

# TOWN OF MOUNTAIN VILLAGE COMMUNITY GRANT PROGRAM GUIDELINES

## PROGRAM OVERVIEW

The Town of Mountain Village Community Grant Program is designed to support projects and programs that meet the needs and desires of our residential and business communities. The Community Grant Program was developed to provide funding fairly, equitably, and consistently by adopting a clear and comprehensive policy.

The Town of Mountain Village (TMV) accepts applications from organizations seeking funding for programs, projects, and/or services that support and promote:

- Community Services (i.e. health and human services, education, athletic, arts and culture, early childhood, or environmental stewardship that help to support a strong and robust Mountain Village community.

The overall intent of this program is to fund services and programs not offered through the TMV. The TMV takes every opportunity to collaborate with local organizations to advance our goals and recognizes the role of regional organizations in advancing the above-stated priorities.

## PROGRAM SPECIFICS

Grant funding is prioritized and granted through the annual budgeting process. The Community Grant Program Guidelines and link to the electronic Application Packet is available online at [www.townofmountainvillage.com](http://www.townofmountainvillage.com). Applications must be submitted electronically no later than September 1<sup>st</sup>. Notices are not sent to past funding recipients; it is the responsibility of interested organizations to reapply for any additional funding request.

A Grant Review Committee comprised of two TMV Town Council members, two TMV staff members, and two Mountain Village residents (to be appointed by Town Council) will review all applications and make funding recommendations to Town Council. Funding decisions are based on an organization's written application, supporting documentation, and the recommendation of the Grant Review Committee.

The Telluride Foundation is facilitating the grant application process on behalf of TMV. All questions regarding the grant application should be directed to the Foundation.

## APPLICANT ELIGIBILITY

To be eligible for support:

- 1) Applicants must be a nonprofit 501 organization (or a Colorado non-profit corporation with a 501(c)(3) fiscal agent) in good standing with the IRS, State of Colorado, the Town of Mountain Village, and all funding-related local, state, and federal agencies.
  - \* *Applicant must show registered as a Colorado nonprofit organization with the Colorado Secretary of State and be organized in the State of Colorado in order to be considered a nonprofit organization.*
- 2) The proposed program/service must provide significant, measurable, and direct services to Mountain Village residents or businesses and/or have a substantive impact on the Mountain Village community, guests, businesses, and/or their employees.
- 3) The proposed program must reflect the high-quality image of Mountain Village.

- 4) The proposed programs, projects, and/or services must support and promote:
  - a. Community Services (i.e. health and human services, education, early childhood, athletics, arts and culture, or environmental stewardship.), which support year-round economic vitality in the Mountain Village.

## **FUNDING EXCLUSIONS**

- 1) The proposed program or project has been approved for a TMVOA grant in the past or current year.
- 2) The proposed program funds capital campaigns (defined as any plans to raise funds for a significant purchase or expense, such as new construction, major renovations, or to help fund normal budgetary items) endowments, events (one-time or on-going) or festivals.
- 3) Programs, activities, employment opportunities, and other operations of the applicant funded totally or partially by the Town of Mountain Village may not advocate or advance a political or religious position.
- 4) Applicant may not use funding to provide grant funding to other organizations.
- 5) All funds awarded through the Community Grant Program are to remain local and are not to be used to fund national organizations (i.e. dues, etc.).

## **PROCESS**

### **1) Submission**

- a. The deadline for grant application submission is September 1, 2020 at 5 p.m. Grants are for funding the following year's programs/projects; requests for previously completed programs/projects will not be considered. TMV considers grant applications once per year; requests received outside of the designated time will only be considered in limited situations.
  - b. In addition to application materials, presentations and interviews may be requested and reviewed as part of the evaluation process.
- 2) **Review & Evaluation** Staff will screen applications for completeness and then forward to the Grant Committee for review and recommendation.
  - 3) **Criteria:** The Grant Committee will evaluate applications, per the following criteria:

