



APPENDIX A RESOURCE AUDIT

Sales Tax

Increasing the municipal sales tax to its maximum allowable rate is one of the best techniques to charge the visitor for the costs of providing police, fire, paramedics, and road improvement services. All full-services resort communities in Colorado impose a 4% or more sales tax rate.

If Red Cliff attained home rule status, then there would be an opportunity to impose a lodging tax at a rate higher than the sales tax rate.

Use Tax

Recommendations to impose a use tax equal to the sales tax is another technique to transfer the burden of financing improvements onto real estate developers constructing new projects and on developer fees.

Impact Fees

Should Red Cliff consider the imposition of impact fees on new development, the impact fees would be calculated to finance the new development of the Town's capital improvements.

Infrastructure Extension and Annexation Fees and Policies

Equally important is the adoption of a set of policies that insure that new development pays for the costs of extending water, sewer, road, and drainage improvements and the costs associated with traffic caused by the development.

Multifamily Revenue Bonds

A town, city, or county housing finance authority receive allocations of private activity bonds which among other uses, are available to finance multifamily housing. At least 20% of the units must be occupied by households earning less than 50% of the median income or 40% of the units must be occupied by households earning less than 60% of the median income for the qualified project period. These private activity bonds are tax exempt and the interest rate is less than the conventional rate.



Commercial Loans

Loans from private lending sources are available to any person or firm with a sound financial background and a realistic business plan. Since the loans are not guaranteed by a public agency, the interest charges are at market rates, including some risk premium.

SBA Government Guaranteed Loan Program

The Small Business Administration program is to provide loans to small business owners to stimulate the economy with financial and professional support. The two loan programs used most are:

SBA 7(A) Loans

These are similar to commercial loans which may be used for purchase, expansion or conversion of buildings, purchase of equipment, supplies or for working capital. Loans are financed by local private lending institutions are guaranteed by the SBA.

SBA 504/Certified Development Corporation (CDC) Loans

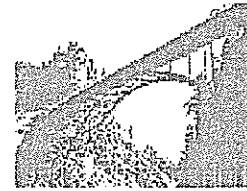
Under this program, a local lending institution provides 50% of the total amount of required funds. Banks charge their normal rate for the loans, guaranteed by the SBA. A state CDC supplies 40% of the amount needed by selling debentures to the Federal Financing Bank. These debentures are guaranteed by the SBA.

Community Development Block Grant (CDBG) Program

This can be an excellent source for community development. The Town receives its CDBG funds in the form of a letter of credit. Many municipality funded projects are selected early on, but may not be initiated for a few months to a few years. This is potential source of construction financing. The interest rate is negotiable. It can be used to meet the 10% local funding requirements for the SBA/504/CDC program, generating seed money for the revolving loan fund. This is a direct grant and need not be paid back.

Section 108 Loan Guarantees

These loans are available at the current Federal borrowing rate. The Town pledges its future CDBG entitlement as a guarantee. The maximum term is 6-20 years. The availability of these funds is subject to congressional appropriation and the funds must be used for CDBG eligible activities.



Single Family Mortgage Revenue Bonds

CHAFAs periodically issues tax-exempt bonds which are used to make 30-year fixed rate mortgages typically less than the market rate. The loans have to be FHA insured or VA guaranteed. A building would typically have to reserve an allocation to cover some of the up-front costs of the bond issue. There are some income limitations on the borrowers and buyers must be purchasing their first home unless the house is in a target area.

The Community Development Corporation

This is a potential funding mechanism for renovation and construction of attainable housing. A complicated process that starts with the Local Initiatives Services Corporation, an alternative funding source created by the Ford Foundation to help CDC's.

Farmers Home Administration Program

Several programs are available. The first of these is the Business and Industrial Loan Program is designed to increase income and employment by promoting business in rural depressed areas. The second is the Facility Loan Program, is a possible source of funding for infrastructure improvements.

Renewal Assistance Administration

The Department of Housing and Urban Development makes grants to local public agencies to help finance blight elimination through surveys, planning, land acquisition and clearing, rehabilitation of existing structures, new building construction, and the installation of public improvements.

