

TOWN OF GRAND LAKE STANDARD GRANT APPLICATION CHECKLIST

For your reference: To help ensure that all required information and attachments have been included.

| Included | Not Applicable | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Organization Summary |
| <input type="checkbox"/> | <input type="checkbox"/> | Organization Information |
| <input type="checkbox"/> | <input type="checkbox"/> | Purpose of Grant |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluation |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment A – Current Year Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment B – Detailed budget for program |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment C – Most recent year-to-date statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment D – Balance Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment E – Audited financial statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment F – One copy 501(c)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment G – Organizational Chart |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment H – Board of Trustees |

All required information has been included in Grant Application packet.

FORMAT

- Use 12-point type size or larger.
- The “Organizational Summary” page should be used as the cover page of your application packet. Please do not include a cover letter.
- Submit one (1) single-sided original of your grant application. Do not staple or bind the pages in any way.
- PLEASE, number each page of your request.

TOWN OF GRAND LAKE

STANDARD GRANT APPLICATION REQUIREMENTS

2021

Please read the requirements carefully to ensure that your application is in compliance and complete. Be specific and concise in your answers.

THE STANDARD APPLICATION

- You must use the standard form for your application. Please submit this application according to our directions. Be sure to include the attachments.
- This form is required for requests of \$5,000 and higher, unless a grant has been funded at the same level in the past, to the same organization, and for the same purpose, in which case the short form may be used.

FORMAT

- Use 12-point type size or larger.
- The "Organizational Summary" page should be used as the cover page of your application packet. Please do not include a cover letter.
- Submit one (1) original of your grant application. Do not staple or bind the pages in any way.

Deadline for receipt of applications is **4:00 pm on Friday, July 31, 2020. NO EXCEPTIONS.**

Mail

Town Treasurer
Town of Grand Lake
PO Box 99
Grand Lake, CO 80447-0099

Hand or Overnight Delivery

Town Treasurer
Town of Grand Lake
1026 Park Avenue
Grand Lake, CO 80447

The Town will schedule its Public Hearing to consider the 2021 budget on a date to be determined in October 2020 but may require some agencies to defend their grants or otherwise provide clarification as early as September. The budget will be adopted on a date to be determined in November, and applicants will be notified following adoption.

QUESTIONS? QUESTIONS? QUESTIONS?

Should you have any questions please contact,
Town Treasurer
970.627.3435
gltreasurer@townofgrandlake.com

TOWN OF GRAND LAKE

FUNDING GUIDELINES

1. The Town will make funding decisions at their September/October budget meeting and all applicants will be notified of funding decisions by the end of the year. Please realize that it takes several days to reach all agencies.
2. **The Town supports organizations that enhance the quality of life in Grand Lake. This includes groups that provide programs or services in the areas of arts and culture, health and human services, environment, education and amateur sports.**
3. Applicants for funding should be tax exempt under the provisions of section 501(c)(3) and 170 (b)(1)(A)(i.V.I.) of the Internal Revenue Code. Other not-for-profit entities or groups demonstrating a need will also be considered.
4. The Town will fund specific projects and programs that have measurable results (evidence of product, number of individuals served, etc.). Operational funding requests will be considered; however, the Town is not in the practice of providing sustaining funds (multiple year commitments) to organizations.
5. The Town appreciates and encourages collaborative agency grant requests.
6. The Town will not participate in any political campaign on behalf of any issues or candidates.
7. Organizations that received funding in 2019 and/or 2020 must submit current progress and/or final reports for those years in order to be eligible for funding during this cycle. Reports should be no more than one page but may include photos or digital pictures of projects if applicable. Please submit as a separate document. Reports may be submitted concurrently with requests for funding in 2021.
8. If an organization receives duplicate funding for a request, the Town funds must be returned.
9. The Town makes grant decisions once during the year. Distribution of funds will be made to the recipients upon request and/or as the funds are available.
10. Requests not following the Application Guidelines will not be considered for funding.
11. **Late requests will not be considered for funding.**
12. Requests for programs or projects already completed will not be considered for funding. The Town will not fund items purchased before the grant is awarded.
13. Oral presentations to the Board of Trustees are not part of the grant request process; however, the Board reserves the right to solicit a presentation from a requesting organization at such time it deems necessary in making funding decisions. Additional time to make funding decisions may be taken by the Board.
14. All funding decisions by the Board are to be considered final. Any changes to funding decisions must be discussed and reviewed with the Town prior to any changes.

