AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Community Foundation of the Gunnison Valley Grant Proposal; Gunnison County Multicultural Resources; $5,000

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Gunnison County / Community Foundation of the Gunnison Valley

Term Begins: July 2013 **Term Ends:** **Grant Contract #:**

Summary:
This is a grant application to support the Multicultural Resources operating expenses. There is flexibility with the funder to use for a variety of services from Light Program adult vouchers as well as staffing time to manage the vouchers. We have received multiple grants from this funder in previous years for various programs.

Fiscal Impact: $5,000

Submitted by: Carol Worrall **Submitter's Email Address:** cworrall@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

The main purpose for this application for $5,000 is to cover the Light Program expenses. The Light Program has had to be temporarily suspended due to lack of funds. “Other Grant Revenue” for the Light Program is reflected in the Budget. Jane Wyman

Reviewed by: Lnienhueser Discharge Date: 5/8/2013

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required Yes ( ) No ( )

County Manager Review:

Comments:

Reviewed by: MBirnie Discharge Date: 5/9/2013

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 5/21/2013 Follow Up Agenda Date: N/A

Revised April 2013

COMMUNITY FOUNDATION OF THE GUNNISON VALLEY
2013 COVER SHEET

Legal Name of Agency: Gunnison County Department of Health and Human Services
DBA (if applicable): DHHS Community Health Services EIN: 84-6000770
Year Founded: Public health 1960 Number of Employees: 9 FTE 1 Health Nav
Mailing Address: 225 N. Pine St
City: Gunnison State: CO Zip: 81230
Physical Address (if different): saa
City: State: Zip:
Phone: (970) 641-0209 Fax: (970) 641-8346 Website: http://www.gunnisoncounty.org/

Name of Executive Director or CEO (if no staff, name of President of the Board – indicate which):
Matthew Birnie, County Manager
Phone: (970) 641-0248 Email: mbirnie@gunnisoncounty.org

Name and title of contact person for this application:
Ellen Pedersen
Phone: (970) 641-7999 Email: epedersen@gunnisoncounty.org

☐501(c)(3)
☐ Using Fiscal Sponsor?
Name of Fiscal Sponsor: n/a
Name of Fiscal Sponsor Contact:

Request Information:
☑ General Operating Support
$ of the total organizational budget of $ = % $5,000 $65,944 7.5%
☐ Program or Project Support
Name of Program or Project:
$ of the total Program/Project budget of $ = %
If Project/Program support: This award will primarily let us:
☐ Improve internal efficiency ☑ Provide direct service

Mission Statement:
The mission of the Gunnison County DHHS is to provide prevention, protection, advocacy and support services to Gunnison and as applicable, to Hinsdale County area individuals and families across the spectrum so they can have an improved quality of life.

Give a synopsis of what the grant will be used for:
Provide access to health care services for low income, un/underinsured community members.
Reducing language and cultural barriers.

By signing below, we certify that the information contained in this application is true and correct to the best of our knowledge and that we have read and accepted the guidelines:

5-13-2013

CEO/Executive Director **Date** **Board Chair/President** **Date**

☑ We would like to schedule a meeting with a consultant to receive feedback on our application following the award presentation.

COMMUNITY FOUNDATION OF THE GUNNISON VALLEY
CHECKLIST FOR COMMUNITY GRANT CYCLE, 2013

This checklist includes items that must be included in order for you to be considered for a grant. Please remember that incomplete applications will be withdrawn from consideration. Please include this list with your application – and please submit your materials in the order listed on the checklist – that will help us in the review process. Please clearly label your attachments and if you do not have to submit one particular item, label a sheet for the attachment and say "It is not included because . . . "

☐ **Cover Sheet** (Use the template provided)
☐ **Checklist**
☐ **Narrative** (Responses must be limited to space provided – form uses Times New Roman 12 point font)
☐ **Financials**

Current year
☐ Organization Budget for current year (if government or agency, send only the program portion of the government's budget) (12 copies)
☐ Financials for current year (balance sheet, profit and loss (or income statement), and budget to actual, clearly labeled (1 copy)
☐ Program Budget, if applicable (12 copies)

