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 fundraises to provide an annual budget of $10,000.00 for sponsorship grants. All requests are reviewed in accordance with the sponsorship criteria and available budget. Sponsored events must benefit residents living in communities from Aspen to Parachute.

OVERVIEW
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 event's application with the ACF Grants Manager. Contact ACF by email **or call 970-925-9300 (ext 214).**

REQUEST TYPES
Eligible sponsorship events should be issue-specific and can include:
- Community convenings or conversations
- Educational seminars or public lectures
- Events that raise community awareness

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. Fundraising events or donor engagement and recruitment programs
   b. Organizations outside ACF's service area
   c. Start-up organizations (less than 1 year from receipt of 501(c)(3) approval)
   d. Events that have been completed prior to allocation decisions
   e. Political campaigns
   f. Individual schools, classrooms, programs or education foundations that have not coordinated the request with their central district or administrative fundraising department.
   g. 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 based on race, religion, sexual orientation, gender identity and expression, physical circumstances or national origin. Applicants must meet similar standards.

<u>EVALUATION</u> (RUBRIC INCLUDED ON PAGE 4)
Requests will be vetted using an evaluation rubric with the following criteria, with a total possible score of 100 points:

1. Benefit to the organization
2. Benefit to targeted event participants
3. Need for ACF funding
4. Event outcomes clearly defined

<u>IF FUNDED</u>
1. Aspen Community Foundation should be included in all marketing and communication materials related to the event. ACF will provide a logo.
2. ACF will feature your event in our monthly newsletter and social media
3. A brief report will be submitted within 30-days after the conclusion of your event. Please describe the event, how many attended and your key learnings and takeaways.

<u>HOW TO ACCESS THE GRANT APPLICATION</u>
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 Sponsorship Grants 2026"

<u>NEW ACCOUNT CREATION/FOUNDANT GRANT PORTAL</u>
- "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 ACF 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 Sponsorship Grants 2026" grant. 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 that best defines your request
3. **Grant Request Amount:** Requests of up to $1,000.00 may be submitted
4. **What is the specific issue being addressed by your event?** Please briefly define the issue-specific topic you're seeking to address through your event.
5. **How many people do you typically serve annually through all your organizations' programs?** You may enter a number range as your response
6. **How many people do you typically serve through this event?** If this is an inaugural event, how many people do you expect to serve?
7. **Describe the event for which you're seeking sponsorship.**
   a. Description of the event
   b. Where and when will it be held?
8. **Describe the intended audience, where they are from, and how you will recruit them to attend.**
9. **Describe the intended outcomes for this event and how you will track those outcomes.**
10. **Event's Total Budget Amount** (use the table provided)
11. **List other sponsors.**
12. **Indicate any sponsorship commitment deadline**
13. **Optional: Collateral/Marketing upload**
14. **Optional: Additional File upload**
15. **General Organization Information**
    a. Upload IRS Letter of Determination
    b. Mission Statement
    c. Organization Summary
    d. Organization's Operating Budget for this fiscal year
    e. Name of Executive Director
    f. Name, Email of current Board Chairperson
    g. Number of current Board members
    h. Number of full-time employees
    i. Number of part-time employees
    j. Number of employees who are bilingual and/or bicultural.

CRITERIA	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
Benefit to the Organization	The event will provide an exceptional benefit to advancing the mission of the organization	The event will provide a strong benefit to advancing the mission of the organization	The event will have a moderate benefit to advancing the mission of the organization	The event will provide some benefit to advancing the mission of the organization	The event provides no clear benefit to advancing the mission of the organization
Benefit to Targeted Event Participants	The issue-specific event will have an exceptional impact on event participants	The issue-specific event will have a strong impact on event participants	The issue-specific event will have a moderate impact on event participants	The issue-specific event will have some impact for event participants	The issue-specific event does not provide clear impact for event participants
Need for ACF Funding	Request demonstrates an exceptional need for ACF funding; the event will not happen without full ACF support.	Request demonstrates a strong need for ACF funding; the project will not happen without partial ACF's support	Request demonstrates a moderate need for ACF funding; the event will continue without ACF support, and will require more fundraising for the project	Request demonstrates some need for ACF funding; the event will continue without ACF support.	It is 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.