



2016 Grant Process

PRESENTATION 15-414
NOVEMBER 16, 2015

Purpose



- Proposed 2016 grant process
- Changes made based on council input to date - marked in red
- Council input requested
 - What is City Council's goal for the program?

Background



- The Quality Community Foundation was established in 2006. It was organized to support and obtain funding for post-secondary education and youth recreational program scholarships offered by and through the City of Commerce City.

- The Quality Community Foundation is also organized to provide grants to fund various non-profit programs which benefit the public.

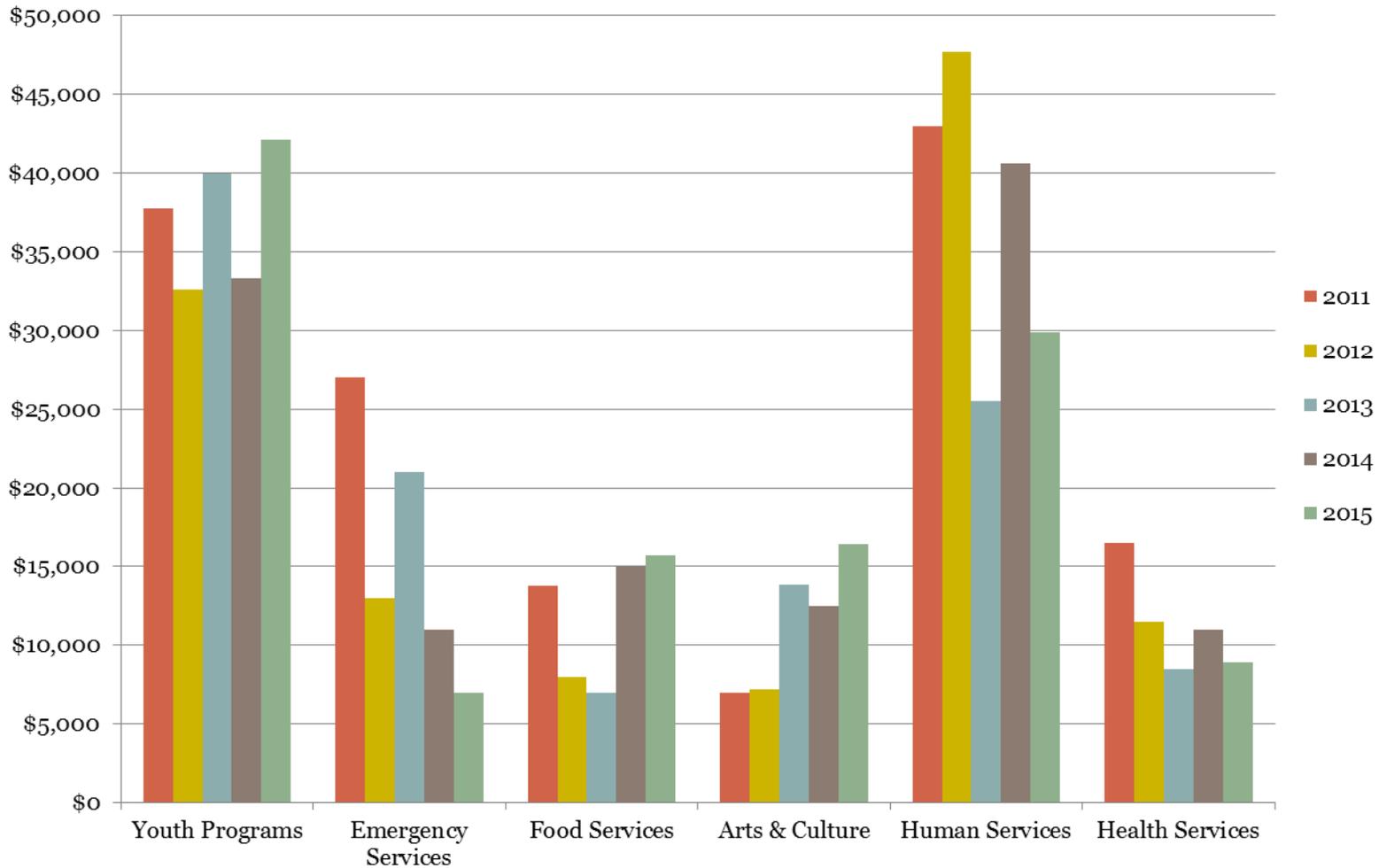
- **Board Members**
 - Valerie Medina, President
 - Robert Frederick, Vice-president
 - Sheryl Carstens, Secretary/Treasurer
 - ✦ Leigh Ann Noell, administrative assistance
 - Carlotta Barnes
 - Carol Taylor Boyd
 - DeLilah Collins
 - Dafna Michaelson
 - Teri Smith

