AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Grant App; CFGV; GCSAPP; Choice

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

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

Summary:

A $3,000 grant to support Choice Pass scholarship. Grant application deadline is 5/15/19.

Fiscal Impact: $3,000

Submitted by: Emily Mirza **Submitter's Email Address:** emirza@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No conerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/2/2019

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

Comments:
ok db 5/3/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 5/3/2019 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/3/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/7/2019

Revised April 2015

Community Foundation of the Gunnison Valley

Created: 04/18/2019 • Last updated: 05/02/2019

Cover Sheet

General Information

IMPORTANT:

The word "Applicant" refers to the organization submitting the proposal for itself or one of its departments, or as a fiscal sponsor for a smaller group. The "Applicant" is responsible for any funds received, and an authorizing official from this organization must sign the proposal.

The word "Group" refers to the entity that is actually undertaking the program(s) described in this proposal. If a 501(c)(3) is applying for funds for its own program(s), the "Group" will also be the "Applicant", but a department or program applying through a public school, governmental or state agency, or a smaller nonprofit applying through a fiscal sponsor is the "Group".

Legal Name of the Applicant	Gunnison County Substance Abuse Prevention Project
Applicant DBA (Doing Business As), if different than legal name	Gunnison County Substance Abuse Prevention Project
Name of Group, if applicable	Choice Pass
EIN (Federal Tax Identification Number)	84-6000770
Year Founded	2010
Mailing Address of Group	200 E. Vriginia Ave
City	Gunnison
State	Colorado
Zip Code	81230
Physical Address	200 E. Vriginia Ave
City	Gunnison
State	Colorado
Zip Code	81230
Phone Number (XXX-XXX-XXXX)	970-641-7612
Fax Number (XXX-XXX-XXXX)	(No response)
Website	www.choicepass.net

Applicant Organization's Contact Information

Organization's Primary Contact Person	Other
Name	Kari Commerford
Phone	970-642-7396
Email	kcommerford@gunnisoncounty.org

Group's Contact Person For This Application

Name	Emily Mirza
Position or Title	Youth Programming Coordinator
Email	emirza@gunnisoncounty.org
Phone	970-641-7612

Contact Person For this Application

Name	(No response)
Position or Title	(No response)
Email	(No response)
Phone	(No response)

Grant Request Information - Once you choose *Project* or *Operating* and save, that choice will be locked because it triggers specific questions. (Don't worry...other cover sheet and narrative information will NOT lock until you submit the entire application).

PLEASE NOTE: UP TO 50% of a project's total cash cost is eligible for funding.

Name of Project	Choice Pass Scholarship Program
Amount Requested (positive number without commas, decimals or dollar signs)	$3000
Total Project Budgeted Cost:	$6625
% Requested (Amount Requested / Total Project Budgeted Cost = % Requested)	43%
This award will primarily let us:	Provide direct service

Please give a brief synopsis of what the grant will be used for.

Funding will be utilized to provide scholarships to youth who participate in the Choice Pass program. Choice Pass is a program where youth in our community voluntarily make a pledge with a parent or caregiver to remain substance free and make healthy choices. Youth are celebrated and rewarded in the community for their healthy choices and given positive pro-social opportunities to engage in healthy behaviors. The scholarships support the youths ability to participate in any healthy activity of their choice by removing financial barriers.

By signing below, we certify that the information contained in this application is true and correct to the best of our knowledge.

Please use your computer mouse to "draw" your signature electronically.

Signature of Group's Primary Contact Person

(**Nonprofit or Fiscal Sponsor:** Executive Director or Board President; etc.) (**Government Entities:** Program Director can sign).

Date	2019/04/18
Did you apply last year?	Yes
Please pick the grant category below that you believe is the best fit for this application. If you are applying for program or project support, this refers to your program or project.	Athletics and Recreation

Narrative

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. (Max: 125 words)

In the late 1980's/early 1990's our local ski resort offered youth a "drug-free" ski pass. Overtime the resort lost confidence in the program due to the lack of accountability, shortly after CBMR changed hands – the program ended. In 2011, GCSAPP approached CBMR to see if they would support a similar program the Choice Pass Program. In 2011 it was open to 50 freshman as a pilot program. In 2012 it was open to all 6th -12th grade youth; with 300 enrolled. During the 2018-2019 academic year we had 600.