Annual Appropriation

This revenue source is dependent on the levy of taxes to maintain and operate local government. It is not, however, recommended as a method to provide funds in sufficient amounts to provide financing of capital improvements. It would need several years of saving funds to provide the amounts necessary for the extensive capital improvement costs.

Special Assessments

This method may be applied to selected projects which are of primary benefit to a specific district area, or group of people. Such projects would be levied upon adjacent property on the basis of front footage.



Revenue Bonds

Revenue Bonds are often used to provide public facilities which pay their own way and are self-supporting.

General Obligation Bonds

These bonds are more commonly used as a method of providing funds for capital improvements. Funds are allocated for specific purposes and are retired by tax levy.

Business Improvement District

Only commercial property within the district is subject to tax. The Town can issue G.O. bonds subject to election. The Town may establish a special improvement district such as issues such as a parking structure. The purpose is to maintain, promote, and the market commercial area of the town. The Business Improvement District is also to develop and maintain public infrastructure, such as pedestrian corridors, streetscape, landscaped and bike paths.

Colorado Economic Development Fund

Limited funding. The Commission establishes terms and conditions of grants or loans. Grants or loans of State funds to public and private persons and entities to develop and implement programs for the promotion of economic development in Colorado.

Community Development Block Grants

Limited funding and total of each grant. Elaborate application, record keeping and compliance requirements.

Enhanced Sales Tax

Public improvements without public expenditures up front. Limited to home rule cities. Risk is with private developer. Private sector installs public improvements for credit on subsequent municipal sales tax generated by project of developer.

Enterprise Zone

Limited application to certain areas based on population and urban/rural characteristics. Affords income tax incentives or credits for new employees, capital investments, building rehab and sales and use tax credits. Incentives for private enterprise to expand and encourage location of new business, with specific application to maintenance of economic viability of the central business district.



General Improvement District (GID)

Funded by property taxes on all property in district and service charges. G.O. bonds issued, pledging full faith and credit of the municipality subject to election. Easy to form and dissolve after debt is paid. Used to acquire, install or construct public improvements such as downtown parking. Cannot be used for electrical or gas systems or plants.

General Obligation Bonds (GO)

A Town wide vote is required. Pledge full faith and credit of city to pay bonds. Assesses ad valorem property tax on all property in the Town as revenue to retire debt. Twenty-five year debt retirement limit. Provides a wide variety of public improvements with general public use, such as streets, water, sewer, library and recreational facilities.

Lease/Purchase Agreement

Used to acquire new town halls, public convention facilities, and other public amenities. Developed or constructed by public sector for public purposes. Provides land, buildings, equipment and other property for governmental or proprietary purposes.

Loan Interest Rebate Program

Provides financial incentives for property owners to perform improvements. Must be applied with specific standards. Requires contract with each private user and bank. Potential income tax questions of rebating interest payments. Encourages exterior improvements to deteriorated or blighted commercial or residential structures. Work with financial institutions to rebate some of the costs to property owners to fix up structures.

Local Economic Development Fund

Serves as a credit enhancement for banks to loan funds for improvements and redevelopment. Requires close staff monitoring. Risk of loss of public funds. Encouraged by state laws related to Colorado Economic Development Fund and Enterprise Zone. Requires contract with each person or business and bank. Needs specific standards for use of funds. Provides a form of security to bank to serve as S.B.A. type credit enhancement for private improvements. Funds are drawn down only if debtor can't make debt service to bank for improvement loan.



Municipal Economic Incentive Program

Many forms of incentives, i.e., waiver or reduction of utility fees, hook-up fees, permit fees, use taxes, sales taxes, and development fees. Must be carefully applied to avoid legal problems. Incentives or subsidies for development, redevelopment, expansion of businesses.

Owner Participation Agreements or Joint Venture Agreements

Good method to lessen negative impact of urban renewal projects. Authority can propose building façade improvements and help with design... Encouraged by urban renewal and downtown redevelopment laws. Promotes private support of public redevelopment programs. Authority may acquire, without cost, easements or rights-of-way for public improvements, i.e., streetscapes. Public/private partnership or agreements to improve private property per covenants or controls in consideration of public improvements or incentives.

