

COMMUNITY SUPPORT (CITY OF STEAMBOAT SPRINGS) 2024-25 GRANT APPLICATION ARTS & CULTURE COALITION

SAMPLE OF GRANT APPLICATION QUESTIONS FOR INFORMATION ONLY - MUST COMPLETE ONLINE

General Information

*1. Organization Name (commonly known as)

1a. Organization Legal Name (if different)

*2. EIN



*3. Contact Person for this Application - Name

*3a. Title or Position

*3b. Email Address

*3c. Phone

*4. Executive Director Name

*5. Mailing Address for Grant Award

*5a. City

*5b. State

*5c. Zip Code

*6. Are you applying under a fiscal agent/fiscal sponsor?

Yes No

6a. Name of Sponsoring Organization

6b. City

6c. State

6d. Name of Contact Person at Sponsoring Organization

Organization Overview

*7. Mission Statement

*8. Website

*9. Total FTEs (full-time equivalent employees) per year.

Sum of full-time, year-round employees (at 1.00 each) plus part time (e.g., a year-round half-timer would = 0.50) for the past full year. For seasonal employees or other tricky calculations: see the IRS explanation here.



*10. Board of Directors: upload list of board members including occupations and/or community affiliations (short bios recommended).

Browse...



*11. Stability of staff and leadership: describe how your organization plans for the future of your staff, leadership, board, and/or volunteers. Include details of succession or recruitment plans, if any. (150 words or fewer)

*12. Upload a copy of your organization's anti-discrimination statement adopted by the Board of Directors.

Browse...



*13. Describe your diversity, equity, and inclusion (DEI) efforts over the past year. (150 words or fewer)

Financials

*14. Upload financials for most recent full fiscal year (audited if applicable). Include a Consolidated Statement of Financial Position (Balance Sheet) and Consolidated Statement of Financial Activity (P&L).

File upload field with a "Browse..." button.



*15. Upload current board-approved organizational operating budget. Must include revenues and expenses.

File upload field with a "Browse..." button.



*15a. Enter current fiscal-year operating budget (must match attached board-approved budget).

Text input field with a dollar sign (\$) on the right.

*16. Upload proposed budget for the funding year (grants would be issued starting January, 2025).

File upload field with a "Browse..." button.



*17. List of in-kind support from City and County. If none, type "None."

Large text area for listing in-kind support.

Grant Request

*18. Amount of Grant Request

Text input field with a dollar sign (\$) on the right.

*19. Purpose of Grant (choose one)

- Operational Funds
- Program or Special Project
- Seed Money
- Other (Explain)

19a. Explain "Other" purpose

Text input field for explaining "Other" purpose.

19b. If you selected anything except Operational Funds above, upload a detailed program or project budget. Must include income and expenses.

File upload field with a "Browse..." button.



*20. Whether these funds would be used for a specific program/project or for the general operation of your organization, describe as specifically as possible what this funding would help achieve, including:

- a) Issue, problem, or opportunity to address
- b) Constituency served by your efforts, including number served and percent of local constituents
- c) Goals and strategies for this work
- d) Evaluation techniques: How you define success and evaluate progress
- e) Timetable for implementation including projected date when funds will be fully expended (750 words or fewer)

Large text area for describing the use of funds.

*21. Explain how your organization (and/or this proposed use of funds, if applicable) reduces the City of Steamboat Springs' service requirement or aligns with the City's mission/vision/values. (150 words or fewer)

Text input field for explaining alignment with city mission.

*22. Briefly tell us how your organization (and/or this proposed use of funds, if applicable) demonstrates a positive arts and culture impact in our communities. (250 words or fewer)

[Empty text box for question 22]

*23. Explain how your organization (and/or this proposed use of funds, if applicable) has meaningful collaboration with other service organizations. Include evidence of the results—past or projected—of those collaborations. (250 words or fewer)

[Empty text box for question 23]

Other Attachments

*24. Upload a copy of the original IRS determination letter indicating 501(c)(3) tax-exempt status.

[File upload field with "Browse..." button]



*25. Upload your Certificate of Good Standing with the State of Colorado with your Charitable Solicitation number noted on the bottom of the certificate.

[File upload field with "Browse..." button]



Declaration and Compliance

Our organization agrees to use the grant money as proposed in this application. All funds must be expended within one year or the date specified in the grant agreement, whichever is earliest. Any extension of time or deviation from the original proposal requires written approval from the Yampa Valley Community Foundation as administrator for the City of Steamboat Springs. **Contracting Authority:** Someone with general authority to sign on behalf of an organization (e.g., CEO, President, Board Chair, Executive Director).

* Full Name - Governing Body Representative

[Text input field for Full Name - Governing Body Representative]

* Title or Position

[Text input field for Title or Position]

Electronic Signature

[Text input field for Electronic Signature]

**From my own knowledge, I state the information given in this application is true and correct. An official with contracting authority of the applicant organization, parent organization, or fiscal agent has authorized me to make this application.*

*Does your organization require a second authorized representative to sign?

Yes No

To invite a second user to have access to this application, save your work in this section and return to the dashboard, selecting the green "Add collaborator" button, then another (blue) "Add Collaborator" button. Search for the name of the person to add and if a result appears click "Add User." If no search results appear, click "Add User," enter their info, and click "Add." Finally choose sections to assign to that collaborator so they can view and edit as needed.

Full Name - second authorized signatory:

[Text input field for Full Name - second authorized signatory]

Title or Position:

[Text input field for Title or Position]

Electronic Signature

[Text input field for Electronic Signature]

Second authorized signature: From my own knowledge, I state the information given in this application is true and correct. An official with contracting authority of the applicant organization, parent organization, or fiscal agent has authorized me to make this application.