#### **c. Goals and Priorities**

- i. To what degree does the requesting organization's history and mission, as well as the purpose of the program, align with the TMV's priorities, goals, and strategies?
- ii. Does the program have the requisite funding, infrastructure, knowledge and/or experience etc. to successfully meet the applicant's stated objectives? Does the proposed program address a potential unmet need in relation to TMV goals?
- iii. To what degree does the proposal's program/activity impact the TMV community?
- iv. Does proposal's program/activity have the potential to benefit or impair the TMV business community (lodging, restaurants, retail)? If so, how and to what extent?
- v. Are the proposed measurements to evaluate the success of the program well-defined?
- vi. What are the positive and negative impacts on the guest experience?

- d. Funding Level
  - i. Is the requested support proportionate with the expected benefits from the proposal's program/service?
  - ii. Is the proposal's program/service funding a one-time support request or will it need TMV funding on a longer-term basis?
  - iii. If the program has received TMV funding in the past, is the current proposal's funding request increasing, being reduced, or remaining at the same levels?
  - iv. How successful has the applicant been in bringing in additional funding partners?
- 4) **Decisions** Recommendations from the Grants Committee are submitted to the Mountain Village Town Council for final approval as part of the annual budget process.
- 5) **Awarding & Notification** All applicants will be notified of funding decisions in early December after the Town's budget is adopted.
- 6) **Reporting** Organizations receiving a grant must provide a Final Grant Report either prior to submitting or as part of the following year's grant application. In addition to the metrics delineated in the previous year's grant application, the report will include answers to the following questions:
  - a. What were the programs impacts/benefits to the community (resident **and** business)? Where applicable, provide supporting data.
  - b. Describe the program's accomplishments, and include one example or story that illustrates its success.
  - c. How specifically were grants funds used?
  - d. Did you meet your proposed outcomes and metrics, and if not explain why not.
  - e. If there were any substantial changes from the original application, list changes and reasons.

## **APPLICATION CRITERIA**

- 1) All applications must include the following items – see *Submittal Guidelines for specifics*:
  - a. Complete Community Grant Program Funding Application
  - b. Documentation of Colorado nonprofit good standing from the Secretary of State
  - c. Overall Organization and Program Budgets
  - d. Financial Documentation
- 2) Completed applications should be submitted no later than September 1, 2020 by 5 p.m., via the electronic process. Incomplete or late applications will not be considered.
- 3) For additional information, please contact April Montgomery, VP Programs, Telluride Foundation at [april@telluridefoundation.org](mailto:april@telluridefoundation.org).

## TOWN OF MOUNTAIN VILLAGE COMMUNITY GRANT PROGRAM SUBMITTAL INSTRUCTIONS

- 1) Submit the Community Grant Application by electronic process as found on the TMV website.
- 2) Attach the following financial documents:
  - a) Proposed Program Budget
    - i) Anticipated detailed line item budget for the requested 2021 support, including revenues from all other funding partners, and identification of such funders. Include a timeline of when funds are needed.
  - b) Organization's current (2020) and estimated or draft next years (2021) budgets.
  - c) Most recent fiscal year-end financial statements reflecting organization's beginning and ending balances for the year; list all anticipated funding sources for the current (2020) and coming year (2021), highlighting any opportunities to leverage TMV funds with external funds.
  - d) Most recent IRS 990 Tax Return (non-profit)
- 3) If your organization received funding from the Town of Mountain Village in the previous year, it is mandatory that you provide a progress or Final Grant Report. Please address all conditions stated in the Town of Mountain Village Letter of Agreement you received announcing your funding award. The report must include revenues and expenditures, including other outside revenue support. For complete Final Grant Report requirements, review **Reporting** (page 3).
- 4) Only one application may be submitted per organization. Incomplete or late applications will not be considered.
- 5) Funds will not be available until after January 1, 2021, and may be dispersed in installments, if awarded. To receive funds, you must use the on-line grants portal to submit a grant agreement and an invoice.
- 6) Notification of awards will be sent after the Council approves the final budget currently scheduled for December, 2020.