



## Town of Wellington Community Grant Application

### Criteria and Guidelines

#### **Board Discretionary Funding**

The Board's discretionary fund provides a means to support community events, programs, and projects that provide a direct public benefit to Wellington residents. Funds are provided on a first come, first served basis and are dependent on Board of Trustee consideration and on funds that are available.

#### **Who can apply?**

- Non-profit organizations registered with the Colorado Secretary of State and in good standing.
- A qualified 501(c)(3) tax-exempt organization as recognized by the Internal Revenue Service.
- Taxing authorities may not apply; however, groups such as PTOs, booster clubs and athletic teams may apply under the umbrella of their respective schools.

#### **What do I need to include in my application?**

- Complete application including all required attachments.
- A copy of your organization's Certificate of Good Standing from the Secretary of State indicating your non-profit status.
- A copy of the IRS Determination Letter.
- A list of your organization's Board of Directors or list of officers.
- Identify how the project aligns with at least one area of the Town of Wellington Strategic Plan.

#### **What restrictions are there?**

- Project or Event needs to be open to the public.
- Project or Event must be held or conducted within the Town of Wellington.
- Any awarded funds that are unspent at the end of the Project or Event must be returned to the Town.
- Funded Projects or Events must acknowledge the Town's support on all appropriate materials and media.
- Grant funds must be used in connection with the approved request and may not be used for administrative costs.
- Requests that exceed \$2,500 must check the appropriate box on the application.
- Other conditions or restrictions may apply based on Project or Event details.

#### **What do I need to include in my follow-up report?**

- Brief explanation of the event/program and its impact and benefit to the Town of Wellington including detail of the use of funds received from the Town of Wellington.



### **How do I submit my materials?**

- Please provide a completed application with any additional attachments to the Town Administrator, by any of the following methods:
  - ✓ By mail - PO Box 127, Wellington, CO 80549, or
  - ✓ Hand delivery - Wellington Municipal Services Building at 8225 Third Street, Wellington, or
  - ✓ Email – [garciapa@wellingtoncolorado.gov](mailto:garciapa@wellingtoncolorado.gov)

### **Approval Process**

The Town Administrator’s Office will distribute a copy of eligible requests to all members of the Board of Trustees. Any one member of the Board may direct staff to place the request on an upcoming agenda within 30 days for consideration.

### **Disbursement and Use of Funds**

1. Funds approved by the Board of Trustees for appropriation must be used in accordance with the approved request or returned to the Town.
2. A letter from the Town Administrator’s office, outlining the restricted use of the funds, will be sent to the organization, along with a funding check made payable to the non-profit or community-based organization within 30 days.

### **Final Reporting**

1. A written report must be submitted by the recipient agency or organization to the Town Administrator, PO Box 127, Wellington, CO 80549, identifying how the funds were used within 60 days of the program/project close out. This report may be in the form of a letter.

If you have any questions regarding the Board’s Discretionary Funds, please contact the Town Administrator’s office at (970) 568-3381.





1. Number of Town of Wellington residents and/or visitors that will participate and/or benefit from the program you are proposing: \_\_\_\_\_
  
2. In what way will this program enhance the Town of Wellington's positive image, provide opportunity for informal education, community building and/or family entertainment:

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3. Has your organization applied for a grant or received funding from the Town of Wellington before?  
YES \_\_ NO \_\_ (if YES, please complete questions 4, 5 and 6)

4. How much did you receive from the Town of Wellington? \$\_\_\_\_\_

5. How was the funding used?

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6. Were there funds left over? If so, how were those funds utilized by your organization:

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7. Please provide a list of organizations you have already solicited or will be soliciting for funding:

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8. Please include the following attachments:
  - a. Board of Directors or list of officers and key staff noting any paid staff.
  - b. Copy of the IRS Determination Letter indicating Tax-Exempt Status of the organization.

Name and Signature of Organization's Project Chairperson:

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Program / Project Budget

Program Name: \_\_\_\_\_

Total Project Budget (Please Itemize):  
(Personnel, Promotion, Supplies, Services, etc.)

Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Cost (A):**

\$ \_\_\_\_\_

Sources of Funding for the Program (pledged or paid):

Corporations: \$ \_\_\_\_\_

Foundations: \$ \_\_\_\_\_

Individuals: \$ \_\_\_\_\_

Government: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Total Funds Available (B)** \$ \_\_\_\_\_

**Balance Required (A minus B)**

\$ \_\_\_\_\_

**Amount Requested:**

\$ \_\_\_\_\_