



## CITY COUNCIL WORK SESSION MEMO

| DEPARTMENT     | PRESENTED BY                      | DATE             |
|----------------|-----------------------------------|------------------|
| Administration | Christy Doon - City Administrator | October 14, 2024 |

### **AGENDA ITEM**

Chaffee County Community Foundation Community Grants

### **BACKGROUND**

In 2022, The City of Salida began a partnership with the Chaffee County Community Foundation, to administer a Donor Advised Fund on the City's behalf. The donor Advised Fund allows the City to provide charitable funding to local non-profit groups that provide community services in line with the City's mission and goals. CCCF accepts applications in January and utilizes their Grant Review Committee Process to review applications and make funding recommendations.

The City, through the budget process, allocated 1% of the General Fund Sales Tax budget (City and County) for charitable giving in 2025, equating to \$94,600.

### **REQUESTED DIRECTION FROM COUNCIL**

The Chaffee County Community Foundation will be in attendance to provide information to Council and answer any questions about the Community Grant Process. We also need at least one Council Member to serve on the grant review committee.



## 2025 Salida Community Grants

---

Mr. Mayor, City Councilmembers, and staff,

It is with great excitement that I submit this proposal to you for \$94,600 in funding for the City's 2025 Community Grants, to be managed by the Chaffee County Community Foundation. 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 2025 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.
- Renewed commitment to funding broad impact areas, allowing our nonprofit sectors the opportunity for innovation and requesting support for current community needs.

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

# 2025 Community Grants Process & Budget

## Budget

|                             |          |
|-----------------------------|----------|
| 2025 Funding Request:       | \$94,600 |
| CCCF 4% Administration Fee: | \$3,784  |

**Amount Available for 2025 Community Grants Program: \$90,816**

## Process

### Timeline

- Application Launch: January 13<sup>th</sup>
- Deadline: February 14<sup>th</sup>
- Recommendations Deadline: April 1<sup>st</sup>
- Awards distributed by April 18<sup>th</sup>

### 2025 Grant Review Committee

- 2 CCCF Board and/or Community Empowerment Committee Board Members
- 1 BV Trustee
- 1 Salida Councilmember
- 2 BV Residents
- 2 Salida Residents

### Process

- 1) Initial committee meeting: Week of February 10th
  - 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 – Tuesday, Feb. 18
  - a) Conflicts of interest do 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 March 3rd
  - a) As applicable, follow-up questions compiled & assigned
- 5) Follow-ups completed by March 21st via phone calls, emails and site visits.
- 6) Final work sessions conducted – Week of March 24th
  - a) Hold two 2-hour meetings to review impact and make funding decisions
- 7) Council decision – Tuesday, April 1st
- 8) CCCF to execute awards within 5 business days of executed grant agreements



## 2024 Community Grants Summary

- The 2024 Grant Process received 46 applications for funding. One applicant did not submit a complete application and was unable to complete them by the deadline. One applicant was flagged as ineligible for funding due to political affiliation.
- 11 applicants were not recommended for funding.
- 31 applicants were allocated funding from the Salida Community Grants Fund totaling \$90,046. In addition, The average award size from the City of Salida fund was \$2,904. Twenty-eight of the applicants were also awarded funding by the Town of Buena Vista with a total of \$146,686 invested in the community. The average gift size with both funding sources factored in was \$4,445.
- 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. The review decisions were based on a combination of quantitative and qualitative review techniques allowing the committee to use both data and follow up interviews to determine the highest impact projects.

