



# THE RICO CENTER

~ GRANT APPLICATION ~

P.O. Box 114. Rico, CO 81332

970-967-3522

The Rico Center is a nonprofit, community foundation of Rico, Colorado. To this end, The Rico Center awards grants to local non-profit organizations, governmental entities and individuals involved in community development and/or community based efforts.

**The grant application must be emailed to [grants@ricocenter.org](mailto:grants@ricocenter.org). The submittal requirements are outlined below:**

- A. Summary of Applicant Organization/Grant Amount: (see form below)
- B. Narrative: (Preferred length not to exceed three pages) Include the following information if applicable:
  1. Agency/Entity Information
    - a. Mission statement, brief statement of organization's goals and/or objectives
    - b. Brief summary of organization's history
    - c. Description of current programs, activities and accomplishments
  2. Purpose of Grant. This section should include the following:
    - a. Brief statement of the issue to be addressed: description of constituency served (include number served), target population, how will they benefit?
    - b. Description of goals and objectives for the purpose of this grant
    - c. Description of activities planned to accomplish these goals: is this a new or ongoing activity on the part of the sponsoring organization?
    - d. Timetable for implementation (if for specific program or capital project)
    - e. Other organizations, if any, participating in the activity
    - f. Long-term sources / strategies for funding at end of grant period
  3. Evaluation. Please discuss:
    - a. Expected results during the funding period;
    - b. How you would define and measure success;
    - c. How will project's results be used and/or disseminated?
- C. Attachments: Please attach the following if applicable:
  1. Bylaws, if not previously submitted
  2. List of names and qualifications of key staff and Board members
  3. Most recent fiscal year-end financial statements (audited if available)
  4. Current annual budget
  5. Project/program budget (if grant is for project/program)
  6. A copy of the IRS letter of 501 (c)(3) or 509(a) tax exempt status
  7. List of major contributors (and amounts) to organization / program
  8. List of volunteer involvement and in-kind contributions.

## SUMMARY OF APPLICANT ORGANIZATION

\*this section of the grant application is able to be filled in on your computer

Amount Requested	<input type="text"/>	Organization Name	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
Organization's Website	<input type="text"/>	Telephone	<input type="text"/>
Manager/Director/ President	<input type="text"/>	Name	<input type="text"/>
Contact (if different)	<input type="text"/>	Title	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

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### Purpose of Grant:

General Operating	<input type="checkbox"/> support for the organization as a whole	Special Program/ Project	<input type="checkbox"/> (support for a specific activity that is consistent with the organization's mission)
Capital Expenditure	<input type="checkbox"/> funds for purchase of, or additions/ improvements to, buildings or equipment	Start-up Costs	<input type="checkbox"/>
Technical Assistance	<input type="checkbox"/>	Other	<input type="checkbox"/>
Brief description of request	<input type="text"/>	Organization Budget	<input type="text"/>
Grant Budget	<input type="text"/>	Project budget (leave blank if grant is for general operating funds)	<input type="text"/>
Fiscal Year	<input type="text"/>	Fiscal Year Ends:	<input type="text"/>
Signature of President or Authorized Director	<input type="text"/>		

# BUDGET (sample)

Budget Name:

Itemized Expenses:	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Cost (A) \$ \_\_\_\_\_

Funds Available for Budget: \$ \_\_\_\_\_

    Gift & Grants (Pledged or Paid) \$ \_\_\_\_\_

    Trustees \$ \_\_\_\_\_

    Corporations \$ \_\_\_\_\_

    Foundations \$ \_\_\_\_\_

    Individuals \$ \_\_\_\_\_

    Government \$ \_\_\_\_\_

    Other (Earned Income, Special Events, Membership etc) \$ \_\_\_\_\_

Total Funds Available (B) \$ \_\_\_\_\_

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Balance Required (A minus B) \$ \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_