

PARADOX COMMUNITY TRUST
STRENGTHENING COMMUNITIES NONPROFIT BUILDING CAPACITY
REQUEST FOR GRANT PROPOSALS

I. SUMMARY

A. Overview of the Grant

The goal of the Paradox Community Trust - Strengthening Communities Nonprofit Capacity Building Program is to build the capacity of community and nonprofit organizations serving the communities of west San Miguel, Dolores, Montrose and Montezuma counties, including the towns of Norwood, Redvale, Nucla, Naturita, Paradox, Egnar, Slickrock, Dry Creek Basin, Dove Creek, and Rico and to address broad economic recovery issues present in historically distressed communities through the creation of earned income strategies and social enterprises designed for sustainable job creation.

Two rounds of technical assistance capacity building and financial assistance grant cycles will distribute approximately \$600,000 to community, nonprofit and faith based organizations that address the broad economic recovery issues present in their communities, including helping low-income individuals secure and retain employment, earn higher wages, obtain better-quality jobs, and gain greater access to state and Federal benefits and tax credits. Grant funding can only be used for capacity building activities that furthers the sustainability of the awardees' social service efforts and cannot be used for direct services.

Organizations receiving grants will be required to participate in comprehensive technical assistance and training to build the capacity of their organizations as well as to expand their ability to help low-income individuals secure and retain employment, earn high wages or obtain better-quality jobs, and/or increase access to government benefits.

B. TIMEFRAME FOR GRANT PROCESSES AND DEADLINES

- Round 2 Pre-Application Workshop – September 8, 2010, Cahone from 4:00 to 5:30 pm, Cahone Senior Center.
- Round 2 Pre-Application Workshop – September 9, 2010, Naturita from 4:00 to 5:30 pm, Naturita Library.
- Round 2 Grant Applications Due – 5:00 pm on September 30, 2010
- Round 2 Grant Awards – October 28, 2010
- Round 2 Grantee Orientation/Training, Dove Creek – November 10, 2010
- Round 2 Grantee Orientation/Training, Naturita – November 11, 2010
- Round 2 Technical Assistance Workshops and Direct Technical Assistance – December 2010 – September 2011

C. ELIGIBILITY AND FUNDING CRITERIA

Financial assistance will be given to organizations implementing program(s) that address the broad economic recovery issues present in their communities, including helping low-income individuals secure and retain employment, earn higher wages, obtain better-quality jobs, and gain greater access to state and Federal benefits and tax credits.

An applicant must be a nonprofit organization. However, there will be no requirement that applicants have 501(c)(3) status or identify a sponsoring organization with 501(c)(3) status. Organizations will be required to provide either 1) a certificate of Good Standing from the Colorado Secretary of State ; 2) a copy of their Nonprofit Articles of Incorporation filed with the Colorado Secretary of State; OR 3) a copy of their IRS 501(c)(3) Tax Determination Letter.

Faith based organizations are eligible to participate in the program without regard to their religious character or affiliation. However, faith based organizations receiving financial assistance and/or technical assistance must have at least one substantial secular social service program that will benefit from the lead organization's assistance, and clients participating in this secular social service program must not be required to participate in religious activities, instruction, worship and/or prayer in order to receive services.

Organizations need not be based in the communities they serve; however, programs or services must be conducted within the geographic service area of this program, including the incorporated or unincorporated area of west Montrose, San Miguel, Dolores or Montezuma counties, including the towns of Norwood, Redvale, Nucla, Naturita, Paradox, Dry Creek Basin, Slickrock, Egnar, Dove Creek, Cahone, and Rico.

Successful grantees will demonstrate how funding will improve the sustainability of their organization and following use of the funds, how their organization will be changed or left with something that will enable them to better serve their constituents during the next few years. For example, funded activities must enable the organization to better provide services for an indefinite period of time as opposed to short-term benefits. Grant funding will only be awarded for capacity building activities.