1. Successful development and use of Choice Pass as a tool for parents and youth serving agencies.
2. Community collaboration and education to support positive youth development.
3. Healthy social norms for middle school youth.

Mission Statement

The Choice Pass Scholarship Program is housed under GCSAPP and Choice Pass. The mission of GCSAPP is to utilize evidence-based strategies and community mobilization to reduce substance use by youth in Gunnison so youth can become healthy, stable and productively involved in their communities.

Issue

Whether a General Operating or a Project request, please describe the key issue(s) that your organization or program/project addresses. "Issue" refers to the problem that needs to be solved, or an unmet need. Use numbers, statistics and research to illustrate this issue and why it matters. (Max: 125 words) CLICK HERE to learn more about what we expect in this response.

The project utilizing funds is Choice Pass Scholarships. The 600 youth enrolled in Choice Pass receive access to over 40 perks/discounts and subsidized youth programming. Many families in Choice Pass still face financial barriers, the scholarship program helps reduce this burden. Choice Pass youth are eligible to apply for scholarships supporting healthy activities such as ski passed, art classes, school sports, dance, avalanche classes, soccer and hockey. This past year we awarded 25 youth with scholarships. Signing up for the Choice Pass is $5, but with over 600 youths enrolled annually we want to offer economically challenged and disadvantaged youth the chance for financial assistance.

Project Request:

Describe the project very specifically, and please be sure to answer each question. If a question is not applicable to your organization, please briefly explain why.

a. What is your overall project goal, and what does success look like to you? (Max: 75 words)	Success for the Choice Pass Scholarship Program is to help eliminate some of the barriers for youth in the Choice Pass program by providing some financial support to applicants. This project encourages youth participation in healthy activities which may be otherwise unavailable to them. Our goal is to provide up to 30 youth with scholarships in order to increase access to healthy activities.

b. Describe your project in terms of its activities and objectives. (Max: 150 words)	The purpose of the Choice Pass program overall is to engage and educate youth in grades 6th -12th in positive youth development activities, help to create a tool for youth and parents to encourage healthy behaviors and open communication, create a platform for recognizing and celebrating the youth in our community and create a caring network of community members. One barrier to this program is financial ability to engage in some of the perks of the Choice Pass program, thus the scholarship program. Last year we received the highest number of scholarship applications to date.
c. What's your project timeline? (Max: 30 words)	Scholarship applications will open after fall enrollment. Youth in Choice Pass are eligible for scholarships due in November. One week after the deadline applications are reviewed and awards are granted.
d. Who will be in charge of this project? (Max: 25 words)	Youth Programming Coordinator
e. What experts will you be using, if relevant? (Max: 25 words)	We have a review team made up of staff and Choice Pass Committee members to review application requests and determine award amounts.
f. Please provide any additional information you think the reviewers need to best understand what you plan to do and why it matters. (Max: 75 words)	The Choice Pass is a pledge between youth and parents – to make healthy choices and to be available to each other. The parents pledge to be there for their youth through the tough developmental time of adolescence and to be open to “difficult discussions”, answer questions and support their development. The youth pledges to remain substance free. The Choice Pass Scholarship program is an additional opportunity through Choice Pass.
g. What are your additional sources of funding for this project? i.e. individuals, government, additional grants, membership, etc. (Max: 75 words)	Choice Pass has $3,000 allocated in a grant, the Daniels Fund, to the scholarship program. In addition, Choice Pass completes limited fundraising for scholarships through the Choice Pass Component of the CFGV.
h. Of your project's total cash budget, what percent of the money that you need is currently in hand or committed? (Max: 25 words)	Currently, $2,125 is in hand through the Daniels Fund. Additional fundraising efforts will be scheduled throughout the summer and fall with minimum of $1,500 raised.

Evaluation

Impact Data:

CFGV values *both* depth and breadth of impact. It's perfectly appropriate to estimate small numbers if "depth of impact" is your intent. Please estimate, for the grant period:

# of LOCAL people you expect to directly affect	30
TOTAL # of people you expect to directly affect	30

Evaluation

Refer to the issue, problem or unmet need you have described above. In this section, you will show how you intend to improve that situation, usually for a particular group of people. You'll use quantitative measures where possible. You'll also describe your methods, such as surveys, interviews, systematically collected comments or anecdotes, pre-post tests, journals, pre-post photos, etc.