Pubic Mall Act

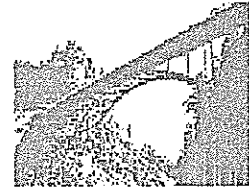
Elaborate notice and public hearing requirements to establish. Limited to streets within the municipality. May finance improvements by special improvements district or general improvements districts. Property owners along the mall area may file for damages similar to condemnation. Establish pedestrian malls in downtown retail shopping areas. Create specialty type areas in the community. Combine with urban renewal or downtown development projects. May construct or install any public improvement to convert street to pedestrian way (such as benches, fountains, pavers, landscaping).

Sales Tax Revenue Bonds

May require pledge of full faith and credit of municipality (G.O.) if sales tax is not sufficient to meet debt service. May not require town wide vote per home rule charter. Provides a wide variety of public improvements. May also be sued as revenue source to support urban renewal or downtown development authority projects, or as credit enhancement for tax increment bonds.

Special Improvement District

Easy to organize and provide public amenities for newly constructed or redeveloped properties. Special assessments against property specifically benefited by lineal foot zone. Relatively easy to finance with special liens on properties. Construction of certain public improvements, usually streets, bridges, water, sewer, and drainage.



RESOURCE AUDIT

Special Metro District

Subject to service plan approval by Town Council. Complex to form. Separate entity from the Town. Can issue G.O. and revenue bonds. G.O. debt subject to election. Condemnation powers. May be difficult to finance with various existing districts in default. Provide municipal type services such as streets, water, sewer, parks, and recreation, and fire protection.

Tax Increment Financing

Separate entities from the municipality. It operates in areas designated by the Town Council in accordance with specific statutory criteria. Difficult to market in Colorado without guarantee or security. Dependent upon strength of private redevelopers and nature of project. Financing of debt incurred by such public entities. To construction improvements and or finance public participation in urban renewal and downtown development projects.

Possible Grants for Red Cliff

Name of Grant	SD	LD	Funding Agency	Funding Level	Match by Red Cliff	Deadline	Details
Gates Family Foundation		✓	Gates Family Foundation (Private)			Multiple	Emphasis is placed on capital projects throughout the state of Colorado, foundation maintains an active interest in urban and mountain parks and US Forest Service trails
Boeitcher Foundation		✓	Boeitcher Foundation (Private)			Open	The largest dollar amounts awarded are typically for capital projects - construction, purchase or remodeling and improvements
Heritage Tourism Pilot Projects		✓	Colorado Tourism Office (State)	< \$55,000; applicants may request up to \$75,000	Yes, 25% of total project budget	3/13/2006	Submit narrative proposal addressing three requirements
Water/Infrastructure							
Infrastructure Assistance Program	✓	✓	CO office of Economic Dev. (State)	\$100,000 - \$500,000			At least one full-time equivalent job must be created and/or retained for every \$20,000 of assistance
Colorado Heritage Planning Grant Program	✓	✓	CO Office of Smart Growth (State)				Office currently has no funding
Community Facilities Loans and Grants	✓	✓	Rural Housing Service, Department of Agriculture (Federal)		Yes		All facilities financed in whole or in part with RHS funds shall be for public use.
Colorado Watershed Protection Fund		✓	Colorado Water Conservation Board (State)	\$0,000 max \$25,000 max	20% or more		Need to have a watershed group. They have project grants and planning grants.
Water and Wastewater Program		✓	Department of Agriculture (Federal)				Loans and grants for water, wastewater and storm water projects in communities under 10,000 population
EI Pomar Foundation		✓	EI Pomar Foundation (Private)	up to \$250,000	Yes, if more than \$250,000	Multiple	Supports health, human services, education, arts and humanities, and civic and community initiatives in Colorado

