

## Financial Services Department

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### El Paso County Community Investment Fund Process

#### I. Purpose

The purpose of the El Paso County Community Investment fund is to provide financial assistance to organizations that support the County's initiatives and strategic goals by providing an extension of services to our residents. These services should offer an economic benefit to the community and/or support efforts to improve the health and safety of El Paso County residents.

#### II. Eligibility

The following organizational eligibility must be met to be considered for funding:

- Located within El Paso County
- Entity must hold a non-profit status 501 (c)(3)
- Potential funding in subsequent years is dependent upon prior year performance and new/improved/expanded services

#### III. How to Apply

Organizations interested in applying for consideration of El Paso County Community Investment funding must complete the on-line Community Investment Application. After affirming your application, you will be asked to submit your most recent Form 990, 990-EZ, or Financials (if exempt from filing). If you do not file a 990 or 990-EZ, you should mark "Exempt". All others should mark "990 Filer". Please reply to the email you will receive after submission of your application and attach your most recent 990, 990-EZ, or Financials.

Applications that are incomplete will be deemed ineligible for funding and will be returned to the applicant with explanation of rejection.

If your organization was funded the previous year through the Community Investment Program, you must also provide an annual grant evaluation report detailing how the funds were spent and output / outcome measures by January 31<sup>st</sup>.

#### **IV. Review Process**

Receiving El Paso County Community Investment is a competitive process and subject to available funding. Submission of a complete and compelling application is no assurance of funding. Organizations applying for consideration must provide the following information, as outlined within the Community Investment Application:

- Primary contact information (name, address, work and cell phone, email address, etc.)
- Organization's information (name of business, legal form under which the business operates, address, etc.)
- A summary outlining the organization's mission, vision, and values
- Funding request (funding request amount, outline if the organization has previously received sponsorship, etc.)
- A synopsis of the funding request and other funding resources being utilized to fund the request
- A summary outlining the economic impact/return on investment the funding will bring to El Paso County including a description of how the service or program fulfills a need or service gap
- Proposed performance metric(s) to measure success or impact
- A summary outlining how the organization will recognize El Paso County for its sponsorship and how the County logo will be used
- The organization's most recent Form 990, 990-EZ, or if Exempt, its Financial Report and a detailed budget for the amount requested

In addition, applicants must acknowledge and authorize that:

- All answers are true and complete to the best of applicant's knowledge
- Any false or misleading information provided in the application may result in a rejection of sponsorship as determined by the Financial Services Department
- Sponsorship is not guaranteed and expressly subject to availability
- The County may conduct an analysis of all statements contained within an application for consideration of sponsorship and the County may contact the primary contact listed for additional documentation, as may be necessary to arrive at a final decision
- The County reserves the right to approve or reject any request for sponsorship at its discretion
- If approved, applicant agrees to provide quarterly financial and status reports as well as a year-end summary as to how the funding was utilized to provide economic impacts to the County and benefits to the community
- Quarterly reports are due on April 30<sup>th</sup>, July 31<sup>st</sup> and October 31<sup>st</sup>. Year-end reports are due by January 31<sup>st</sup>

The County gives individual attention to each application to ensure completeness of the application and that the applicant has met all the eligibility requirements.

Eligible applications will be reviewed by a team of staff who will review and provide recommendations to the County Administrator and Chief Financial Officer. Successful applications will be those who best demonstrate how the funding request will result in positive economic impacts to the County and benefits to the community.

Applications are effective for one year. Each new budget year will require validation and submission for each funding request.

## **V. Timeline of Decision and Notification of Decision**

The review and decision process is made after the adoption of the upcoming budget in mid-December. All applications must be received by October 31<sup>st</sup> for consideration of funding for the upcoming budget year (January 1). Any application received after October 31<sup>st</sup> will be considered only if funding remains for the upcoming budget year.

Once a decision is made, applicants shall be notified of the approval or denial via email by January 31<sup>st</sup>. Approved applicants will receive payment for the approved amount within the first few weeks of February (please note: holidays, weather delays, or unexpected closures may delay the process).

Approved applicants may choose to pick up the check at the Financial Services Department or to have the check mailed. Please note: selecting the mail option may take 3-5 business days.