In 2024, Aspen Community Foundation (ACF) is offering three competitive grant programs for nonprofit organizations in the Aspen to Parachute region. These grant programs are: Early Childhood, Youth Empowerment, and Human Services. Funding for these programs is made possible by annual contributions from donors wishing to support pooled grantmaking funds.

With the sunsetting of Cradle to Career which included a "safety net" pillar, and the transition to grantmaking aligned with ACF's strategic focus areas, 2024 will be the last year that a broad-based human services grant program will be offered. Over the next year, ACF will be working with nonprofit organizations, government partners and community to identify a new focus area in which ACF can leverage its leadership and resources for impact.

For the 2024 Human Services grant program, ACF has partnered with Aspen One's Caring for Community Fund to host a shared application form. These funding opportunities will remain two separate processes for grant reviews, evaluation and decision-making, but will use one application form. Communication for grant awards and declinations will be handled separately.

GRANTMAKING PRIORITIES
A total of $200,000 will be awarded to nonprofit organizations through ACF's 2024 Human Services grant cycle. This competitive grant program prioritizes nonprofits that are providing essential human services and programs that promote community belonging, particularly for our Spanish-speaking residents. One application per organization will be accepted and requests in the $10,000 to $25,000 range are recommended. Applications will be reviewed according to this grant program's priorities, criteria, limitations, and available funds.

IMPACT AREAS
1. Essential human services, including food, shelter, healthcare, and safety.
2. Community belonging and advocacy, particularly for Spanish-speakers, immigrants, and/or newcomers.

GRANTMAKING CRITERIA
High-scoring applicants will demonstrate:
- Alignment with one of ACF's Human Services impact areas.
- Serving economically disadvantaged and/or culturally diverse individuals and families throughout the Aspen to Parachute region.
- Meaningful depth and duration and are culturally responsive.
- Clearly articulated metrics and demonstration of impact.
- Operational and financial health of organization, including efficiency, solvency and sustainability, leadership strength, and capacity.

ELIGIBILITY

Eligible organizations:

- Are classified as tax exempt under the provision of Section 501(c)(3) of the Internal Revenue Code, have a fiscal sponsor with a 501(c)(3), or have public agency status.
- Are located in, and whose work primarily serves, residents of the Aspen to Parachute region.

LIMITATIONS

1. Requests are generally not considered for:
    - Organizations outside of ACF's Aspen to Parachute service area
    - Projects that 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, projects, or events that raise funds to support other organizations, projects, or events)
    - Individual schools/classrooms, departments/programs of universities or colleges, or education foundations/organizations. Exceptions may be made for requests that impact entire school districts or university systems that have been coordinated the request with their central school district/university administration.
    - Organizations, projects, or programs in operation for less than one year or are less than one year from receipt of 501(c)(3) approval or have not yet been implemented in the Aspen to Parachute region
    - Organizations in leadership transition
    - Organizations primarily supported by tax-derived funding unless funding supports a program that is outside of the organization's operating budget
2. Aspen Community Foundation does not discriminate on the basis of race, religion, sexual orientation, gender identity and expression, physical circumstances, or national origin. Applicants must hold and demonstrate similar standards.

GRANT PROCESS

Human Services grant proposals and supporting documents must be submitted via ACF's online grants management platform. The timeline for this grant process is outlined below.

Organizations seeking funding should review grant guidelines and determine if their request aligns with ACF's Human Services priorities and criteria. Eligible organizations are invited to begin the application process by accessing the grant application portal. For organizations that have not yet applied to one of ACF's 2024 grant programs, an account will need to be created in ACF's new grant management system.

NEW ACCOUNT CREATION/FOUNDANT GRANT PORTAL

- Click this link and "Create New Account" to register your organization. You will need your organization's EIN/Tax ID number to complete this process. If you already have set up an account, use your same log-in credentials for this grant process.
- Upon registering, an auto generated verification message will be sent to your email. This message confirms your organization will receive system communications. All emails from the ACF grants portal will be sent by administrator@grantinterface.com. Please add this address to your contact list.
- Your newly created account will provide online access to all ACF grant processes. To add additional users, please contact the ACF Grants Manager.
- To apply for this grant process, select "**ACF Human Services Grant 2024**" from dropdown options.
- Questions with an asterisk require a response.
- Your work can be saved at any time by clicking the save button located at the bottom of your screen. Please note: The Foundant system does not autosave. If you leave or time-out on a page without saving, your work will be lost and will need to be reentered.
- Click "Submit" when you have completed your application.
- Need additional support?
  - The Foundant Applicant Tutorial article provides a step-by-step guide to account creation and application processes.
  - Contact ACF's Grants Manager at Scott@AspenCommunityFoundation.org or 970-925-9300.

