



## COMMUNITY GRANTMAKING GUIDELINES

Please read the following before starting your application. Remember - it's best to pre-plan! A little proposal preparation hint...complete your attachments first and your narrative last. It's often the attachments that will trip you up at the last minute.

The Community Foundation of the Gunnison Valley (The Foundation) currently awards grants for programs that benefit Gunnison County citizens in the following eight areas: art and culture; community development; environment; education; health and human services; athletics and recreation; domestic animal welfare and protection; and historical tradition and preservation.

Innovative programs in these areas are always of particular interest, though we do consider general operating support for organizations that have received program-specific grants from The Foundation in the past. (New agencies: your first application must be for specific program support – that allows us time to get to know you and your agency. Please contact program staff before your first proposal to ensure that your application will be eligible and competitive.)

Our Community Grants are modest in size – generally \$1,000 – \$5,000. Agencies that have already been funded for program support may request operating support, by which the Foundation means a grant made to further the general purpose or work of an organization, rather than for a specific purpose or project.

### Remember:

- As a community foundation, CFGV focuses on **direct local** impact. (*NOTE: Broad economic impact in the community is not a review criterion.*) If you serve broader populations than Gunnison Valley residents and choose to apply for general operating support, you must give a detailed description of the impacts your program(s) have on local residents including numbers of people served. CFGV staff members are happy to talk with you prior to the deadline.
- Your application is reviewed based on **content submitted**. Please do not assume the Review Committee knows anything about your organization outside of the information and materials you provide with your application and attachments.

**Deadline:** Complete proposals must be submitted at [cfgv.fluidreview.com](http://cfgv.fluidreview.com) by 11:59 p.m. on May 15, 2017. Proposals which are incomplete (including support materials) will not be accepted. There are no exceptions to this policy. If you have questions about any part of the process please call the CFGV office for clarification.

### Grant proposals will be reviewed and scored using the following criteria:

- Is consistent with CFGV Guidelines
- Is organized and understandable
- Furthers the organization's mission
- Clearly states the issue and how it's relevant to the Valley
- Articulates clear expected outcomes and impact on local residents
- Articulates an evaluation plan that is appropriate and includes metrics - numbers and percentages - as appropriate

- Reflects board oversight and good management practices, including a strategic plan that is regularly updated
- Includes a budget that is realistic for the stated goals and includes a CFGV component that is realistic (typical CFGV awards are \$1,000-\$5,000)
- Reflects best practices in financial management
- Effectively demonstrates collaboration within the community where appropriate
- Identifies strategies for organizational and/or program sustainability
- Reflects a sound strategy for attracting and retaining volunteers

Note: the staff will provide your most recent grant report to the committee, as well as notes from the grant feedback that our staff provided to you. These may inform the reviewers' scores on the criteria above.

### **Eligibility:**

The applicant must be a 501(c)(3) organization; or must apply through a 501(c)(3) organization (a fiscal agent) or must be a primarily-grant-supported agency or program of government.

- Government programs must be primarily grant-supported to qualify. Government programs must pass the following test: "the service/program would not exist or the position of the primary program office would not be funded if it were not grant(s) funded." They must also provide planning and budget information specific to the program – in other words, they must have their own program plan and submit a program budget. While the elected officials/Trustees are technically the "board" of such program offices, the Foundation considers it prudent for the program to have an advisory team to guide it.
- If the proposal is for support of a program at a public school, the proposal must be accompanied by a letter of support from the principal of that school. Because the Gunnison Valley Education Foundation (GVEF), a component fund of the CFGV, will be holding a spring grant cycle for school programs, please do not ask both entities for the same funding.

The 501(c)(3) applicant must provide evidence of this status that is five years old or less; applicants automatically lose points if they supply an older letter. Additionally, applicants must be in good standing with the Colorado Secretary of State and its Charitable Solicitation status must be up-to-date. Verify that this is the case before you begin writing; copies of compliance in both areas are required in your attachments. There are instructions accompanying each of the requested attachments.

If your agency has received a grant in the past, you must have completed reports for past CFGV grants received. Grant reports are due on April 30th each year for the previous granting cycle and must be on file in the Foundation office in order for another request to be accepted. The staff provides your report to the Grant Review Committee as part of your application package. The Community Grant Report is online and can be found on your homepage when you login at [cgv.fluidreview.com](http://cgv.fluidreview.com).

CFGV requires that groups receiving funds for three consecutive years must sit out a funding year. If you need to check your status in this cycle, please contact the CFGV office.

### **New this year:**

- Proposals for marketing will now be accepted; however, a marketing plan must be attached as one of your optional supplementary items.
- Proposals that help reduce costs such as scholarships, free tickets, or reduced participation fees, will continue to be accepted; however, policy/guidelines that describe that this opportunity will be widely marketed, and how recipients will be chosen, must be attached as one of your optional supplementary items.

**Requests for support of the following are NOT acceptable:**

- Projects seeking more than 50% of the cost of that project from the Foundation.
- Religious activities or projects that serve, or appear to serve, the doctrine of a specific religious group or denomination. If a proposal submitted by a church-based or similar organization is intended to serve a broad, inclusive segment of the population as would a project of a comparable non-religious organization, the Foundation will consider the proposal on the same basis as proposals from other agencies. CFGV allows applicants to provide an optional item of support material; in the case of religious organizations, this item must be evidence that the program is non-denominational, such as past marketing materials that make this explicit.
- Political lobbying, political campaigns or legislative activities
- Projects already completed
- Debt retirement, deficit financing, reduction of an operating deficit, liquidating debt or replenishing resources used to pay for such purposes
- National, state or local fundraising activities; i.e. annual fund drives, courtesy advertising, benefit tickets, telephone solicitations. (Also, general solicitation letters will not be acknowledged.)
- Umbrella funding organizations that would distribute requested funds at their own discretion
- Individuals
- Endowment campaigns
- Capital building projects
- Programs/projects affiliated with organizations known to have discriminatory policies

**For application and narrative questions or assistance, contact**  
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**For IT questions about the online site, contact**

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