2024 Community Grants Application Orientation

2023 Snapshot

- 49 applications
- 37 awards totaling $175,000
  - 28 GOS
  - 7 Project
  - 2 Collaboration

*2023 Grant Reports are due April 30

2024 Categories

- General Operating Support
  - Single-year
  - Multi-year (by invitation)
- Project Support
  - Single-applicant
  - Collaboration

Arts & Culture, Athletics & Recreation, Community Development, Domestic Animal Welfare, Education, Environment, Health & Human Services, Historic Preservation and Tradition

Getting Started

- [CFGV website resources](#)
- SMApply Accounts
- New applicants, faith-based applicants, collabs must get in touch with staff before applying

The SMApply system requires a designated Primary Organization Administrator and an associated email. If that email address already has an Individual User account associated with it, skip to the next section. **If this is your first time applying for a Community Grant or if the email address for the Primary Organization Administrator is not already associated with an Individual User account:**

1) Go to https://cfgv.smapply.org and click on Register.
2) Select "Register as an Organization" and complete the signup fields for the individual who will be the Primary Organization Administrator. This person will be able to add other Members to the Organization User account, so this does not necessarily have to be the person who will be writing the grant proposal.
3) Input the organization name; you may opt to skip inputting additional information at this stage if desired.
4) The system will send an email to the email address you input in step #2. You will not be able to begin any applications until the email address has been verified. The verification email will come from "CFGV".
5) Once you verify your email address, log in and click on "Manage organization" in the upper right hand side of your dashboard to add more information to your account, including a logo, organization information (if you opted to not complete those fields in step #3), etc. You may also add other Members (see last section for instructions).

CFGV Community Grants Application - Get Started

Which option below BEST describes you as an applicant? Please read carefully and choose only one. *Note that Collaborations are listed at the bottom*

Are you a:

- ○ 501(c)(3) nonprofit organization with headquarters in Gunnison County
- ○ 501(c)(3) nonprofit organization with headquarters outside of Gunnison County
- ○ Group under fiscal sponsorship
- ○ Government entity (Gunnison County, Gunnison Watershed School District, Western Colorado University, etc.)
- ○ Faith-Based Organization
- ○ Collaboration

SAVE & CONTINUE EDITING   **MARK AS COMPLETE**

CFGV's Grant & Scholarship Programs

Scott Krieger ▾

Scott Krieger

🏢 Scott's Tots

🏢 Community Foundation of the Gunnison Valley

Eligibility

- All nonprofits, whether based in Gunnison County or elsewhere, will apply for ONLY General Operating support. GOS does NOT mean "administration." It means that you simply request a flat amount of money and do not describe how you plan to spend it.
  - It can be spent on anything at all – from boosting salaries and buying benefits, to programs.
- All government applicants – WCU, County, Gunnison-Watershed – will apply for Project support.
  - For something which enhances what you are currently doing and does not replace funding that you currently anticipate for 2024-25
- Faith-based groups will apply for project support; and collaborations will apply for project support - with the lead applicant being a 501(c)(3) or government entity

CFGV Community Grants Application

0%

General Information

IMPORTANT:

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, or as the lead organization in a collaboration. 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. See the Guidelines to learn who signs this application.

Legal Name of Applicant Organization

Applicant DBA (Doing Business As), if different than legal name

Name of Group, if applicable

EIN (Federal Tax Identification Number)

Mailing Address of Group

City

State ---

Zip Code

Physical Address

City

State ---

Zip Code

Grant Request Information

IMPORTANT (contact CFGV if you have questions):

- ALL **501(c)(3) nonprofit organizations** will apply for <u>General Operating</u> support regardless of where they are headquartered;

- **Groups under fiscal sponsorship** will apply for <u>General Operating</u> support;

- **Government entities** will apply for <u>Project</u> support for programs that are budget-enhancing (not budget-replacing);

- **Faith-Based Organizations** will apply for <u>Project</u> support for projects/programs that do not require adherence to religious doctrine to participate and are open to all;

- **Collaborations** will apply for <u>Project</u> support.