2024 HUMAN SERVICES GRANT ELEMENTS

Eligibility Quiz

Organizations will be asked to affirm that they:

- Are a 501(c)(3) organization, have a fiscal sponsor that is a 501(c)(3) organization, are a public agency.
- Currently serve residents in the Aspen to Parachute region

Application

In the application, you will be asked to provide the following information:

1. **Human Services Grant Request**
   a. Type of request (General Operating or Program/Project)
   b. Purpose of request
   c. Requested amount ($10,000 to $25,000 range recommended)
   d. Upload documents:
      i. IRS Letter of Determination
      ii. Organization logo

2. **Board of Directors Overview**
   a. Name of current board chairperson

b. Email of current board chairperson
   i. *If your organization is awarded a grant, we will require an electronic signature on the grant agreement from your board chair. This will be requested via DocuSign.*
c. Number of current board members
d. How many board members made a charitable contribution to your organization last year?
e. Board governance and effectiveness
   i. *Summarize key issues related to board effectiveness that are being addressed this year.*
f. Upload document:
   i. List of current board members

3. **Organization and Staff Overview**
   a. Mission statement
   b. Organization summary
      i. *This should include a brief history of the organization and key programs and services offered.*
   c. Number of full-time employees
   d. Number of part-time employees
   e. Number of employees who are bilingual and/or bicultural
   f. Describe how volunteers support your programs or operations
   g. Annual salary of executive director
      i. *This information will be kept confidential and used for regional analysis purposes only.*
   h. Number of years executive director has been in their current position
   i. Number of years executive director has been with the organization

4. **Financial Overview**
   a. Fiscal year date range
   b. Current operating budget
   c. Total revenue and expenses for last fiscal year
   d. Total projected revenue and expenses for current fiscal year
   e. Anticipated budget for next fiscal year
   f. Explain any significant budget differences
   g. Current cash reserves
   h. If your organization has an endowment, please share the balance
   i. Upload documents:
      i. Current FY Budget vs. Actual
      ii. Current YTD Balance Sheet
      iii. Last FY Income and Expenses
      iv. Last FY Balance
      v. Most recent 990

5. **Demographics and Impact Overview**
   a. Tell us about the people you serve
   b. Number of people served by age group
   c. Number of people served who are low income
   d. Number of people served by geographic region

    e.   Demographics of people served

    f.   Describe how you are measuring your organization's impact

        i.   *What are your results?*

    g.   Describe how you collaborate to fulfill your mission and/or enhance your programs or services

    h.   What challenges or barriers are most likely to prevent you from accomplishing your goals this year?

6. **Narrative.** *Based on the human services impact area/s your proposal addresses, please select ONE impact area that most aligns with your request, then please respond to the following questions:*

    a.   **Question 1**: Describe your request and its alignment with either of the human services impact areas.

        i.   **Impact Area 1**: Essential human services, food, shelter, healthcare, and safety.

        ii.   **Impact Area 2**: Community belonging and advocacy, particularly for Spanish-speakers, immigrants, and/or newcomers

    b.   **Question 2**: Describe how you serve economically disadvantaged and/or culturally diverse people throughout the Aspen to Parachute region.

    c.   **Question 3**: Describe the depth and duration of your engagement with those you serve.

    d.   **Question 4**: Describe how your program/work of your organization is designed to be culturally responsive and is serving clients in a way that is culturally responsive.

    e.   **Question 5**: Describe the challenges you see in the community that impact the wellbeing of Aspen to Parachute residents and the ability of the region to thrive.

7. **Aspen One's Caring for Community Fund application**

    a.   Are you applying for grant funding this year from Aspen One's Caring for Community Fund?

        i.   Answer "yes" to proceed to the Caring for Community Fund grant proposal.

        ii.   Answer "no" if you are only applying for ACF Human Services funding

    b.   **Caring for Community Fund Grant Request**

        i.   Describe your project request and how you will accomplish goals

        ii.   Describe the issue you're addressing

        iii.   Explain how you collaborate in community

        iv.   State your anticipated results and evaluation method

        v.   Describe potential challenges you may encounter

        vi.   Upload an itemized project budget

        vii.   Describe how funding will be sustained and sources of funds/grants

8. Review your application and submit. You will receive an email confirmation once your grant has been submitted.

GRANT REVIEW AND ADMINISTRATION

- ACF will provide Aspen One's Caring for Community Fund all relevant applicant responses to begin their separate grant review process in late October

- This is a competitive process and not all requests will be funded. Past funding from ACF does not guarantee funding via this process.

- Each application is assessed on its own merit according to the scoring criteria. A maximum score of 100 is possible.

- A typical cutoff score for funding is 70. Applications scoring below 70 will be selected for discussion prior to finalization.

- Higher scoring applications may only receive a percentage of the total request, typically between 60% and 75% of the requested amount. This will vary depending on fund availability.

- 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 request clarifying information.

- If the grant's contact person becomes unavailable after application submission, please notify ACF's Grants Manager of a new contact. Applications will not be considered if ACF staff cannot reach the contact person.

- Grant recommendations are reviewed by ACF's Board of Directors. Final grant approval is the sole responsibility of ACF's Board of Directors. The Board requests that its members are not lobbied about grant proposals.

- Organizations receiving funding will be required to sign an agreement that includes the grant's terms and conditions, including marketing and reporting requirements, limitations on grant funds, disposition of unused funds, and other conditions.

TIMELINE

- **September 25, 2024**
  - Process opens

- **September 25 – October 25, 2024**
  - Applications accepted, office hour sessions, applicant support

- **October 25, 2024**
  - Process closes at 5pm (Mountain Standard Time)

- **October 25 – December 15, 2024**
  - ACF shares grant proposals with Aspen One's Caring for Community Fund review committee to begin their process
  - Application scoring and recommendations completed by ACF review committee
  - Grant recommendations reviewed and approved by ACF board

- **December 15 – 31, 2024**
  - Grantee notifications, declination calls, grant agreements, fund distribution