



# 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



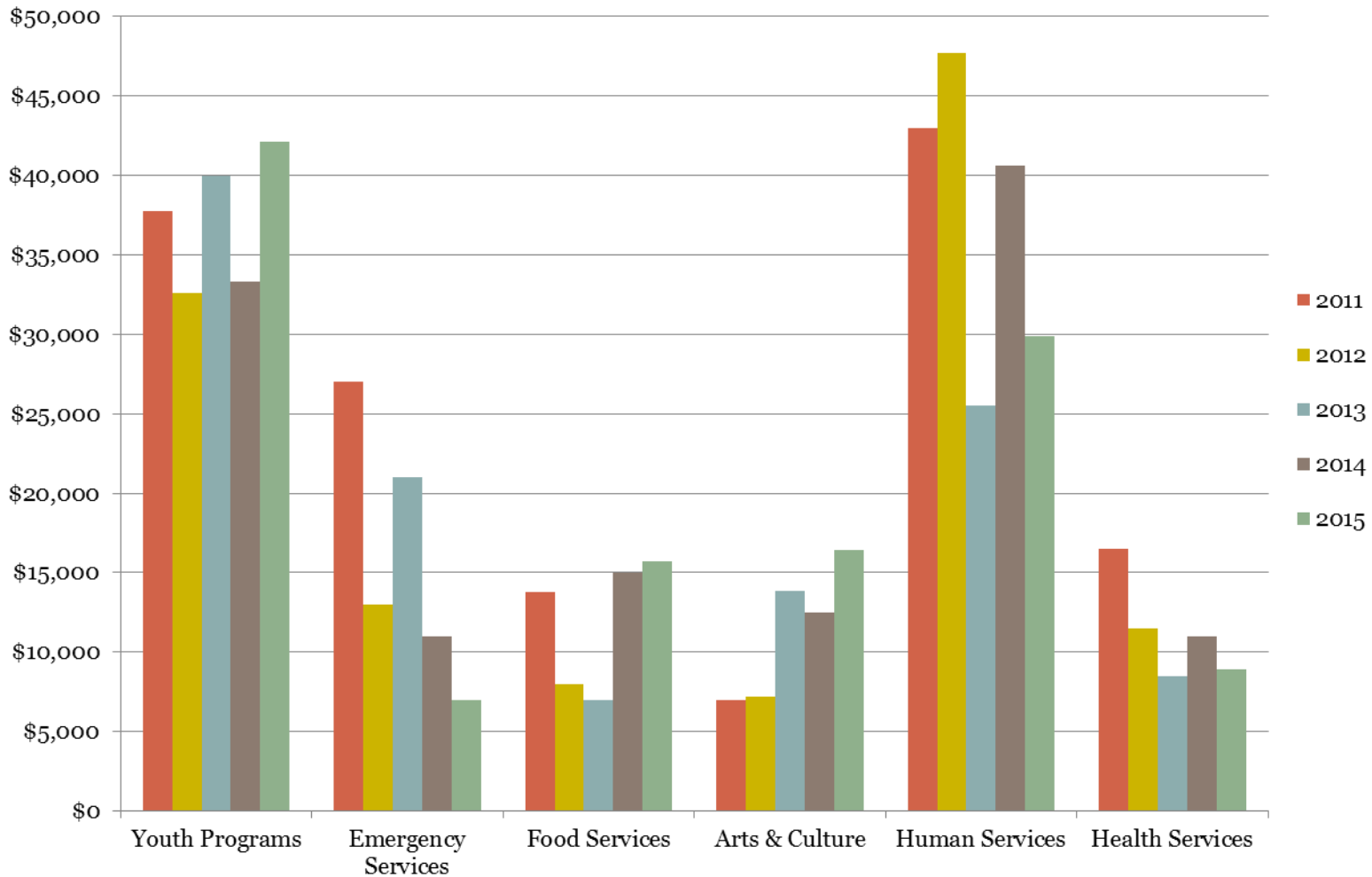
- The Quality Community Foundation was established in 2006. It was organized to support and obtain funding for post-secondary education and youth recreational program scholarships offered by and through the City of Commerce City.
- The Quality Community Foundation is also organized to provide grants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