CLICK HERE for a template that we urge you to complete before you begin to write to ensure that you are presenting everything we are looking for. By April 30, 2020, you'll report your findings to CFGV in your Grant Report.

1. Who is your primary local target group that your organization (for operating support requests) or project (for project requests) serves? (Max: 30 words)	Gunnison, Crested Butte, and Lake City 6th-12th grade youth.
2. Describe the long-term difference or change you plan to make for the target group identified above, even if that's well in the future.. (Max: 50 words)	To provide youth with the opportunity to participate, build skills, make positive connections with peers and adults, and increase self-efficacy through participation in healthy activities.
3. How will this target group be affected/changed by the *end of the grant period*? Be specific by including numbers, percentages, etc. (Max: 75 words)	By helping to remove the financial burden youth will have access to healthy activities.
4. What will you do to find out if this change has occurred (your methods)? (Max: 50 words)	Youth who receive a scholarship are required to submit a thank you note that includes the answer to this question: "What does Choice Pass mean to you?" Through their answers we can track impact the scholarship has had on the young person.
5. If you have more than one target population, please explain. (Max: 50 words)	(No response)
6. PROJECT GRANT REQUEST ONLY: If this is not the first year for this project,	We require youth to submit a thank you note and answer the

what have you learned from past evaluations, and what difference have you made? Use numbers and percentages if possible. (Max: 50 words)	above question. This past year we created a January 1st deadline and if youth did not submit prior to the deadline they are not eligible to apply for a scholarship this coming year.
7. OPERATING REQUEST ONLY: What have you learned from past evaluations that demonstrates the difference you are making in the Valley? Use numbers and percentages if possible. (Max: 50 words)	(No response)

Budget, Finance and Sustainability

What are you doing to ensure that your organization is sustained over time? (Max: 75 words)

We will continue to seek grant funding at the federal, state, local and private levels. In addition, look for local partnerships to support collaborative work.

If the project will continue over time, how do you plan to sustain it? (Max: 75 words)

We are working to increase fundraising specifically for the Choice Pass Scholarship Program through the development of a coupon book that will be sold to locals and tourists. Coupons will be one time use and good for one year. They will be $25 each. In addition, we will continue to seek out and apply for grant funding.

Does your budget clearly identify all in-kind contributions to the organization or project? Yes

If your budget does not clearly identify in-kind contributions, please describe (and quantify the value(s) to the best of your ability) in the space provided.

Examples may include office space, utilities, phones, Internet, and payroll, volunteer staff, pro bono consulting, etc.

(No response)

FINANCIAL SUMMARY

Please recall that 'group' refers to: a standalone 501(c)(3); the sponsoree under fiscal sponsorship; the department/program of the County, Library District, Western or RE1-J. Don't hesitate to call CFGV and clarify.

It's tough to find terminology that 'fits' for each of our different applicant types. Thank you for bearing with us!

# of group's full-time, year-round employees	3
# of group's part-time employees, if applicable	(No response)
# of group's seasonal employees, if applicable	0
In what year was your group founded?	2011

For your current fiscal year:

What is your group's total projected cash expense?	$369,068
What is your group's total projected cash income?	$361,300

For your most recently completed fiscal year:

What was your group's operating budget net profit or loss?	$353,221

For 501(c)(3) nonprofit applicants:

(No response)

How many months of operating reserve does your group have?

For County, Library District, School District, and WCU applicants:

Do you have a mechanism by which you can carry forward unexpended, non-designated funds into the next fiscal year, or build the equivalent of a reserve fund? Example: a program at Western may be able to build a companion fund at the University Foundation; or an agency may be given "roll forward" authority. Please describe. (Max: 50 words)

The unexpended funds are put into reserves through the county finance department for the Choice Pass Scholarship Program and recognized as revenue when it is needed.

In the last three (3) years, has your group had an audit or an outside financial review? Yes

If yes, which one - an audit or an outside financial review? Audit

Did your group file an IRS Form 990 for the year 2017? No

If you filed an IRS Form 990 for 2017, please refer to page ten (10), “Functional Expenses”, to fill in the following information. If your group doesn’t file IRS Form 990s, please calculate the following numbers from your 2017 financials.

