

Aspen Community Foundation (ACF) is dedicated to supporting children and families living in the Aspen to Parachute region. In 2023, ACF will continue to provide general operating and program support to nonprofit organizations addressing the complex and persistent barriers to positive youth outcomes. Funding is made possible by annual contributions from donors wishing to support a pooled grantmaking fund. Historically, ACF has been able to raise and award between \$400,000 and \$600,000 each year to 35-40 nonprofit organizations.

Applications for Community Grantmaking are reviewed in accordance with the following priorities, criteria and limitations as well as available funds. Past funding from ACF does not guarantee funding in future years. Only one Community Grantmaking application per organization will be accepted each year. Typical requests range from \$5,000 to \$30,000.

In 2023, ACF is partnering with Aspen Skiing Company's Caring for Community Fund on a shared grant application process. There are specific criteria and guidelines for Caring for Community Fund. Organizations may apply for both ACF and Caring for Community Fund support through one application.

ACF COMMUNITY GRANTMAKING PRIORITIES

ACF's grantmaking prioritizes nonprofits working in the areas of early care and education, youth development, education, family support and essential human services that have a demonstrated impact on at least one of four focus areas:

FOCUS AREAS

1. Secure the Start - supporting the healthy development and kindergarten readiness of children
2. Envision the Future - supporting the academic success and college and career readiness of youth
3. Thriving Youth - supporting the social emotional wellbeing, health and resiliency of children & families
4. Safety Net - supporting basic human needs and a more just and resilient community

ELIGIBILITY

Eligible applicants include:

- a. Organizations classified as tax exempt under the provision of Section 501(c)(3) of the Internal Revenue Code
- b. Organizations using a fiscal sponsor with a 501(c)(3) or public agency status

ACF COMMUNITY GRANTMAKING CRITERIA

- Alignment with one or more of ACF's focus areas
- Use of **best practices**, evidence-based interventions, or those specifically designed for the population being served and **collaboration** to avoid duplication and improve client outcomes
- **Demonstrated impact** of positive outcomes for clients and meaningful **depth and duration of contact** with those served
- **Impact on community** including the scale or scope of the organization's reach and/or its commitment to serving under-resourced people and geographies

ACF also analyzes the operational and financial health of each applicant including looking at their efficiency, solvency and sustainability as well as leadership strength and capacity.

ACF COMMUNITY GRANTMAKING LIMITATIONS

1. Support is limited to nonprofit organizations located in, and whose work primarily serves, the residents of Pitkin and Garfield counties and the Roaring Fork Valley portion of Eagle County.
2. Although each proposal is reviewed separately, grants are generally not considered for:
 - Organizations outside of ACF's service area
 - Projects which have been completed prior to allocation decisions
 - Deficits, retirement of debt, or endowments
 - Religious purposes
 - Political campaigns
 - Medical research or hospital equipment
 - Program design, product development, or marketing and promotion
 - Conduit organizations (organizations or events that pass funds to other organizations)
 - Individual schools/classrooms, departments/programs of universities or colleges, or education foundations/organizations that have not coordinated the request with their central school district/university administration or fundraising arm
 - Organizations, projects, or programs in operation for less than one year or are less than one year from receipt of 501(c)(3) approval
 - 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
3. Aspen Community Foundation does not discriminate on the basis of race, religion, sexual preference or identity, physical circumstances, or national origin. Applicants must hold and demonstrate similar standards.

COMMUNITY GRANTMAKING AND CARING FOR COMMUNITY FUND GRANTS PROCESS

ACF's Community Grantmaking and Caring for Community Fund requests and all supporting documents must be submitted via ACF's online grant platform. Specific deadlines are on ACF's website.

Each organization seeking funding should first review the guidelines and determine whether its proposal meets the criteria and priorities of ACF. If the organization meets the guidelines, begin the application process by navigating to and signing into the grant application platform. New applicants will be asked to create an account login.

- For returning applicants: if the previous grant contact for your organization has changed, please contact Scott Kenner, grants manager, for access to the application.

The following sections of the application are required:

1. Organization & Contact Information
 - a. Organization's name, address, date of incorporation and EIN
 - b. Primary contact for the grant application
 - c. Mission statement, brief history of organization, list of primary programs and services, who and where you serve
 - d. Challenges you face in fulfilling your mission
2. Executive Director & Staff Overview
 - a. Executive director contact information
 - b. Staff overview including number of full and part time employees

- c. Use of volunteers
 - d. Annual payroll
 - e. Executive director salary and years in that position
3. Board of Directors Overview
 - a. Name of current board chair
 - b. Number of board members
 - c. Key issues related to board effectiveness and how your organization is addressing them
 - d. Board financial contributions to the organization
 4. Financial Overview
 - a. Fiscal year date range
 - b. Total income and expenses for last completed fiscal year
 - c. Total projected income and expenses for current fiscal year
 - d. Anticipated budget for next fiscal year
 - e. Organization's cash reserve balance
 - f. Organization's endowment fund balance if applicable

Please complete the section(s) most appropriate for your grant request.

5. ACF General Operating or Program Requests – Unrestricted support for the organization or support for specific programs or activities
6. Caring for Community Fund Requests – Project support from Aspen Skiing Company's Caring for Community Fund. There are specific criteria and guidelines related to this funding opportunity.
 - a. Please note that award decisions are made by an Aspen Skiing Company employee board.
 - b. You may apply for both Aspen Community Foundation funding and Caring for Community Fund support; please complete all applicable sections.

7. The following attachments are required for all grant requests:

- IRS 501(c)(3) determination letter
- Board of Director's list
- Most recent 990
- Most recent audit if applicable
- Last FY income and expenses
- Current FY budget vs actual
- Last FY balance sheet
- Current FY YTD balance sheet
- Staff list
- Photo
- Non-discrimination policy

Note: Caring for Community Fund applicants will be required to submit an itemized list of project expenses.

8. Review your application and submit. You will receive an email confirmation once your grant has been submitted.
 - a. Caring for Community Fund requests will be shared with Aspen Skiing Company's employee board. Award decisions are usually announced in December.

ACF COMMUNITY GRANTMAKING TIMELINE

May Office Hours Every Wednesday	June 1 – July 15 Application is Open	July 15 Application Closes	July 15 – August 31 Staff Review	September ACF Board Approves Grant Awards	October Award Notification & Grant Agreements Sent	October - December Checks Mailed
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ACF COMMUNITY GRANTMAKING ADMINISTRATION

- ACF staff may elect at any time to schedule a meeting with the organization’s executive director and/or board chair to discuss the proposal or to request additional or clarifying information.
- If the contact person becomes unavailable after application submission, please notify ACF of a new contact. Applications will not be considered if ACF staff cannot reach the contact person.
- Grant recommendations are considered by ACF’s Board of Directors in the fall with funding decisions announced shortly thereafter, usually in early October. Final approval of grants is the sole responsibility of ACF’s Board of Directors. The Board requests that individual members not be lobbied.
- 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.