

## 2023 Community Grant Guidelines

The Telluride Foundation is a nonprofit community foundation committed to preserving and enriching the quality of life of the residents, visitors, and workforce of the Telluride region by fostering private giving and strengthening service providers. To this end, the Telluride Foundation awards grants to local organizations involved in the arts, education, athletics, childcare, land conservation, environmental, minority programs, and other community-based efforts. Additionally, the Foundation provides local nonprofits with technical assistance, such as training seminars, grant writing, and consulting and capacity building services. Foundation grants are awarded once a year, at the end of December, with grant awards being distributed during the following year.

### **Deadline**

The 2023 application deadline is **October 2, 2023 at 5 p.m. (MDT)**.

### **Grants Committee**

The Grants Committee at the Telluride Foundation is composed of ten members selected from the Foundation's Executive Board and Leadership Council. This committee evaluates the grant applications and provides recommendations to the Executive Board for final review and approval. Members of the Grants Committee represent a broad base of individuals including full-time local citizens and second homeowners. Committee members serve, on average, a two to three year term.

### **Board of Directors**

The Foundation's Executive Board and Leadership Council is made up of approximately 32 members who meet twice a year. At the December meeting, final action is taken on recommendations made by the Grants Committee.

### **Staff**

Foundation staff processes and prepares the grant applications for review by the Grants Committee and Board of Directors. Foundation staff includes Jason Corzine, President, and April Montgomery, VP Programs. Staff serves and assists the Grants Committee, but does not vote on the final grant award decisions.

### **Current Types of Support**

General operating support; existing and new programs and projects; conferences and seminars; consulting services; matching funds; technical assistance (TA); start-up funds; joint requests from multiple applicants.

### **Capital Requests**

Capital costs are defined as those expenditures associated with the construction of any building or edifice, including costs related to preliminary studies, overhead, planning and design costs, architectural fees, engineering fees and any other so called "soft costs," including development, fundraising and other initial costs of a capital campaign. Capital requests can also cover the cost of large depreciable equipment. Once a nonprofit is awarded a capital grant, they are not eligible to apply for additional capital funding for four years. (See Capital Grant Guidelines for more information.)

### **Multi-Year Requests**

Although most grants are made for one year time-periods, the Grants Committee will consider **multi-year requests**; the number of grantees awarded multi-year grants and the amount awarded is the sole discretion of the Committee.

Organizations applying for multi-year funding must comply with the following criteria:

- Have taken one year in past five off from applying for a Telluride Foundation grant, since the 2015 cycle.
- A five year history of applying to the Telluride Foundation
- Successful completion of grant reporting and grant objectives
- Currently operating within budget, financially strong and has stable management
- Funding request should be similar to past grant awards
- Request may be for either program or general operating funding  
Year 2 and 3 funding is conditional upon completing yearly progress/outcome and financial reporting prior to the deadline.
- The Grants Committee will determine whether to award multi-year funding based on the above factors, as well as the following:
  - Whether the multi-year funding is timely due to a major project or milestone on which the organization needs to focus
  - Whether a commitment of three years of funding will allow the organization to increase services, focus on additional programs
  - The type of programming provided by the applicant and the population served; priority will be given to nonprofits providing safety net services and serving low-income populations.

To apply for multi-year funding: 1) contact April Montgomery, Vice President, Programs at Telluride Foundation to discuss your application and criteria; and 2) complete the Multi-Year Form, available on the Community Grants web page, and upload with your grant application.

### **Current Restrictions**

Currently, the Telluride Foundation does not fund debt reduction or retiring past operating deficits; fellowships or other grants to individuals; loans; non-educational publications; litigation; political campaigns: operating support for organizations that conduct lobbying or political action campaigns; economic development; endowment funds; religious organizations for religious purposes; graduate and post-graduate research or candidates for political office.

### **Applicant Eligibility Requirements**

The Telluride Foundation will consider grant applications from organizations meeting the following eligibility requirements:

1. Conduct activities and programs consistent with the Foundation's mission of enriching the quality of life of the residents, visitors and workforce of the Telluride region.
2. Serve people living or working in the Foundation's service area of San Miguel, Ouray, west Montrose counties and Rico; all organizations must document a **strong** case to meet "serving people that live and or work in the Foundation's service area.
3. Qualified as a 501(c)(3) tax-exempt organization under the Internal Revenue Code or operating as a local government or one of their subsidiaries.

Applicants without 501(c)(3) status, but which have applied to the IRS for such status, may apply. Receipt letter from the IRS of application is required at time of application to the

Telluride Foundation. However, if awarded a grant, funds will not be released to the organization until the 501(c)(3) status has been conferred.

Applicants without 501(c)(3) status, but which are operating under an organization qualified as a 501(c)(3) organization, may apply separately if they have their own advisory board and have the written consent of the qualified organization. In that case, the application must contain a letter of agreement between the two organizations, which sets forth the responsibilities of each organization. An operating relationship is one in which the two organizations have an ongoing or intended relationship with each other. In no case shall the organization holding 501(c)(3) status charge the other organization a fee for acting as the fiscal agent of more than 8% of the total grant awarded.

