



## SUMMIT COUNTY COMMON GRANT APPLICATION FOR 2021

**DEADLINE: WEDNESDAY, AUGUST 12, 2020 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 Grant writer

AMOUNT OF REQUEST: \_\_\_\_\_ FISCAL YEAR END: \_\_\_\_\_

BRIEF DESCRIPTION OF REQUEST – 20 words or less:

2019 Actual Operating Revenue \_\_\_\_\_ 2019 Actual Operating Expenses \_\_\_\_\_

2020 Estimated Revenue \_\_\_\_\_ 2020 Estimated Expenses \_\_\_\_\_

2021 Projected Operating Revenue \_\_\_\_\_ 2021 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 2021 -May 2021 -July 2021 -Sept 2021</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

<b>SOURCE OF FUNDS</b>	<b>Amount Awarded in 2019</b>	<b>Amount Requested for 2020</b>	<b>Amount Awarded in 2020</b>	<b>Estimated Amount Requested for 2021</b>	<b>Amount Committed for 2021 (if any)</b>
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)					
<b>TOTAL SOURCES OF FUNDING</b>					

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.