Background



- The QCF grant program provides non-profit organizations with funding to benefit Commerce City residents.
- The QCF non-profit grant process is a competitive process
- 2015 funds available: \$120,000
 - Received 45 applications from 33 organizations
 - 2015 funds requested: \$268,480
 - Funded 39 requests for a total of \$120,000
- 2016 proposed budget is \$120,000

Types of Recipients



Types of Programs Funded



Youth Programs

Adams 14 Education Foundation
Bridges of Silence
CASA of Broomfield & Adams Counties
Commerce City Historical Society
Commerce City Youth Athletics
Environmental Learning for Kids
Junior Achievement
Little Giants Learning Center
Prairie View High School HOSA Program
Radiance Dance Academy
Wish for Wheels

Arts & Culture

Commerce City Community Enterprise
Commerce City Cultural Council
Commerce City Historical Society
Su Teatro

Food Services

Commerce City Community Enterprise
F.I.S.H. of Commerce City
Food Bank of the Rockies

Emergency Services

ACCESS Housing
Catholic Charities

Human Services

ACCESS Housing
Arapahoe House
Brothers Redevelopment
Commerce City Community Enterprise
Mercy Housing - Holly Park
Helping Hands Automotive
Hospice of Metro Denver
Ralston House
Senior Hub
Stout Street Foundation

Health Services

Kids First Health Care
Community Reach Center

2016 Proposed Application Process



2016 Application Timeline



2015

- Nov 23 - Council presentation on grant process
- **Nov/Dec - Application preparation (internal)**

2016

- Jan 8 - Notification to potential applicants (announcement and training)
- Jan 26 - Mandatory Pre-application meetings (a.m. & p.m.)
- Jan 31 - Prior year close out report due to the QCF from prior year recipients
- Feb 1 - Application release
- **Feb 1 – Intake process begins**
 - **Online only process**
 - Pre-application review , proposals reviewed for completeness
 - Notifications made if incomplete prior to the deadline
- **Feb 16 – Application review/scoring training session (internal)**
- Mar 4 - Intake process ends (review application for completeness by administrative assistant)
- Mar 8 - Applications distributed to board members
 - Board members receive proposals and score sheets for review
 - Members have over two weeks to read and score proposals
- Mar 22 - Board review and award determination
- Mar 28 - Study session award determination
- **Apr 12- Notification to applicants of award**
- Apr 18 - Check distribution

Eligibility



To be eligible:

- Applicants must be a non profit organization and provide proof of 501 status, **current letter of determination**
- Activities must benefit Commerce City residents
- Application format must be used
- **One proposal per organization; maximum request of \$7,500**
- Grant report from previous year must be submitted by January 31, 2016

Ineligible Funding

- Lack of proof of non profit status
- Late application
- Missing sections
 - During intake, every effort is made to obtain missing items. If applicant did not make reasonable effort to submit missing items by the application deadline, the application will be scored accordingly.

Ineligible Activities

- Salaries/benefits
- Rent
- Utilities
- Individuals

Questions



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