



**FUNDING & SUBMISSION GUIDELINES
FOR
SUMMIT COUNTY COMMON GRANT APPLICATION FOR 2019**

AGAIN THIS YEAR:

DEADLINES: Towns/County Application Deadline **Thursday, August 9, 2018 at 12:00 Noon**

NOTE: The Summit Foundation Grants Program – 970-453-5970 – has a deadline of October and is separate from this process. Detail can be found at <https://www.summitfoundation.org>

DOCUMENTS/PACKET: We have separated the packet into two documents – this one titled ‘Funding & Submission Guidelines’ and the actual ‘Grant Application’.

SUBMITTAL: The preferred method to submit applications is electronically via email and create one single pdf attachment; if you are unable to submit in this method, please submit one paper copy of the full application.

This document outlines the information you will need in order to apply for grant funding from the following entities (you can also apply separately to each entity for in-kind services): Town of Breckenridge; Town of Dillon; Town of Frisco; Town of Silverthorne; and Summit County Government (in-kind services only).

As noted above, the actual Grant Application to complete and submit is a separate document. All applicants must use this standard application to request grants from any of the above entities. Be sure to include the requested information. Please do not include any additional information that is not requested.

Questions: If you have questions, please call one of the following:

Town of Breckenridge – Peyton Rogers: 547-3166; peytonr@townofbreckenridge.com

Town of Dillon – Jo-Anne Tyson: 262-3406; jtyson@townofdillon.com

Town of Frisco – Deborah Wohlmuth: 668-9122; deborahw@townoffrisco.com

Town of Silverthorne – Kim Jardim: 262-7305; kjardim@silverthorne.org

Summit County Government – Eva Henson: 453-3402; eva.henson@summitcountyco.gov

Thank you for all the important work you do in our community – we look forward to reviewing your application.

Town of Breckenridge

1. Support is available to charitable organizations that enhance and serve the Breckenridge / Upper Blue area. The Town invests in local non-profits with programs, initiatives and events that are aligned with our strategies and demonstrate how they can make an impact for our community.
Strategic Alignment:
 - *Financial and Programmatic Capacity* - Successful applicants will show evidence that they are stable, have a solid financial and management team, a strong balance sheet and programming plans that illustrates the grant will be sustained beyond the Town's investment.
 - *Leadership* - Successful applicants will have strong leadership that is collaborative and knowledgeable about the community and the field in which they operate.
 - *Measurable Results* - We place priority on organizations that are able to clearly articulate organizational goals, present a clear plan for achieving results, and track outcomes and impact on the people served.
2. To be eligible for support, organizations must:
 - Have a 501(c)(3) public charity status or operate under the fiscal sponsorship of a tax-exempt nonprofit. Individuals will not be considered for funding;
 - Have principal place of business AND primarily serve the people of Breckenridge and/or the Upper Blue River area (from Hoosier Pass to Farmers Korner);
 - Be registered as a Colorado nonprofit organization with the Colorado Secretary of State and be organized in the State of Colorado; and
 - Have been in operation for a minimum of three (3) years.
3. The Town considers grant applications once per year. Requests received outside of the designated time will not be considered. This application will be your sole source for requesting funding from the Town of Breckenridge; presentations will not be part of this process.
4. *Criteria:* After considering how strongly the application fits the Town Council's strategies and aligns with the Town's core values, requests will be evaluated according to the following criteria:
 - To what degree does the organization's history and mission, as well as the purpose of the program or event, align with the Town's priority investments and strategies?
 - Does the organization demonstrate sound fiscal management practices?
 - Does the organization demonstrate impact or past success?
 - To what degree does the application benefit our community?
 - Does the organization avoid duplicating existing programs or services?
 - Does the Board of Directors work to advance the organization's mission through fundraising and other areas? Do board members make a financial contribution?
5. *Decisions:* Recommendations from the Grants/Scholarship Committee are submitted to the Town Council for final approval as part of the annual budget process. The Town cannot approve all requests; however, applications that meet the funding guidelines are given consideration. All decisions will be considered final.
6. *Awarding & Notification* - All applicants will be notified of funding decisions in early December and awards will be presented at a public Grant Awards Ceremony in January. If the program or event changes significantly from the original application, the Town must be notified. Funding, even if already distributed to the organization, may be re-evaluated at that time.
7. *Reporting* - Organizations receiving a grant need to provide a Final Grant Report either prior to submitting, OR as part of, the following years grant application. The report will include: a) statistics on Upper Blue/Breckenridge population served by the organization, b) description of what was accomplished with the grant, how the grant was used, how it was done, c) evidence as to the extent the goal(s) were reached, and d) if anything changed from the original application, specifics on what changed.

