



## 2019 GRANT APPLICATION

Dear Applicant,

This document contains the 2019 Grant Application.

Each year, the City of Glenwood Springs allocates a portion of sales tax revenues from its A&I and Tourism Funds for human services, special events, tourism promotion and other public purposes as City Council deems appropriate.

Please be aware that this year the City is requiring all applications to be submitted in **full, on-time and in one pdf file only**. We have made exceptions in the past but Council has directed the finance staff to not present applications to the reviewing body that do not meet the 2019 requirements.

An applicant may submit only one application each grant cycle. The grant process is competitive. Receipt of funds in a prior year is not a guarantee of funding or the same amount of funds, in the current year.

Please review the entire application and all instructions prior to beginning work on it. Contact the City's COO Steve Boyd at [steve.boyd@cogs.us](mailto:steve.boyd@cogs.us) or (970) 384-6422 at any point while completing your application. We will do our best to answer your questions.

Review your application completely before submitting it, and make sure you have followed all instructions.

The City of Glenwood Springs complies with all applicable state and federal laws, and does not discriminate in any manner.

Sincerely,

CITY OF GLENWOOD SPRINGS



## INSTRUCTIONS

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### 2019 Grant Application

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#### *PROGRAM DATES*

<b>Applications Available:</b>	<b>March 8, 2019</b>
<b>Applications Due:</b>	<b>April 19, 2019</b>
<b>Target Award Date:</b>	<b>June 7, 2019</b>

**Note:** *City Council reserves the right to take whatever time is necessary to make its final determination.*

## INSTRUCTIONS

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1. Applications will be considered based on the following eligibility and organizational guidelines:
  - a. Must be complete, on-time and in a single pdf. Applications may be printed, completed and scanned along with supporting documentation into one pdf file. Applicants are encouraged to supply your answers directly in this Word document. You may then print this completed document as a pdf file and edit it to include your other documents or print this Word document when it is completed and scan it along with supporting documentation into a single pdf file. You may visit the City's finance office for assistance in either printing or scanning your document.
  - b. Must be a not-for-profit, government or tax-supported public entity.
  - c. May not be a political organization.
  - d. The estimated number of citizens of Glenwood Springs impacted by the application must be disclosed separately from the estimated number of people impacted overall.
  - e. General operating expenses are more likely to be funded than capital expenditures which will be subject to a higher level of scrutiny by the reviewing body.
  - f. Awards to religious organizations are generally not funded. Exceptions may be made on an individual basis depending on the purpose of the request.
  - g. We generally consider only applications of less than 10% of the organization's annual budget.
2. Applications **MUST BE RECEIVED** by the City of Glenwood Springs prior to 5:00 p.m. on April 19, 2019. The official time of submittal will be the time stamp on the incoming email from the City's email server. All applicants must submit a complete copy in one .pdf document to [steve.boyd@cogs.us](mailto:steve.boyd@cogs.us). There will be no exceptions to this.
3. Applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The City of Glenwood Springs reserves the right to fund applications in whole, in part, or not at all, and to reject any or all applications.
4. Applications and all materials submitted to the City may be subject to disclosure pursuant to the Colorado Open Records Act.
5. No cover letter or table of contents should be submitted.
6. The final pdf file submitted to the City must include:
  - Completed and signed Summary Form – electronic signatures are acceptable
  - Use of Funds Summary (250 words)
  - Responses to Selection Criteria Questions (3 pages)
  - Attachments or supporting documentation in proper order
7. The City Council of the City of Glenwood Springs is the sole decision maker for grants awarded through the Financial Advisory Board. The Financial Advisory Board reviews applications and makes its recommendations to the City Council.

8. The Finance Director is responsible for all activities regarding the distribution of funds through the 2019 Grant Cycle and may solicit information from any source as needed in conducting his work.
9. The City or its designee has the right to issue or not to issue supplemental statements regarding these Instructions or any aspect of the grant program on an as-needed basis, and to perform any due diligence that may be required in the discharge of its obligations. Applicants may be required to provide additional information or to participate in pre-award interviews, as needed.

