

VIRGINIA CHRISTENSEN TRUST FUND CRITERIA & GUIDELINES

All applications must be submitted on the attached application form. Eight (8) copies of the application and all supporting data are due to the Town Clerk by **4:00 PM** on the deadline date noted below. When you submit your application you will be assigned a specific time to make your presentation before the Advisory Committee. Because of the varying length of time required to obtain all the information the Advisory Committee needs, your presentation could be before or after the scheduled time. Presentations are scheduled in fifteen minute increments. ***You are asked to be available at least 45 minutes before your scheduled presentation.***

Spring and Fall Funding Schedules

- ◆ April 15– 4:00 PM – Deadline for submission of applications to Town Clerk
- ◆ TBA – 6:30 PM – Presentations before the Virginia Christensen Advisory Committee
- ◆ TBA – The Advisory Committee will make written recommendations to the Board of Trustees.
- ◆ Board of Trustees will make their final decision and funding checks will be issued within ten business days.

Applicants must fall within one or more of the following categories:

- ◆ Tax-exempt organizations as recognized by the Internal Revenue Service Tax Code.
- ◆ Not-for Profit groups recognized as a Charity or Fundraiser by the Colorado Secretary of State.
- ◆ Governments and Special Districts

Applicants will be evaluated and scored based on the following criteria:

- ◆ The project positively affects the Creede & Mineral County Area in one or more of the following ways: Entertainment, Recreation, Community Beautification, Economic Well-Being, Health, Education, Safety, Environment, Historic Preservation, or Art. Please refer to the sample rubric in this packet for more information.
- ◆ The project may be more heavily weighted for funding if the project is particularly strong in one of the following categories: a positive impact to locals, a likelihood of attracting visitors, a promising project requesting seed money, a substantial capital improvement, exemplary project success history, or significant matching funds.

Funding will be considered for any project that aligns with the aforementioned criteria set forth by the Virginia Christensen Advisory Committee and the Board of Trustees.

Funding can be requested in three categories: small, medium, and large grants. Please refer to the Virginia Christensen Trust Fund Grant Category Requirements for specific requirements and instructions for each grant category.

Funding applications will be accepted annually in April or at any time as determined by the Advisory Committee and/or the Board of Trustees.

Everyone receiving funds from the Virginia Christensen Trust Fund will be required to submit a follow-up report on the project and the use of the funds at the next application round. This report will be available to you during the application period and will be due on the same deadline date as the current funding round. If the Advisory Committee deems it necessary, a representative from the organization who received the funding may be required to attend the recommendations meeting to answer questions. If you are not notified to attend, your written report will be sufficient. In cases where project funding is distributed over more than one funding round, a progress report will be required. This follow-up report must support the use of funds as stated in your application, and receipts of expended funds will be required. Any funding not used as outlined in the Trust Fund application or any funds left over at the end of the project must be returned to the Virginia Christensen Fund pool (payable to The City of Creede).

Please refer to the Virginia Christensen Trust Fund FAQ page for additional information and requirements.

All meetings are open to the public.

VIRGINIA CHRISTENSEN TRUST FUND

SUBMISSION FAQ & GUIDELINES

WHO CAN APPLY?

- Tax-exempt organizations as recognized by the Internal Revenue Service Tax Code.
- Not-for Profit groups recognized as a Charity or Fundraiser by the Colorado Secretary of State.
- Governments and Special Districts

WHAT DO I NEED TO INCLUDE IN MY APPLICATION?

- Your complete application with any attached pages. Please use the fillable pdf or download the word document version available online.
- A copy of your organization's Certificate of Good Standing from the Secretary of State.
- A copy of your organization's Board of Directors or other body of officers.

WHAT DO I NEED TO INCLUDE IN MY FOLLOW UP REPORT?

- Your complete follow up report with any attached pages.
- All expenditure receipts.
- Additional information as required by grant size guidelines.
- Follow-up reports for funding received prior to the Spring 2015 Grant Funding Cycle are not subject to grant size requirements.

HOW DO I SUBMIT MY MATERIALS?

- Please type all application and report materials if at all possible. If you do not have enough space on the forms, please attach additional pages.
- Please provide 8 paper copies of your grant application.
- Please provide 8 paper copies and one electronic copy of your grant follow up report. Please DO NOT make copies of receipts/tax information/documentation.
- One copy of any additional information (certificate of good standing, board of directors, and expenditure receipts) is required. It would be greatly appreciated if it was provided electronically, but if you are unable to do so, please provide one paper copy to the Town Clerk along with your application.
- To clarify:

ITEM	PAPER?	ELECTRONIC?
Application Forms	Yes, 8 copies	If possible, in addition
List of Officers or Board of Directors	Either, 1 copy	Either, 1 copy
Certificate of Good Standing	Either, 1 copy	Either, 1 copy
Follow-Up Reports	Yes, 8 copies	If possible, in addition
Receipts from previous expenditures	Either, 1 copy	Either, 1 copy

HOW WILL MY APPLICATION BE SCORED?

In the spring of 2015, the Virginia Christensen Advisory Committee and the Board of Trustees implemented a project scoring system using the rubric included with this application package that reflects the values of the ideal projects sought by the Virginia Christensen Grant program. In addition to these scores, the Virginia Christensen Advisory Committee has the authority to weight funding more heavily if a project has particular value in the following areas:

- The project has a significant positive impact on Creede & Mineral County locals.

