



COMMUNITY GRANTMAKING GUIDELINES

Through collaborations, partnerships and grantmaking, Aspen Community Foundation addresses the diverse and changing needs of the region. Aspen Community Foundation's Community Grantmaking provides support to nonprofit organizations serving children and families from Aspen to Parachute and expanding their opportunities to live healthy and independent lives.

For 2017, ACF's Community Grantmaking Program will prioritize general operating and programmatic grants to nonprofits working in early childhood education, family supports, and youth development. In addition, because the availability of basic human needs, such as food, shelter, safety and healthcare, is critically linked to youth success, "safety net" nonprofits will remain a secondary grantmaking priority.

CRITERIA

Applications for funding through the Community Grantmaking Program are evaluated around the following criteria:

1. Use of **best practices** or evidence-based interventions
2. Demonstration of **positive outcomes** for their clients and the community
3. Commitment to serving **under-resourced people and/or communities**
4. Willingness to address the **region's demand for services**
5. Scale or scope of the organization's **reach** into the community
6. **Depth** of contact the organization has with those they serve
7. Capacity of organization **leadership**
8. **Collaboration** that avoids duplication and that advances the work beyond what an individual organization can do itself
9. **Financial** health – efficiency, solvency, sustainability
10. **Need** for ACF funding

PROCESS

Application into Aspen Community Foundation's Community Grantmaking Program is a two-stage online process.

Qualifying Application deadline:	April 3rd
Full Application deadline:	July 3rd
Decisions	October

Aspen Community Foundation (ACF) grants are administered on an annual deadline to organizations holding current nonprofit tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. ACF's grant application process is entirely electronic. The Qualifying Application, Application for Funding and all supporting documents must be submitted via Aspen Community Foundation's online grant module.

1. Each organization seeking funding should first determine after careful review of these guidelines whether its proposal meets the criteria and priorities of Aspen Community Foundation.
2. If the organization meets the guidelines, start the grant application process by completing the Qualifying Application: <https://www.aspencommunityfoundation.org/qualifyingapplication>. Qualifying Applications must be submitted by **April 3, 2017**.
3. Aspen Community Foundation staff may elect to schedule a meeting with the organization's executive director to determine if the proposal is a strong fit with Aspen Community Foundation's grantmaking criteria and priorities. Once a determination is made, ACF will notify the applicant within approximately four weeks whether the organization is invited to submit an Application for Funding or that the funding request is denied.
4. If invited to apply, a link will be provided to complete the full Application for Funding. The deadline for submission of the Application for Funding is **July 3, 2017**.
5. Grant applications are considered by ACF's Board of Directors in September with funding decisions announced shortly thereafter.

LIMITATIONS

1. Aspen Community Foundation support is generally limited to nonprofit organizations located in, and whose work primarily serves the residents of, Pitkin and Garfield counties and portions of Eagle County in the Roaring Fork Valley of Colorado.
2. Applicants must be tax exempt under the provision of Section 501(c)(3) of the Internal Revenue Code.
3. Although each proposal is reviewed separately, grants are generally not considered for:
 - Organizations outside of the Foundation's service area;
 - Projects which have been completed prior to allocation decisions;
 - Deficits, retirement of debt or endowments;
 - Religious purposes;
 - Political campaigns or organizations that publicly take political positions;
 - Medical research or hospital equipment;
 - Conduit organizations (organizations or events that pass funds to other organizations);
 - Individual public schools or departments/programs of universities or colleges– or foundations/organizations that raise money for individual public schools – that have not coordinated the request with their central school district/university administration or fundraising arm;
 - Start-up organizations or organizations in leadership transition;
 - Organizations primarily supported by tax-derived funding unless funding supports a new program that is outside of the organization's operating budget.
4. Aspen Community Foundation does not discriminate on the basis of race, religion, sexual preference or identity, physical circumstances or national origin. Applicants must hold similar standards. Grant applications from organizations known to have discriminatory policies will not be considered.
6. Past funding from Aspen Community Foundation does not guarantee funding for future years.

ADMINISTRATION

1. If the contact person becomes unavailable after application submission, please notify the Community Foundation of a new contact and phone number. Applications will not be considered if Foundation staff cannot reach the contact person.

2. Final approval of grants is the sole responsibility of Aspen Community Foundation's Board of Directors. The Board requests that individual members not be lobbied.
3. Organizations receiving funding will be required to sign an agreement setting forth the grant's terms and conditions. The agreement will include marketing and reporting requirements, limitations on the grant funds, disposition of unused funds and other conditions.