## SUMMARY FORM

### APPLICANT INFORMATION

<b>NAME:</b>	
<b>MAILING ADDRESS:</b>	
<b>APPLICANT CONTACT NAME:</b>	<b>TITLE:</b>
ARE YOU THE PRIMARY CONTACT FOR THIS GRANT: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>EMAIL:</b>	
<b>TELEPHONE:</b>	
<b>FEIN:</b>	
<b>INDICATE WHETHER THIS APPLICATION IS FOR DISCRETIONARY OR TOURISM FUNDS:</b>	

### GRANT REQUEST AND FINANCIAL INFORMATION

GRANT AMOUNT REQUESTED FOR 2019:
TOTAL OF ALL CURRENT RESERVES:
TOTAL APPROVED BUDGET FOR FISCAL 2019 (CURRENT BUDGET YEAR):
TOTAL ACTUAL OPERATING EXPENSES FOR FISCAL 2018 (PRIOR BUDGET YEAR):
TOTAL INCOME FROM ALL SOURCES FOR FISCAL 2018 (PRIOR BUDGET YEAR):
PERCENTAGE OF FISCAL 2018 TOTAL INCOME FROM CITY OF GS GRANT FUNDS, IF ANY:
BRIEF PROJECT DESCRIPTION (PLEASE ANSWER THE THREE QUESTIONS BELOW IN A <u>TOTAL</u> WORD COUNT OF 250 WORDS (250 TOTAL, NOT 750) OR LESS: <ul style="list-style-type: none"><li>• What does your organization do?</li><li>• How will grant funds be used?</li><li>• How will you measure success?</li></ul>

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## APPLICATION CHECKLIST

SUBMIT THIS APPLICATION WITH THE FOLLOWING REQUIRED DOCUMENTS IN THE FOLLOWING ORDER:

- Summary Form (two pages)
- Use of Funds Summary (max 250 words)
- Response to Selection Criteria Questions in narrative form, maximum three pages

Additional information to include:

- Copy of IRS determination letter as to 501(c)(3) or other not-for-profit status
- Colorado Secretary of State Certificate as nonprofit corporation in good standing
- List of current board of directors and officers
- List of all major contributors (\$2,000 and above) and amounts contributed, highest to lowest
- Year-end financial statements for fiscal year most recently ended
- IRS Form 990 (most current available)
- Approved budget for current fiscal year

By signing below, the applicant hereby certifies and warrants that any and all statements and representations, including all sources and uses of funds made in this Grant Application, are true and correct, and may be relied upon by the City of Glenwood Springs.

Authorized Signature: \_\_\_\_\_  
(From applicant organization)

Date: \_\_\_\_\_  
(mm/dd/yyyy)

Printed Name and Title:

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## SELECTION CRITERIA

All applicants must respond to the following questions in no more than three (3) pages. The three-page limit applies only to your answers to these questions, not to the Summary Form, Use of Funds Summary, or any supporting documentation.

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1. Which needs within the City of Glenwood Springs does your organization serve, or will your special event or public program serve?
2. Describe your paid professional staff and your level of volunteer involvement.
3. Quantify the service level you provide to the citizens of the City of Glenwood Springs. How many City clients were served in your last full fiscal year in the program(s) for which you are requesting funds? What are the projections for the current year and next year? If funding a special event, how many participants do you expect, and will the event draw visitors to Glenwood Springs?
4. Highlight the desired 2019 goals and outcomes to be achieved with City of Glenwood Springs' funds. How will you define and measure your success as related to this funding request?
5. Describe your income stream(s), including fundraising efforts. If you are the local chapter of a national entity, explain how much funding it provides.
6. Have you used City of Glenwood Springs funds to receive additional funds from other sources? If so, what is the amount of leveraged funds received?
7. Has your organization had a deficit budget within the last three years? If so, how did you fund the deficit? What plans have you made to eliminate future deficits? Does your organization have a fund balance/reserve that is equal to or greater than six months of operating expenses? If so, how do you plan to use this reserve?