corporate Support (list)	\$	\$
<i>Subtotal (Individual and Corporate Support)</i>	\$	\$
Government Grants (list)	\$	\$
<i>Subtotal (Government Grants)</i>		
Foundation Grants (list)		
	\$	\$
<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)

C. 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.

D. Grant Request Work Plan: Definitions & Examples -

Goal of Request: A goal is a broad statement that reflects how you will achieve the mission. *Example: 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. *Example: Establish a speaker's bureau that provides monthly presentations to community groups on key early childhood issues.*

Note: if you have multiple strategies, please complete a separate work plan 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> -Create a presentation outline -Write a speakers bureau volunteer description -Recruit volunteers -Train volunteers on how to use template</p>	<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> -100 community members attend presentations -12 one hour presentations held</p>	<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> -Attendees will report gaining new knowledge about key issues.</p>	<p><u>Definition:</u> When will the activities/strategy be completed</p> <p><u>Example:</u> -April 2016 -May 2016 -July 2016 -Sept 2016</p>	<p><u>Definition:</u> Who is responsible for completing the activities?</p> <p><u>Example:</u> -Program Director -Adm. Staff</p>

Goal of Request:

Grant Request Strategy to Address Goal:

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>Definition:</u> What results can you count and track as a result of the strategy being successfully implemented?</p>	<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>Definition:</u> When will the activities / strategy be completed?</p>	<p><u>Definition:</u> Who is responsible for completing the activities?</p>

E. How do you plan to continue the operation of and funding for the project/program in the future? (3 year – 5 years)

F. 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. ORGANIZATIONAL FUNDING & SUPPORT -
 A. Detailed Sources of Funding for the Organization

SOURCE OF FUNDS	Amount Awarded in 2015	Amount Requested for 2016	Amount Awarded in 2016	Estimated Amount Requested for 2017	Amount Committed for 2017 (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					

B. In-kind and donated services requested for 2017: 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>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>
<i>Town of Dillon</i>						
<i>Town of Frisco</i>	<i>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>	<i>Must use separate application</i>
<i>Town of Silverthorne</i>	<i>In addition to this CASH application, must complete In-Kind Application</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						

V. ATTACHMENTS - *please complete the requested information listed below, and attach to the completed application from above; save as one, complete document; and submit according to the respective entities instructions.*

A-1. Complete funding history of grants received from the organization to which you are applying. Be specific by year, amount received and cumulative total.

A-2. Detailed current year budget for the entire organization. (Does not apply to government agencies or the school district.)

A-3. 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.)

A-4. Current year-to-date statement (actual vs. budget) and balance sheet for the organization. (July 31, 2016 or more recent) (Does not apply to government agencies or the school district.)

A-5. Administrative & Fundraising percentage of the organization.

A-6. List of Board of Trustees/Directors including name and occupation of each board member.

A-7. Identify the percentage of Board of Trustees/Directors that contribute financially to the organization and what percent that is of the organization's annual budget. Do not include individual giving amounts.

A-8. Organizational Chart (illustrating your administrative structure).

A-9. I.R.S. 990 tax return.

A-10. APPLIES TO FIRST TIME APPLICANTS OR IF I.R.S. STATUS HAS CHANGED – provide the 501(c)(3) IRS determination letter.