Possible Grants for Red Cliff

Name of Grant	SD	LD	Funding Agency	Funding Level	Match by Red Cliff	Deadline	Details
Economic Development							
Community Revitalization Partnership		✓	DOLA/CCRA (State)	\$ 500 - 3,000	Yes		No Prerequisites welcomes requests for general operating support and efforts designed to promote increased organization capacity.
Anschutz Family Foundation		✓	Anschutz Family Foundation	\$ 500 to 10,000		Jan 15 and Aug 1	
Grants for Planning and Administrative Expenses		✓	Economic Development Administration, Department of Commerce (Federal)				help pay the cost of economic development planning and administrative expenses
Transportation Improvements							
National Scenic Byways Program		✓	FHWA (Federal)	80%	Yes	3/31/2006	must coordinate applications with DOT
CDOT Enhancement Funds		✓	Colorado Dept of Transportation (State)		Yes, 20% of total project budget	Open	Qualifying activities include construction of facilities for pedestrians & bicycles, scenic highway programs, etc
State & Community Highway Safety		✓	National Highway Traffic Safety Administration, Department of Transportation (Federal)	75% apportioned on total resident population	Yes	9/1/2006	may be used for problems identified within the 9 priority areas including Police Traffic Services, Motorcycle Safety, Pedestrian/Bicycle Safety, Speed Control and Roadway Safety.
Historic							
Interpreting America's Historic Places: Consultation Grants		✓	National Endowment for the Humanities (Federal)				Projects should make use of the specific features of one or more historic places. The "place" to be interpreted might be a single historic site, a series of sites, an entire neighborhood, a community or town, or a larger geographical region.
Historic Preservation Fund Grants-In-Aid		✓	National Park Service, Department of the Interior (Federal)		Yes		the identification, evaluation, and protection of historic properties
State Historical Fund - General Grants		✓	Colorado Historical Society (State)				Made only to public & non-profit entities
Tourism							
Museums for America Grants		✓	National Foundation on the Arts (Federal)	\$5,000 to \$150,000	Yes		The program funds ongoing or new activities and projects to support the role of museums with three program categories: sustaining cultural heritage, supporting lifelong learning, or serving as centers of community.

Grant Short Descriptions

Economic Development Administration, Department of Commerce: Grants for Planning and Administrative Expenses

- Grants are used to help pay the cost of economic development planning and administrative expenses of organizations that carry out the planning.

Federal Highway Administration, Department of Transportation: National Scenic Byways Program

- Grants to implement projects on roads designated as National Scenic Byways.
- Projects must be from one of eight eligible activities: state programs, corridor management plans, safety improvements, byway facilities, access to recreation, resource protection, interpretive information or marketing.
- Priority is given to projects that demonstrate the relationship of the project to the byway, benefit the byway driver, and leverage funds from multiple sources.

National Endowment for the Humanities: Interpreting America's Historic Places

- Consultation grants may be used to support the costs of meeting with advisors, developing a preliminary approach for the format and design of a project, etc.
- Projects should make use of the specific features of one or more historic places, i.e. the site, its location, buildings, or other natural or built features
- The "place" to be interpreted might be a single historic site, a series of sites, an entire neighborhood, a community or town, or a larger geographical region.

National Park Service, Department of the Interior: Historic Preservation Fund Grants-In-Aid

- provide matching grants to States for the identification, evaluation, and protection of historic properties by such means as survey, planning technical assistance, acquisition, development, and certain Federal tax incentives available for historic properties
- Matching grants can directly finance State staff salaries, equipment, and materials, and travel necessary to accomplish program purposes. States may transfer funds to third parties to carry out historic preservation activities.
- States select their own projects and may sub-grant to public and private parties, including local governments, federally recognized Indian tribal governments, nonprofit and for-profit organizations, and/or individuals to accomplish program objectives.

Office of Archaeology and Historic Preservation: State Historical Fund

- Approximately \$15 million is available for distribution annually and funds are distributed through a competitive process.
- Four grant types
 1. General grants: made for any of the listed project types with no defined dollar limit.
 2. Archaeological Assessment grants: made for the collection and evaluation of archaeological information for the purpose of creating a plan for preservation.
 3. Historic Structure Assessment grants: made for the preparation of a structure assessment by an architect licensed in the state of Colorado where the request is \$10,000 or less
 4. Emergency grants: exclusively for interim stabilization of a historic property which has been damaged due to some unforeseeable event and typically do not exceed \$10,000.

