

FALL WORK SESSION FOLLOW UP:

- Applicant Restrictions
- Rubric Considerations

POSTED 2/24/15

MEMO

City of Creede

DATE: February 10, 2015

TO: Virginia Christensen Trust Advisory Committee, Board of Trustees

CC: Staff of Blair & Associates, Town Manager, Attorney Heil

FROM: Randi Snead, City Clerk/Treasurer

SUBJECT: Fall Work Session Follow-Up on Policies & Applications

Last fall, we had a very informative work session regarding the Virginia Christensen Fund. For a refresher, please see the packet here, specifically my memo regarding the clarifications received and the recommendations made. Here's a combination of what we need to address during this meeting/work session based on BOT and VC Advisory Committee responses according to my notes of the meeting. PLEASE let me know if I've forgotten something from that work session as soon as you are able so I can get it into the upcoming work session packet and/or memo.

1. I had recommended allowing all IRS-classified tax-exempt organizations to apply for funding as it turns out we are not beholden to restrictions on applicants when we choose to pass the money along. Several ideas were brought up and some even suggested opening funding to any "legal entity" including for-profit enterprises. We need to decide:
 - a. Are we restricting to IRS tax exempt, IRS TE and/or Secretary of State-registered Charities/Fundraisers, or any formed organization (LLC, Inc., NonProfit, Gov't) as verifiable by the Secretary of State?
 - b. Do we want geographical restrictions? Creede & Mineral Co.? SLV?
 - c. Do we want to "weight" not-for-profits?
 - d. I'll need a recommendation with these considerations for the Town Board for their upcoming meeting.
2. The consensus seemed to be that we all preferred one cycle per year, please bring this up if you disagree.
3. Implementing rubric use into the application process to quantify VC Advisory Board decisions for easier understanding by the Board of Trustees. We need to finalize adopting a rubric with the following considerations:
 - a. Please keep in mind that it is the duty of the VC Advisory Board to "Create the criteria for the application form, including applicant requirements and other screening criteria to be approved by the Town Board" therefore changing the criteria is really their decision based on what they think is the best way in which to make good recommendations and when they have changes to that process, the BOT approves it. I'll therefore need a recommendation from VC for the Town Board for this item as well.
 - b. I'd recommend that if we move forward with a rubric we keep it to your top five to eight criteria and rating each from 1-4. Here's some ideas from the meeting, please rank your top five and feel free to add more before the meeting.
 - Applicability to Virginia Christensen trust agreement language (for invasion of principal).
 - Promotes recreational activity in Creede/Mineral County
 - Promotes economic well-being in Creede/Mineral County

- Promotes healthy activities in Creede/Mineral County
 - Provides artistic benefit to Creede/Mineral County
 - Provides expansion of facilities in Creede/Mineral County
 - Positively affects a large percentage of the Creede/Mineral County population
 - Creates significant impact on the quality of life in Creede/Mineral County
- c. Does this rubric tie to a percentage dollar amount? Does the VC Advisory Board have the authority to recommend based on special circumstances?

Please do your best to be at this meeting! I would like to have all changes approved March 3, 2015 so we don't have different versions of our criteria floating around among applicants. Thank you!

	Excellent (4)	Sufficient (3)	Lacking (1)	Doesn't Address (0)	Score	Comments
Request promotes recreational activity in the Creede & Mineral County Area						
Request improves well-being of residents in the Creede & Mineral County Area						
Request positively affects a large percentage of residents in the Creede & Mineral County Area						
Request is true to the values of the original Virginia Christensen Trust Agreement						
Request promotes economic well-being in the Creede & Mineral County Area						
Request promotes art & culture in the Creede & Mineral County Area						
TOTALS						

From: [Guinevere Nelson](#)
To: [Rare Things](#)
Cc: [REDACTED]
Subject: Re: VC Meeting This Thursday
Date: Wednesday, February 18, 2015 11:40:52 AM
Attachments: [Dear VC Advisory Board.docx](#)
[VC App GNF proposed revisions.docx](#)
[VCT report GNF version.doc](#)

All,

Randi has done a spectacular job of outlining proposed changes to the VCT Fund. Using her rubric I have attached some proposed guidelines, application and followup/final report form, these are changes that I would like to see to clarify applications, make larger grants more competitive, and overall ask applicants to really think projects through by encouraging greater planning. I wanted to send them early so that you can make comments as you like, they are in word and should be editable.

