

2019 CFGV COMMUNITY GRANTMAKING GUIDELINES

Please read carefully as these guidelines include changes. We urge you to plan ahead: read all materials well in advance and call the staff if you have questions. If your IRS letter is more than five years old, request a new one **now** as it may take weeks to get it. Review the required attachments list found online at the end of the application **now**; many are things that cannot possibly be done at the last minute. You will find checklists for required attachments [HERE](#).

First-time applicants, or applicants who have not received a grant for three years or longer, are strongly urged to consult with a member of the Foundation staff so that your proposal may be as competitive as possible.

Overview: The Community Foundation of the Gunnison Valley (the Foundation) currently awards grants for programs that benefit Gunnison County citizens in the following eight areas: arts and culture; community development; environment; education; health and human services; athletics and recreation; domestic animal welfare and protection; and historical tradition and preservation. Funded activities must take place between July 1, 2019, and April 30, 2020.

The Foundation provides two types of support:

- Project support that does not exceed 50% of the cash cost of the project.
- General operating support, limited to 501(c)(3) organizations based in Gunnison County that have received project grants within the past three years. General operating support refers to funds that are simply a percent of the organization's operating budget.

Our Community Grants are modest in size – generally \$1,000 – \$7,000. They support activities with a **direct local impact** beyond their economic impact. Many Gunnison Valley organizations serve visitors and may have a national or international reach. However, in its Community Grantmaking program the Foundation only supports programs that engage local populations or that can document the impact on Gunnison County and its residents. To this end, organizations that serve broadly may find it advantageous to apply for project support.

New this year:

- General Operating Support is now limited to autonomous 501(c)(3) nonprofit organizations based in Gunnison County. Thus, entities using a fiscal agent, government entities and entities home-based outside the County may only apply for project support.
- Proposals for capital projects and major equipment, and almost all costs related to capital projects and equipment, are ineligible. To avoid confusion, we discourage applicants from seeking funds related to capital projects or major equipment.
- Proposals for scholarships or tuition/cost equalization must demonstrate compliance with federal law (see “We Do Not Fund” below).

Eligibility: Applicants must be a 501(c)(3) organization; or must apply through a 501(c)(3) organization (a fiscal agent); or be an agency or program of government that is primarily grant-funded.

Applicants must have completed a final report for any past grant received. Any missing report from a previous grant automatically disqualifies an applicant until all reports are up to date.

Applicants may only receive grants three years in a row, and then must “sit out” for a year before they are eligible to reapply. If you are unsure of your status, contact the Foundation staff.

There are special factors for **government entities**:

- They may only submit project grant proposals.
- If large and multifaceted – such as Gunnison County, Western State Colorado University or RE1-J – please limit the total number of applications to three.
- County or municipal government programs must be primarily grant-supported to be eligible for a Community Grant.
- The term “organizational budget” refers to the budget of the applicant’s department. For example, an application from the CAFE office of the Library would use only the CAFE budget for its “organizational budget”, not the entire Library’s budget. An application from the Western Search & Rescue would use only the SAR budget, not Western’s budget. An application from RE1-J for the Crested Butte Enrichment Program would use only that budget, not the entire RE1-J or Crested Butte School budget.

There are special factors for **applicants not home-based in Gunnison County**:

- They may only submit project grant proposals.
- If they do not have an office or physical presence in the County, they must identify a partner organization in the County and that entity must attach a letter affirming the partnership.
- The term “organizational budget” will refer to that portion of their overall budget that serves Gunnison County. This may include a percentage of time of non-Gunnison staff who manage or fundraise for their Gunnison County programs.

The Foundation does not generally support **religious organizations** where Foundation support might suggest the endorsement of religious doctrine. However, the Foundation may provide grants to these groups under certain circumstances:

- They may only submit project grant proposals.
- They must demonstrate that their proposed project is publicly accessible – irrespective of shared beliefs - and is not intended to encourage the adoption of a particular religious point of view.

Applicants that are using a **fiscal agent** may only apply for project support.

We do not fund:

- Religious activities or projects that serve, or appear to serve, the doctrine of a specific religious group or denomination
- Political lobbying, campaigns or legislative activities
- Projects already completed or that will be completed prior to July 1, 2019
- 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
- Scholarship or tuition assistance projects unless evidence is provided that they are need-based and broadly competitive (as described in the list of required attachments).
- Projects whereby Foundation funds would be redistributed to other organizations or individuals; the exception is the distribution of funds such as scholarships where the applicant directly participates in the distribution of the funds and retains accountability for them.
- Individuals
- Endowment campaigns
- Capital building projects, including design components, and, under most circumstances, major equipment. If you have questions about the eligibility of a potential request, contact the staff well before the deadline and before submitting your application. The question may be referred to a subcommittee of the review panel which will decide its eligibility.
- Projects of organizations known to have discriminatory policies

Application Package: While the core of your application package is the completed narrative and all required attachments, the reviewers have access to two additional items. These are your most recent final report (if applicable) and the written comments that were provided to you in the most recent grant application feedback session that you had with Foundation staff (if applicable).

Your application is reviewed based on **content submitted**. Remember that the review committee will include up- and down-Valley members, full- and part-time residents. Do not assume that they know about your organization, your part of the Valley or the issues that your organization addresses.

Review Process: Staff first reviews your application for eligibility. Applications that are late, propose something that the Foundation does not fund, are not compliant with state and federal filings, submit a project budget that fails to identify cash income meeting the minimum matching requirement, or have failed to attach a required attachment will not be reviewed.

In addition, applicants are automatically penalized if they have submitted a late final report, an IRS letter older than five years, incomplete financial documents, or a required upload which does not contain all of the information requested. (These special attachments are for applicants whose mission is religious or partisan; for applicants proposing to offer scholarships or to subsidize costs; for applicants submitting a proposal for marketing, for out-of-county applicants without an office or ongoing presence here in the Valley and for applicants proposing school activities.) See “Attachment” lists.

A Review Committee reflective of the diversity of the Valley reads, discusses and scores all applications. Points are awarded in four areas: Purpose, Community Impact, Governance and Financial Management. The scoresheet that the review committee uses is [HERE](#).

Deadline: Complete proposals must be submitted at cfgv.fluidreview.com by 11:59 p.m. on May 15, 2019. Proposals which are incomplete (including support materials) will not be accepted. There are no exceptions to this policy.

Help and Resources: There are errors that applicants commonly make. They are easy to avoid if you:

- Literally answer all questions. If the question is about the issue you are addressing, do not respond with your mission or what you do or plan to do, for example:
- Provide numbers and specifics, avoiding words like “many” or “most.” It is far more powerful to use your limited word count on numbers rather than generalizations.
- Clearly show why the “issue” is an issue that matters, and outline in your evaluation response how you anticipate that the situation will improve.

Foundation staff has created a toolkit that may help especially with the issue and evaluation process. Though particularly relevant to athletics, arts and humanities groups, it will be of value to all.

<http://cfgv.org/evaluation-resources/>

The Review Committee will discuss your management practices as reflected in your Grant Application (and written grant feedback from past years, if applicable). An organized library of books and articles is available to you at the Foundation; “Principles and Practices of Nonprofit Management” is online here <https://www.coloradononprofits.org/resources/principles-practices>; and the Foundation website has good resources at its [nonprofit tab](#).

As always, the Foundation staff is happy to answer questions.

- For application questions, contact Maryo Gard Ewell, maryo@cfgv.org, (970) 641-3570
- For IT questions contact CFGV, (970) 641-8837 or (970) 349-5966