

2019 Goodwill Fund Grant Application

Please complete the following requirements and submit the application as an attachment to your email as a Microsoft WORD (.doc) or PDF (.pdf) document. *Please submit the application as one document.* All submissions must be **received** by Human Services and Aging Commission by 5:00 p.m. on April 30, 2019. E-mail the application to Lori LeGault at: **llegault@townoflyons.com**. Late submittals will not be considered.

For additional information and guidance in preparing the grant application, please refer to the Grants Guidelines below.

Application Requirements:

Cover letter (one page).

Summary Sheet, with the following information (one page).

- Organization Name, Mailing Address, Phone Number, Website, Email Address (Add same information for fiscal sponsor if applicable).
- Name of Executive Director and Contact Person (if different).
- Tax ID # of organization or fiscal sponsor. *Please provide written proof of the IRS tax-exempt, Section 501(c)(3), status of your organization or your fiscal sponsor (e.g., IRS tax-exempt determination letter).*
- Year organization established.
- Mission Statement of organization.
- Amount Requested.
- Name of project for which funding is requested.
- Brief summary of project for which funds are being requested.

Narrative (2 pages maximum).

- Provide a complete description of the project requesting funding and how the funds will be used to benefit the community.

Budget and Funding (two pages maximum).

- Provide a budget for the project requesting funding which includes anticipated revenues and expenses.
- Provide a listing of all other sources of revenue for the project, including all other foundation support. List which sources are already approved, pending, and anticipated.
- Provide any annual reports, audited financial statements, or other fiscal year or year-end accounting from the previous year (additional pages allowed).

Staff and Board (one page maximum).

- Provide a listing and description of the Board of the organization requesting funding.
- Provide a list and description of the organization's staff, and their qualifications for managing the project, budget, and funds.

2019 Goodwill Fund Grant Application Guidelines

Thank you for your interest in applying for a grant from the Human Services and Aging Commission. The Goodwill Fund grant recipients use the funding to add value to a group or groups of people in the Lyons area. These grant guidelines are presented to you from the Human Services and Aging Commission.

The mission of the Lyons Human Services and Aging Commission, as established in the Lyons Recovery Action Plan, is to provide coordination and communication with various private, non-profit, and county entities in an effort to assess and fill the gaps in human service provision and identify unmet needs in the Lyons and greater Lyons (80540) area.

A few key points about HSAC grant-making:

- The Lyons Human Services and Aging Commission makes the Goodwill Fund grants eligible to tax exempt, nonprofit organizations or public agencies through a defined process.
- All grant applicants must be located and/or provide services in the Greater Lyons Area.
- **Grant applications must be *received* on or before April 30, 2019 at 5:00 pm Mountain Time (electronic submission required).** Applications may be submitted starting on February 6, 2019.
- Grant applicants must use the format and applications contained in this document.
- The grant review committee will follow the Grants Review Criteria detailed below and will rate each application on its own merit.
- Funding of grants will be recommended by the HSAC Grant Review Committee and ratified by the entire HSAC Commission.
- Grant amounts range from a minimum of \$500 to a maximum of \$5,000.
- As a commission, we are able to grant to a broad range of needs, projects and opportunities.

Applications must be submitted as an attachment to electronic mail (email) to the following: **llegault@twonoflyons.com** -- by April 30, 2019. It is recommended that you follow up your submission with a phone call because in rare cases, the file is too large for our server and the document is not received. You can call 303-823-8250 to follow up.

Submit the application as an attachment to your email as a Microsoft WORD (.doc) or PDF (.pdf) document. ***Please submit the application as one document.***

A confirmation that your application was received will be sent to the contact person's e-mail listed on the application.

Please submit questions well in advance of the deadline. After carefully reviewing these Grant Guidelines and the Grant Application Format, if you have additional questions, please contact

Lori LeGault, HSAC Liaison to the Town, at 303-823-8250, or email questions to llegault@townoflyons.com.

General Grant Application Guidelines, Restrictions and Conditions

Eligibility

Any United States not-for-profit, federally tax-exempt organization (section 501(c)(3)), or public agency may apply for a grant from Lyons Human Services and Aging Commission Goodwill Fund, assuming that the applicant meets all other requirements as stated in the guidelines.

Eligible organizations include nonprofit organizations, governmental entities and nonprofit educational institutions. If you are using a fiscal agency, this fiscal sponsor must meet requirements of a tax exempt organization and follow these grant guidelines and format.

All grant applicants must be located and/or providing services in the Greater Lyons Area. The geographic region considered the Greater Lyons Area generally includes east of Allenspark, west of Hygiene, north of Nelson Road and south of Blue Mountain.

Previous grant recipients are eligible to apply in 2019. **However, a previous grantee may not apply for a new grant until it has submitted a final report detailing the use of the previous grant. This report may be submitted concurrently (as a separate document) with the new application. The final report must be electronically submitted to the same email addresses as the grant application. Previous funding is no guarantee that future funding will be awarded. New applications will be considered on their own merits.**

Application Format

Applicants must use the 2019 Grant Application Format when submitting requests to the Lyons Human Services and Aging Goodwill Fund grant for funds (see above).