Grant Request Type
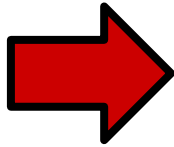
- ◉ General Operating
- ○ Project (Single Applicant)
- ○ Project (Collaboration)

Amount Requested (positive number without commas, decimals or dollar signs)

% Requested (Amount Requested / Total Operating Budget = % Requested)

Estimated number of discrete year-round local people you serve in a typical year

Estimated number of discrete part-time residents and visitors you serve, if relevant

Eligibility

- If you're a nonprofit requesting General Operating Support (GOS) you will tell us the total amount of your current year budget, and you will request a flat amount of money.
  - This can't be more than half of your cash operating budget
- If you're a public entity requesting Project Support, you will tell us the total cost of your project and identify how much money you are requesting.
  - It is strongly suggested that this amount is not more than half of the cash cost of your project.
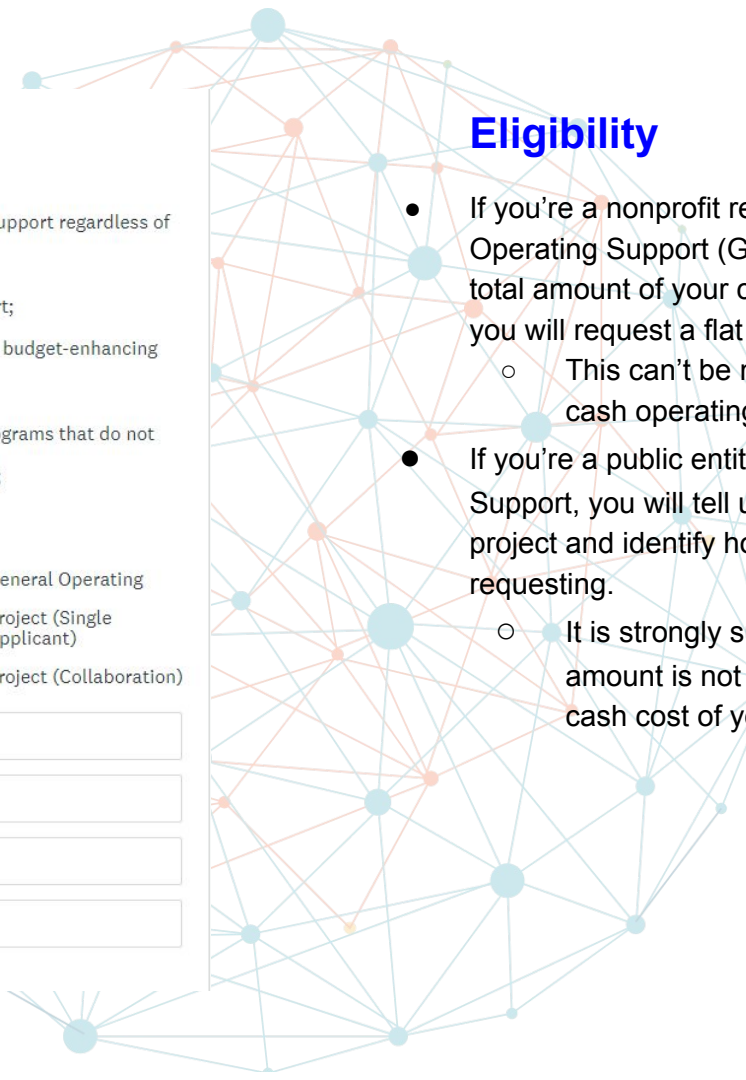
Narrative (General Operating)

Mission Statement

Explain <u>who</u> your organization serves, <u>why</u> your work is significant, and <u>how</u> it addresses critical issues or needs in the Gunnison Valley.

In general, <u>what</u> do you do?

Describe the methods and metrics your organization uses to assess and determine its impact. How do you measure the effectiveness of your programs and initiatives?

Provide specific examples and data illustrating the difference your organization has made in the community.

