

Virginia Christensen Grant Application



City of Creede

cityofcreede.colorado.gov
clerk@creedetownhall.com

Organization Requesting Funding

Date:

Name:

Email:

Phone:

Amount of Funding Requested:

\$

Personal Contact Information

Name:

Email:

Phone:

Name:

Email:

Phone:

Application Checklist

Proof of non-profit status from the state or federal government

Board of Directors of the Organization

Follow Up Report if received a grant from VC last year

Any additional supporting information

Declaration:

By submitting this application, I confirm that the information provided is accurate, and I understand that any false statements may disqualify me from approval.

Signature

Virginia Christensen Grant Application

1. Proposal Summary

Clearly and concisely describe the proposed project. Include a brief overview of the project, the applicant, solution, and financial support.

2. Statement of Need

Identify the issue to be addressed. Present the facts and evidence that support the need for the project.

3. Community Impact

Clearly define the target population-the people who will be directly impacted.

4. Partnership and Collaboration

Describe the community support for this project and other collaborative relationships.

5. Budget

- Funds Requested

- Total cost of project

Material: _____

Labor: _____

Matching Funds: _____

In-Kind: _____

6. Implementation Plan and Timeline

Describe a plan for implementation of the project and a timeline for completion.

7. Evaluation Plan

Present a plan for determining the success of the project.
Extra consideration will be given.

8. In Kind and Volunteer Support

Describe your volunteer and in-kind plan.

An in-kind donation is a non-cash gift made to a nonprofit organization. These contributions can be made in the form of time, services, expertise, and goods, often coming from large businesses but also can come from individuals.

Because in-kind donations don't come in the form of physical cash, they can be confusing when it comes to recordkeeping. These donations are recorded as monetary values, determined by the fair market price you'd otherwise pay for the goods or service you received. This value is recorded on your financial statements.

A volunteer at a nonprofit organization is someone who participates in humanitarian, charitable or civic service without compensation.

VIRGINIA CHRISTENSEN TRUST FUND CRITERIA & GUIDELINES

All applications must be submitted on the attached application form. Applications and all supporting data are due to the Town Clerk by **4:00 PM** on the deadline date noted below in the form of a portfolio via email or flash drive. When you submit your application, you will be assigned a specific time to make your presentation before the Advisory Committee. Because of the varying length of time required to obtain all the information the Advisory Committee needs, your presentation could be before or after the scheduled time. Presentations are scheduled in fifteen-minute increments. ***You are asked to be available at least 45 minutes before your scheduled presentation.***

Funding Schedules

- **February 26th** – Applications are available for pickup in the Clerk's Office or on the City website
- **March 26th** – Deadline for submission of applications and follow up reports to Town Clerk
- **April 25th** – 9:00 AM Scheduled presentations before the Virginia Christensen Advisory Committee

- **Who Can Apply?**
 - Tax Exempt organizations as recognized by the Internal Revenue Service.
 - Non-profit groups recognized as a charity or fundraiser by the Colorado Secretary of State.
 - Government and Special Districts.
- **What do I need to include in my application?**
 - Your complete application with any attached pages.
 - A copy of your organization's Certificate of Good Standing with the Secretary of state.
 - A copy of your organization's Board of Directors.
 - A follow-up report if the organization received funds in the last funding cycle.
- **What do I need to include in my follow up report?**
 - Your complete follow report in the format provided.
 - All expenditure receipts.
- **How do I submit my materials?**
 - Please type your application and using the format provided by the City of Creede and send to **clerk**
 - Please Type your follow-up report and attach all receipts for allocated project and send to **clerk**.

- **How will my application be scored?**
 - The Virginia Christensen Board will use the Rubric provided as a basis for scoring.
 - All applicants that best meet the grant criteria will be given preference in funding. However, the VC Board will judge merits of the application, and the amount of funding, if any, not only on the selection criteria, but also available funding, Current City of Creede objectives, past experience and history and other tangible and intangible criteria. The City of Creede and its Board of Trustees reserve the right to be the sole decision maker in regarding the funding of these grants.

- **Application checklist**
 - Proof of non-profit status from a state or federal government
 - Board of Directors of the organization
 - Any additional supporting information
 - Follow Up Report if received a grant from VC last year.

- **What we fund**

This may be the place that we include that VC likes funding identifiable, specific projects with tangible outcomes that can be completed within the funding year. VC does not fund salaries.

The Fund provides grants to organizations which benefit the Creede/Mineral County community.

Programs supported by the Fund are typically those which enhance Creede's culture, heritage, and health, have economic benefit and are broadly used by the Creede community.

New applications will not be considered if the applicant has not completed the follow-up form, provided in this packet, for a previous year's granted monies.

The selection criteria presented in the following pages is to provide the grant applicant of the values held by the Fund. It is intended that all applicants that best meet the grant criteria will be given preference in funding. However, the VC Board will judge merits of the application, and the amount of funding, if any, not only on the selection criteria, but also available funding, Current City of Creede objectives, past experience and history and other tangible and intangible criteria. The City of Creede and its Board of Trustees reserve the right to be the sole decision maker in regarding the funding of these grants.

The Fund does not consider grants to organizations which discriminate on the basis of race, creed or gender. Additionally, no grants will be made to an organization whose primary purpose is to influence legislation or to participate in a political campaign.