

## **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 26<sup>th</sup>** – Applications are available for pickup in the Clerk’s Office or on the City website
- **March 26<sup>th</sup>** – Deadline for submission of applications and follow up reports to Town Clerk
- **April 25<sup>th</sup>** – 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.