Past year
☐ Balance sheet (1 copy)
☐ Profit and loss (or income statement) (1 copy)
☐ Budget to actual (12 copies)
☐ Audit or Financial Review, with management letter, (1 copy)
☐ Board of Directors
☐ IRS 501(c)(3) Determination letter (dated within the last 5 years)
☐ Proof of compliance with State of Colorado Charitable Solicitations
☐ In-Good-Standing Certificate from Colorado Secretary of State
☐ Annual report, if you have one
☐ Optional materials
☐ If your application is for a program that involves a school, please include a letter of support from the principal of the school
☐ If your application is from a government agency/program, please include a letter of support from the supervisor of the department and a letter from the County Manager as requested in the guidelines

Additional Attachments for Organizations using a Fiscal Sponsor
☐ Memorandum of understanding or the contract between the organization and the Fiscal Sponsor. (12 copies)
☐ Financial attachments , one of each listed for current and most recently completed year) for the Fiscal Sponsor (1 copy)
☐ Board of Directors of Fiscal Sponsor (12 copies)

2013 Grant Proposal Narrative prepared for the Community Foundation of the Gunnison Valley
Note: Your narrative to the questions below must fit in the boxes provided. Font must be 12 point.

ORGANIZATIONAL HISTORY

Include the reason for founding (original issue), how that may have changed over time and list what you consider your three most important achievements.

Gunnison County Department of Health and Human Services (DHHS) is seeking funding for operating support associated with the multicultural health navigation services. Health navigation services originated in the Multicultural Resource Office (MRO) founded in 2001. The MRO would not exist without grant funding. Funding has been through various foundations including Caring for Colorado, The Colorado Trust, The Office of Health Disparities, El Pomar, and Community Foundation of the Gunnison Valley as well as private donations. The initial focus was on community-wide immigrant integration efforts and, most recently, on increasing equitable access to health care services.
The MRO provides a wide variety of services. The most important achievements are: a) the well established trust with the Limited English Proficiency (LEP) clients resulting in continuous use of the Office resulting in increased individual responsibility for their health care; b) collaboration with all health care providers in the Gunnison Valley; and c) recognition by other state organizations such as UC Denver School of Dental Medicine and American Immigration Lawyers Association. [1) and 2) have improved health outcomes]

ISSUE

Whether a General Operating or Project/Program request, please describe the key issue(s) that your organization or program/project addresses.

Our main focus is access to health care services to increase the number of underserved community members who receive regular health care by reducing language and cultural barriers.
Without the existence of the MRO and the long standing trust, many underserved individuals operate out of fear and confusion when interfacing with local health care services. Eliminating fear and confusion optimizes local resources with dramatic improvements in health outcomes. Because the MRO is heavily grant funded, sustainability is an ongoing issue.

Please indicate if you are requesting ☑ general operating support or ☐ program support.

☑ *Operating Request:*

a. *Outline your program areas and what you do in each area*
b. *Describe your staff and what they do. If you don't have a staff, describe how your volunteers carry out your programs.*
c. *Tell us about your administration/governance. (How are you governed, do you have and follow a strategic plan, etc.)*

☐ *Project/Program Request:*

Describe the project very specifically and address/label each answer with the letter assigned to the question:

a. *What is your overall* ***goal and what does success look like to you?***

b. *What group(s) of **people** are you particularly trying to affect? (If your project is not a direct service to people – for instance, if it's an environmental mitigation – please make sure that we understand the ultimate human importance of undertaking this project.)*
c. *What will the **activities** be that will help you achieve success? What are their objectives?*
d. *What's your **timeline**?*
e. ***Who** will be in charge?*
f. *What **experts** will you be using, if relevant?*
g. ***Additional information** you think the reviewers need to best understand what you plan to do and why it matters.*

Our main focus is access to health care services, including the enrollment of individuals in public health programs (Medicaid, CHP+); provision of health care sliding fee vouchers for primary health care through the Light Program for adults; children's access to health care programs including primary care, behavioral health care and vision and oral health care; linkage with existing programs such as WIC, immunizations, Women's Wellness Connection program, Family Planning Services and a host of preventative and early intervention services for men, women and children in the community; and health navigation services to assist individuals in getting the care they need.