Examples of capacity building activities which could be funded through the grants process include:

- Establishing and providing an orientation for a board of directors
- Implementing a budgeting process
- Assessing community needs
- Implementing plans to increase the number of clients served or the number of services offered
- Providing staff training on how to prepare funding applications
- Creating or updating a website
- Creating marketing plans
- Performing a technology audit
- Researching and developing new programs or services

- Increasing computer and/or software proficiency
- Purchasing computers and/or software
- Utilizing public service announcements or paid advertising
- Developing or distributing written materials, such as a brochure or newsletter
- Purchasing program-related equipment and durable supplies
- Implementing systems to keep records on client needs, referrals, service recipient satisfaction, or service recipient outcomes.

Examples of Direct Service activities that would not be funded include:

- Implementing a program, program activities, or program curriculum that provides services to clients
- Purchasing food for a food bank or other service programs
- Paying management costs of existing programs
- Holding seminars or events for clients
- Paying staff to work directly with clients

In addition, financial assistance will not be used to:

- provide direct services
- provide or support the provision of direct medical and/or health care services, or for items such as medical equipment or supplies or medically-oriented trainings, certifications, or licensures.
- support direct fundraising activities
- construction or capital activities
- the purchase of real property
- build an organization's capacity to provide programs or services that include inherently religious activities.
- pay for definite, short-term benefits, such as rent

Successful grant applications will meet at least one of the following criteria:

1) An organization that better prepares low-income individuals to secure and retain employment, earn higher wages, obtain better-quality jobs, and gain greater access to state and federal benefits and tax credits. For example providing training related to job searching, interviewing, resume writing, or computer skills; education/training (academic remediation, general education development, English as a Second Language classes, job retraining, or training for new job skills such as those needed for green jobs); other support services related to securing and retaining employment (emergency cash or food assistance, counseling, transportation, child care, and post-placement support).

2) Organizations aimed at increasing low-and moderate income individuals' access to state and federal benefits and tax credits for which individuals are eligible. Examples include developing organizational capacity to offer a counselor-assisted centralized electronic eligibility screening and application tool; establishing procedures to assess eligibility of prospective and current clients for benefits and tax credits; developing referral protocols and other local service providers; developing a

guide/clearinghouse of benefits and tax credits; and developing the capacity to offer free tax preparation assistance.

3) Funds are used to pay for capacity building activities that result in improved social service programs and activities. For example, funds may pay for trainings such as workshops on developing collaborations or strategic partnerships or workshops on program development. Funds may be used to purchase equipment or supplies, such as computers or computer software that can improve program services. Capacity building activities designed to prepare individuals for work in the health care field are allowable

4) Financial assistance will be given to organizations implementing programs(s) that address the broad economic recovery issues present in their communities.

5) Funds can be used to build an organization's capacity to create local jobs through earned income strategies and social enterprises, i.e. establishing mission-driven businesses, such as green houses, arts and farming cooperatives, recreation outfitters, energy cooperative/providers.

D. SIZE LIMITATIONS FOR GRANTS

Two grant rounds will award a total of at least \$600,000. Grants may range from \$500 to \$25,000, based on need, and potential benefit of the proposed program/project. Larger grants may be considered at the discretion of the Grants Review Committee.

E. PRE-APPLICATION WORKSHOP

Pre-application workshops will be held for potential applicants, where applicants will receive assistance in completing the grant application. For Round II Grants, workshops will be held: September 8, 2010, in Cahone – 4:00 - 5:30 pm at the Cahone Senior Center and September 9, 2010, in Naturita – 4:00 – 5:30pm at the Naturita Library.

If someone from the applicant organization can not make this meeting, please contact Karl Shaddock at kshaddock.paradox@gmail.com or 308.340.0753.

F. CONTACT INFORMATION

For questions regarding grant criteria or submitting a grant application, please contact Karl Shaddock at kshaddock.paradox@gmail.com or 308.340.0753.

