



2012 Grantmaking Guidelines

Since its establishment in 1980, Aspen Community Foundation (ACF) has matured from its roots as the recipient of funds from transferable ski passes from Aspen Skiing Company to a self-sustained organization, responding to needs throughout our valley and remaining dedicated to improving our community's quality of life. Through collaborations, partnerships and grantmaking, ACF addresses the diverse and changing needs of our region by providing leadership, support and guidance. Based in Aspen with a satellite office in Carbondale, the center of our service area, ACF roots itself in communities through the greater Roaring Fork and Colorado River valleys: Aspen, Snowmass Village, Basalt, Carbondale, Glenwood Springs, New Castle, Silt, Rifle, Battlement Mesa and Parachute. ACF directs a collection of funds and awards millions of dollars in grants to nonprofits.

ASPEN COMMUNITY FOUNDATION PRIORITIES

Access to Programs for Youth – Cradle to Career

Over the next 12 months, ACF staff will be convening all interested non-profits regarding developing shared goals for serving youth 0-18 years Aspen to Parachute and collective impact strategies for achieving those goals. A request for proposal process will be launched in the first half of 2013.

High-Need People and Places

To ensure the inclusion and access of underrepresented geographic areas and individuals, the Community Foundation encourages applications by organizations which represent and serve people and or communities often excluded from mainstream funding sources, and that promote lasting economic opportunity and mobilizing of community resources for people who lack basic services.

Holistic Approaches

The Community Foundation strongly promotes efforts that seek to address critical needs through multidisciplinary and integrated approaches, that bring together diverse groups, develop collaborations among different segments of our communities, generate civic and community vitality, or promote civic engagement.

Maximum Leverage

To increase both the positive outcomes of its grantmaking and the level of resources available to address critical community concerns, the Community Foundation looks to fund partnership opportunities that reflect results-oriented collaborations among the public, private and independent sector.

Measurable Results

To facilitate the development of long-term solutions to the core causes of social, economic and educational inequity, the Community Foundation recognizes that grantmaking should achieve progress and that such progress should be measurable with specific results.

Institution Building

To create a stronger nonprofit infrastructure in the region, the Community Foundation seeks to support organizations that strive to contribute to the long-term solutions of critical local issues.

GRANTMAKING PROCESS

Aspen Community Foundation (ACF) grants are administered throughout the year on a rolling basis to organizations holding current nonprofit tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. ACF's grant application process is entirely electronic. The Qualifying Application, Application for Funding and all supporting documents must be submitted via Aspen Community Foundation's online grant module.

1. Each organization seeking funding should first determine after careful review of these guidelines whether its proposal meets the criteria and priorities of Aspen Community Foundation.
2. If the organization meets the guidelines, start the grant application process by completing the Qualifying Application: <https://www.aspencommunityfoundation.org/qualifyingapplication>
3. The Qualifying Application review can take up to four weeks. Aspen Community Foundation staff may elect to schedule a meeting with the organization's executive director and board chair to determine if the proposal is a strong fit with the Community Foundation's grantmaking criteria and priorities. Once a determination is made, the organization will either be invited to submit an Application for Funding or notified that the funding request is denied.
4. We request that the completed Application for Funding be submitted within approximately 30 days.
5. Application for Funding review is typically a twelve-week process. If approved, funding may be provided by the Community Foundation's discretionary, field of interest and/or donor advised funds.

LIMITATIONS

1. Aspen Community Foundation support is generally limited to nonprofit organizations located in and whose work primarily serves the residents of Pitkin and Garfield counties and portions of Eagle County in the Roaring Fork Valley of Colorado.
2. Applicants must be tax exempt under the provision of Section 501(c)(3) of the Internal Revenue Code.
3. Although each proposal is reviewed separately, grants are generally not considered for:
 - Organizations outside of the Foundation's service area;
 - Projects which have been completed prior to allocations decisions;
 - Deficits, retirement of debt or endowments;
 - Religious purposes;
 - Political campaigns or organizations that publicly take political positions;
 - Medical research or hospital equipment;
 - Conduit organizations (organizations or events that pass funds to other organizations);
 - Requests from individual public schools or departments/programs of universities or colleges— or foundations/organizations that raise money for individual public schools – that have not coordinated the request with their central school district/university administration or fundraising arm.
4. Aspen Community Foundation does not generally support organizations primarily supported by tax-derived funding unless funding supports a new program that is outside of the organization's operating budget.
5. Aspen Community Foundation does not discriminate on the basis of race, religion, sexual preference, physical circumstances or national origin. Applicants must hold similar standards. Grant applications from organizations known to have discriminatory policies will not be considered.
6. Organizations may only receive funding once every 12 months. Exceptions to this include Technical Assistance grant recipients.
7. Past funding from Aspen Community Foundation does not guarantee funding for future years.

ADMINISTRATION

1. If the contact person becomes unavailable after application submission, please notify the Community Foundation of a new contact and phone number. Applications will not be considered if Foundation staff cannot reach the contact person.
2. Final approval of grants is the sole responsibility of Aspen Community Foundation's Board of Directors. The Board requests that individual members not be lobbied.
3. Organizations receiving funding will be required to sign an agreement setting forth the grant's terms and conditions. The agreement will include marketing and reporting requirements, limitations on the grant funds, disposition of unused funds and other conditions.