



Grant Application

Trinidad Community Foundation's Grant applications are available to designated non-profit organizations in Las Animas County.

A complete grant application packet includes:

- **Cover Page:** *Use the form included in this packet*
- **Narrative:** *Use the form included in this packet*
- **A copy of the 2017 Year-End Financial Statement**
- **Project Budget** detailing how funds will be used
- **Documentation** verifying your organization is a designated non-profit organization
- **Anti-Discrimination Policy**
- **A List of Organization's Directors.**

All completed documents must arrive together in the Trinidad Community Foundation office
no later than by 4:00 PM on Wednesday, October 31, 2018

Late or Incomplete applications will not be considered

If mailing by USPS or hand delivering, please send to:

Trinidad Community Foundation,

136 W. Main St. Room 204

Trinidad, CO 81082.

If mailing by USPS or hand delivering: Include original application *plus three copies* of all pages. (A total of four sets of the complete application packet)

If e-mailing, send to info@trinidadcf.org

Email info@trinidadcf.org or leave a message at 719-846-5940 with any questions.

Trinidad Community Foundation Grant Application

COVER PAGE: Use this form to provide the following information using an 11 pt font and 1" margin format.

Name of Applicant's Organization:

Name of Executive Director or President:

Address/Town/Zip:

Contact Person's info:

- Name and Title of Contact Person:
- Phone:
- Email:

Type of Organization: *(Check one.)*

- 501(c)3 non profit
- Designated non-profit other than a 501c3

Name of the Program/Project for which funds are requested:

Area of focus for which funds are requested:

- Education
- Health and Wellness
- Recreation
- Historic Preservation
- Communication

Total Project Cost: \$

Amount of this Request: \$
(Request should *not exceed \$2,500.00*)

Submitted by: Signature/Title

Date:

NARRATIVE: ***Use this form***—provide the following information using an 11 pt font and 1” margin format. Narrative is limited to 3 pages total—limit does not include the cover page, budget or required documents.

PROJECT INFORMATION:

- Describe the project/program for which funds are requested:

- Describe how you propose to use these grant funds, who will be served, and what you intend to accomplish. *Include any other information you think is important.*

ORGANIZATION’S PROFILE:

- Describe your organization. *(For example-What is your mission? How old is your organization? Number of employees or volunteers)*

- Describe the type of services your organization provides to the community.

- How will receipt of this grant make a difference in the community you provide service to?

PROJECT BUDGET: Use this form to detail the budget regarding the program/project for which funds are requested.

List projected expenses and dollar amounts for the program/project for which you are requesting funding for in this grant. Include a brief explanation about each item listed.

Name of Organization:

Name of Project:

Grand Total of Project:

Projected expenses and associated costs:

- 1.
- 2.
- 3.
- Etc.

REQUIRED ATTACHMENTS:

The following additional documents are required as part of your application packet.

1. Documentation verifying that your organization is a designated local non-profit organization
2. A list of your organization's Board of Directors
3. Year-end financial statement: Your organization's 2017 year-end financial statement---not the entire budget or audit for your organization—only the year-end statement please.
4. Anti Discrimination Policy: Your organization's non-discrimination statement signed by your organization's director or president. If your organization does not have a non-discrimination statement, you may use the TCF Anti-Discrimination Policy form.
 - a. NOTE: The TCF Anti-Discrimination Policy form must be signed and returned even if you submit your organization's policy.

NOTE: If you are applying for a TCF Grant under another organization's 501c3 umbrella, then the following documentation from that organization is also required as part of the application:

1. **THE MEMORANDUM OF UNDERSTANDING** or the contract between your organization and the umbrella organization that is serving as a fiscal sponsor.
2. **WRITTEN PROOF OF IRS FEDERAL TAX-EXEMPT STATUS** for the fiscal sponsor dated within the last five years.
3. **REQUIRED ATTACHMENTS** (*from the fiscal sponsor*) all of the documents identified above 1-4

All fully completed application documents must arrive together.

Completed application packet must be received at TCF by 4:00 PM on Wednesday, October 31, 2018

Late or incomplete application packets will not be considered.

If mailing by USPS or hand delivering, please send to Trinidad Community Foundation, 136 W. Main St. Room 204, Trinidad, CO 81082. Include 3 copies plus the original application packet—4 sets total.

If e-mailing, send to info@trinidadcf.org

Call 719-846-5940 with any questions (leave a detailed message if no answer.)



Anti-Discrimination Policy

The Trinidad Community Foundation requires that all grant application packets include an anti-discrimination policy. If your organization does not have its own policy you may utilize the TCF policy. If your organization has its own policy, include it with this form checked and signed where indicated below.

The Trinidad Community Foundation Anti-Discrimination Policy

The Trinidad Community Foundation believes that equal opportunity is important for the continuing success of our organization. In accordance with state and federal laws, this foundation intends to comply with these laws which preclude negative discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, or any other protected classification. This policy applies to all activities of the Trinidad Community Foundation, including but not limited to employment, selection of volunteers, grant-making, purchasing, and selecting vendors or consultants. The Trinidad Community Foundation defines “negative discrimination” to include (but not necessarily be limited to) denial of services, employment, or volunteer opportunities to any class of individuals in a manner that negatively restricts opportunities to that class of individuals.

All nonprofit organizations that apply to the Trinidad Community Foundation for a grant are required to check one of the options below, sign it, and return this form as a part of their application.

We have read the Trinidad Community Foundation Anti-Discrimination Policy and as part of this application and: (check applicable selection below).

___ agree to act in accordance with the above anti-discrimination policy

___ submit our own anti-discrimination policy

Signature

Title

Organization

Date