- The project is very likely to attract visitors to the Creede & Mineral County area.
- The project is in its initial stages and is requesting seed money for the growth of a project in the Creede & Mineral County Area.
- The project is a substantial long-term capital improvement for the Creede & Mineral County area.
- The applicant has an exemplary history of success with past projects.
- The project has received a significant amount of matching funding from other sources.

HOW DO I CALCULATE RETURNS OF UNUSED FUNDS?

- In order to calculate expenditure returns, please follow the formula provided on the follow-up report:

$$\frac{\text{VC FUNDS}}{\text{TOTAL FUNDS}} = \frac{\text{VC FUNDS RETURNED}}{\text{TOTAL UNUSED}}$$

For VC Funds, use the amount of the grant received. Multiply the number by the projects total unused funds. Then divide that number by the total budgeted funds. Calculate the total funds from your “total project cost” on your grant application budget. For example, if your project budget detail on the application looked like this:

Item	Amount
Total Project Cost	\$15,400
Materials:	\$14,000
Labor:	\$1,000
Other:	\$400
Total Funds from other sources:	\$7000
TOTAL VC FUNDS REQUESTED:	\$8,400

and you received a grant in the full requested amount (\$8,400), and when the project was finished, it came in under budget at \$14,000, and thus \$1,400 was unused, you would make the following calculation:

(VC FUNDS (\$8,400) x TOTAL UNUSED (\$1,400))/(TOTAL FUNDS(\$15,400))=\$736.64 VC FUNDS RETURNED. This formula is used to ensure that unused Virginia Christensen Funds are returned fairly to be used for future projects.

If you have any other questions or would like additional information, please contact the Town Clerk at 658-2276 or by email at clerk@creedetownhall.com.

VIRGINIA CHRISTENSEN TRUST FUND GRANT CATEGORY REQUIREMENTS

SMALL GRANTS

- **\$1-\$5,000**
- Typically seed money for startup projects, small projects and for cash match for other grants. Applicants are expected to:
 1. Fill out an application, provide a project budget, present to the VC board, and file all required follow-up reports.
 2. Demonstrate in their proposal that their project is applicable according to grant scoring guidelines.
 3. Return any unused funds to the Virginia Christensen Fund upon submission of final report.
 4. Demonstration of a 5% match (in-kind and/or cash) is strongly suggested.

MEDIUM GRANTS

- **\$5,001-\$20,000**
- Typically projects that will make a demonstrable impact on the Creede & Mineral County Community. May include small capital projects, capacity building projects, staffing, fundraising, operating costs, etc... Applicants are expected to:
 1. Fill out an application, provide a project budget, present to the VC board, file all required follow-up reports, provide a project timeline, and demonstrate adherence to the timeline in the follow-up reports.
 2. Demonstrate in their proposal that their project is applicable according to grant scoring guidelines.
 3. Demonstrate 10% match (in-kind and/or cash)
 4. Demonstrate the impact the project had on the community (i.e., sales tax increase during project, event evaluation comments, number of employees retained, number of programs created, photos of art pieces curated, length of road restored, # of plants planted, # of volunteer hours contributed, % of building completed/restored, etc...) and include in the final report.
 5. Return all unused funds to the VC Fund Pool at the expiration of the project timeline. Extensions may be granted to the applicant but must be requested in regular follow-up report deadlines.

LARGE GRANTS

- **\$20,001+**
- Projects in this category will be very competitive, and strictly evaluated. May include building buildings, saving historical places, renovating existing infrastructure, business startup, etc.... Applicants will be expected to:
 1. Fill out an application, provide a project budget, provide and stick to project timeline, present to the VC board, and file all required reports (progress and final).
 2. Demonstrate in their proposal that their project is applicable according to grant scoring guidelines.
 3. Demonstrate 25% match (in-kind and/or cash).
 4. Demonstrate the impact the project had on the community (i.e. sales tax increase during project, event evaluation comments, number of employees retained, number of programs created, photos of art pieces curated, length of road restored, # of plants planted, # of volunteer hours contributed, % of building completed/restored, etc....) and include in the final report.
 5. Return all unused funds to the VC Fund Pool at the expiration of the project timeline. Extensions may be granted to the applicant but must be requested in regular follow-up report deadlines.
 6. Demonstrate how the project outcome will be operated and maintained in the future.

VIRGINIA CHRISTENSEN TRUST FUND GRANT APPLICATION SCORING RUBRIC

APPLICANT: _____ **PROJECT:** _____ **SCORER:** _____

Instructions: Indicate in the table below, on a scale of zero to four, with one not impacting at all and four being most impactful, how well the project addresses the values in the first column in the Creede & Mineral County area.

VALUE	4	3	2	1	0	TOTAL	COMMENTS
ENTERTAINMENT							
RECREATION							
COMMUNITY BEAUTIFICATION							
ECONOMIC WELL-BEING							
HEALTH							
EDUCATION							
SAFETY							
ENVIRONMENT							
HISTORIC PRESERVATION							
ART							
TOTAL							