The Health Navigator (HN) oversees all the programs and also provides minority representation for community collaborations and planning boards and direct services for advocacy, education, and linkage to existing and developing health and human services. Some of such programs are GCSAPP (Gunnison County Substance Abuse Prevention Program), FAST (Family Advocacy Support Team) ECC (early Childhood Council).

The HN is a board member of Gunnison Food Pantry and Health and Human Services, among others. The volunteer interpreter and translation services are also coordinated by the HN. Volunteer interpreters often accompany clients to appointments.

Volunteers are rewarded with the good feeling of having helped somebody in need; however, whenever there is an opportunity to get paid by the providers, payment is requested. Volunteers that worked the most get a special mention in the annual report. One of the volunteers received the CFGV volunteer of the year award in 2008.

Bilingual or multilingual volunteers speak collectively seven different languages (Cora, Czech, Danish, English, Hebrew, Spanish, and Sign Language (ASL &PSE)). There is no common knowledge regarding distinction between simply speaking a foreign language and professional medical interpretation. In 2012, we trained 14 new interpreters that will also be available to interpret for our local schools.

Volunteers work translating and interpreting at events or appointments that were set up by the HN. These services are at doctor's appointments including dental and mental health, during landlord issues, and filling out forms such as workforce center applications passport, rent, etc. Volunteers also work closely with other affiliates including Churches, CAFÉ (Center for Adult & Family Education), Gunnison Valley Hospital, local businesses and our schools.

The BOCC is the governing entity of DHHS and subsequently to the MRO. We do have a strategic plan that articulates our mission, program areas and performance outcomes measures. The business plan is integrated into the Managing for Results management system which provides ongoing measurements of the various output and performance goals. The BOCC also serves as the Board of Health and Board of Human Services.

EVALUATION

This section allows you to explain how you know you are making progress toward achieving your goal and your definition of success. An evaluation plan identifies and measures the ***difference*** *that your Organization/Program or Project will make. By April 30th next year, you will submit a report showing how you actually did in light of your projections. (Note: be sure to read the report format -- you will be asked in your report to tell a story giving an example of a moment or situation during the grant period where you see/experience the difference you are making.) As you prepare your answers, please be sure to address all "target" populations. For instance, if your project is about reducing the number of noxious weeds, one "target" might be the weeds themselves; and presumably you are also trying to educate the public about weeds. Or if your organization is about providing healthy meals to kids, one target would be the youngsters themselves and another might be the parent you are trying to educate about nutrition.*

In addition to target populations, include the following:

- *Describe the difference you plan to make for the groups you identify.*
- *How much difference?*
- *What is the process you will use to evaluate/measure your success?*
- *What is your vision for the long-term impact on each target population (groups you identify)?*
- *How will this population be affected/changed by the end of the grant period? Be specific including numbers, percentages, etc.*
- *What will you do to find out if the change has occurred -- (your methods)?*
- *If this change happens as you hope it will this year, what is your vision for the long-term impact on this population?*

Please remember that you are writing for reviewers who may not know your agency or your work and may only live here part of the year. Be clear and concise. Evaluation methods can include surveys, interviews, systematic observation, systematically collected comments or anecdotes, pre-post tests, journals, pre-post photos, etc.

The Health navigator (HN) ensures quality, coordinated health care to minority groups. By increasing the number of under-served community members who receive regular health care, local health care systems and programs will continue to be utilized to their fullest potential, based on the unique needs of our community. Reducing the language barrier allows for better referral and better health outcomes; it also allows practitioners to provide quality care.

If the population we hope to serve is coming to see us, this is one of measures of success. If they perceive that our service has value to them, they will use our services. For example, many immigrant women have never received prenatal care, given birth in a hospital, or taken their healthy children to regular medical checkups (such as Well Child checks). Each year about 20 women seek prenatal services that are coordinated through HN efforts.

