



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	December 6, 2022

ITEM

2023 Salida Community Grants Process – Chaffee County Community Foundation

BACKGROUND

As you may be aware, the City of Salida has had an agreement with the Chaffee County Community Foundation since 2019 to allow CCCF to manage the City's Donor Advised Fund, which provides funding to local non-profits and service organizations. During the 2022 Annual Budget process this fall, the City Council supported a request from CCCF to increase the City's annual contribution to the Donor Advised Fund to match one percent (1%) of the General Fund revenues that the City receives. This amount – approximately \$97,100 – was included in the approved 2023 Annual Budget. In addition, certain organizations (including the Boys and Girls Club, GARNA, Salida Mountain Trails, and the Chaffee Housing Trust) have typically been included separately due to the close nature of their operations to the City's activities.

CCCF's Executive Director, Betsy Dittenber, will be coordinating this year's Donor Advised Fund review process. Per the attached letter, certain steps must occur in the coming weeks to ensure the grant process is smooth and non-profits are provided funding prior to expenditure. A timeline and process is included in the letter for your review. Critical deadlines include the program launch on January 9th, application deadline of February 10th, and awards distributed by April 30th. Any funds remaining in the Donor Advised Fund (such as through an organization not accepting the awarded funds) must stay in the Fund until future years. In 2022, there was \$2,999.60 remaining in the Donor Advised Fund that can be used in 2023 or future years. Of note, CCCF has requested an increase in the administrative fee from 2% to 4% of the total amount funded, or \$3,886.56.

FISCAL NOTE

As noted in the attached letter, the funding request is for \$97,164 (approximately 1% of General Fund revenues) for 2023. With the existing \$2,999.60 in the Fund, and with the increased 4% administrative fee for CCCF, the total amount available for applications is \$96,277.04, an increase of 9.33% over 2022.

STAFF RECOMMENDATION

Staff recommends that the Salida City Council approve the requested community grants process and funding amount for its Donor Advised Fund as presented by the Chaffee County Community Foundation.

SUGGESTED MOTION

A City Councilperson should state, "I move to approve the community grants process and funding in the amount of \$97,164, with a carryover of \$2,999.60 from 2022, for the Chaffee County Community Foundation in support of the City of Salida's Donor Advised Fund," followed by a second and a roll call vote.



2023 Salida Community Grants

Mr. Mayor, City Councilmembers, and staff,

It is with great excitement that I submit this proposal to you for \$97,164 in funding for the City's 2023 Community Grants, to be managed by the Chaffee County Community Foundation. Since the 2020 grant cycle, much has changed in our community, nation, and world. The partnership between the City of Salida and CCCF has facilitated high impact investment in our local nonprofit organizations through a transparent, community reviewed process. We are honored to be considered again for 2023 to steward the community grants funds to organizations providing a great benefit to our local residents and community.

Over the years of our partnership we have made significant adjustments which have allowed the community grants program to be more effective:

- Funding of operating support fills a necessary gap in available funding for our local organizations, allowing them to have the resources they need to operate effective programs.
- Creating a streamlined application process that encompasses both Buena Vista and Salida Grants reduces the strain on nonprofit leaders and creates a streamlined review process.
- The adjusted timeline allowed for notable systemic improvements including allowing the budget processes for each municipality to fully run their course prior to launching applications.
- This year we are requesting an increase in the administrative fee from 2% to 4% to more accurately reflect the time and effort required to administer the grants program. While the fee does not cover our full costs it allows CCCF to be in a more balanced position in the partnership.

We look forward to another year of partnership with the City of Salida. Thank you for your stewardship and leadership of this incredible community.

Sincerely,

Betsy Dittenber
Executive Director

2023 Community Grants Process & Budget

Budget

2023 Funding Request:	\$97,164
CCCF 4% Administration Fee:	\$3,886.56
2022 Grants Roll Over:	\$2,999.60

Amount Available for 2023 Community Grants Program: \$96,277.04

Process

Timeline

- Application Launch: January 9th
- Deadline: February 10th
- Recommendations Deadline: April 4th
- Awards distributed by April 30th

2023 Grant Review Committee

- 2 CCCF Grants Committee Members
- 1 BV Trustee
- 1 Salida Councilmember
- 2 BV Residents
- 2 Salida Residents

Process

- 1) Initial committee meeting: First week in February
 - a) Conflicts of Interest disclosed
 - b) Training on online portal and grant making considerations
- 2) CCCF conducts initial eligibility screening
 - a) Review for complete applications and meet basic requirements of IRS and Colorado Registrations.
- 3) Applications assigned for review – Monday, Feb. 13
 - a) Conflicts of interest did not get assigned review
 - b) Reviewers evaluate the impact of each proposal, the potential for organizations to achieve their described impact, identify follow-up questions, and their recommended funding amount.
- 4) Post-review Committee Meeting – Week of Mar. 6
 - a) As applicable, follow-up questions compiled & assigned
- 5) Follow-ups completed by March 15th via phone calls, emails and site visits.
- 6) Final work sessions conducted – Week of March 27th
 - a) Hold two 2-hour meetings to review impact and make funding decisions
- 7) Council decision – Tuesday, April 4th
- 8) CCCF to execute awards within 5 business days of executed grant agreements



2022 Community Grants Summary

- 37 applications for funding. Five applicants were not recommended for funding. 33 organizations were allocated funding from the Salida Community Grants Fund totaling \$85,857.
- The average award size from the City of Salida fund was \$2,600. Thirty of the applicants were also awarded funding by the Town of Buena Vista with a total of \$135,563 invested in the community. The average gift size with both funding sources factored in was \$2,078.
- Six organizations were funded through line-item funding. During the initial review process, the grant review committee was not informed of the line-item funding so that the applicants could be considered for competitive funds as well. When allocating awards, the line item was used as the bottom baseline for funding (i.e. the award amount could not be less than the line item) and the difference between the recommended and the line-item was allocated out of the competitive funds.
- The review committee did not recommend funding at an amount higher than the line-item allocations from the Salida Fund.
- The 2022 Grant process shifted from project-based funding that places an undue burden on the organization to operating funding which fills a need in the nonprofit sector to cover the hard to pay for expenses that are inherently necessary for their program to exist. Organizations were evaluated on their total impact - not on the impact of a particular project. The exception to this organization other than 501c3's and faith-based organizations which applied for a specific charitable activity.
- The Grant Review Committee consisted of 8 volunteers who contributed at least 25 hours of their time to review applicants and make funding recommendations. CCCF is incredibly grateful for these dedicated volunteers who made it possible to have a balanced and in-depth review of the applicants.
- The Grant Review committee strived to base all decisions on objective and defensible data. Inevitably tough decisions were made in order to meet the budget available and were based on a formula or an objective data source.