Grant Amounts

The minimum amount that will be considered for a grant award is \$500 and the maximum is estimated to be at \$5,000. It is possible that applications will be awarded partial funding.

After Submitting the Grant Application

A confirmation email receipt will be sent to the applicant contact person. Please contact Lori LeGault only if you have not received this confirmation within ten (10) days from when you submitted your application.

After your application is reviewed for compliance and completeness, the applicant contact person will be contacted only if there are questions. After the grant review committee has reviewed your application, you will be contacted only if there are questions.

Grant Award

It is possible that grants approved by the HSAC will be awarded partial funding. This will depend on the grant budget. Grant recipients are expected to use the funds according to their approved

application. Any variance in the use of funds will require approval from the HSAC in advance of modifications.

Post Grant Award Information

The Goodwill Fund grant award is a legal mechanism for funding. The grant award is for a period of one year starting at the time of award. Each grant recipient is expected to provide the HSAC with a report on use of funds within one year of award if the recipient is applying for a new or renewal grant and progress reports may be requested by the HSAC throughout the year.

Review Process

Applicants should write their grant applications with the understanding that the review committee members may not know about the need, their project, or their organization.

The grant review committee is made up of 3 members of the HSAC who are non-biased.

The grant review committee will follow the Grants Review Criteria detailed below and will rate each application on its own merit.

Each application received undergoes an initial review by Lori LeGault to verify compliance and to ensure the application is complete. Next, the committee is allowed time to thoroughly review the applications and score each prior to a meeting to discuss and determine award recommendations.

Grants Review Criteria:

Overall Project Attributes

How does this project fit with the Goodwill Fund mission? How does your project fit with the needs of the community? What does your organization want to accomplish through this project? Is this in line with community needs? Is it in line with your organization's mission? Does your plan address how you will accomplish your goals and address your community in an appropriate manner? Does your organization have the capacity to implement and manage this project? Is this project unique or does it support other efforts or does it duplicate other efforts? Should your project include partners?

Organizational Factors

- The applicant appears to have sufficient resources to successfully execute the project described in the application.
- The applicant appears to have sufficient expertise to successfully implement the project described in the application.
- The proposed project seems to be in alignment with the organization's purpose.
- The applicant provides a brief overview of current programs offered including those that relate to the proposed request for funds.

Project or Proposal Design

- The applicant has demonstrated, using evidence, that there is a need for this request.
- Described in the application is information on how this project adds value to the community.

- The goals, objectives and expected outcomes are specific, measurable, achievable, realistic and presented with a time line.
- A work plan for implementing the project is outlined.

Evaluation

- The applicant has developed an appropriate plan with measures for evaluating the implementation of the proposed project.
- It appears that the applicant has the capacity to implement the evaluation plan as described.
- The applicant has identified ways in which the organization will learn from and use the information gathered through its evaluation activities.

Collaboration, Inclusiveness and Volunteers

- The applicant includes information about working with other organizations to achieve goals.
- The application describes the appropriate use of volunteers.
- Applicant describes how the organization conducts community outreach; communicates with the community, its membership and/or its target audience.
- The applicant is receptive to collaborate and coordinate with other organizations and groups.

Planning and Sustainability

- The organization has a strategic plan in place that is used for planning its future.
- The organization's method of developing its strategic plan is described.
- Issues and opportunities are listed for the organization's future.
- The applicant has demonstrated how the program and its impact will be sustained long-term.
- The applicant has the resources (financial, personnel, partnerships, volunteers) needed to sustain their effort.

Budget

- Budget includes revenues and expenses, presented in an understandable way.
- Budget is reasonable and appropriate, and matches the proposed request.
- The budget has a strong correlation with the goals, objectives and the activities described within the application.
- Financials presented are current, year-to-date or most recent reporting period.
- Year-end financials are included.
- Sources of income are listed, including other foundation support, as well as in-kind (donated goods and services) if applicable.

Governance, Administration, Management, Leadership

- The governance Board of Directors (or equivalent) is listed with qualifications and a brief description of duties.
- The Board's (or equivalent) involvement in advancing the mission of the organization is described.
- The support of the Board (or equivalent) to the organization is evident.
- The staff is listed with qualifications and a brief description of duties.
- The staff is qualified to manage the project and the funding.

Preparing a Grant Application – general information

Submit a clear, concise and realistic application. Submit a complete application and follow these grant guidelines. Assume that the grant review committee is not familiar with your organization or your project. Remember that funding is never guaranteed. Grants should generally address the mission of the grant-making organization. Applications that include evidence about the

need, using data and resources will assist in the grant review process to support your case for funds. If you have questions, please be certain to review all information and materials before making your contact to HSAC.

The Grant Application Consists of the Following (**follow the required Grant Application Format above**):

Cover letter (one page).

Summary Sheet (one page).

Narrative (2 pages maximum).

Attachments (Budget/Funding, Staff/Board, Proof of current IRS 501(c)(3) status).

Unless separately requested by the HSAC, please do not send news clippings, photos, or other attachments.