Multicultural and health navigation services have helped in reducing the use of emergency health services, increasing preventative care, and reducing "no shows" for appointments which increases providers' willingness to participate in local health programs, all this resulting in an overall healthier community.

We have collaborations with Gunnison Valley hospital, all primary care physician clinics in Gunnison and Crested Butte, as well as the local community mental health center, optometrists, dental hygienists and dentists who have signed agreements to provide reduced and donated services. Over $100,000 dollars of provider fee offsets and pro-bono services were provided through our network per year over time.

We evaluate our success principally based on the level of use by the target population, and the number of contacts we make on their behalf with health care providers or other collaborating institutions in the community.

We have embarked on a new Managing for Results (MFR) performance indicator process and will be evaluating the outcomes of our efforts regarding access to health care through the number of contacts and number of families served. We will record client names and demographic data and reason for contact. We will also track number of Light Program vouchers issued.

SUSTAINABILITY

Please answer one of the following sustainability sections below (either General Operating Sustainability or Project/Program Sustainability).

☑ ***General Operating applicants**: What are you doing to ensure that your organization is sustained over time?*

☐ ***Project/Program applicants**: If the project/program will continue over time, how do you plan to sustain it?*

Currently, 88% of the Health Navigator position is funded by Caring for Colorado, this funding will end in August of 2013. The remaining 12% comes from a combination of grants through family planning, tobacco, and TANF (Temporary Assistance for Needy Families). Gunnison County contributes in-kind office space, utilities and funds for programs of multicultural resource services. We have applied for a 3 year grant from Colorado Health Foundation. A multidisciplinary advisory team was formed in 2012 to address sustainability.

GOVERNANCE

Describe in 2 sentences how your organization is governed:

The BOCC is the governing entity of DHHS and the Board of Health, and and subsequently to the MRO. The MRO has a multidisciplinary advisory team.

In addition:

How often does your Board meet? Board of Health meets quarterly

Do you have a formal process for identifying and choosing new board members? yes

Do you have a strategic plan? ☑ *Yes* ☐ *No*

If you have a plan, what is the time period it covers? _____

When was the last time your Board updated the plan? _____

Who is responsible for implementation, follow-up & evaluation of the strategic plan? _____

Please give an example of how the strategic plan has been effective for your organization:

A strategic plan example includes the performance measure of 80% of individuals screened and referred to the Light voucher medical assistance program successfully complete their appointments. Last year the outcome was 90% and this positively affected the reduction of no-show appointments and assisted with the linkage to primary care physicians.

VOLUNTEERS:

How do you identify, engage, train and reward volunteers?

Bilingual volunteers are passionate about helping others and meeting non English speaking people(>room?)

How many volunteers does your agency have? 36

If your request is for a Program/Project, how many volunteers will be involved? _____

McMahan and Associates, L.L.C.
Certified Public Accountants and Consultants

Chapel Square, Bldg C
245 Chapel Place, Suite 300
P.O. Box 5850, Avon, CO 81620

Web Site: www.mcmahancpa.com
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E-mail: mcmahan@mcmahancpa.com

INDEPENDENT AUDITOR'S REPORT

Board of County Commissioners
Gunnison County, Colorado

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Gunnison County, Colorado (the "County"), as of and for the year ended December 31, 2011, which collectively comprise the County's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of the County. Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Gunnison Valley Hospital and Health Care Center, the discretely presented component unit of Gunnison County. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for Gunnison County, is based on the report of the other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Gunnison County as of December 31, 2011, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards,* we have also issued our report dated September 28, 2012 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

U.S. generally accepted accounting principles require that the Management's Discussion and Analysis in Section B be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with U.S. generally accepted auditing standards, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary fund information in section E is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. The budgetary fund information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The combining fund financial statements, individual non-major fund budgetary comparisons, the Schedule of Passenger Facility Charges Collected and Expended, and the Local Highway Finance Report listed in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the County's basic financial statements. The combining and individual non-major fund financial statements and the Local Highway Finance Report are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. Additionally, the Schedule of Passenger Facility Charges Collected and Expended and the Schedule of Expenditures of Federal Awards included in the Single Audit section are presented for the purpose of additional analysis, as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and the *Passenger Facility Charge Audit Guide for Public Agencies, issued by the Federal Aviation Administration* and are not a required part of the County's basic financial statements. Such information been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

McMahan and Associates, L.L.C.

