

THE RICO CENTER 2006-7 Grant Guidelines

Mission

The Rico Center is a nonprofit, community foundation committed to preserving and enriching the quality of life of the residents, visitors and workforce of Rico, Colorado. To this end, The Rico Center awards grants to local non-profit organizations, governmental entities and individuals involved in community development and/or community based efforts.

Grant Cycle

The Rico Center grants are awarded once a year, for which the **2006 application deadline is October 1. Late applications will not be accepted for review; incomplete applications will generally be administratively denied.** Out of cycle grants may be accepted by the Board for consideration in emergency cases, or, in limited cases, to cover formation costs for new organizations needing immediate assistance. In either case, the Board reserves complete discretion as to whether to review and award out of cycle applications. If 8 or less applications are received and accepted for review, the Board will notice a public meeting to take place one evening during the second or third week of October. At the meeting, time will be allotted for each applicant to make a presentation on their grant request and for the Board and members of the public to ask questions of the applicants.

Board of Directors

The Rico Center's Board of Directors is made up of 3 to 5 members who meet regularly to oversee all business of The Rico Center. The Rico Center's funds are currently held in an advisory fund of the Telluride Foundation, which manages and separately accounts for all revenues received by or on behalf of the Rico Center. The Board of Directors of The Rico Center direct all grant determinations for the advisory fund and use of all such funds is strictly limited to the Rico area.

Current Types of Support

General operating support; existing and new programs and projects; capital costs and equipment; annual (non-political) campaigns; matching funds; start-up funds; joint requests from multiple applicants and any other types of support which the Board of Directors determines is consistent with The Rico Center's mission, purpose and grant guidelines in effect from time to time.

Capital costs shall be defined as those expenditures associated with the construction of any building or edifice, including costs related to preliminary studies, overhead, planning and design costs, architectural fees, engineering fees and any other so called "soft costs", including development, fundraising and other initial costs of a capital campaign.

Current Restrictions

Grants will not be awarded for debt reduction or retiring past operating deficits, loans, litigation, political campaigns, operating support for organizations that conduct lobbying or political action campaigns, endowment funds, activities which may jeopardize The Rico Center's Advisory Fund status or contravene applicable IRS regulations; or purposes which the Board of Directors determines is not consistent with The Rico Center's mission, purpose and/or grant guidelines. **Additionally, grant requests will not be funded beyond one year, and requests for multi year grants may be administratively denied on that basis.**

Applicant Eligibility Requirements

The Rico Center will consider grant applications from applicants meeting the following criteria:

1. Conduct activities and programs consistent with The Rico Center's mission and purpose.
2. Serve people living or working in the Rico area.

3. Qualified as a 501(c) 3 tax-exempt organization under the Internal Revenue Code or operating as a local government or one of their subsidiaries.

Applicants without 501(c) 3 status, but which have applied to the IRS for such status, may apply. Receipt letter from the IRS of application is required at time of application to The Rico Center. However, if awarded a grant, funds will not be released to the organization until the 501(c) 3 status has been conferred.

Applicants without 501(c) 3 status may apply through a "fiscal agent" which is a qualified organization, governmental entity or political division. In such cases, the application must contain a letter agreement between the applicant and its fiscal agent, which sets forth the responsibilities of each. In no case shall the fiscal agent charge more than 5% of the total grant awarded.

4. Organizations awarded a grant in the prior year's grant round and which have not submitted a follow-up report prior to the current year's application deadline are ineligible for a grant in the current year.
5. The Rico Center will support new organizations that provide sound business plans demonstrating fiscal responsibility and long-term viability.

Review Criteria

The Board will use the following criteria to review applications. These criteria are not exclusive, and the Board reserves the right to use its own best judgment and discretion when making final grant awards.

Priority is given to:

- **Well-run, financially sound** organizations.
 - For example, organizations with strong board participation and stable management, diverse source of revenues and earned income opportunities.
- Organizations whose mission and proposed project address a current and **proven public need** for people living and/or working in the Rico area.
- Applicants that demonstrate **strong community support** for their operations and/or projects.
- Applicants that demonstrate an **effective and efficient delivery of program services**.
 - For example, greater than 60% of the organization expenses are spent on program services.

Conditions of Grant Awards

Grants may be awarded with restrictions, conditions and limitations and deemed appropriate by the Board of Directors of The Rico Center and/or as required by any applicable IRS advisory fund regulations as amended from time to time.

