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.

ACF fundraises to provide an annual budget of $25,000.00 for technical assistance/capacity building grants. All requests are reviewed in accordance with the criteria and available budget. Grants must benefit organizations working in communities from Aspen to Parachute, Colorado.

OVERVIEW
Requests of up to $4,000 may be submitted on a rolling basis until Friday, November 20, 2026.

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.

ACF's policy is to 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.

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

REQUEST TYPES
Organizations may apply to support the professional consultation costs for projects that advance:
- **Executive & Governance Leadership**
  - Executive coaching
  - Board training and development
- **Evaluation**
- **Strategic Planning**
  - Organizational strategy
  - Theory of change
  - Fundraising/Development
  - Program design or expansion

ELIGIBILITY
- ACF'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.
- Applicants must be tax exempt under the provision of Section 501(c)(3) of the Internal Revenue Code.
- Although each proposal is reviewed separately, grants are not considered for:
  - Organizations outside ACF's service area
  - Start-up organizations (less than 1 year from receipt of 501(c)(3) approval)
  - Projects which have been completed prior to allocation decisions
  - Political campaigns
  - Fundraising events or donor engagement and recruitment programs
  - Individual schools, classrooms, programs or education foundations that have not coordinated the request with their central district or administrative fundraising department.

- o Organizations primarily supported by tax-derived funding unless the funding supports a new program outside of the organization's operating budget
- 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.
- ACF does not discriminate based on race, religion, sexual orientation, gender identity and expression, physical circumstances or national origin. Applicants must meet similar standards.

EVALUATION (RUBRIC INCLUDED ON PAGE 4)
Requests will be vetted using a rubric with the following criteria and total possible score of 100 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

IF FUNDED
1. Organizations receiving funding will be required to sign an agreement setting forth the grant's terms and conditions.
2. The grantee will recognize ACF as a supporter on all donor lists throughout the year and include ACF's logo in publications, digital platforms, and other media where funders are acknowledged.
3. A brief Follow-Up report will be shared in the ACF grants portal to be submitted within 30 days of your project's completion. Plan to report on:
   a. What did this project allow your organization to accomplish?
   b. As a result of this project, what's next?
   c. What haven't we asked? Is there anything else you want to share?

HOW TO ACCESS THE GRANT APPLICATION
Each organization seeking funding should first review these 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 the grant application platform.
- Bookmark this link as your access to all ACF grant opportunities.
- 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.
- Existing accounts: Log-in using your email and password.
- From your dashboard, click on "Apply" or "See Opportunities" to see all available grant opportunities.
- Pass the Eligibility Quiz for "ACF Technical Assistance/Capacity Building grants 2026"

NEW ACCOUNT CREATION/FOUNDANT GRANT PORTAL
- Select "Create New Account" to complete the registration form for your organization, yourself, and your Executive Director, if you are not that person. You will need your organization's EIN / Tax ID number.
- The next step asks you to verify that you received a registration email. This helps ensure that your organization receives system communication. All emails from the grant system will be sent by administrator@grantinterface.com.
- This account will be your organization's online access to ACF grants. To add additional users, please contact ACF Grants Manager.

- Apply for the "ACF Technical Assistance/Capacity Building grants 2026" process. You can save your work at any time. An asterisk denotes a required response.
- Email ACF Grants Manager Scott@AspenCommunityFoundation.org or call 970-925-9300 extension 214 with any questions.
- Review the Foundant Applicant Tutorial article for a step-by-step user guide.

GRANT APPLICATION ELEMENTS
APPLICATION QUESTIONS
In the application, you will be asked to provide the following information:

1. **Purpose of Request:** Type a succinct description of your request. This is a system title that defines your request in the grant software
2. **Request Type:** Select the type of funding you are seeking (Executive and Governance Leadership, Evaluation, or Strategic Planning)
3. **Grant Request Amount:** Requests of up to $4,000 may be submitted
   a. As a practice, ACF will not fund the entire cost of an organization's technical assistance/capacity building request. For the work to be successful, we believe the organization should be willing to invest its own dollars in the project.
4. **Project's Total Budget Amount**
5. **Project's Timeline:** Share planned start and end date for this project
6. **Why are you seeking technical assistance/capacity building funding?**
   a. **Describe the need you are addressing with this project**
   b. **Why now? Why is this project a priority for your organization?**
   c. **Explain your desired outcomes**
7. **How will this project be beneficial to the communities and people you serve?**
8. **Have you applied for other technical assistance/capacity building grants to support this project?** Please list the funders or grants that have been approved for your project, or list whom you have requested funding from.
9. **Share the contact information of the consultant you plan to engage for this project**
10. **Share the proposal or SOW from your project consultant**
11. **Optional: File Upload**
12. **General Organization & Leadership information**
    a. Upload IRS Letter of Determination
    b. Mission Statement
    c. Organization Summary
    d. Operating budget for this current fiscal year
    e. Name and Email for Executive Director
    f. Number of current board members
    g. Number of full-time and part-time employees
    h. Number of employees who are bilingual and/or bicultural.
13. **Review your application and submit**. You will receive an email confirmation once your grant has been submitted.

CRITERIA	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
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	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