McMahan and Associates, L.L.C.
September 28, 2012

Monthly Revenue/Expense Report - Cost Centers

Fiscal year thru period ending 12/31/2012

Caring for Colorado

01 550-00 712-0

Description	Actual PTD 12/31/2012	Actual YTD 12/31/2012	Budget	Budget Variance	% Budget Used
4497 Other Private Grants	.00	50,000.00	51,671.00	(1,671.00)	96.77
Total Revenue	.00	50,000.00	51,671.00	(1,671.00)	96.77
5111 Salaries-Full Time	.00	38,051.02	40,058.00	2,006.98	94.99
5210 Payroll Tax -FICA	.00	2,558.16	2,680.00	121.84	95.45
5220 Health Insurance	.00	6,705.07	6,724.00	18.93	99.72
5230 Retirement	.00	1,931.87	2,003.00	71.13	96.45
5240 Unemployment Insurance	.00	58.03	59.00	.97	98.36
5250 Workmans' Comp Insurance	.00	125.01	128.00	2.99	97.66
5260 Employee Assistance Premium	.00	19.72	19.00	(.72)	103.79
Total Expenditure	.00	49,448.88	51,671.00	2,222.12	95.70
Net revenue over (under) expenses	.00	551.12	.00	551.12	.00

Gunnison County COLORADO

Monthly Revenue/Expense Report - Cost Centers

Fiscal year thru period ending 05/31/2013

Caring for Colorado

01 550-00 712-0

Description	Actual PTD 5/31/2013	Actual YTD 5/31/2013	Budget	Budget Variance	% Budget Used
4497 Other Private Grants	.00	.00	52,444.00	(52,444.00)	.00
Total Revenue	.00	.00	52,444.00	(52,444.00)	.00
5111 Salaries-Full Time	.00	14,878.41	39,434.00	24,555.59	37.73
5210 Payroll Tax -FICA	.00	975.76	2,543.00	1,567.24	38.37
5220 Health Insurance	.00	2,769.75	8,235.00	5,465.25	33.63
5230 Retirement	.00	742.90	1,971.00	1,228.10	37.69
5240 Unemployment Insurance	.00	43.22	117.00	73.78	36.94
5250 Workmans' Comp Insurance	.00	36.58	122.00	85.42	29.98
5260 Employee Assistance Premium	.00	10.18	22.00	11.82	46.27
Total Expenditure	.00	19,456.80	52,444.00	32,987.20	37.10
Net revenue over (under) expenses	.00	(19,456.80)	.00	(19,456.80)	.00

Monthly Revenue/Expense Report - Cost Centers

Fiscal year thru period ending 05/31/2013

Light Program

01 555-01 000-0

Description	Actual PTD 5/31/2013	Actual YTD 5/31/2013	Budget	Budget Variance	% Budget Used
4398 Fees	.00	888.00	5,000.00	(4,112.00)	17.76
4497 Other Private Grants	.00	.00	7,500.00	(7,500.00)	.00
4498 Donations	.00	.00	1,000.00	(1,000.00)	.00
Total Revenue	.00	888.00	13,500.00	(12,612.00)	6.58
7329 Other Professional Services	.00	3,500.00	13,500.00	10,000.00	25.93
Total Expenditure	.00	3,500.00	13,500.00	10,000.00	25.93
Net revenue over (under) expenses	.00	(2,612.00)	.00	(2,612.00)	.00