G. INFORMATION REQUIRED BY GRANTEES FOR PROPOSAL

Grant applications must be submitted through the Telluride Foundation website, by the following deadlines:

- Round Two – 5:00 pm on September 30, 2010

Applicants must submit the following information through the Telluride Foundation's on line application process found at www.telluridefoundation.org:

- 1) Summary Sheet Form, as attached
- 2) 2-Page Grant Narrative, template is attached
- 3) Financial and Nonprofit Attachments

Please note that the attached MOU, must be signed and submitted to the Telluride Foundation IF awarded a grant.

H. SCORING PERCENTAGES

Applicants will be scored using the following percentages :

- 1) Organizations working with agencies responsible for administering TANF programs (Temporary Assistance for Needy Families) - 10 points
- 2) Organizations whose annual budgets do not exceed \$500,000 – 10 points
- 3) The organization's readiness to benefit from technical assistance and financial assistances and its potential for benefiting the community. The capacity of leadership, motivation to build capacity, and commitment to participating in training and technical assistance are key considerations – 15 points
- 4) The organization will be able to responsibly manage requested funds and the amount requested is proportionate to the size of the program/project – 5 points
- 5) The organization has successfully demonstrated its own sustainability and that funds will support a program/project that can be sustained over the long term – 10 points
- 6) The organization has demonstrated its ability to create new jobs or allow residents to better retain jobs – 15 points.
- 7) Description of Program/Project – 10 points
- 8) Evaluation – 5 points
- 9) Collaboration – 5 points
- 10) Board Governance, Staff and Volunteers – 5 points
- 11) Program and Organizational Budgets - 10 points

PARADOX COMMUNITY TRUST: STRENGTHENING COMMUNITIES
NONPROFIT CAPACITY BUILDING GRANT APPLICATION

CHECKLIST

Please note that this grant application has used the Colorado Common Grants Application as a template, but does not require all the same information required by The Colorado Common Grant Application (CGA). The application consists of the following components. All components should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

- £ Section I: Summary Sheet Form: Use the 2-page template provided.
- £ Section II: Narrative
- £ Formatting: Use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions.
- £ Page Limit: 2 page narrative

Narrative Questions

- £ 1. Organization Background
- £ 2. Proposed Program/Project Description
- £ 3. Organization Sustainability
- £ 4. Evaluation
- £ 5. Collaboration
- £ 6. Board, Staff, and Volunteers
- £ Section III: Attachments

Financial Attachments

- £ 1. Organization budget
- £ 2. Program/Project budget
- £ 3. Previous Fiscal Years Financial Statements, provide audited versions if available

Other Attachments

- £ 4. Proof of IRS federal tax-exempt status, if applicable
- £ 5. Proof of nonprofit corporation filed with Colorado Secretary of State.

Thank you for your time and effort in completing this application.

PARADOX COMMUNITY TRUST: STRENGTHENING COMMUNITIES
NONPROFIT CAPACITY BUILDING GRANT APPLICATION

SUMMARY SHEET FORM

Legal Name of Organization:

DBA (if applicable):

Mailing Address, City, State, and Zip:

Phone:

Fax:

EIN:

Website:

Name of CEO or Executive Director:

Phone:

Email:

Application Contact & Title (if not the CEO or Executive Director):

Phone:

Email:

Organization Information

Mission Statement:

Geographic Area Served (specific to this proposal):

PARADOX COMMUNITY TRUST: STRENGTHENING COMMUNITIES
NONPROFIT CAPACITY BUILDING GRANT APPLICATION

Nonprofit Status:

501(c)(3)

Nonprofit Corporation, filed with Colorado Secretary of State

Year Founded:

Number of Employees: Full-time:

Part-time:

Grant Request Information

Type of Grant Requested (select one):

Social Service Program/Project

Social Enterprise

Other

Amount of Request: \$

Briefly describe what the grant request will be used for:

Financial Information

Organization's Current Budget for Fiscal Year Ending:

Income:

Expenses:

Program or Capital budget:

Dates: from:

to:

Income:

Expenses:

By signing below, I certify that the information contained in this

application is true and correct to the best of my knowledge.