State of Colorado – Office of Economic Development and International Trade: Infrastructure Assistance Program

- Encourages new business development, expansions and retentions of businesses located in non-entitlement cities and counties.
- Funds from the US Department of Housing and Urban Development.
- Funds may be provided for the construction and/or improvement of: water and sewer lines, roadways, lighting, sidewalks, etc.
- At least one full-time equivalent job must be created and/or retained for every \$20,000 of assistance.

Grant Short Descriptions

State of Colorado – Office of Smart Growth: Colorado Heritage Planning Grant Program

- Designed to recognize and reward those communities cooperatively planning to manage growth.
- Projects funded address many of the impacts of growth, including traffic congestion, loss of agriculture, loss of open space, fiscal impacts to local governments, wildfire hazards and a lack of affordable housing.

Rural Housing Service, Department of Agriculture: Community Facilities Loans and Grants

- To construct, enlarge, extend, or otherwise improve community facilities providing essential services to rural residents.
- Guaranteed/Insured Loans; Direct Loans; Project Grants.
- Community facilities include but are not limited to those providing or supporting overall community development such as child care facilities, food recovery and distribution centers; assisted-living facilities; group homes, mental health clinics, and shelters; and education facilities. Projects comprise, community, social, cultural, transportation, industrial park sites, fire and rescue services, access ways, and utility extensions. All facilities financed in whole or in part with RHS funds shall be for public use.

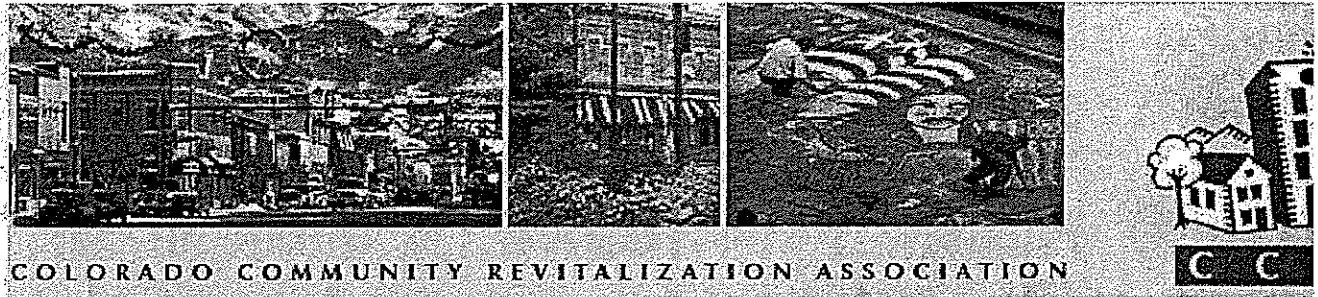
Future Assistance

Congressional Legislation: Suburban Core Opportunity, Restoration and Enhancement (SCORE) Act.

- Areas are nominated by local governments and designated by the Secretary of HUD.
- Grants for planning would be awarded in amounts up to \$250,000
- Grants for revitalization would be awarded at amounts up to \$50,000,000.
- Sent to Senate Financial Committee 5/2004

Community Revitalization Partnership
DOLA/CCRA (State)

HOME



COLORADO COMMUNITY REVITALIZATION ASSOCIATION

C C

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- OUR MAIN STREET PROGRAM
- GOVERNOR'S AWARDS FOR DOWNTOWN EXCELLENCE
- CCRA'S CONFERENCE
- RESOURCES FOR YOU
- OUR MEMBERS
- CALENDAR OF EVENTS

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Pri

What is CCRA

CCRA's work focuses on the following four areas:

1. CCRA administers the COLORADO MAIN STREET PROGRAM, a program to revitalize traditional downtown districts within the context of historic preservation. To read more about our Main Street Program [click here](#).

As of 2005 the following communities have been designated Colorado Main Street communities: Arvada, Berthoud, Brush, Canon City, Central City, Cortez, Greeley, Gunnison, Lake City and Montrose.

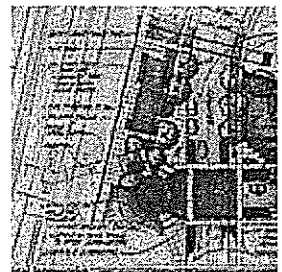
2. CCRA provides REVITALIZATION ASSISTANCE to Colorado neighborhoods and communities, downtown development authorities (DDAs), urban renewal authorities (URAs), business improvement districts (BIDs), and others involved in revitalization. CCRA brings BIDs, DDAs and URAs together to discuss common issues, challenges, successes, and to develop strategies. [Contact Us](#) to be added to the mailing list for upcoming meetings.

