

## 2023 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 2023 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. The application may 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. **Supplemental documentation may only be sent to members of the Cortez City Council or Parks and Recreation Advisory Board at their request.**

### **ACCOUNTABILITY**

If you received funds for 2022, a follow-up report on the use of any City of Cortez funds awarded for 2022 is required with the application or by October 1, 2022 if the applicant does not apply for a 2023 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 December of 2022.

## **APPLICATION DEADLINE**

**5:00 p.m. on Friday, October 14, 2022.**

**Completed applications can be emailed to [dspeer@cortezco.gov](mailto:dspeer@cortezco.gov) or dropped off/mailed to City Hall (123 Roger Smith Ave., Cortez, CO 81321), Attention Debbie Speer.**

**Late, incomplete (i.e. submitted without all questions answered or without required follow-up report), or faxed applications will not be accepted or considered. NO EXCEPTIONS!**

## **FUNDING PERIOD**

The funding period is January 1 through December 31, 2023. Most payments will be mailed in early January.

## **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.”**

## **2023 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 14, 2022. Please submit via email to [dspeer@cortezco.gov](mailto:dspeer@cortezco.gov) or deliver/mail one (1) original to:**

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

**(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 6 single sided sheets (10 point font minimum). Follow the format, number system, and headings presented in the Grant Application. Make sure you include the number and heading for the information requested so reviewing board members can readily find the various categories as presented in the Grant Application.*

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)



**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

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

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

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

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

All Year 2022 grant recipients that are applying for 2023 funds are required to submit a follow-up report on the Year 2022 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