(Town of Breckenridge continued on next page)

CASH GRANT PROGRAM:

1. Cash funding is available to non-profit organizations that are human services agencies, that present events or arts programming, and/or that benefit the citizens of Breckenridge/Upper Blue Basin. Sports non-profits may be considered for cash funding only if the request is for a marketing related event, and there is no guarantee that funding will be granted.
2. Organizations may apply under the following categories:
 - Marketing Support - applicable if the event/organization attracts visitors to Breckenridge
 - General Operating Support - applicable if the organization is a health & human services, education or environment organization
 - Development Funding - applicable for either category and is considered a one-time grant for capital improvements or “seed” money for a new project

CASH APPLICATION INSTRUCTIONS: Please complete the application accessible at www.TownofBreckenridge.com/Grants2019, and submit electronically ONE completed and compiled application to grants@townofbreckenridge.com. When submitting, please save your PDF as ‘(your organization’s name) – CASH’. We recommend either combining all your digital documents via Adobe Acrobat or printing your completed application and attachments, and scanning them all to create one document to submit via email. **IF** your application exceeds 10MB, break up into two smaller attachments and send over in two separate e-mails.

IN-KIND GRANT PROGRAM:

All In-kind (free or discounted) services and products (Town facility, programs, gift certificates, products and miscellaneous services, etc.) **MUST** be requested through the separate Town of Breckenridge In-kind Grant application. If applying for In-Kind use of Town facilities managed by Breckenridge Creative Arts (BCA), you must meet with BCA prior to submitting the application.

IN-KIND APPLICATION INSTRUCTIONS: To submit an application for free/in-kind OR discounted use of any Town facility, other in-kind services or products, etc. - ***even if you are submitting a Cash request*** - please complete the application accessible at www.TownofBreckenridge.com/Grants2019 and submit electronically ONE completed grant application to grants@townofbreckenridge.com. When submitting, please save your document as ‘(your organization’s name) – IN-KIND’.

Town of Frisco

The Town of Frisco considers applications for in-kind services and grant funding only through the Summit County Common Application for Grant Funding process. Requests received at other times or through other avenues will not be considered. Presentations will not be part of this process. Applicants for funding must be tax exempt under the provisions of section 501 (c)(3) of the Internal Revenue Code. Awards will be made by the Frisco Town Council during the regular budget-approval process in November. All applicants will be notified of funding decisions in December. All funding decisions by the Frisco Town Council shall be considered final.

1. A fully completed application must be submitted, even for organizations requesting only in-kind services such as field use. Incomplete applications will not be considered.
2. Funding requests must not exceed \$5,000.
3. Projects funded must benefit citizens of the Town of Frisco.
4. If you received Town of Frisco grant funding and/or in-kind services in 2017 and/or in 2018, please describe how your organization has used those funds and/or services, and to what extent you have reached your goals, as outlined in the original grant application(s) for those funds and/or services.
5. **CASH:** Please complete the on-line application (accessible at www.townoffrisco.com; both Word and PDF versions will be available) and submit electronically one completed and compiled (all components into one PDF) grant application to deborahw@townoffrisco.com. When submitting, please save your PDF as your 'Organization Name – CASH'. If this process creates a challenge for your organization, please contact Deborah via email to discuss.
6. Cash funding is available to non-profit organizations that present events or arts programming, which are human services agencies, and/or benefit the citizens of Frisco.
7. **IN-KIND:** Any and all in-kind services and products (donated, discounted, etc.) must be requested through the separate Town of Frisco In-Kind Grant Application. These services and products may be available to nonprofit organizations that enhance the quality of life in Frisco. To submit an application for free/in-kind or discounted use of the any Town facility, other in-kind services or products, etc., even if you are submitting a cash request, please complete the on-line application (accessible at www.townoffrisco.com; both Word and PDF versions will be available) and submit electronically one completed and compiled (all components into one PDF) grant application to deborahw@townoffrisco.com. When submitting, please save your PDF as your 'Organization Name – INKIND'. If this process creates a challenge for your organization, please contact Deborah via email to discuss.
8. The following criteria must be included in the In-Kind Grant Application:
 - Degree to which the event benefits the Frisco community and/or the public in general.
 - Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or If not incorporated, a NONPROFIT charter.
 - Established history, mission and purpose of the event proponent (no more than two pages).
 - Degree to which the purpose of the event is consistent with and/or supportive of the goals and policies of the Town.
 - Financial ability of the event proponent to bear the normal charges and fees.
 - Degree to which the event is self-supporting through attendance fees or other sources of funding.
 - Other factors deemed relevant by Town staff in the circumstances.

