

GRAND LAKE

GRANT APPLICATION REQUIREMENTS 2021 Short Form

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

THE STANDARD SHORT FORM APPLICATION

- You must use the standard short form for your application. Please submit this application according to our directions. Be sure to include any attachments that you have outlined for your project.
- The short form is recommended for grant requests of \$5,000 or less but may be used with larger grants when the grant has been funded at the same level in the past, to the same organization, for the same purpose.

FORMAT

- Use 12-point type size or larger.
- Please submit a one-page cover letter which provides a brief overview of your organization, outlines your request, and states your goals and objectives. Submit one (1) single-sided original of your grant application. Do not staple or bind the pages in any way.

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

Delivery may be by:

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

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 the year 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 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.

Town of Grand Lake Short Form for 2021 Grants

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

EXECUTIVE DIRECTOR: _____

GRANT CONTACT: _____

DAYTIME PHONE: _____ **CELL PHONE:** _____

FAX: _____ **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

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