[Business Improvement Districts](#) (Acrobat 6.0 pdf file) - For a list of BIDs and contact information.

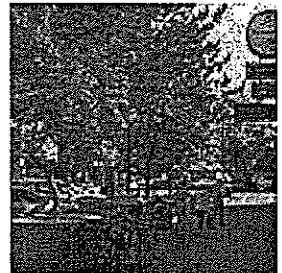
[Downtown Development Authorities](#) (Acrobat 6.0 pdf file) - For a list of DDAs and contact information.

[Urban Renewal Authorities](#) (Acrobat 6.0 pdf file) - For a list of URAs and contact information.

You will find articles and other helpful information in the [Resources](#) for



Englewood's General Ir Proposed Redevelopment Plan.



Beautiful Downtown Gr Junction.

You section of the website including:

- Economic Benefits from Community Redevelopment Activity in Colorado, Development Research Partners.
- Financing Public Improvements in Colorado Matrix, George K. Baum & Co.
- Improvement Districts for Colorado Counties, Cities and Towns, Dee P. Wisor and Kimberley K. Crawford.
- ABCs for Creating BIDs, M. Bradley Segal.

3. CCRA and DOLA coordinate the COMMUNITY REVITALIZATION PARTNERSHIP PROGRAM (CRP), The Department of Local Affairs (DOLA) and the Colorado Community Revitalization Association (CCRA) have teamed up to coordinate the Community Revitalization Partnership, a pilot program providing assistance relating to downtown

- Revitalization for non-Main Street communities under 20,000 in population.

- Assessment Services/Assessment Visit - Focusing on current conditions in the downtown, these visits provide valuable information about the strengths and opportunities of the downtown and create the foundation from which a work plan can be developed.

- Targeted Technical Assistance- A community may request help with a specific issue affecting downtown revitalization. Download the information about specific technical assistance subjects (Acrobat 6.0 pdf file).

- Scholarships - Up to 32 scholarships will be available for either CCRA's annual Main Street 101 Workshop or CCRA's statewide community revitalization conference.

Eligibility

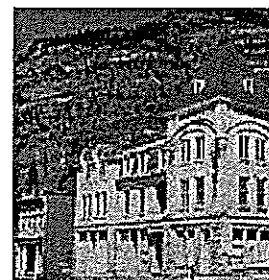
This program is for communities under 20,000 in population that have not been designated Colorado Main Street communities. CCRA will use the structure provided by the Main Street Four Point Approach (Acrobat 6.0 pdf file) as the basis for identifying and delivering services.

Application

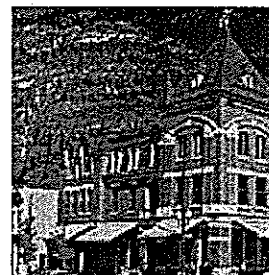
Communities interested in applying for funds must first contact CCRA or their DOLA field representative to discuss the project to be submitted and estimate the cost. A Letter of Interest (Acrobat 6.0 pdf file) must be submitted to DOLA.

To learn more about this program contact your DOLA regional manager. Don't know who that is? Go to www.dola.state.co.us/fs/index.htm to find out.

4. CCRA provides services to OUR MEMBERS -Our members are one of



Ouray's Historic Beum before restoration.



Ouray's Historic Beum beautifully restored!



our most valuable resources in the ongoing exchange of information and ideas to build and sustain better communities. [Contact Us](#) if you are interested in an assessment visit, being a speaker, have a question, or would like to be featured in the newsletter "Colorado communities" or in the Gallery of Members Projects.

Not a member? Read more about [Benefits of Membership](#) and join us!

Our aim is to help!

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Letter of Interest for

Community Revitalization Partnership

A new program for Colorado communities brought to you by the Colorado Department of Local Affairs and the Colorado Community Revitalization Association.