Town of Dillon

1. **The Town of Dillon prefers to receive electronic Non-Profit Grant Applications.** Please complete the on-line application, found on the home page at www.townofdillon.com; both Word and PDF versions are available. Submit electronically ONE completed and compiled (all components saved as a single PDF) grant application to jtyson@townofdillon.com. When submitting, please save your PDF as your 'Organization Name – CASH'. **IF** this process creates a challenge for your organization, please contact Jo-Anne Tyson via email to discuss.
2. The Dillon Town Council only considers requests for funding from non-profit organizations that can demonstrate a benefit to the residents of the Town of Dillon.
3. Applicants for funding must be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.
4. Requests of over \$5,000 will not be considered.
5. Individuals will not be considered for funding. Grants are only awarded to non-profit organizations.
6. The Town of Dillon considers grant applications once per year. Requests received outside of the designated time will not be considered. This application will be your sole source for funding requests from the Town of Dillon. Presentations will not be part of this process.
8. If you received funding in 2018, a report of grant monies expended in 2018 must be submitted prior to or with this application.
9. Requests for programs/projects already completed will not be considered.
10. Grant decisions will be made during the regular November budget approval process. All applicants will be notified of funding decisions in early December; awards are slated for January 2019. Due to potential budget constraints, funding may be limited or unavailable. All funding decisions by the Council will be considered final.

Town of Silverthorne

1. **The Town of Silverthorne prefers to receive electronic Non Profit Grant Applications.** Please complete the on-line application, found on the home page of <http://www.silverthorne.org/grants2019>. Submit electronically ONE completed and compiled (all components saved as a single PDF) grant application to grants@silverthorne.org. When submitting, please save your PDF as your 'Organization Name – CASH' or 'Organization Name – PAVILION', depending on the nature of your request. **IF** this process creates a challenge for your organization, please contact Kim Jardin, 970-262-7305 or kjardin@silverthorne.org, to discuss. Hard copies of the application will also be available at Silverthorne Town Hall: 601 Center Circle, Silverthorne.
2. Organizations must be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.
3. Projects funded must benefit the citizens of the Town of Silverthorne.
4. The Town of Silverthorne considers grant applications once per year. Requests received outside of the designated time will not be considered.
5. If you received funding in 2018, a report of grant monies expended in 2018, as well as current progress and/or final reports along with information on the number of Silverthorne residents who benefited from the funding must be on file in order to be eligible for funding during this cycle. Please submit as a separate document with this application.
6. Funding requests of over \$5,000 will not be considered.
7. This application will be your sole source for funding requests from the Town of Silverthorne. Presentations will not be part of this process.
8. Funding decisions will be made during the regular November budget approval process. All applicants will be notified of funding decisions in December. All funding decisions by the Council will be considered final.
9. *If you choose to submit an application requesting only in-kind use of Town-owned fields or the Recreation Center, proper Staff approval and direction must be obtained prior to submission by calling Mindy Nicholds, Sports & Athletics Coordinator, at 970-262-7373. If proper Staff approval and direction has not been obtained, Council will not consider the application valid.*

To submit an application for free/in-kind use of the Town Pavilion, Town-owned fields or the Recreation Center, the following criteria must be submitted in addition to the above guidelines:

1. Degree to which the event benefits the Silverthorne community and/or the public in general.
2. Non-profit status of the event proponent.
3. Established history, mission and purpose of the event proponent.
4. Degree to which the purpose of the event is consistent with and/or supportive of the goals and policies of the Town.
5. Financial ability of the event proponent to bear the normal charges and fees.
6. Degree to which the event is self-supporting through attendance fees or other sources of funding.
7. Other factors deemed relevant by Town staff in the circumstances.
8. If your non-profit received free or discounted use of the Pavilion in 2018, please submit the following:
A written explanation of the event (i.e. lecture, fundraising, community outreach, etc.) and how the granted use benefited your organization. Submit related financial information including number of tickets sold, ticket price, how many people attended, total net revenues from the event, including alcohol proceeds (if applicable) and any other donations or income.