Monthly Revenue/Expense Report - Cost Centers

Fiscal year thru period ending 12/31/2012

Light Program

01 555-01 000-0

Description	Actual PTD 12/31/2012	Actual YTD 12/31/2012	Budget	Budget Variance	% Budget Used
4398 Fees	.00	4,575.10	5,000.00	(424.90)	91.50
4497 Other Private Grants	.00	6,250.00	7,500.00	(1,250.00)	83.33
4498 Donations	.00	600.00	1,000.00	(400.00)	60.00
Total Revenue	.00	11,425.10	13,500.00	(2,074.90)	84.63
7329 Other Professional Services	.00	14,095.00	13,500.00	(595.00)	104.41
Total Expenditure	.00	14,095.00	13,500.00	(595.00)	104.41
Net revenue over (under) expenses	.00	(2,669.90)	.00	(2,669.90)	.00

Gunnison County
COLORADO

MATTHEW BIRNIE, COUNTY MANAGER
Phone: (970) 641-0248, Fax: (970) 641-3061
Email: mbirnie@gunnisoncounty.org
Website: www.GunnisonCounty.org

May 15, 2013

Community Foundation of the Gunnison Valley
P.O. Box 7057
Gunnison, Colorado 81230

To Whom It May Concern,

I would like to express my support for the grant application submitted by the Gunnison County Multicultural Resource Office to the Community Foundation of the Gunnison Valley. This grant application is to assist the Multicultural Resource Office operating expenses and the Light Program expenses. The entity is granted authority by the County to act as a political subdivision. Gunnison County would appreciate any support you can provide.

Sincerely,

Matthew Birnie
County Manager

Community Foundation of the Gunnison Valley

Community Grant Cycle – 2013
GUIDELINES and HINTS

The Community Foundation of the Gunnison Valley (The Foundation) currently awards grants for programs that benefit Gunnison County citizens in the following nine areas: art and culture; community development; environment; education; health; human services; athletics and recreation; domestic animal welfare and protection; and historical tradition and preservation. **Innovative programs in these areas are always of particular interest, though we do consider general operating support for organizations that have received program-specific grants from The Foundation in the past.** (New agencies: your first application must be for specific program support – that allows us time to get to know you and your agency before you consider asking for general operating support. Calling and talking with program staff is highly recommended before your first proposal.) Our Community Grants are modest in size – generally $1,000 - $5,000. For agencies that have already been funded for program support, while we still encourage that, you are welcome to request operating support, by which the Foundation means a grant made to further the general purpose or work of an organization, rather than for a specific purpose or project. Please follow the narrative questions closely.

Deadline - Complete proposals must be in The Foundation office **no later than 5:00pm on May 15, 2013**. *Proposals which are incomplete (including support materials) will not be accepted. If you have questions about any part of the process or if you are a NEW applicant, please call the CFGV office for clarification. "I didn't understand" is not an excuse that will buy correction time after submitting your proposal.*

Eligibility
The applicant must be a 501(c)(3) organization; or must apply through a 501(c)(3) organization (a fiscal agent) or must be a primarily-grant-supported agency or program of government.

- Government programs must be primarily grant-supported to qualify and do not have to submit the Colorado state forms. Government programs must pass the following test: "the service/program would not exist or the position of the primary program office would not be funded if it were not grant(s) funded." If the request is from a program of Gunnison County, a letter from the Supervisor of the Department that supports the application and one from the County Manager stating the "the entity is granted authority by the County to act as a political subdivision" must accompany the proposal.
- If the proposal is for support of a program at a public school, the proposal must be accompanied by a letter of support from the principal of that school. Because the E3 Education Foundation will be holding a spring grant cycle for fall school programs, please do not ask both entities for the same funding.

The 501(c)(3) applicant must be in good standing with the Colorado Secretary of State and its Charitable Solicitation status must be up-to-date. Verify that this is the case before you begin writing; copies of compliance in both areas are required in your attachments. For your "In Good Standing" document, go to http://www.sos.state.co.us/ccsa/CcsaInquiryMain.do and enter the agency's EIN number or scroll down and click on Gunnison County and find your agency there. Be sure to scroll to the bottom of the page and click on "Certificate of Registration" and print that document. For your "Charitable Solicitations" document, from the summary page you visited for your In Good Standing document, choose "Certificate of Registration" from the left hand column and then print the document.