

Community investment funds are one-year general support grants for non-profit organizations serving residents in the Woodland Park area. This funding is intended to help cultivate and further develop non-profit organizations in recognition of their vital economic and cultural roles in sustaining and revitalizing the business and residential areas of Woodland Park. This helps to foster the City's economic base and to improve the quality of life for its citizens and business community.

A review committee will review the applications. The "grants" will be based on not-for-profit status, quality and number of applications received, as well as availability of funding.

The deadline to apply is 5:00PM on Tuesday, April 1, 2008. Grant applications may be sent via email to cmorse@city-woodlandpark.org; delivered to City Hall at 220 W. South Avenue; or mailed to the address listed below. The printed application, attachments and support material must be received by the close of business on the deadline date above.

**City of Woodland Park
Attn: City Clerk
P.O. Box 9007
Woodland Park, CO 80866**

APPLICATION INSTRUCTIONS

CITY OF WOODLAND PARK

COMMUNITY INVESTMENT FUNDING REQUEST

BASIC ELIGIBILITY

Any applying organization must meet the following requirements:

- Organizations must have an address and/or office in Woodland Park.
- Organization approved nondiscrimination policy in the organization's by-laws, if incorporated.
- Provide services or programming within the Woodland Park area.

IF YOUR ORGANIZATION IS OPERATING AS A SUBORDINATE ORGANIZATION OF AN EXISTING 501(c)(3):

- The umbrella organization must have the ability to pull out your organization's budget from their budget.
- You must include a letter from the umbrella organization confirming your organization as a subordinate.
- You must include a completed budget sheet for your own organization.

WE DO NOT FUND:

- Individuals
- Salaries for paid staff
- Organizations not working directly within the Woodland Park area.
- Unrealistic requests.

Your request will be compared to similar requests from many other deserving organizations. Please follow this guide when submitting your request, being sure to provide sufficient detail to affirm your program or project's value to our community. Incomplete applications will not be accepted.

A. COVER LETTER: A one-page description of the nature of your program or project's importance to our community.

B. SUMMARY OF REQUESTING ORGANIZATION: (Use attached form)

C. NARRATIVE: Please follow the outline format below to insure that complete information is used to evaluate your request.

1. Agency Information (1 page)

- a. Mission Statement, brief statement of organization's goals and/or objectives.
- b. Brief summary of organization's history.
- c. How are decisions made and carried out in your organization with respect to policy, management, programming and fund development?
- d. Describe the event, location and date, program(s) or services for which you are requesting funds. Please include: type of event, program(s) or service, its location, type of performers or participants, audience numbers and demographics, advertising and marketing strategies.
- e. What other funding sources is your organization pursuing, to include fund-raising?
- f. Identify the number of paid full-time and paid part-time staff, as well as listing the number of volunteers and their total hours of service.

D. ATTACHMENTS: Please attach the following:

1. If applicable, list of Board of Directors and their occupations.
2. General Support Budget Page. (Form attached)
3. If applicable, specific program/project budget for which funding is being requested.
4. A copy of the organization's 501(c)(3) determination letter from the IRS, if applicable.
5. The organization's latest 990 form, if applicable.
6. Support Materials.
7. If this is your first request for funding, please provide letters of support and recommendation for your program or project.

We invite you to include budget notes that will help us to understand the financial management and health of your organization. We recognize that non-profits vary in terms of the budget line items; we welcome notes from you that help us understand your budget lines in both revenue and expenses. Footnote items (by line item number provided on Budget form) that need further explanation.

If applicable, please address the following, providing one sentence as to the policy/strategy to address any or all of these:

Does your organization have cash reserves?

Does your organization have an endowment?

Does your organization have any accumulated debt (event, program(s) or service)?

COMMUNITY INVESTMENT FUNDING
SUMMARY OF APPLICANT ORGANIZATION

Organization Name: _____

Date of Incorporation (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____
Name Title

Phone: _____ Fax: _____

Email Address: _____

Website Address: _____

Purpose of Funds (Check all that apply):

General operating (support for organization) Amt. Requested _____

Special program/project (support for specific activity of the organization that is consistent with its mission) Amt. Requested _____

Capital expenditure (funds for purchase of, or additions/improvements to, building or equipment) Amt. Requested _____

Technical assistance Amt. Requested _____

Other Amt. Requested _____

Brief description of request:

Organization budget: _____ Fiscal year: _____

Request budget: _____ Fiscal year: _____

Fiscal year ends: _____ Total Request: _____

Authorized Signatures:

Name Title

Date: _____

Name Title

Date: _____

By signing below, please acknowledge that this application and all supporting documents are public records on file with the City of Woodland Park:

Name Date

Community Investment Budget Information

Organization:

For Fiscal Year beginning:

BUDGET	Two years ago	Last Year Actual	This Year Budgeted	Next Year Projected
REVENUES				
<i>Revenues</i>				
1 State Government				
2 Local Government (City/County)				
3 Foundations				
4 Corporations				
5 Individuals				
6 In-kind				
7 Fee for Services/Tuition				
8 Special Events (net income)(1)				
9 Investment income				
10 Other:				
11 Other:				
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
EXPENSES				
<i>Program Services</i>				
13 Salary and Benefits				
14 Occupancy/Rent/Utilities				
15 Contractors and Professional Fees				
16 Other:				
17 Other:				
Sub Total Program Services	\$ -	\$ -	\$ -	\$ -
<i>Administration</i>				
19 Salary and Benefits				
20 Occupancy/Rent/Utilities				
21 Contractors and Professional Fees				
22 Supplies & Materials				
Other:				
Sub Total Administration	\$ -	\$ -	\$ -	\$ -
<i>Fundraising</i>				
24 Salary and Benefits				
25 Occupancy/Rent/Utilities				
26 Contractors and Professional Fees				
27 Supplies & Materials				
28 Other:				
Sub Total Fundraising	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
Total Revenue - Total Expense	\$ -	\$ -	\$ -	\$ -
FINANCES	Two years ago	Last Year Actual	This Year Budgeted	Next Year Projected
31 Total Debt (2)				
32 12 month debt service for the year (3)				

(1) Ticket sales, concessions, etc.

(2) If your organization has debt (loans, lines of credit, mortgages), please provide information about related management and long-term plans.

(3) Portion of that debt due within the fiscal year (debt service for the year).