



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	January 4, 2022

ITEM

2022 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 \$80,000 – was included in the approved 2022 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 has a new Executive Director, Betsy Dittenber, who has taken over for Joseph Teipel and 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 12th, application deadline of February 11th, 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 2021, there was \$8,889 remaining in the Donor Advised Fund that can be used in 2022 or future years.

FISCAL NOTE

As noted in the attached letter, the funding request is for \$80,000 (approximately 1% of General Fund revenues) for 2022. With the existing \$8,889 in the Fund, and with the agreed-upon 2% administrative fee for CCCF, the total amount available for applications is \$87,289.

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 \$81,600, with a carryover of \$8,889 from 2021, 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.



2022 Salida Community Grants

Mr. Mayor, City Councilmembers, and staff,

It is with great excitement that I submit to you this proposal to you for \$80,000 in funding for the City's 2022 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 role CCCF has filled through the pandemic with our Emergency Response Fund, as well as in partnering with local nonprofits, businesses, governments, and residents has been a deep honor. In addition, the experience and capacity gained over the course of 2020 and 2021 have set us up to be able to continue to serve the City of Salida in myriad ways – always with an eye toward improvement, impact, and community.

The impact of combining the Salida community grants application with Buena Vista offered a streamlined application and review process, and reduced the burden on the nonprofit applicants and volunteer review committee members. In addition, 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.

We look forward to another year of partnership with the City of Salida. Thank you for your stewardship and leadership of this incredible community, especially during these unprecedented times.

Sincerely,

Betsy Dittenber
Executive Director

2022 Community Grants Process & Budget

2022 Funding Request: \$80,000

CCCF 2% Administration Fee: \$1,600

2021 Grants Roll Over: \$8,889

Amount Available for 2022 Community Grants Program: \$87,289

Application Launch January 12th

Deadline February 11th

Recommendations Deadline March 21st

Awards distributed by April 30th

2022 Community Grants Review Committee

- CCCF Grants Committee Members
- 1 BV Trustee
- 1 Salida Councilmember
- 1 – 2 BV residents
- 1 – 2 Salida residents

Applications will follow a similar process for application, review, site visit, and approval/denial as the 2021 program as summarized below.

2021 Community Grants Summary

Applications Overview

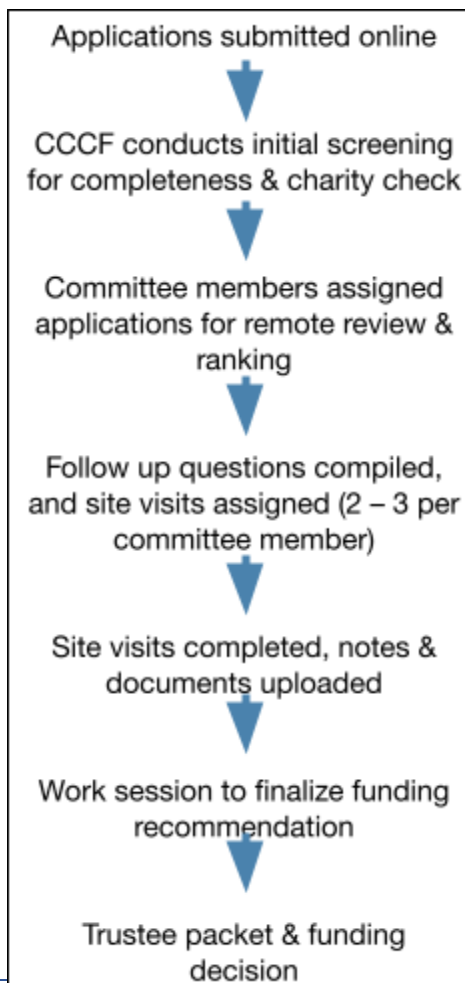
- 37 Community Grants (CG) applications
 - Total of \$175,378.25 requested vs \$80,000 budget
 - 32 organizations recommended for funding
 - No applications are recommended for full funding at request level. Mainly due to budget, not quality.
- 3 line-item support applications received
 - Salida Business Alliance recommended for inclusion as line-item support in 2022

Grant Review Committee

- 8 Reviewers + CCCF ED Facilitator
 - 1 Salida Councilmembers
 - 1 Buena Vista Trustee
 - 1 CCCF Board Member & 1 CCCF Staff
 - 4 At-large residents
- 3 organizational conflicts of interest for recusal
- 144+ hours of application review
- 30 follow-up applicant interactions
- Decisions made via majority vote

Timeline & Process

- 1) Initial committee meeting – Friday, Jan. 21st
 - a) Conflicts of Interest disclosed
 - b) Training on online portal
 - c) Timeline & review process agreed on
- 2) Applications assigned for review – Monday, Feb. 14th
 - a) Conflicts of interest did not get assigned review
 - b) Alignment with City comp plan & priorities ranked
 - c) Site visit/follow-up questions input
 - d) Individual recommended funding amount input
- 3) Post-review Committee Meeting – Friday, Feb. 25th
 - a) As applicable, follow-up questions compiled & assigned
- 4) Follow-ups conducted – Feb. 25th thru March. 4th. Via phone calls & emails
- 5) Final work sessions conducted – Week of March 7th
- 6) Council decision – Monday, March 21st
- 7) CCCF to execute awards within 5 business days of executed grant agreements
- 8) Grant reports due December 31st, 2022 OR an interim report is



due upon application for 2023 City grant support.