On Tue, Feb 17, 2015 at 6:19 PM, Rare Things [REDACTED] > wrote:
Yes, I would like to reschedule if possible as I will be out of town Thurs.
Jenny

Sent from my iPhone

On Feb 17, 2015, at 2:47 PM, Sarah Wallace [REDACTED] wrote:

Thank you for sending this information out Randi! I would also like to request we keep the conversation to approximately an hour and would also be in favor of rescheduling it to a later date, so we have more time to prepare. This also might give the auditor time to respond to Randi's request. I will be out of town from Feb. 23 - March 3, but can be available after those dates.

Thanks everyone!

On Feb 17, 2015, at 2:42 PM, Guinevere Nelson
[REDACTED] > wrote:

I'd really like to keep the meeting to an hour or hour and a half, as well, and am in favor of rescheduling if need be.

On Tue, Feb 17, 2015 at 2:40 PM, Randi Snead
<[REDACTED]> wrote:

Greetings all:

Dear VC Advisory Board, City of Creede Board of Trustees, Mayor, and Staff,

I submit to you the following recommendations for tiered VC Fund Allocations. These tiers are consistent with the rubric that Randi sent out earlier. I make these recommendations as a regular grant writer, grant funded project manager and as a person who serves on numerous boards throughout the community. I believe that at the heart of the VC fund is the desire to improve the quality of life in our awesome community, which continues to be carried out by various entities with varying needs over time. As a VC Advisory Board Member, I love hearing about all great and worthwhile projects, but feel that some organizations rely on VC without looking other places to raise funds, use the VC funds as unrestricted cash (when they clearly are restricted!), or just don't respect the reporting requirements. I suggest this structure, or something similar to balance the needs of our many (16 at least) non-profits in our community with accountability.

Project Grants Category Description and Requirements

Small Grants (more grants awarded here, minimally competitive)

- \$1-\$5,000: Projects applied for in this category would be used as seed money for start up projects, small projects and for cash match for other grants. Applicants will be expected to:
 1. Fill out an application, provide a project budget, present to the VC board, and file all required reports (progress and final).
 2. Demonstrate in their proposal that their project is applicable to original VC Trust Agreement Language, positively affects a large percentage of Creede/Mineral County residents, and significantly improves quality of life in Creede/Mineral County by addressing at least *one* (1) of the following ranking criteria: promotes recreational activity, promotes economic well-being, promotes healthy activities, provides artistic benefit, or expands facilities in the community.

Medium Grants (some grants awarded here, more competitive)

- \$5,001-\$20,000: Projects applied for in this category would be used for projects that will make a demonstrable impact on the community. Projects that may fit this category include, small capitol projects, capacity building projects, grant writer, volunteer appreciation dinners, operating costs, etc... Applicants will be expected to:
 1. Fill out an application, provide a project budget, provide and stick to project timeline, present to the VC board, and file all required reports (progress and final).
 2. Demonstrate in their proposal that their project is applicable to original VC Trust Agreement Language, positively affects a large percentage of Creede/Mineral County residents, and significantly improves quality of life in Creede/Mineral County by addressing at least two (2) of the following ranking criteria: promotes recreational activity, promotes economic well-being, promotes healthy activities, provides artistic benefit, or expands facilities in the community.
 3. Demonstrate 10% match (in-kind and/or cash)
 4. Demonstrate the impact the project had on the community (ideas include sales tax increase during project, event evaluation comments, number of employees retained, number of programs created, photos of art pieces curated, length of road restored, # of

plants planted, # of volunteer hours contributed, % of building completed/restored, etc...) and included in the final report.

5. Return all unused funds to the VC Fund Pool at the expiration of the project timeline. Extensions may be granted to the applicant by the VC board and/or the Board of Trustees at their discretion.

Large Grants (one or two grants awarded here, VERY competitive)

- \$20,001+: Projects in this category will be very competitive, and strictly evaluated. Ideas for projects in this category may include building buildings, saving historical places, renovating existing infrastructure, business startup, etc.... Applicants will be expected to:
 1. Fill out an application, provide a project budget, provide and stick to project timeline, present to the VC board, and file all required reports (progress and final).
 2. Demonstrate in their proposal that their project is applicable to original VC Trust Agreement Language, positively affects a large

percentage of Creede/Mineral County residents, and significantly improves quality of life in Creede/Mineral County by addressing most of the following ranking criteria: promotes recreational activity, promotes economic well-being, promotes healthy activities, provides artistic benefit, or expands facilities in the community.