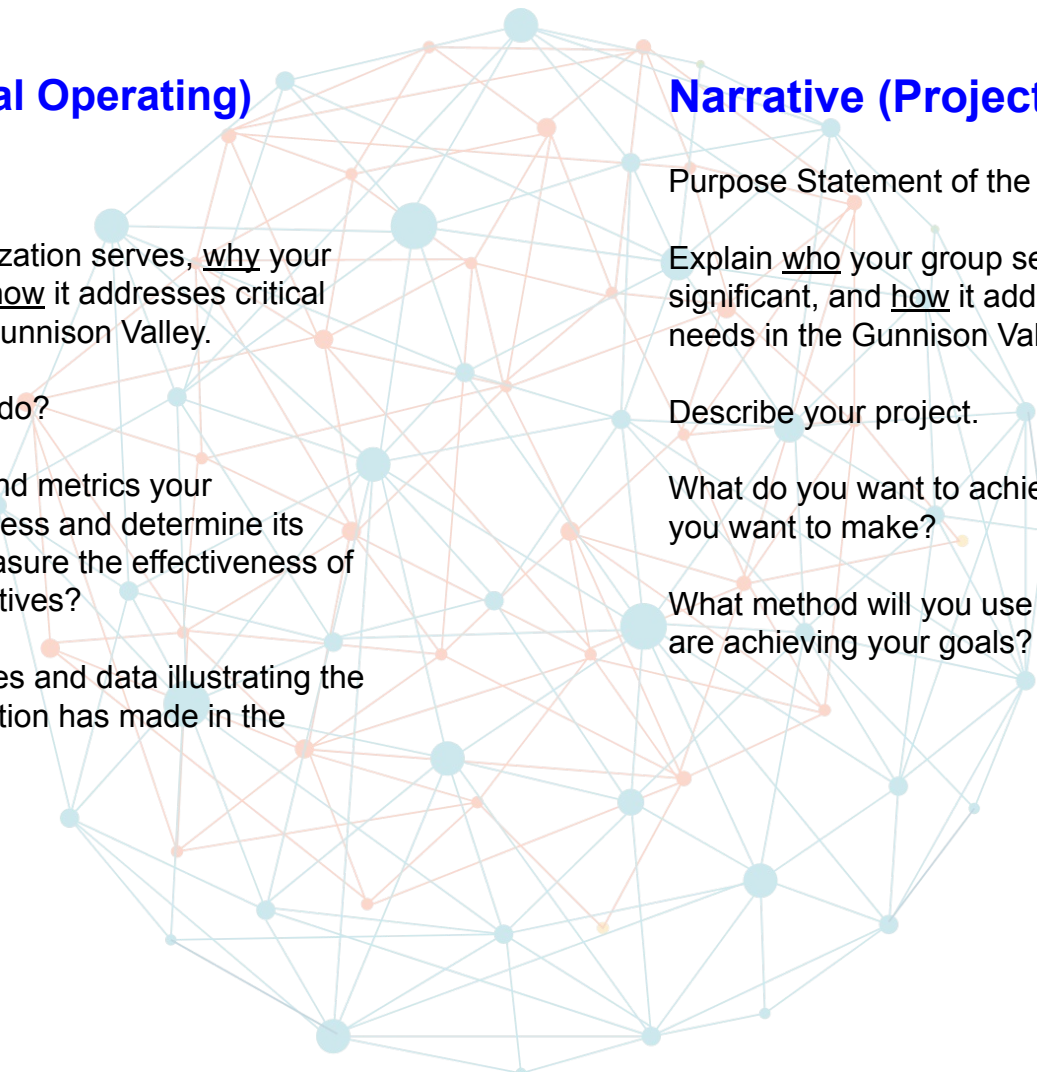## Narrative (Project)

Purpose Statement of the group

Explain <u>who</u> your group serves, <u>why</u> your work is significant, and <u>how</u> it addresses critical issues or needs in the Gunnison Valley.

Describe your project.

What do you want to achieve - want change do you want to make?

What method will you use to learn whether you are achieving your goals?