Name of Jurisdiction:

Principal Contact

Name:

Title:

Phone:

Fax:

Email:

Description of Services Needed:

Description of Why Services are Needed:

CRP Funds \$ _____

Town Share \$ _____

Estimated Total Cost \$ _____

Due September 1, 2005

Mail, Email or Fax to Charlie Unseld:

Department of Local Affairs
1313 Sherman Street, Room 521
Denver, CO 80203

Email: Charles.Unseld@state.co.us
Fax: 303.866.4819
Phone: 303.866.2156

Anschutz Family Foundation



INFORMATION FOR GRANT SEEKERS


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CHECKLIST

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We appreciate your interest in submitting a proposal to the Anschutz Family Foundation. As you can imagine, the Foundation receives more requests than we are able to fund. Please carefully read the material presented here to determine whether your organization has a reasonable chance of receiving a grant. If you have any questions, please feel free to contact our office. We are also happy to receive a letter of inquiry if you have doubts about whether your proposal fits within our guidelines.

GUIDELINES

Areas of Interest

The Foundation's mission is purposely broad, allowing it to support the work of many nonprofits that focus on improving the quality of life for individuals and communities. The bulk of the Foundation's grants are made in categories most directly related to the stated goals of the Foundation: improving the lives of individuals; promoting self-sufficiency; and community development.

Types of Funding

Recognizing that organizational infrastructure is a necessity, the Foundation welcomes requests for general operating support and efforts designed to promote increased organizational capacity. The Foundation also accepts requests for specific program initiatives or enhancements.

Geographic Focus

The Foundation aims for an even distribution of grants between organizations serving in Colorado's rural and urban communities.

Grant Size

Grants range in size from \$2,500 to \$10,000.

Restrictions

Generally, the foundation does not support:

- == Grants to individuals
- == Programs outside of Colorado
- == Graduate and post-graduate research
- == Religious organizations for religious purposes
- == Special events, promotions or conferences
- == Candidates for political office
- == Endowments
- == Debt reduction
- == Multi-year grants
- == Capital campaigns (On rare occasions the Foundation funds capital campaigns for organizations in rural Colorado with missions that closely align with the Foundation's interests. Applicants are strongly advised to first submit a one-page letter of inquiry to gauge the Foundation's interest in reviewing a capital campaign request.)

What We Look For When Reviewing Proposals

- == Alignment with the mission and interests of the Foundation.
- == Clearly presented organization mission, goals, plans and financials.
- == A solid financial sustainability plan. The Foundation is willing to take "risks" with young, developing organizations, however, we promote diversified funding streams and believe our funding should be no more than 10% of an organization's annual budget.
- == A committed board of directors with 100% making a financial contribution to the organization. This requirement is not designed to promote wealth as criteria for board membership. We are more interested in full participation, rather than dollar amount.
- == Strong volunteer participation.
- == Community buy-in (evident through donations, volunteer engagement, existing partnerships and collaborative efforts).
- == Solid effort to engage the community and/or participants in program development.

== On-going efforts to evaluate organizational and program effectiveness and commitment to making adjustments as needed.

== Effective and inspired leadership.

== An eye on the future that reflects recognition of potential impacts on and opportunities for the organization.

== Geographic location and area of focus. For each proposal review cycle, the Foundation is interested in supporting both rural and urban communities and in covering a breadth of focus areas.

Funding Cycles

Proposal deadlines: January 15 and August 1.

Due to the large volume of requests that we receive, it is helpful to receive proposals prior to the specific deadlines. However, complete proposals must be received in our office by the close of business on the deadlines listed above to be considered in that review cycle. Proposals received after these specific deadlines will be delayed until the next cycle. If the deadline date falls on a weekend, proposals are due the preceding Friday.

Proposal review schedule: The Foundation's trustees make decisions on proposals in the spring and fall of each year. Proposals received after August 1 and by January 15 are reviewed in the spring. Decisions are mailed to all applicants during the first week of May. Proposals received after January 15 and by August 1 are reviewed in the fall and decisions are mailed to applicants during the first week of December.

The Foundation acknowledges receipt of all proposals, typically within four weeks of their arrival in our office. If you do not receive an acknowledgment, feel free to contact us as this may indicate that we did not receive your proposal.