REQUEST FOR FUNDING STANDARD APPLICATION TOWN OF GRAND LAKE

APPLICATION DEADLINE: FRIDAY, JULY 31, 2020 AT 4:00 PM

Please read the guidelines carefully to ensure that you are complying with the submission requirements.

Please respond to all questions in the order presented in the number of pages indicated. Use 8.5 x 11 paper, single-sided, 12-point type size or larger. Please follow these instructions precisely, carefully and completely. PLEASE, number each page of your request. Your cooperation is greatly appreciated.

- I. Completed COVER PAGE/ORGANIZATIONAL SUMMARY
- II. ORGANIZATION INFORMATION – 2 pages maximum
 - a. Describe the mission of the organization and briefly outline the organization's goals.
 - b. Briefly describe the history of the organization. Include the year it was established.
 - c. Describe current programs or activities, accomplishments, financial status and governance structure.
 - d. Describe the steps your organization has made to become self-supporting.
 - e. Describe how your organization is collaborating with other organizations.
 - f. Include an estimate number of volunteer hours in 2020 from all volunteers including board members.
- III. PURPOSE OF GRANT – 2 pages maximum
 - a. Describe the project/program to be funded, including a needs statement.
 - b. Describe the goals and objectives of the grant.
 - c. Describe the timetable for implementing this project/program.
 - d. How does this project/program benefit the local community? How many people will be impacted and more specifically, what is the number of Grand Lake residents and/or visitors to be served?
 - e. Include a list of all entities asked to give financial support to the proposed project, including the responses to date and dollar amounts committed. INCLUDE YOUR REQUEST TO THE TOWN OF GRAND LAKE IN THE LIST. What are the long-term sources/strategies for funding at the end of the grant period?
 - f. Why should the Town provide funding to your organization?
- IV. EVALUATION – 1 page maximum
 - a. What are the expected results during the funding period?
 - b. How will you define and measure results?
 - c. How will the project's results be used and/or disseminated?
 - d. When can the Town expect to receive a preliminary and/or final report?
 - e. Describe how your organization will recognize the Town's support.
- V. ATTACHMENTS
 - a. Organization Budget for Fiscal Year.
 - b. Detailed 2020 budget for program (if applicable).
 - c. Most recent year-end statement (actual vs. budget).
 - d. Most recent year-end balance sheet.
 - e. Most recent audited financial statement (if an audit has been performed).
 - f. Copy of 501(c)(3) document.
 - g. Organizational chart – including Executive Director, staff and volunteers.
 - h. List of Board of Trustees/Directors, occupations and do the board members donate?

TOWN OF GRAND LAKE
2021 Standard Grant Application

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

EXECUTIVE DIRECTOR: _____

GRANT CONTACT: _____

DAYTIME PHONE: _____

EMAIL: _____

WEBSITE ADDRESS: _____

CHARITABLE SOLICITATIONS REGISTRATION NUMBER: _____

PURPOSE OF GRANT:

- Agency Support as a Whole
- Marketing Support
- Special Program, Project or Event
- Capital Expenditure
(Funds spent for additions or improvements to structures or equipment)
- Seed, Start-up or Development Costs
- Technical Assistance
- Matching Grant
- Other: _____

TYPE OF AGENCY:

- Arts & Culture
- Health & Human Services
- Education
- Environment
- Sports/Recreation
- Other: _____

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

BRIEF DESCRIPTION OF REQUEST:

NUMBER OF GRAND LAKE RESIDENTS AND/OR VISITORS TO BE SERVED:

Please list all entities asked to give financial support to the proposed project, including the responses to date and dollar amounts requested and committed. **INCLUDE SUPPORT FROM THE TOWN OF GRAND LAKE ON THIS LIST.**

What are the long-term sources/strategies for funding at the end of the grant period?

2019 Actual Operating Revenue: \$ _____
2020 Budgeted Operating Revenue: \$ _____
2021 Projected Operating Revenue: \$ _____

2019 Actual Operating Expenses: \$ _____
2020 Budgeted Operating Expenses: \$ _____
2021 Projected Operating Expenses: \$ _____

Signature, Executive Director

Date

Signature, Board President

Date