

2020 CFGV Community Grants Application GUIDELINES

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

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.

Vocabulary: The word "Applicant" refers to the organization submitting the proposal for itself or one of its departments, or as a fiscal sponsor for a smaller Group. The "Applicant" is responsible for any funds received, and an authorizing official from this organization must sign the proposal. The word "Group" refers to the entity that is actually undertaking the program(s) described in this proposal. It is hard to find vocabulary that covers all of the kinds of entities applying for grants and if you have doubts, call the staff. Here are some examples:

- A 501(c)(3) applying for its own operations or projects is both the Applicant and the Group. The application will be signed by the board president.
- A 501(c)(3) serving as fiscal sponsor for an entity is the Applicant, but the entity doing the project is the Group. The application will be signed by the board president of the 501(c)(3) and by the key contact person for the Group.
- A County Department is the Applicant and its Groups include GCSAPP, FAST, Nurturing Parenting or the Multicultural Resources Office, for example. The application will be signed by the Director of Health & Human Services or by the Director of Juvenile Services and by the key contact person for the Group.
- Western is the Applicant and its Groups may include the Athletic Department, Western Search & Rescue or the Masters in Environmental Management program, for example. The application will be signed by the Director of Sponsored Programs and the key contact person for the Group.
- The Gunnison Watershed School District is the Applicant and its enrichment programs such as the Book Bus or the Crested Butte Enrichment Program are examples of Groups. The application will be signed by the Principal of the appropriate school and by the key contact person for the Group.

Overview: The Community Foundation of the Gunnison Valley (the Foundation or CFGV) awards grants for programs that benefit Gunnison County residents in the following eight areas, all of which we consider vital for the prosperity and quality of life of people in Gunnison County: 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, 2020, and April 30, 2021.

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 that have received a CFGV Community Grant within the past three years. General Operating support funds may be applied to administration – salaries, benefits, rent, equipment – or to programs. You will not specify in the application how funds will be used.

CFGV 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 County organizations serve visitors and may have a regional, 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 available to 501(c)(3) Applicants whether based in or outside of Gunnison County who serve Gunnison County residents.
- Project Support will not be given for scholarships or tuition assistance directly. Applicants who give scholarships may request General Operating Support, however.

Eligibility: Applicants must be a 501(c)(3) organization or a unit of government. As noted above (see “Vocabulary”), they may apply on behalf of Groups.

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

501(c)(3) Applicants may only receive grants three years in a row, and then must “sit out” for a year before they are eligible to reapply. Western, the County, and Gunnison Watershed School District are not limited to three years, but the Groups for whom they are applying are limited to three years. 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. Even if the Group is an entity that does a single program (Nurturing Parenting for example), and you seek funds for that program, please, still choose the Project Grant option.
- If large and multifaceted – such as Gunnison County, Western State Colorado University or Gunnison Watershed School District – they must limit the total number of applications to three.
- For Gunnison County and Gunnison Watershed School District, the Group must be primarily grant-supported.
- For Western, the Group’s project must be primarily grant-supported.

There are special factors for **Applicants not headquartered in Gunnison County**:

- They must upload a separate budget for their Gunnison County operations in addition to their full organizational budget (as well as their project budget if they are applying for Project support). The budget may include such items as a percent of supervisor’s time even if the supervisor is not based in Gunnison County.
- If they do not have an office or an ongoing presence in the County, their narrative must identify a local partner, and describe the partnership.

There are special factors for **religious organizations**. 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 via an upload that their proposed project is publicly accessible and is not intended to encourage the adoption of a particular religious point of view or doctrine.

There are special factors for **sponsored Groups** using a 501(c)(3) Fiscal Sponsor Applicant:

- They 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, 2020
- Debt retirement, deficit financing, reduction of an operating deficit, liquidating debt or replenishing resources used to pay for such purposes
- Fundraising activities
- Projects where Foundation funds would be redistributed to other organizations or individuals, unless the Applicant directly participates in the distribution of the funds and retains accountability for them (call staff for clarification, if necessary)
- Individuals
- Project grant requests for 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. The question may be referred to a subcommittee of the review panel, which will decide its eligibility.
- 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 comments that were provided to you in the most recent grant application feedback session 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 upload will not be reviewed.

In addition, Applicants are automatically penalized if they have submitted a late final report, an IRS letter dated on or before May 15, 2015, Certificates of Good Standing or Charitable Solicitation certificate not current on May 15, 2020, or a required upload which does not contain all of the information requested. An organization penalized for any of these infractions cannot receive full funding, no matter where it falls in the panelists' ranking.

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 can be found [HERE](#).

Deadline: Complete proposals must be submitted at <https://cfgv.smapply.org> by 11:59 p.m. on May 15, 2020. 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:

- Answer all questions literally. 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 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 the management practices as reflected in your Grant Application (and 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 or (970) 641-3570
- For questions or issues with SurveyMonkey Apply (application management system), contact Alicia Corliss: alicia@cfgv.org or (970) 641-8837