

Aspen Community Foundation (ACF) provides funding to strengthen the capacity of nonprofit organizations that help make the Aspen to Parachute region diverse, culturally rich, and a place where all people have equitable opportunities to thrive.

HOW TO APPLY FOR TECHNICAL ASSISTANCE/CAPACITY BUILDING GRANTS

Requests of up to \$4,000 may be submitted on a rolling basis until Friday, November 21, 2025. Please note, as a practice, ACF will not fund the entire cost of an organization's technical assistance/capacity building request, even if it is \$4,000 or under. For the work to be successful, we believe an organization should be willing to invest its own dollars in the technical assistance/capacity building project.

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 (ext. 214)

Applicants should have a scope of work already outlined for the project and have chosen a consultant. ACF maintains a list of known consultants that we can share with you if interested.

You can expect a decision within six weeks of submitting your application.

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 Technical Assistance/Capacity Building grants 2025" RFP process.

REQUEST TYPES

Organizations may apply for grants to support the professional consultation costs for projects that advance your:

1. Executive & Governance Leadership
 - a. Executive Coaching
 - b. Board training and development
2. Program Evaluation
3. Strategic Planning
 - a. Organizational strategy
 - b. Theory of change
 - c. Fundraising/Development
 - d. Program design or expansion

ELIGIBILITY

1. Aspen Community Foundation's funding 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. 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 not considered for:
 - a. Organizations outside ACF's service area
 - b. Start-up organizations (less than 1 year from receipt of 501(c)(3) approval)
 - c. Projects which have been completed prior to allocation decisions
 - d. Political campaigns
 - e. Fundraising events
 - f. Individual schools, classrooms, departments, programs or education foundations/committees that have not coordinated the request with their central school district/university administration or fundraising arm
 - g. Organizations primarily supported by tax-derived funding unless the funding supports a new program outside of the organization's operating budget
4. Technical assistance/capacity building funding is limited to one request per organization per year. Requests for similar purposes submitted within a three-year period will not be considered.
5. Aspen Community Foundation does not discriminate on the basis of race, religion, sexual preference, physical circumstances or national origin. Applicants must have similar standards. Grant applications from organizations known to have discriminatory policies will not be considered.
6. 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.

CRITERIA

Requests will be vetted using an evaluation rubric with the following criteria, with a total possible score of 25 points:

1. How the project will advance the organization
2. Why the project needs to happen
3. How this project benefits the community
4. Why ACF's funding is needed
5. 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
Advancing the Organization’s Mission/Capacity	Project request will exceptionally advance the organization’s mission and capacity	Project request will strongly advance the organization’s mission and capacity	Project request will moderately advance the organization’s mission and capacity	Project request will somewhat advance the organization’s mission	It is not clear how the request will advance the organization’s mission
Need for the Project	Project request demonstrates an urgent need and reason for undertaking now	Project request strongly demonstrates the need and reason for undertaking now	Project request moderately demonstrates the need and reason for undertaking now	Project request somewhat demonstrates the need and reason for undertaking now	It is not clear why there is a need and reason for undertaking it now
Benefit to the Community	Project request demonstrates an urgent and critical benefit to the community	Project request demonstrates a strong benefit to the community	Project request demonstrates a moderate benefit to the community	Project request demonstrates some benefit to the community	There is no clear benefit to the community
Need for ACF Funding	Demonstrated an exceptional need for ACF funding; the project will not happen without full ACF support	Demonstrated a strong need for ACF funding; the project will not happen without partial ACF’s support	Demonstrated a moderate need for ACF funding; the project will continue without ACF support but will require more fundraising for the project	Demonstrated some need for ACF funding; the project will continue without ACF support	It is not clear why ACF funding is needed for this project
Focus Area Alignment ACF Community Impact website	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 the focus areas