A: Total Expenses	(No response)
B: Program service expenses	(No response)
C: Management and general expenses	(No response)
D: Fundraising expenses	(No response)

Does your group own a building or any other real estate? No

How much debt does your group have? Please explain. (Max: 50 word)

NA

If there is something that might distort your financials to an outside reviewer (such as a significant apparent loss last year, significant accounts receivable, a one-time gift or expense, a significant jump in anticipated income for the next year, uneven cash flow for seasonal reasons, etc.), please explain. In particular, if your income was significantly lower than expected last year, or is expected to be significantly higher than last year, identify your fundraising strategies. (Max: 75 words)

We are in the final year of a federal grant, Drug Free Communities, therefor we are actively applying for additional funds through state and federal grants.

Please describe how your financial policies and procedures address your internal separation of duties in general, and, if applicable, how cash is handled. (Max: 50 words)

Cash collected for the Choice Pass Scholarship Program follows the CFVG protocol for cashing handling. Cash is collected, counted by two staff members, placed in a sealed and signed envelop which is then delivered to the CFGV staff to be deposited in the Choice Pass Component Fund.

Provide a brief description of how your board is financially literate and accountable. (Max: 50 words)

Examples include: a regular training session about reading financial statements for the full board; the finance committee meeting regularly with the Executive Director and reporting back to the full board.

Gunnison County Board participates in the annual budget development to include adoption of the final document, requiring understanding of appropriation of revenues and available fund balance to cover anticipated expenditures, reviews and accepts annual audit report. The County Manager reviews monthly financial reports and keeps the Board apprised as necessary.

Governance

Describe in two sentences how your organization is governed. (If government applicants use an advisory committee to guide their planning and programming, use this section to describe their role).

The Choice Pass Program and Scholarship Program is governed by a committee of 12 members from professionals, law enforcement, parents, and community members.

In addition:

How often does your board or advisory committee meet?	Monthly
Do you have a formal process for identifying and choosing new board/advisory committee members?	No
Do you have a strategic plan? (Government and quasi-government applicants should respond in terms of their specific program, not that of the entire entity).	No
Do you have whistleblower and document retention policies adopted by the board (per Sarbanes-Oxley Law)?	N/A - our program is part of a government entity
Do you have a Conflict of Interest policy adopted by the board or advisory committee?	No

Volunteers

How do you intend to collaborate with other community entities in the year ahead? Please explain. In the event that collaboration is not relevant to your project idea, write "Does not apply". If your mission appears to be very similar to that of other nonprofits in the Valley, describe how you acknowledge and/or work with them. (Max: 75 words)

The Choice Pass Scholarship Program collaborates with several community agencies that provide youth programming and access to healthy activities. Many agencies offer an additional discount for Choice Pass youth like the Gunnison Rec Center and Crested Butte Mountain Resort. We provide recognition for these agencies on the Choice Pass website where they are listed as community partners.

How do you identify, engage, train and reward volunteers? (Max: 75 words)

We identify volunteers and committee members through parent education dinners and the GCSAPP coalition meetings. GCSAPP staff train volunteers. Coalition members, committee members, and volunteers are often invited to attend conferences to gain further training and reward them for their support and commitment.

How many volunteers does your agency have? 21-50

How many volunteers will be involved in your project? 12

If you do not know the specific number, please estimate. If this does not apply to you, please write 'not applicable'.

Past Grant Feedback

In 2018, CFGV provided written feedback to each applicant. Grant review panelists have access to the written feedback you received. If there were concerns, please describe how you addressed them, or explain why that concern was not addressed. If there were no concerns, or if you did not apply in 2018, write "does not apply." (Max: 75 words)

We met earlier to review how county entities would complete the budget. The process for this grant budget is still considerably more time consuming then any other grant applications. The prior year budget to actual is fairly easy to complete, the current year budget to actual poses a challenge with how the county estimates budgets and with the flux of grant funding. Further work needs to be done to simplify and clarify this process.

Project Budget

Choice Pass Scholarships

GRANTS & CONTRACTS FOR SERVICE	Budget	Commitment
Daniels Fund	$2,125	In hand
Fundraising	$2,000	Fundraising scheduled for the fall and summer
CFGV	$3,000	Applied
Total	$7,125	