

Town of Mancos Agency Contribution Guidelines

The Board of Trustees has budgeted funds to support community organizations that preserve or enrich the health, education, welfare, and fitness of the community. Funding decisions for service and arts organizations, school and athletic organizations are decided by the Board of Trustees and shall not exceed \$1,500 per organization per round.

PROGRAM OVERVIEW

The Town of Mancos endeavors to promote community support organizations through this Agency Contribution process. Funding priorities 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.

ELIGIBILITY CRITERIA

The Town of Mancos 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 Town of Mancos community.
2. Only one (1) application may be submitted per organization per budget year. Please submit one original.
3. Supplemental documentation may only be sent to the Town of Mancos at their request.
4. Applicants, or their representative, must be available to answer questions from the Board when their application is presented.

ACCOUNTABILITY

An oral follow-up report on the use of Town of Mancos funds is required with the next round of applications. For example, if the organization is funded during the first round in April, a representative must appear before the Board during the second round in September to provide an update to the Board of Trustees.

REVIEW PROCESS

The Board of Trustees will evaluate each application according to its strengths, merits, and completeness. Amount of awards, funding agreements, and comments to applicant organizations will be mailed out in January and June of each year.

APPLICATION DEADLINE

First Round – April 15 (Checks issued early June)

Second Round – September 15 (Checks issued in early January)

Applications shall be dropped off or mailed to Town Hall (117 North Main), Attention Heather Alvarez or sent via email to halvarez@mancoscolorado.com. Applications are heard at the next regularly scheduled Board meeting.

Applicants who fail to appear at the Board meeting will not be considered. Late, incomplete (i.e. submitted without all questions answered or an inappropriate number of copies of application submitted), or faxed applications will not be accepted or considered. NO EXCEPTIONS!

OTHER CONDITIONS

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

Credit/Acknowledgement: Community Support recipients agree that a notice will be included in appropriate announcements and promotional efforts stating:

“This activity/event/program is supported by a contribution from the Town of Mancos.”

**Town of Mancos
Request for Contribution**

**Application must be completed IN FULL in order to be considered.
Application Deadline is 5:00 p.m. on April 15 (1st round) and September 15 (2nd round). If the 15th falls on a weekend or holiday, the application is due by close of business the Monday following the weekend or holiday. Please submit one original to:**

**Town of Mancos
117 North Main
P.O. Box 487
Mancos, CO 81328
Attn: Heather Alvarez
halvarez@mancoscolorado.com**

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: _____ (attach proof of non profit status)

List Board of Directors: _____

How many years has your organization been in existence? _____

Part 2: Contribution Request

Cash Request: \$ _____ (max \$1,500)

Part 3: Detailed Information

Please respond to the following in no more than 3 double sided (10 point font minimum) pages. Follow the format, number system, and headings as presented in the Contribution Request. 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 Contribution Request.

Check each line to confirm you have included the appropriate information and submit with your Contribution Request.

1. Include:
 - A. ____ Mission Statement (if available)
A clear and concise statement of organization’s mission, not including goals and objectives
 - B. ____ 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)
2. State precisely:
 - A. ____ Purpose of requested funds
*List budget items for which funds will be expended
 - B. ____ 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%:

 ____ Town of Mancos

 ____ Montezuma County

 ____ Other (outside of Montezuma County)
 - C. ____ Why it is critical you receive this funding
3. ____ How will funding of your organizations activities meet the Board of Trustees funding priorities (from page 1)?
4. ____ Describe the community support for your organization or program.
5. ____ How will you evaluate the success of your organization or program?
6. ____ Please list other support provided to your organization by the Town of Mancos, Montezuma County, the State of Colorado, or the U.S. Government (if any).

Part 4: Financial Information

Submit the following financial statements for your organization:

- _____ 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
- _____ 3 – 5 year plan (if available)

Part 5: Follow-up Report

An oral follow up report shall be presented to the Board of Trustees during the next round of contributions. Organizations that received funding will be notified by the Town of Mancos of the date of the Board meeting. An organization’s failure to present a follow up report to the Board may result in ineligibility for future funding by the Town of Mancos.