All In-Kind (Pavilion, Rec Center, Fields) applicants must review the In-Kind Special Guideline Sheet and submit the Organizational Summary page as the cover page of your application. The guidelines are available at Silverthorne Town Hall or www.silverthorne.org.

Summit County Government (In-kind Services Only)

All cash requests are administered through The Summit Foundation, thus the application must follow their guidelines and must be submitted directly to The Summit Foundation. Only non-profit organizations in need of in-kind services from Summit County Government should file an application directly with the County.

The guidelines for requesting in-kind services through the County are as follows:

1. Please submit electronically **one** completed grant application **via email** to eva.henson@summitcountyco.gov
2. Eligible organizations are nonprofit charitable organizations with tax exempt status under the provisions of section 501(c)(3) of the Internal Revenue Code that enhance the quality of life in Summit County.

This includes groups that provide programs or services in the areas of:

- Art and Culture
 - Health and Human Service
 - Education
 - Environment
 - Sports
 - Tourism-based programs
3. Funding decisions are considered once per year, only during this application period. Requests made outside of the designated time period will not be considered.
 4. Incomplete applications may be ineligible for grant.
 5. All funding decisions of the County Commissioners are considered to be final.
 6. Notifications from the Manager's Office will be sent out to all In-Kind Grant applications by the end of the year 2018.



IN-KIND GRANT APPLICATION FOR 2019

Deadline: Thursday, August 9, 2018 At Noon

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

I. AGENCY INFORMATION – Briefly describe:

A. The mission of the organization:

B. The history of the organization:

C. Current programs and accomplishments (numbers served, events held, services provided, etc.):

D. Please list the Board of Trustees/Directors, and occupation of each member:

E. Revenue and expense summary for the entire organization:

2017 Actual Operating Revenue	_____	2017 Actual Operating Expenses	_____
2018 Estimated Revenue	_____	2018 Estimated Expenses	_____
2019 Projected Operating Revenue	_____	2019 Projected Operating Expenses	_____

F. Please attach your organization's **501(c)(3)** IRS determination letter.

II. **PURPOSE OF GRANT**

A. What is your In-Kind request(s)? Please be as specific as possible (*i.e. what, when, for how many days/hours, etc.*).

B. If you are requesting In-Kind Meeting Room Space at the following county facilities:

****Please Check The Boxes That Apply To Your Request****

BRECKENRIDGE GRAND VACATIONS COMMUNITY CENTER AND LIBRARY | Breckenridge
(Rooms Are Separated By A Partition, But Can Be Combined For An Expanded Space)

- HOPEFULL ROOM (Occupancy – 50 People)
- DISCOVERY ROOM (Occupancy – 50 People)
- KITCHEN (WARMING OVEN, DISHWASHER, REFRIGERATOR, SINK, AND COUNTER TOP SPACE)

COMMUNITY AND SENIOR CENTER | Frisco
(Rooms Are Separated By A Partition, But Can Be Combined For An Expanded Space)

- HOOSIER ROOM (Occupancy – 55 People)
- FREMONT ROOM (Occupancy – 55 People)
- LOVELAND ROOM (Occupancy – 55 People)
- HOBBY ROOM (Occupancy – 45)
- UTE ROOM (Occupancy – 20)

****AV Equipment Available For Free****

- WIRED MICROPHONE
- 1-800 CALL OUT SPEAKER PHONE

****AV Equipment Only Available For A Fee****

- PROJECTOR
- WIRELESS MICROPHONE
- FREMONT & UTE ROOM CONFERENCE PHONE
- CATERING KITCHEN

C. For what project/program are you making these requests? Please describe the project/program if applicable.

D. How does this project/program benefit the local community? If available, provide data or research that supports your request.

III. **EVALUATION**

A. How will you measure the impact of the project/program?

B. If you received an in-kind service in the past calendar year, please briefly describe how your organization has used these services, and to what extent you have reached your goals as outlined in the original grant application(s).

Authorized Signature

Date