

## 2026 City of Cortez Grant Guidelines

Each year, the Cortez City Council budgets money from the General Fund to support community organizations that preserve or enrich the health, education, welfare, and fitness of the community.

### **PROGRAM OVERVIEW**

The Cortez City Council endeavor to promote community support organizations through this grant process. Community support organizations may receive grants to support activities and programs that are accessible to the City of Cortez community and encourage the development of healthy community organizations that provide programs for citizen welfare and education in the region. Council funding priorities for 2026 are:

1. Nonprofits with verification of status from the State of Colorado.
2. Organizations that address a unique community need.
3. Organizations that serve a broad spectrum of the community.
4. Organizations that avoid overlapping services.
5. Established service providers.

### **ELIGIBILITY CRITERIA**

Cortez City Council will consider proposals from community organizations that meet the following eligibility criteria:

1. Applications will be accepted from organizations that provide programs for citizen welfare, arts and education. Programming and activities shall be accessible to the City of Cortez community.
2. Only one (1) application may be submitted per organization. Application can be obtained online at [www.cortezco.gov](http://www.cortezco.gov) or hard copies are available at City Hall. Completed applications can be submitted electronically to [dspeer@cortezco.gov](mailto:dspeer@cortezco.gov) or can be mailed or delivered to City of Cortez, 123 Roger Smith Ave., Cortez, CO 81321, Attn: Debbie Speer.
3. Grant requests for \$5,000 or less shall be made using the City of Cortez' grant application.
4. Non-profit organizations will need to submit their most recent 990 or 990 EZ report with their application.
5. Supplemental documentation may only be sent to members of the Cortez City Council at their request, i.e. letters of support.

### **ACCOUNTABILITY**

If you received funds for 2025, a follow-up report on the use of any City of Cortez funds awarded for 2025 is required with the application or by October 1, 2025 if the applicant does not apply for a 2026 grant.

### **REVIEW PROCESS**

Each application will be evaluated according to its strengths, merits, and completeness. Amount of awards, funding agreements, and comments to applicant organizations will be mailed out in January of 2026.

**APPLICATION DEADLINE: 5:00 p.m. on Friday, October 17, 2025.**

Completed applications can be:

emailed to: [dspeer@cortezco.gov](mailto:dspeer@cortezco.gov)

dropped off or mailed to: City of Cortez  
Attention: Debbie Speer  
123 Roger Smith Ave.  
Cortez, CO 81321

Late, incomplete (i.e. submitted without all questions answered or without required follow-up report), or faxed applications will not be accepted or considered. There are no exceptions.

You will be sent an email verifying your grant application has been received. If you do not receive an email we have not received your application. If this is the case, please call 970-564-4019 and ask for Debbie Speer.

#### **FUNDING PERIOD**

The funding period is January 1 through December 31, 2026. Most payments will be mailed in January of 2026.

#### **OTHER CONDITIONS**

**Nondiscrimination:** including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, sexual orientation, age, or marital status.

**Credit/Acknowledgment:** grantee agrees that a notice will be included in appropriate announcements and promotional efforts stating:

**“This activity/event/program is supported by a grant from the City of Cortez.”**

## **2026 City of Cortez Grant Application**

Application must be completed in full in order to be considered. Supplemental documentation may only be sent to members of the Cortez City Council at their request.

**Application Deadline is 5:00 p.m. on Friday, October 17, 2025.**

Please submit via email to: [dspeer@cortezco.gov](mailto:dspeer@cortezco.gov) or

Deliver or mail one (1) original to:

City of Cortez  
Attn: Debbie Speer  
123 Roger Smith Ave. Cortez,  
CO 81321

(970) 564-4019  
[dspeer@cortezco.gov](mailto:dspeer@cortezco.gov)

**Part 1: Applicant Information**

Name of applicant organization: \_\_\_\_\_

Name of umbrella organization (if applicable): \_\_\_\_\_

Applicant contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Non-profit Tax ID number: \_\_\_\_\_

List Board of Directors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How many years has your organization been in existence? \_\_\_\_\_

Part 2: Grant Request

Cash Request Amount \$ \_\_\_\_\_

*Please respond to the following in no more than 600 characters each.*

1. Mission Statement (if available) **A clear and concise statement of organization's mission, not including goals and objectives.**

2. Goals and Objectives (if available)

**Goals** = desired future state or direction (1 year or more)

**Objectives** = intended results or outcomes that are measures of progress towards a goal (1 year or less)

3. 3 – 5 year plan (if available)

State precisely:

1. Purpose of requested funds. \*List budget items for which funds will be expended.

2. Geographical location of where funds will be expended. \*Quantify the percentage of programs/activities accessible to the community of the following locations (percentages should add up to 100%):

\_\_\_\_\_ City of Cortez

\_\_\_\_\_ Montezuma County

\_\_\_\_\_ Other (outside of Montezuma County)

3. Why is it critical you receive this funding?

4. How will funding of your organization's activities meet the City Council's funding priorities (from page 1)?

5. Describe the community support for your organization or program.

6. How will you evaluate the success of your organization or program?

7. Please list other support provided to your organization by the City of Cortez (if any).

**Part 3: Financial Information**

Attach the following financial statements for your organization. Be sure that attachments are labeled. Please do not send full audit, only the information listed:

Profit & Loss Statement (budget vs. actual)

\_\_\_\_\_ Current year to date

\_\_\_\_\_ Previous completed fiscal year

Balance Sheets (summary)

\_\_\_\_\_ Current year to date

\_\_\_\_\_ Previous completed fiscal year

\_\_\_\_\_ IRS Return of Organization Exempt from Income Tax form 990 or 990 EZ

**Application submitted by:** \_\_\_\_\_  
(please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Part 4: Follow-up Report**

**No more than one page (front and back)**

All Year 2025 grant recipients that are applying for 2026 funds are required to submit a follow-up report on the Year 2025 organization.

Reports should include, but not necessarily be limited to:

- A. Number of people served
- B. Actual use of funds
  - a. Budget items
  - b. Geographical location where funds were expended (quantify the percentage of programs/activities accessible to residents of the following locations: City of Cortez, Montezuma County, and outside of Montezuma County)
- C. Describe how your organization/program benefited the community
- D. Describe any problems with your programming or organization that City Council should know about
- E. Other