



August 1, 2024

RE: 2025 Town of Ridgway Community Grant Program

Dear Potential Applicant:

The Town of Ridgway welcomes applications from organizations and agencies seeking funding for programs, projects, services or activities that support the Town's community values and goals found within the [Town of Ridgway Master Plan](#). This packet includes important information to help your organization apply for Town funding, including application submission requirements, review criteria and the application schedule.

While the Town of Ridgway will look at every opportunity for advancing partnerships with organizations in Ridgway to advance the *Master Plan*, monies to outside agencies are prioritized with all operational, service, and facility needs of the Town through the annual budgeting process. In FY2024, the Ridgway Town Council approved \$102,760 in funding for community grants. This funding level is not guaranteed for FY2025 and is in the complete discretion of the Town Council.

The FY2025 funding decisions will be based solely upon an organization's written application. An *Ad Hoc Review Committee*, comprised of citizens representing businesses and nonprofits, plus several Town staff persons will review all applications and make the funding recommendations. The *Ad Hoc Review Committee's* funding recommendations will be incorporated into the annual proposed budget, which the Town Council will take action on during a public hearing tentatively scheduled for December 11, 2024.

The following materials include all the information needed to prepare a funding application. The application deadline is Monday, September 16, 2024 at 5:00 p.m. If you have any questions, please feel welcome to call 970-626-5308, ext. 212 or email pneill@town.ridgway.co.us.

Sincerely,

A handwritten signature in black ink, appearing to be "P. Neill", written over a horizontal line.

Preston Neill
Ridgway Town Manager

2025 TOWN OF RIDGWAY COMMUNITY GRANT PROGRAM

PROGRAM OVERVIEW, ELIGIBILITY CRITERIA AND REVIEW CRITERIA

Program Overview

The [Town of Ridgway Master Plan](#) is an officially adopted advisory document that outlines the community's vision and goals for the next ten to twenty years, and beyond. The Master Plan establishes goals, policies, and actions to help achieve the community's vision. The [Town of Ridgway 2024 Strategic Plan](#) guides decision-making and provides the structure for ensuring investments and programs reflect the Town Council's priorities in achieving the vision and adopted plans of the Town of Ridgway, including the Master Plan. The Town recognizes that outside agencies and organizations should be considered as important partners in advancing the stated goals in the plan, and that to fully build a successful partnership, Town funding may be required either through a direct cash contribution or with in-kind services. It is through the belief that partnerships are important to meeting the Town's strategies that community grants are considered each year.

Eligible Applicants

Non-profit applicants may apply as a 501(c)(3) or under the umbrella of a 501(c)(3) with a letter of agreement between the applicant and the umbrella 501(c)(3).

Proposal Review Criteria

1. *Town of Ridgway Master Plan and Town of Ridgway 2024 Strategic Plan*
 - 1.1 Does the proposal's program/service/activity directly support one or more of the goals, priorities, or on-going objectives identified in the plans above?
 - 1.2 How successful will the program/service/activity be in meeting the goal, priority or objective?
 - 1.3 Does the proposal's program/service/activity address a potential unmet need in meeting the goals, priorities or objectives of the plans above?
 - 1.4 How many Town of Ridgway residents will directly benefit from the proposal's program/service/activity?
 - 1.5 Does proposal's program/service/activity have the potential to benefit Ridgway's business community?
 - 1.6 Are the proposed measurements to evaluate the success of the program well defined?
2. *Funding Level*
 - 2.1 Is the requested support either in cash or in-kind commensurate with expected benefits from the proposal's program/service/activity?
 - 2.2 Is the proposal's program/service/activity funding a one-time support request or creating a longer-term need for Town funding?
 - 2.3 If the applicant has received Town funding for more than one year, is the proposal's funding request to the Town increasing, being reduced, or falling as a percent of all program/service/activity revenues?
 - 2.4 How successful is the applicant in bringing in other funding partners?

APPLICATION REQUIREMENTS AND SUBMITTAL GUIDELINES

THE APPLICATION DEADLINE IS 5:00 P.M. ON MONDAY, SEPTEMBER 16, 2024

Application Requirements: (Please do not exceed three pages)

1. Program Title _____
2. Agency _____
 - 2.1 Contact Person _____
 - 2.2 Title _____
 - 2.3 Phone _____
 - 2.4 E-mail _____
 - 2.5 Address _____
3. Dollar amount **granted by the Town of Ridgway** for 2023 (if applicable): \$ _____
4. Dollar amount **granted by the Town of Ridgway** for 2024 (if applicable): \$ _____
5. Dollar amount **requested** for 2025 (if applicable): \$ _____
6. Description of in-kind services granted over the past two years, and requested for 2025 (if applicable):

7. Please provide the following information to help us assess your agency's current non-profit status:
 - 7.1 Current Federal Employer Identification Number _____
 - 7.2 Has received a non-profit status from the IRS? Yes _____ No _____
8. What is the mission of your organization?

9. Please provide a detailed description of the program, event or service for which Town of Ridgway support is being requested.

10. How does the proposed use of Town support further one or more of the goals, priorities or objectives identified in the Town of Ridgway Master Plan or the Town of Ridgway 2024 Strategic Plan?

11. For the program, event or service requesting funding, how many Town of Ridgway residents will be directly benefited? How many Town of Ridgway residents received a direct benefit from funding in 2023 and 2024, if applicable?

12. Please attach your anticipated detailed line-item budget for the requested 2025 support, including in the revenues all other funding partners. Include when funds are needed for payment.

13. If a non-profit, attach a budget for your agency for this same time period.

14. How will you measure the success of the program or service for which funding is requested? Please include clear objectives, outcomes, metrics and expectations.

15. How did you determine the requested need for the program, event or service?

16. Please attach the most recent fiscal year-end financial statements reflecting your agency's beginning and ending balances for the year.

17. Please list all anticipated funding sources for the current (2024) and coming year (2025). Be sure to highlight any opportunities to leverage Town funds with external funds.

I affirm that all of the information included in this application, its attachments, and its supplemental documents is true and correct to the best of my knowledge.

Authorized Signatory

Date

Printed Name: _____

Application Submittal Guidelines:

1. Send the completed application, via email as a PDF document, to Preston Neill at pneill@town.ridgway.co.us.
2. Number each item in the application to correspond to the Application Requirements stated above.
3. Do not exceed three (3) pages.
4. Only one application may be submitted per organization.
5. Incomplete or late applications will not be considered.

Review Process and Schedule:

August 1, 2024	2025 Town of Ridgway Community Grant Program Application Materials Available
September 16, 2024	Deadline for Applications
Week of October 7, 2024 (tentative)	Funding Recommendations by <i>Ad Hoc Review Committee</i>
November 21, 2024 (tentative)	Council Budget Workshop to Review and Provide Direction on 2025 Community Grant Program Funding, as Recommended by the Ad Hoc Review Committee
December 11, 2024 (tentative)	Public Hearing and Adoption of FY 2025 Budget
December 2024	Notification of Awards

Disclosures to all Applicants:

- Funds will not be available until after January 1, 2025, and may be dispersed in installments, if awarded.
- Notification of awards will be sent after the Town Council approves the final budget, currently scheduled for December 11, 2024.