All grant recipients shall included in their announcements, promotional and other appropriate material a statement as follows: "This [activity/event/organization] is supported by a grant from The Rico Center."

Application Forms

The Rico Center's 2006 Grant Application form is located on the website for the Town of Rico located at <http://www.ricocolorado.org>, under "Community Life". Applications are not administered by the Town. Therefore, any questions should be directed to The Rico Center's administrator, Rebecca Stephens 967-3520.

2006 GRANT APPLICATIONS AND SUPPORTING MATERIALS MUST BE POSTMARKED BY OCTOBER 1, 2006. FIVE COPIES OF EACH APPLICATION MUST BE INCLUDED FOR CONSIDERATION.

**THE RICO CENTER
2006 Grant Application**

The Rico Center is a nonprofit, community foundation of Rico, Colorado. To this end, The Rico Center awards grants to local non-profit organizations, governmental entities and individuals involved in community development and/or community based efforts.

The 2006 grant application DEADLINE IS OCTOBER 1ST. FIVE (5) COPIES of the completed 2006 Grant Application and any supporting materials must be postmarked on or before the deadline and addressed to THE RICO CENTER, P.O. BOX 114, RICO, COLORADO 81332. The submittal requirements are outlined below:

- A. **Cover Letter:** One page tailored to address the interest and specific priorities of The Rico Center and amount requested.
- B. **Summary of Applicant Organization:** (Use Attached Form)
- C. **Narrative:** (Preferred length not to exceed three pages) Include the following information if applicable:
 - 1. Agency/Entity Information
 - a. Mission statement, brief statement of organization's goals and/or objectives;
 - b. Brief summary of organization's history;
 - c. Description of current programs, activities and accomplishments
 - 2. Purpose of Grant. This section should include the following:
 - a. Brief statement of the issue to be addressed; description of constituency served (include number served); target population; how will they benefit?
 - b. Description of goals and objectives for the purpose of this grant;
 - c. Description of activities planned to accomplish these goals; is this a new or ongoing activity on the part of the sponsoring organization?
 - d. Timetable for implementation (if for specific program or capital project);
 - e. Other organizations, if any, participating in the activity;
 - f. Long-term sources / strategies for funding at end of grant period
 - 3. Evaluation. Please discuss:
 - a. Expected results during the funding period;
 - b. How you would define and measure success;
 - c. How will project's results be used and/or disseminated?
- D. **Attachments:** Please attach the following if applicable:
 - 1. Board of Directors
 - a. Occupations and/or community affiliations;
 - b. Anti-discrimination statement adopted by board;
 - 2. List of names and qualifications of key staff;
 - 3. Most recent fiscal year-end financial statements (audited if available);
 - 4. Current agency budget;
 - 5. Annual report;
 - 6. Budget for purpose of grant;
 - 7. A copy of the original IRS determination letter indicating 501 (c)(3) or a 509(a) tax exempt status;
 - 8. List of major contributors (and amounts) to organization / program;
 - 9. List of volunteer involvement and in-kind contributions.

Summary of Applicant Organization

Organization Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

City: _____ State: _____ Zip: _____

Director/President: _____

Contact (if other than Director/President):

Name: _____ Title: _____

Phone: _____ Fax: _____

Purpose of Grant:

- General operating (support for organization as a whole)
- Special program / project (support for a specific activity of the organization that is consistent with its mission)
- Capital expenditure (funds for purchase of, or additions/improvements to, building or equipment)
- Start-up Costs
- Technical Assistance
- Other

Brief description of request: _____

Organization budget: _____ Fiscal Year: _____

Grant budget: _____ Fiscal Year: _____

Fiscal year ends: _____ Amount of Request: _____

Signature, President, Board of Directors Date

Signature, Executive Director Date

Budget (SAMPLE)

Budget Name: _____

Itemize Expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Cost (A) \$ _____

Funds Available for Budget:

Gift & Grants (Pledged or Paid)	\$ _____
Trustees	\$ _____
Corporations	\$ _____
Foundations	\$ _____
Individuals	\$ _____
Government	\$ _____
Other (Earned Income, Special Events, Membership etc)	\$ _____

Total Funds Available (B) \$ _____

Balance Required (A minus B) \$ _____

Amount Requested \$ _____