

Aspen Community Foundation (ACF) provides funding to sponsor community events that aim to improve the quality of life for children and families that help make the Aspen to Parachute region diverse, culturally rich, and a place where all people have equitable opportunities to thrive.

ACF has an annual budget for sponsorships and all requests are reviewed in accordance with this sponsorship criteria and available budget. Sponsored events must benefit residents living in communities from Aspen to Parachute.

### HOW TO APPLY FOR SPONSORSHIP GRANTS

Requests of up to \$1,000 may be submitted.

Your request should be made at least two months in advance of your event date, and ideally before you advertise your event and its sponsors. You can expect a decision within 4-6 weeks of submitting your application.

Prior to applying, applicants are encouraged to contact ACF to discuss your project and RFP with the ACF Grants Manager. Contact ACF by [email](#) or call 970-925-9300.

### HOW TO ACCESS THE GRANT APPLICATION

The grant application is available on [ACF's online grants portal](#). Bookmark this link as your access to all ACF grant opportunities.

- Log-in to your account that you created during ACF grant RFPs in 2024
- If you are a new applicant, select “Create New Account” and register for your organization’s grants account. You will register using your organization’s EIN/tax ID number, your Executive Director’s information, and if you are not that person, your information as the primary contact.

Apply to the “ACF Sponsorships grants 2025” RFP process.

### REQUEST TYPES

Eligible sponsorship events should be issue-specific and can include:

- Convenings or community conversations
- Educational seminars or public lectures
- Events that spread community awareness and educate on important issues.

### ELIGIBILITY

1. Aspen Community Foundation 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. Eligible sponsorship applicants include:
  - a. Organizations classified as tax exempt under the provision of Section 501(c)(3) of the Internal Revenue Code
  - b. Public agencies including state and local governments, or school districts

- c. Organizations using a fiscal sponsor with a 501(c)(3) or public agency status
3. Sponsorships are not considered for:
  - a. Organizations outside ACF's service area
  - b. Fundraising events
  - c. Events that have been completed prior to allocation decisions
  - d. Political campaigns
  - e. Individual schools, classrooms, programs or education foundations who have not coordinated the request with their central school district/university administration or fundraising department.
  - f. Conduit organizations (organizations or events that pass funds to other organizations)
4. Sponsorship funding is limited to one event per organization per year.
5. ACF does not discriminate on the basis of race, religion, sexual preference, physical circumstances or national origin. Applicants must hold similar standards. Funding requests from organizations known to have discriminatory policies will not be considered.

#### **IF FUNDED**

1. Aspen Community Foundation should be included in all marketing and communication materials related to the event. ACF will provide a logo.
2. A report must be submitted upon the conclusion of your event. Please describe the event, how many attended and whether it met your expectations.

#### **CRITERIA**

Requests will be vetted using an evaluation rubric with the following criteria, with a total possible score of 20 points:

1. Benefit to the community and targeted event participants
2. Need for ACF funding
3. Event outcomes clearly defined
4. Alignment with one or more of ACF's current focus areas (Early Childhood, Youth Empowerment, and Community Leadership)

CRITERIA	EXCELLENT – 5	ABOVE AVERAGE – 4	AVERAGE – 3	BELOW AVERAGE – 2	POOR - 1
Benefit to the Community and Targeted Event Participants	The event will provide an exceptional benefit to the community and have an exceptional impact on event participants.	The event will provide a strong benefit to the community and have a strong impact on event participants.	The event will have a moderate benefit for the community and the event participants.	The event will provide some benefit to the community and the event participants.	The event provides no clear benefit to the community or the event participants.
Need for ACF Funding	Demonstrates an exceptional need for ACF funding; the event will not happen without full ACF support.	Demonstrates a strong need for ACF funding; the project will not happen without partial ACF's support	Demonstrates a moderate need for ACF funding; the event will continue but will require more fundraising for the project	Demonstrates some need for ACF funding; the event will continue without ACF support.	Not clear why ACF funding is needed for this event.
Event Outcomes Clearly Defined	Event's intended outcomes are exceptionally defined with clear and effective tracking methods	Event's intended outcomes are strongly defined with effective tracking methods.	Event's intended outcomes are moderately defined with stated tracking methods.	Event's intended outcomes and tracking methods are somewhat defined.	The event does not state its intended outcomes or tracking methods.
Focus Area Alignment <a href="#">ACF Community Impact website</a>	Demonstrates exceptional alignment with one or more focus areas	Demonstrates strong alignment with one or more focus areas	Demonstrates moderate alignment with at least one focus area.	Demonstrates only some alignment with one focus area	No explicit alignment with ACF's focus areas