



SUMMIT COUNTY COMMON GRANT APPLICATION FOR 2020

DEADLINE: THURSDAY, AUGUST 8, 2019 at NOON

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

AMOUNT OF REQUEST: _____ FISCAL YEAR END: _____

BRIEF DESCRIPTION OF REQUEST – 20 words or less:

2018 Actual Operating Revenue _____ 2018 Actual Operating Expenses _____

2019 Estimated Revenue _____ 2019 Estimated Expenses _____

2020 Projected Operating Revenue _____ 2020 Projected Operating Expenses _____

% of Fundraising _____ % BOD Contribution _____

Signature, Authorized Agent

Date

I. PURPOSE OF GRANT

A. Describe the project/program(s) to be funded (250 words or less):

B. Total number served by the program request (Please provide the number of unique individuals impacted, do not include duplicates):

C. What impact will this program make in the community and how will you measure that impact (250 words or less):

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:

E. Indicate the date you will submit your Final Project Report:

II. 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 2020 -May 2020 -July 2020 -Sept 2020</p> | <p><u>Definition:</u> Who is responsible for completing the activities?</p> <p><u>Example:</u> -Program Director -Adm. Staff</p> |

III. AGENCY INFORMATION

A. Organization History and include year organization was established (100 words or less):

B. Organization Mission Statement (75 words or less):

C. Give a brief overview of your most impactful programs and recent key accomplishments (250 words or less):

IV. ORGANIZATIONAL FUNDING & SUPPORT -

A. Detailed Sources of Funding for the Organization

| SOURCE OF FUNDS | Amount Awarded in 2018 | Amount Requested for 2019 | Amount Awarded in 2019 | Estimated Amount Requested for 2020 | Amount Committed for 2020 (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 | | | | | |

V. ATTACHMENTS - *please provide the requested information listed below and attach to the completed application from above; save as one, complete document; and submit electronically via email as one single pdf attachment; if you are unable to submit in this method, please submit one paper copy of the full application.*

A-1. Program Budget – Please attach a detailed proposed budget for each project/program for which funds are being requested. Please attach 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 attached.**

A-2. Complete funding history of grants received from the organization to which you are applying. Be specific by year, amount received and cumulative total.

A-3. Detailed current year budget for the entire organization. (Does not apply to government agencies or the school district.)

A-4. 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-5. Current year-to-date statement (actual vs. budget) and balance sheet for the organization. (July 31, 2018 or more recent) (Does not apply to government agencies or the school district.)

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

A-7. Organizational Chart (illustrating your administrative structure).

A-8. I.R.S. 990 tax return.

A-9. APPLIES TO FIRST TIME APPLICANTS OR IF I.R.S. STATUS HAS CHANGED – provide the 501(c)(3) IRS determination letter.