

July 14, 2023

Dear Applicant:

Enclosed you will find a Community Investment Fund application. This is required for submittal by any organization seeking funds from the Town of Westcliffe. Please be sure to fill out the Summary of Applicant Organization included in this packet. You may attach supplemental information. Please be sure your submittal packet is complete and consists of all items requested in the application. The Town Board of Trustees will be reviewing each application.

Please remember that many private citizens generously support worthy causes without direct benefit to the donor. It is often sufficient that the financial support makes the donor "feel good." When taxpayer money is committed, just feeling good is insufficient. In a representative form of government, the taxpayers expect that a need that most citizens believe is important is the driving issue behind the request for funds. Town policymakers must be able to defend their decisions.

Organizations that benefit Westcliffe youth and senior citizens will be given special preference. For your organization to be eligible for funding consideration, the Town Clerk's office must receive your cover letter, summary, narrative, budget, and all associated attachments by August 31, 2023. Again, please complete the Summary of Applicant Organization in this packet.

The application deadline is 5:00 PM on Tuesday, August 31, 2023. Grant applications may be delivered to Westcliffe Town Hall at 1000 Main Street; or mailed to P.O. Box 406, Westcliffe, CO. 81252. Eight (8) copies of the printed application, attachments, and support material must be received by the close of business on the deadline date above. Please do not staple the applications together.

Sincerely,

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Kathy Reis  
Town Clerk

## APPLICATION INSTRUCTIONS

### GRANT REQUEST

**PLEASE USE THE FORMS INCLUDED IN THIS PACKET**

#### BASIC ELIGIBILITY

Any applying organization must meet the following requirements:

- Organizations should have an address and office in the Town of Westcliffe.
- Organizations approved nondiscrimination policy in the organization's by-laws if incorporated.
- Provide services or programming within the Town of Westcliffe.
- Preference will be given to projects that have longer-term benefits to the community, for example, the Custer County Senior Center.
- The Board of Trustees will consider the number of Town residents impacted by the project.
- What are the consequences to the Town and its citizens if this request is not funded?

IF YOUR ORGANIZATION IS OPERATING AS A SUBORDINATE ORGANIZATION OF AN EXISTING 501(c) (3):

- The umbrella organization must be able to pull out your organization's budget from its budget.
- You must include a letter from the umbrella organization confirming your organization as a subordinate.
- You must include a completed budget for the current year and an Income Statement for the two previous years.

#### WE DO NOT FUND:

- Individuals.
- Salaries for paid staff.
- Organizations without a direct connection to the Town of Westcliffe.
- Scholarships.
- Taxing Entities.

Your request will be compared to similar requests from many other deserving organizations. Please follow this guide when submitting your request, providing sufficient detail to affirm your program or project's value to our community. Only complete applications will be accepted. **PLEASE DO NOT BIND OR STAPLE YOUR APPLICATIONS.**

- A. COVER LETTER: A one-page description of the nature of your program or project's importance to the Town of Westcliffe.
- B. SUMMARY OF REQUESTING ORGANIZATION: (Use the attached application only. If you have additional information, please include it as an attachment)

C. NARRATIVE: Please follow the outline format below to ensure complete information is used to evaluate your request.

1. Organization Information (1 page)

- a. Mission Statement, a brief statement of the organization's goals and/or objectives.
- b. Brief summary of the organization's history.
- c. Describe the event, location, date, program(s), or services for which you are requesting funds. Please include the type of performers or participants, audience numbers and demographics, and advertising and marketing strategies.
- d. How will the Town of Westcliffe benefit from financially supporting your cause?
- e. What percentage of the user group is the Town of Westcliffe residents?
- f. If the request has been successful in the past, what results were realized last year? Or, how were the funds spent? Be specific.
- g. In the case of a publicly funded entity, such as some Custer County C-1 activity, how many children in the Town of Westcliffe will be served?
- h. What other funding sources are your organization pursuing, including fund-raising?

D. FINANCIALS: Please provide the following.

1. Budget for the current year.
2. Income statements for the two previous years.
3. Balances for the organizations checking, savings, and certificates of deposits.
4. Does your organization have cash reserves?
5. Does your organization have an endowment?
6. Does your organization have accumulated debt (event, program(s), or service)?

We invite you to include budget notes that will help us understand your organization's financial management and health. We recognize that non-profits vary in budget line items; we welcome notes from you that help us understand your budget lines in revenue and expenses. Footnote items (by line-item number provided on Budget form) that need further explanation. *If you need help with this application, call the Town Clerk's office at 783-2282, ext. 10.*

E. Additional Requirements for requests **over \$1,500.00, please attach the following:**

1. If applicable, provide a list of the Board of Directors and their occupations.
2. General Support Budget Page.
3. If applicable, specify the program/project budget for which funding is being requested.
4. A copy of the organization's 501(c) (3) determination letter from the IRS, if applicable.
5. Support Materials.
6. If this is your first funding request, please provide letters of support and recommendation for your program or project.
7. Balance Sheet (if unavailable, please call Town Clerk at 783-2282 Ext. 10).

COMMUNITY INVESTMENT FUND – 2024 BUDGET YEAR

SUMMARY OF APPLICANT ORGANIZATION

Organization Name: \_\_\_\_\_

Date of Incorporation (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_  
Name Title

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Purpose of Funds (Check all that apply):

☐ Special program/project (support for specific activity of the organization that is consistent with its mission) Amt. Requested \_\_\_\_\_

☐ Capital expenditure (funds for the purchase of, or Additions/improvements to building or equipment) Amt. Requested \_\_\_\_\_

☐ Technical assistance Amt. Requested \_\_\_\_\_

☐ Other Amt. Requested \_\_\_\_\_

Brief description of your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization budget: \_\_\_\_\_ Fiscal year: \_\_\_\_\_

Fiscal year ends: \_\_\_\_\_ Total Request: \_\_\_\_\_

If your organization received funding in 2023, please list the amount received and describe


how those funds were utilized:

Authorized Signatures

Name	Title	Date
Name	Title	Date

By signing below, please acknowledge that this application and all supporting documents are public records on file with the Town of Westcliffe:

Name	Date