Hard and Fast Facts and Rules

== Deadlines: January 15 and August 1

== Faxes and emails are not acceptable for transmitting a proposal to the Foundation.

== The Foundation will review only one proposal per year per

organization.

== In order to be fair, the Foundation instituted the "two-year rule" asking that an organization which receives funding for two successive years to take one year off before reapplying.

== Applicants must be recognized by the Internal Revenue Service as a 501(c)(3) organization or be operating under the umbrella of another 501(c)(3).

== Please send only one copy of your proposal to:

Ms. Sue Anschutz-Rodgers, President and Executive Director
Anschutz Family Foundation
555 17th Street, Suite 2400
Denver, CO 80202

== No proposal from an organization previously receiving funds of \$5,000 or more will be considered if we have not received a report for the previous grant(s). The required report format will be provided with the award of the grant.

Grant Reporting Requirements

All of our grantees receiving a grant of at least \$5,000 are expected to submit the Common Grant Report Format (CGRF) one year after receipt of a grant or with a new proposal for the subsequent year, whichever date comes first. A copy of the CGRF is sent at the time of a grant award. In the meantime, you can view the CGRF on the Colorado Association of Nonprofit Organization's web site (www.canpo.org). You can find the Common Grant Application on this same page.

The CGRF asks grantees to report on results/outcomes, lessons learned, future plans and financials. If a grantee has evaluation materials that document outcomes, those materials may be substituted for some of the questions.

CHECKLIST

What to Include in Your Proposal

The Foundation prefers applications that are brief, to the point and consistent with the mission and interests of the Foundation. Please call us prior to submitting a proposal if you have any doubts as to whether there

is a good fit between your proposal and the Foundation's giving guidelines.

Organizations may choose to submit the Colorado Common Grant Application or comply with the instructions below. Please note that the Foundation's requirements are practically identical to that of the Common Grant Application. If you use the Common Grant Application, please include as an additional attachment, current financials if your yearend financials are more than three months old.

The Common Grant Application is available on-line via the Colorado Association of Nonprofit Organization's web site (www.canpo.org)

If you are not submitting the Common Grant Application, each item listed below should be included in your proposal. To ensure completeness, we suggest you check items off as you include them in your proposal.

Summary of Applicant Organization:

- Name, address, telephone and fax number, email and Web address of the organization requesting funds
- Name of Executive Director
- Contact person, if not the E.D., with email address
- Project name (if requesting funds for a specific project)
- Amount of request
- Brief description of request
- Signature and title of chief administrator and/or board member

Organizational Information

- Organization's mission, purpose and brief statement of goals.
- Brief summary of the organization's history.
- Brief summary of the organization's activities including community/client engagement efforts.
- Brief description of the role of volunteers.

Purpose of Grant

For a general operating support proposal please cover:

Expanded description of organizational goals and measurable objectives.

Plans for cooperation with other organizations.

Funding strategies (current and future)

For a project specific proposal, please cover:

Statement of the need or opportunity and project scope.

Description of program goals and measurable objectives.

Concise description of the planned activities and administration of the project.

Timetable of implementation.

Plans for cooperation with other organizations.

Funding strategies (current and future).

Evaluation Efforts

What are the anticipated outcomes of the efforts you describe in this proposal?

How will you measure outcomes?

Describe your organization's evaluation capacity (e.g. utilizes logic-model, board committee, peer review, pre- and post-tests, client surveys, outside evaluator, etc.).

Attachments

A copy of your 501(c)(3) determination letter or that of your fiduciary agent.

List of key personnel and their qualifications.

Current organizational budget and next year's, if available.

The proposed project budget, if applicable.

Year end financial statements (audited, if available)

Most recent financial statements (a balance sheet and an income/expense statement)

List of major contributors. Include the year and amounts for major donors from the current and previous one or two years.

Roster of board of directors with occupations/community affiliations and city of residence.

___ Anti-discrimination statement adopted by the board.

___ Any other material you believe will help the Foundation understand your organization and accomplishments (strategic planning documents, evaluation documents, annual report, newsletters, brochures, newspaper articles, etc.).

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