Narrative (Both)

In late 2023, the One Valley Resilience Roadmap final plan was released by the One Valley Leadership Council. It identifies Civic Capacity as one of the three Regional Focus Areas for our community in the coming years. The plan sets forth three goals aimed to strengthen civic capacity in the Valley:

- Enable effective and inclusive community engagement
- Enhance coordination and collaboration
- Expand and strengthen community leadership

Identify in what ways your organization is committed to one or more of these goals, and how you are promoting civic capacity through your work.
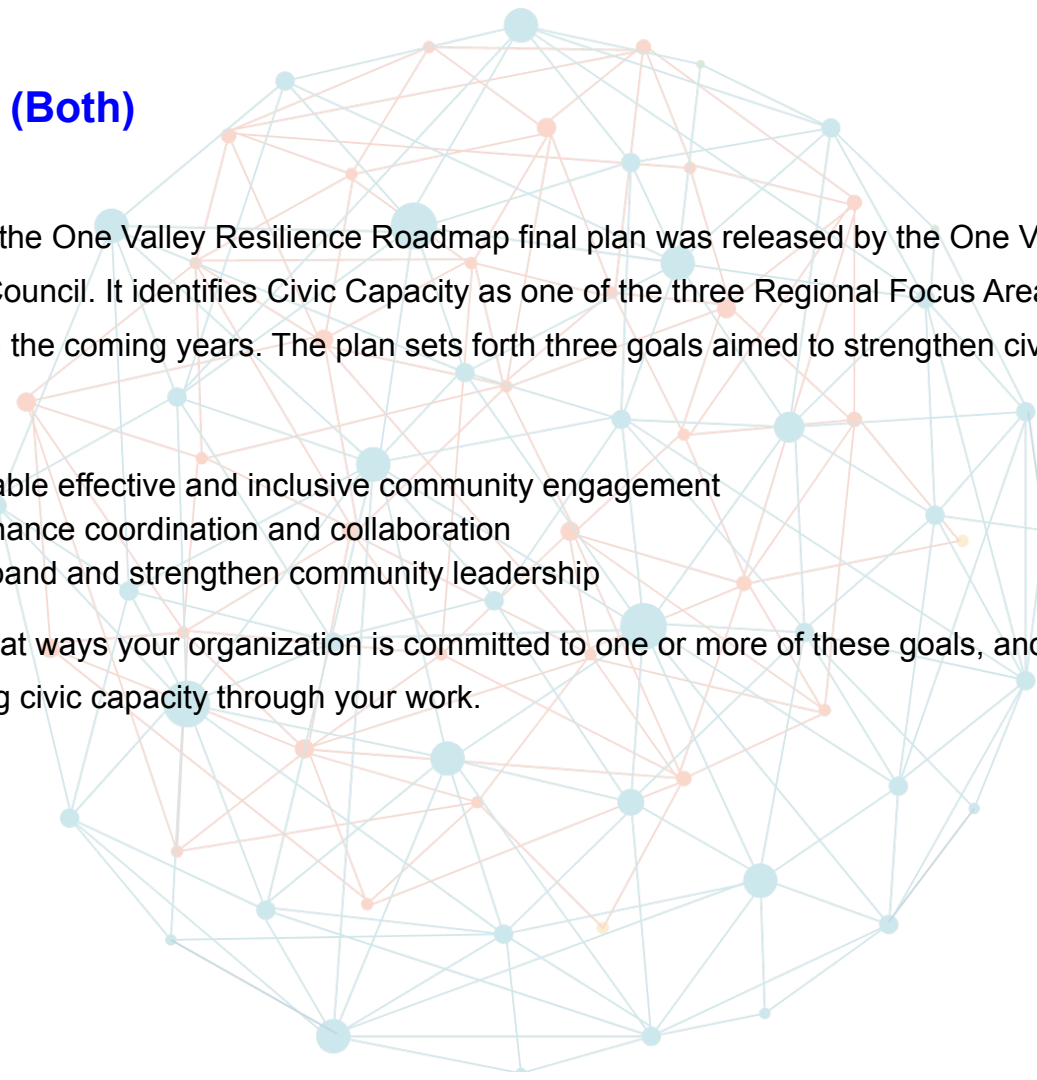
Financials

CFGV Community Grants Application   66%

Financial and Organization Information

The following questions are required for General Operating requests ONLY!

In which month does your fiscal year start?

Please recall that 'Group' refers to a 501(c)(3) seeking funds for itself or the sponsored entity under fiscal sponsorship.

# of Group's full-time, year-round employees

# of Group's part-time employees, if applicable

# of Group's seasonal employees, if applicable

Do your financials include in-kind support?

