



SAGUACHE COUNTY GOVERNMENT  
501 Fourth Street  
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[www.saguachecounty.net](http://www.saguachecounty.net)

## Saguache County GRANT APPLICATION GUIDELINES

Thank you for your interest in applying for a grant that will benefit Saguache County.

### The Timeline

1) To be considered for a grant this cycle, please submit -

- **ONE** copy of your Application maybe sent electronically, to:  
**Kristi Arredondo, [karredondo@saguachecounty-co.gov](mailto:karredondo@saguachecounty-co.gov)**

**and**

- **FOUR copies** of your grant application and all attachments must be in,  
**NO LATER than 3 pm on March 24, 2010.**

Mail to: Saguache County Administration / Grants  
P.O. Box 655, Saguache CO 81149

**Or deliver to: the Administration Office in the Courthouse lower level, at 501 4<sup>th</sup> Street, Saguache, CO**

2) You may be contacted if we have any questions or clarifications in order to consider your application.

3) **Applicants will be notified** as to whether their application has been approved for funding or not, and it is expected that awards will be made to recipients by: May 25, 2010.

4) Please include in publications and announcements the support received from Saguache County for this project.

### ***GRANTEE REPORTING***

REPORTING REQUIREMENTS AND CONDITIONS WILL BE SPECIFIED FOR APPROVED GRANTS, ON A CASE-BY-CASE BASIS. THESE MAY INCLUDE, BUT ARE NOT LIMITED TO:

Progress and/or final report of accomplishments.

Submission of receipts and/or Financial Accounting Report.

Project Evaluation:

- a. What went well.
- b. Unexpected outcomes/results differing from proposal intentions, etc.
- c. Next Steps (if applicable).

***I. COVER SHEET (1 page)***

Indicate the funding category for your request:

**θ Emergency services, public health & safety;**

**θ Programs, projects and organizations which benefit youth and senior citizens;**

**θ Renewable energy projects and/or business opportunities and job creation.**

Date of application:

Applicant Name / Contact person (and title if applicable):

Address:

Telephone number:

Fax number:

eMail Address (must supply):

**IF APPLICABLE:**

Organization Name / Tax exempt status:

Year organization was founded:

Total ORGANIZATIONAL budget - current year:

TOTAL Budget for the Project that is the subject of this request:

Amount of this:

Time Period this grant will cover:

*(Note: Your report on use of granted funds will be scheduled, based on the grant period you indicate.)*

**II. NARRATIVE (up to 2 pages MAXIMUM)**

Type in to complete the following sections to describe your request:

**Describe your request** (incorporating the following points:)

1. What Saguache County problems, needs or issues will you address?

*Describe how will this project benefit Saguache County.*

2. What are the goals and activities involved in this request?

*Describe your specific proposed activities using a timeline.*

3. Who will be involved in carrying out the plans outlined in this request?

*Include a paragraph summarizing the qualifications of each of the key individuals involved.*

4. Who will be involved in evaluating the outcomes - staff, board, community, project

beneficiaries? *Describe your plan for evaluating the success of the project, and how will the evaluation results be used.*

**III. FINANCES (1 page)**

1. Provide a project budget with line item detail.

2. List individually other funding sources for this project, if applicable. Include amounts and whether received, committed or projected/pending.

NOTE: IF THIS APPLICATION IS FOR FUNDS TO MATCH ANOTHER GRANT(S) YOU ARE SEEKING, PLEASE INCLUDE:

- Date(s) when you will be notified whether awarded or denied those grants?
- If denied projected matching funds from other sources, would you:

If you do not receive other funds needed for this project what will you do with this funding?

θ withdraw your application for a grant from Saguache County?

θ amend your application to the County and proceed with an adjusted project/budget?

θ reapply in a future cycle, if applicable?

**IV. SUPPORTING MATERIALS (optional)**

1. Letters of support/commitment (up to three).

2. A copy of your IRS 501(c)(3) determination letter - if applicable.

3. Other information that supports the viability / effectiveness of the project and its potential to benefit Saguache County (up to three pieces).