CEO/Executive Director

Date

PARADOX COMMUNITY TRUST: STRENGTHENING COMMUNITIES
NONPROFIT CAPACITY BUILDING GRANT APPLICATION

ATTACHMENTS

Label each attachment and provide in the order listed.

Financial Attachments

1. Budgets

Include revenues and expenses.

- (a) The organization's operating budget for the current fiscal year (If not a new start-up organization)
- (b) Program budget for the project or program proposed in this application.

2. Previous Fiscal Year Financial Statements (audited if available)

Include a Statement of Financial Position (Balance Sheet) and a Statement of Activities (Income and Expense Statement) for your last fiscal year, if not a new start-up organization. Provide the Statement of Activities in a budget-to-actual format if the organization uses that format. If you have audited financials, please provide the audited version.

3. Proof of Nonprofit Corporation

- If a 501c3, provide a copy of your IRS federal tax-exempt determination letter
- If not a 501c3, provide a Colorado Nonprofit Corporation Certificate of Good Standing or a copy of your articles of incorporation filed with the Secretary of State.

PARADOX COMMUNITY TRUST: STRENGTHENING COMMUNITIES
NONPROFIT CAPACITY BUILDING GRANT APPLICATION

PARADOX COMMUNITY TRUST: STRENGTHENING COMMUNITIES FUND
GRANT TERMS AND CONDITIONS MEMORANDUM OF AGREEMENT

Name of Grantee:

Grantee Contact Person:

Grant Amount:

Payment Schedule:

Grant Period: March 20, 2010 – September 30, 2011

Grantor/Funder: Telluride Foundation and JVA Consulting

The Telluride Foundation is providing the above named grantee with a financial grant as listed above, as well as capacity building training and technical assistance (TA). As a condition of this grant, the grantee agrees to the following:

Under this Grant Agreement, the Grantee Agrees to:

- Satisfactory perform activities as outlined in your proposal
- Participate in JVA's Comprehensive Organizational Assessment to determine capacity building needs
- Participate in organization and technical assistance training.
- Not use grant monies for unauthorized purposes, including inherently religious activities or to support religious practices (i.e. religious instruction, worship and/or prayer)
- Cooperate in a timely manner with requests for information and site visit appointments
- Adhere to all applicable funding requirements of the U.S. Department of Health and Human Services and the Telluride Foundation, ensuring that grant expenditures are made only for allowable uses
- In partnership with Grantor, set up and implement appropriate grant financial tracking mechanisms and submit timely interim and final expense reports as required by the Telluride Foundation.
- Submit timely interim and final narrative progress reports as required by the Telluride Foundation.
- Complete an obligated funds request or return any unobligated or unspent grant monies to the Telluride Foundation by September 30, 2011.

Under this Grant Agreement, the Grantor/Funder Agrees to:

- Allocate Capacity Building grants in installments as indicated above.
- Provide building capacity and technical assistance training at no cost to the grantee.
- Respect the grantee's autonomy regarding its policy-making procedures and day-to-day operations.

Ineligible Uses:

PARADOX COMMUNITY TRUST: STRENGTHENING COMMUNITIES
NONPROFIT CAPACITY BUILDING GRANT APPLICATION

- Grants may not be used to support inherently religious practices such as instruction, worship or proselytization.
- Grants may not be used for programmatic expenses or for direct service provision.
- Grant may not be used for purchases or transactions beyond those written in the approved subaward budget unless written approval is procured at least 15 days in advance.
- Unauthorized use of federal funds will result in the immediate loss of the award and the return of the full award amount.

Grantee Declaration

We understand that the Telluride Foundation and JVA Consulting is providing us with both a financial grant and capacity building assistance to improve our capacity to deliver effective services. We also understand that if we fail to participate adequately, our services may be reduced or we may be dropped from the initiative and be required to return unspent grant monies to the Telluride Foundation.

Board President or Executive Leader

Paul Major, President & CEO, Telluride Foundation

Please return this signed form to the Telluride Foundation by mail (620 Mountain Village Blvd., Ste 2 B, Telluride, CO 81435) within two weeks of receipt of your grant award.