3. Demonstrate 25% match (in-kind and/or cash).
4. Demonstrate the impact the project had on the community (ideas include sales tax increase during project, event evaluation comments, number of employees retained, number of programs created, photos of art pieces curated, length of road restored, # of plants planted, # of volunteer hours contributed, % of building completed/restored, etc....) and included in the final report.
5. Return all unused funds to the VC Fund Pool at the expiration of the project timeline. Extensions may be granted to the applicant at the discretion of the VC board and/or the Board of Trustees.
6. Demonstrate how the project outcome will be operated and maintained in the future.

VIRGINIA CHRISTENSEN TRUST GRANT APPLICATION

Applicant/Group: _____

Address: _____ Year Established: _____

Contact Person: _____ Phone #s: _____

Email Address: _____ 501(c)(3) Non-profit status? Yes No

If no, indicate the name and contact information of the non-profit organization you are applying under.

Please attach a copy of your most recent tax return for all 501(c)(3) applicants (990 or variant).

Are you applying for a SMALL GRANT (\$1-\$5000), MEDIUM GRANT (\$5001 or LARGER GRANT? (Please Circle One)

Please provide the following budget information and any details you can provide for each item. Remember, Medium grants require a 10% match and Large Grants require 25% match.

ITEM	Amount
Expense	
Total Project Cost:	
Materials:	
Labor:	
Other:	
Revenue	
Total Match:	
In-Kind	
Cash	
Total Funds from other sources:	
TOTAL VC FUNDS REQUESTED:	
Total Project Cost:	

Please describe the project for which you are applying for Virginia Christensen funds.

Please describe how your project fits within the Virginia Christensen Fund Criteria. Applicants must demonstrate how the project is applicable to original VC Trust Agreement Language, positively affects a large percentage of Creede/Mineral County residents, and/or significantly improves quality of life in Creede/Mineral County by addressing the following ranking criteria: promotes recreational activity, promotes economic well-being, promotes healthy activities, provides artistic benefit, or expands facilities in the community. Please discuss the expected results and benefits of your project and who are the target beneficiaries.

If you are proposing a project that requests greater than \$5,001 from the VC Fund, please answer the following questions:

What is your project timeline?

How will you and/or your organization meet the match requirements? (10% for Medium Grants, 25% for Large Grants)

How will you demonstrate the impact your project has had on the community?

If you are proposing a project that requests greater than \$20,001 from the VC Fund, please address how you will maintain and operate the project in the future, after the VC Funds are expended.

Be prepared to provide more information about your organization upon applying, during your presentation or prior to recommendation decisions.

FOR ADMINISTRATIVE USE ONLY

Grant Application Received _____ Amount Requested _____

501(c)3 Status Y N Attached? 990 Y N VC Meeting _____

Presentation Time _____ Amount Recommended by VC Committee _____

Approved by Board of Trustees this _____ day of _____, 20 _____

Amount Awarded _____ Attest: _____ City Clerk

VIRGINIA CHRISTENSEN TRUST GRANT FOLLOW UP REPORT

Applicant/Group: _____	
Project Name: _____	
Progress	Final (mark one)

TOTAL ESTIMATED PROJECT COST \$ _____

PROJECT INCOME

Virginia Christensen Grant (Date received: _____) \$ _____

Total from Other Sources \$ _____

PROJECT TOTAL \$ _____

PROJECT EXPENSES Attach invoices and receipts of expenses. Attach a separate expense itemization if necessary.

Expense	Amount
Total Project Cost:	
Materials:	
Other:	
Revenue	
Total Match:	
In-Kind	
Cash	
Total Funds from other sources:	
TOTAL VC FUNDS REQUESTED:	
Total Project Cost:	

Explain any differences between the project budget submitted with your application and actual income/expenses.

If your project is final and your expenses are less than your income, VC funds **must** be returned to the funds pool for re-distribution (payable to City of Creede) at a ratio equal to that of the project's funding, i.e.:

$$\frac{\text{VC FUNDS}}{\text{TOTAL FUNDS}} = \frac{\text{VC FUNDS RETURNED}}{\text{TOTAL UNUSED}}$$

Describe the results of your project:

Describe aspects of your project that did not go well, and how you addressed them.

Describe how this project has positively impacted the community.

How will you maintain the final product of this project?

Please provide an **electronic copy** of all receipts to this report if possible. If not, please provide **ONE** copy of paper receipts. It is not necessary to submit any other reports, slides, clippings, etc. at this time. Please retain these in your files for at least two years. They are subject to inspection by the Advisory Committee or Board of Trustees at any time. File 7 copies of this report with the Town Clerk by the requested deadline.

Signature: _____ Title: _____ Date: _____