○ Yes

○ No

If your most recently completed year actual revenue and/or expenses was 10% or more different from budget projections, or if there is anything else that might appear to distort your financials to an outside reviewer (such as significant accounts receivable, a one-time gift or expense, uneven cash flow for seasonal reasons, etc.), please explain. (Max: 75 words)

How many months of operating reserve do you have?

- We do not expect to award more than $7,000 to any application, including for collaborations. We suggest that you do not ask for more than $7,000 in the hopes that we cut you back to $7,000. It has boomeranged every time and applicants have been penalized for appearing not to have done their research about us.
- Project support: strongly encouraged that no more than 50% of the CASH budget for the project should be requested.
- You'll need to upload a fiscal policy document that's been approved by your board. Part of the scoring is based on your management, and we have found that this provides great insight into organizational oversight. We expect to see that you have procedures for handling money, a separation of duties, a commitment by the entire board to serve as wise fiduciary stewards, how staff and board interact around money, your policy regarding an outside financial review or audit, etc.
  - [Understanding Internal Controls for Financial Policies](#)

Financials

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How many months of operating reserve do you have?

In the last three years, has your organization had an audit or financial review conducted by an outside party?

○ Yes

○ No

If yes, which one? ○ Audit

○ Financial Review

If it identified any issues, summarize how you are addressing them.

If no, why not?

Required Uploads

Collaborations:
- Complete project budget. While it is presumed that the lead applicants will receive the entire grant, if awarded, CFGV may be able to divide the grant between partners if requested
- Certificate of Good Standing from Colorado Secretary of State for each *nonprofit* partner seeking funds
- Certificate of Registration from Colorado Secretary of State for each *nonprofit* partner seeking funds
- Two additional uploads

Government Agencies and Faith-Based Groups:
- Complete project budget
- Two additional uploads
- Letter of Support:
  - County Department Head
  - Superintendent/principal
  - Western's Director of Sponsored Programs
  - Congregation leader

501(c)(3) Nonprofit Organizations:

• Budget-to-Actual for most recently completed fiscal year. Please title and date this document.

• Balance Sheet for most recently completed fiscal year. Please title and date this document.

• Current fiscal year operating budget as approved by the Board. Please title and date this document.

• Financial Policies document including the date on which it was most recently reviewed by the Board. If you have several policy documents, include only those that address how the Board understands and executes its fiduciary responsibilities, and how you separate duties.

• Certificate of Good Standing from the Colorado Secretary of State that is current on May 15, 2024.

• Certificate of Registration from the Colorado Secretary of State that is current on May 15, 2024, or a statement explaining that the organization is not required to register

• Two additional uploads of your choice

Review Criteria & Process

Internal Staff Review: Staff ensures that you are eligible. If you are eligible, but have submitted something incorrectly, you may be docked points on your application before it is sent to the review committee (per Eligibility and Docking document on our website).

Committee Review: The nine committee members review your proposal and supplementary items. They will also have access to grant reports from groups who received funding in 2023. They can use any of this information to help decide how to award points.

Committee members assign points based on:

1. *Clarity about the population served, the need and why it matters:* <u>up to 10 points</u>

2. *Clarity about your activities: <u>up to 10 points.</u> For example:*

    a. *GOS: mission, what you do, how well you respond to the needs you've identified, the impact you've made I the past*

    b. *Project: clarity of purpose statement, project idea, how well the project responds to the needs you identified, and the difference you propose to make*

3. *Viability in the coming year: <u>up to 10 points</u>. For example:*

    a. *GOS: are you stable, responsible, and well-managed?*

    b. *Project: can it be done and managed well, with the impact you seek?*

4. *Commitment to promoting OVRR Civic Capacity goal(s) related to strengthening the Gunnison Valley as a whole: <u>up to 5 points.</u>*

Scores will be aggregated and applications ranked. Committee reviewers will first look at the bottom of the rankings and decide whether there are any proposals that were clearly not as competitive as the others. Then the reviewers will address the proposals that are above this "cutoff line" and, using the ranked order as their guide, propose dollar amounts. The reviewers' recommendations will go to the CFGV Board for approval.

Timeline & Support

Application deadline: May 15 @ 11:59pm

Committee review in June prior to June Board meeting - contracts mailed ASAP

Here4Good Celebration & Nonprofit Fair: July 12 or 19 - Crested Butte

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