4. Organizations seeking financial aid/scholarships funding must include their application form, financial aid form, and financial aid criteria (including sliding scale if applicable). The Grants Committee will only fund grants for financial aid/scholarships that are limited to recipients who are low-income, qualify for Free & Reduced Lunch, or demonstrate other strong evidence of need.
5. **Progress reports for 2023 Community Grants will be due January 31, 2025.** Progress reports must be uploaded through the Foundation's electronic grant application portal. Successful completion of past progress reports will be considered when reviewing new grant applications.
6. Organizations awarded a grant in the prior year's grant round **are required** to participate in the annual anonymous grantee survey conducted for Telluride Foundation Community Grant applicants.
7. Organizations awarded a grant must publicize the grant and/or acknowledge the Telluride Foundation as a program sponsor in any related press releases, publications, or brochures. Please see Appendix C for further information.
8. Organizations that receive \$20,000 or more must be prepared to seek an outside financial review during the upcoming year.
9. Applicants are requested to take a year off from applying once every five years. Foundation staff and the Grants Committee may make exceptions for emergency/hardship situations or for well-run organizations that are unable to meet best financial performance metrics due to size, service area, or constituents served. Please contact Foundation staff if you would like to be considered for an exception.

### **Grant Amounts**

Grants fall generally in the range of \$500 to \$40,000, depending on the amount available for distribution. First time applicants are encouraged to seek a modest request and may want to discuss your request with Foundation staff. If you received a grant in the prior year and you intend to ask for more than you received previously, you should support your new larger request with significant data or reasons to support an increase.

### **Review Criteria**

The Grants Committee will use the following criteria to review applications. These criteria are not exclusive, and the board reserves the right to use its own best judgment when making final grant awards.

Priority is given to:

- **Well-run, financially sound** organizations.
  - For example, strong board participation and stable management, diverse source of revenues and earned income opportunities.
- Organizations whose mission and proposed project address a current and **proven public need** for people living and/or working in San Miguel County.
- Applicants that demonstrate **strong community support** for their organizations and its projects.
  - For example, diversity of other funding sources and community resources; number of diverse participants in the program, project or organization, including local residents on their board.
- Organizations that show an **effective and efficient delivery of program services**.
  - For example, greater than 60% of the organization expenses are spent on program services.

### **Technical Assistance Grants**

Applicants may also apply for a technical assistance grant, which can be used to improve operational efficiencies. The Grants Committee may also offer an applicant organization a technical assistance grant rather than or in addition to a cash grant award. Please see Appendix A for further information.

### **Child Care Services**

Funding priority for child care services are given to organizations implementing a quality rating program and a sliding scale financial aid program. Please see Appendix B for further information.

### **Checklist for Application**

All Application sections must submit their grant application using the Telluride Foundation's on line application system. Paper submissions are not accepted.

1. Log-in and complete the electronic grant application at [www.telluridefoundation.org](http://www.telluridefoundation.org) under the "Our Work" grants tab, then "Community Grants," tab, then scroll down to Community Grants Portal.
2. Attachments must be uploaded electronically and submitted with your application. **All attachments must be in PDF file formats.**
3. A Project Budget Detail Form, found with the Community Grant guidelines should be uploaded as an attachment if the organization request is NOT for general operating funds.
4. All applicants must measure and report specified outcome indicators as provided for each grant category (outcome matrices are provided for each grant category on the community grants web page. Outcome indicator results must be provided in your annual progress report.
5. Applicants may submit two grant applications only if one is a capital request.
6. Applicants are strongly encouraged to watch the Grant Application Webinar; to sign up for the live webinar or watch the recorded version, visit the Community Grants Guidelines.

## **Appendix A**

### Technical Assistance

The Grants Committee of the Telluride Foundation may offer Technical Assistance to a local nonprofit instead of funding a cash grant request or a nonprofit may request a Technical Assistance Grant in addition to a cash grant. The objective is to provide the nonprofit with a professional third party assessment of their current needs. The assessment may identify the need for an updated business plan, strategic plan, marketing plan, Board of Directors

development, etc. The assessment will normally be conducted by a consultant determined by the Telluride Foundation, and results will be shared with the Telluride Foundation. Nonprofits may also request to work with a specific consultant, who must be approved by Telluride Foundation. The Telluride Foundation will pay for the assessment and will fund part of, or the entire consultant fee. If selected for a Technical Assistance Grant, the nonprofit will not be eligible for future funding from the Telluride Foundation until they have completed the Technical Assistance process.

## **Appendix B**

### **Childcare Quality Rating System**

The Telluride Foundation has made a strong commitment to improve the quality, accessibility, and affordability of early childhood education as well as school age care and education programs for families in our communities. Programs that receive Foundation support for early childhood programming and scholarships are expected to:

1. Assess pre-kindergarten children in the fall and spring using “Teaching Strategies Gold” and report outcomes from those assessments in your final report
2. Participate in the “Colorado Shines” quality rating system. Anticipated expenses related to achieving a quality rating, including environmental rating scale, student assessment, staff credentialing, and professional development, may be included in the grant proposal. If you have completed a quality rating assessment, please include results and plan for future improvement based on those results.
3. Document your facility’s scholarship policies (including any sliding scales used to determine eligibility for financial assistance) as well as your facilities level of participation in the “Colorado Preschool Program” and/or “Colorado Child Care Assistance Program”, and/or any other community, state or federal programs that improves accessibility and affordability of early childhood care and education.

## **Appendix C**

### **Publicity Guidelines**

The Telluride Foundation is honored to support many community nonprofits. We ask that you acknowledge our support of your important work whenever appropriate. At a minimum, we ask that:

1. Grantee acknowledges the Telluride Foundation in all announcements, promotions, and other appropriate material stating: "This activity/event/organization is supported by a grant from the Telluride Foundation."
2. Grantee agrees to include the Telluride Foundation logo in all brochures, notices, signs, and plaques that recognize funders at events or on facilities. Please contact staff by email for a copy of the logo and approval.