



## **2009 Grant Application Guidelines**

**APPLICATION RECEIVED BY DEADLINE:** June 30, 2009

**Our History:** *In 1997, Spring Board was created by the Aspen Community Foundation to foster leadership and to build philanthropy in young people. Today, through the Spring Board Advised Fund at the Aspen Community Foundation, grants are recommended to Roaring Fork Valley nonprofits that encourage community participation in younger generations.*

**Mission:** *“To engage our generation and empower them to invest in their community through charitable giving and volunteerism”*

### **Grantmaking Focus for 2009 Grant Cycle**

Due to the current economic state, Spring Board is focusing grant funding for 2009 on emergency funding for non-profit organizations that support youth in the greater Roaring Fork Valley. Grant applications should address programs and services that the applicant feels are at an emergency level for their organization or their constituents, might somehow be at risk without extra funding, and have an impact on youth. Since Spring Board does not have the expertise to determine what the emergency funding needs are for the Roaring Fork Valley, the Board is interested in reviewing what each organization considers as its emergency needs and how grant money can help support those services.

The board will give preference to needs that involve youth or young adults, and foster volunteerism or civic engagement. The maximum grant request considered is \$5,000.

### **Grant Review Process**

The Board will review each grant application and ask the finalists to give a presentation to the Board in **July, 2009**. Final decisions will be made by **September, 2009** and grant money will be available thereafter. Grant recipients will be required to appear at the fall fundraiser, Give Some Get Some, to publicly receive their grant award.

Grant applications will be reviewed based on the following criteria:

1. Extent of emergency need
2. Immediacy of grant money to be used and its necessity
3. Description of intended impact including participation, demographics, and geographic region
4. Benefit of organization’s proposal to the youth of the Roaring Fork Valley

### **Questions about the 2009 Grant Cycle?**

Please email any questions regarding the grant application process to [info@springboardaspen.org](mailto:info@springboardaspen.org) or call **Patrick Kelly** at **303.565.0225**.

Spring Board • PO Box 1925 • Aspen CO • 81612 [info@springboardaspen.org](mailto:info@springboardaspen.org)



## 2009 GRANT APPLICATION

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**APPLICATION RECEIVED BY DEADLINE:** June 30, 2009  
**Spring Board Grantmaking Committee**  
**P.O. Box 1925**  
**Aspen, CO 81612**

NAME OF ORGANIZATION: \_\_\_\_\_

DATE OF 501(c)3: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

MISSION STATEMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### Physical Documents checklist:

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ 501(c)3 determination letter
- \_\_\_\_\_ Budgets for fiscal years:  
07/08, 08/09, 09/10
- \_\_\_\_\_ Up to 4 additional support  
materials: brochures, press releases,  
etc.

### Electronic Support checklist:

- Clearly label and submit electronic  
copies of support documents in **ONE**  
email to [info@springboardaspen.org](mailto:info@springboardaspen.org)
- \_\_\_\_\_ Staff and Board list
  - \_\_\_\_\_ Narrative
  - \_\_\_\_\_ Up to 4 additional support  
materials: relevant images (.jpeg  
less than 2 MB each)

## **GRANT NARRATIVE**

*The Spring Board requests the narrative section be limited to no more than two typed pages. Use the corresponding numbers to identify the question you are addressing.*

1. Provide a brief overview of the project for which you are requesting funding.
2. Describe the direct impact you envision from this proposal including the number of participants, demographics, and geographic region to be reached.
3. Describe how beneficial or necessary your service or program is to the youth of the Roaring Fork Valley.
4. Why is this grant proposal considered “emergency” for your organization?
5. How immediate will this money be impacting the community?
6. Please outline the anticipated project budget, including both expected revenue and expenses. Identify any and all additional partnerships and/or funders supporting this proposal.
7. What would happen if you did not receive funding or only partial funding?
8. What are your strategies or plans for future stability? Please describe or summarize where you see the stability of your organization in the next year.
9. Spring Board may be able to provide Human Capitol (volunteer assistance) instead of or in addition to financial support. Please give a description of how your organization could utilize this resource.
10. If Spring Board funds this proposal, how would your organization identify and promote it as a supporter?