

# COVID-19 Community Response Grant Program Application & Scoring Rubric

## April 16, 2020

### Dear Golden Non-Profit and Community-Based Relief Organizations,

On behalf of the Golden Civic Foundation’s (Foundation) Board of Directors and Staff, thank you for your interest in our COVID-19 Community Response Grant Program (Grant Program).

The Golden Civic Foundation has a proven 50-year history of partnering with residents, government, businesses, schools, and nonprofit organizations to ensure essential programs and services work together to achieve positive change. In this challenging time of economic distress and uncertainty, we have formed the COVID-19 Community Response Fund (Fund) to provide relief to City of Golden community members that have been the most critically impacted by the COVID-19 (Coronavirus) pandemic. Established Nonprofit and Community-Based Relief Organizations are often the most effective means of reaching community members in need.

The Foundation established the Fund through private donations and local government funds and will administer the Grant Program. The Fund is intended for rapid deployment of resources to the local Golden community via front-line non-profit organizations to address basic and urgent needs such as food, housing, and other financial burdens as a direct result of the pandemic. The Fund is unable to provide financial assistance to for-profit businesses.

The Golden Civic Foundation will be working closely with the City of Golden and local non-profit leaders to ensure that the grants awarded from this Fund address the greatest needs in our City resulting from the COVID-19 crisis. Initially, award funds will be allocated to well established and highly visible community-based organizations, including the Golden Backpack Program, the Christian Action Guild, and the Neighborhood Rehab Project. These organizations are direct witnesses to community need and have experience and a reputable history of providing people and families in our Golden community with the most needed services and support. As this crisis continues to unfold, other unknown needs that arise may be addressed by the Fund. *Please review the following pages for more information on submitting a COVID-19 Community Response Grant.*

Thank you for all you do to make Golden a great place to live. We are proud to be part of a community that cares so deeply about its citizens. Together we will continue to draw on that strength today, and in the days to come.

Sincerely,

**Sandra M. Llanes**  
President

### COVID-19 RESPONSE GRANT PROGRAM INFORMATION:

##### How to Fill Out Application:

Before completing this application, please review the following:

* The application questions are to be completed by applicant. We recommend reading the full application and scoring rubric before preparing responses. For more information on how the answers will be scored, please reference the criteria on the “Reviewer’s Scoresheet” on the last page of this document.
* Input responses in the text box below each question. The text box will expand as you type.
* Save your application responses in this Word document (or PDF) and submit as described below.

##### Eligibility

Community-based organizations that meet the following three criteria are eligible to apply.

1. Organization type: Applicant organizations must be classified as a 501(c)(3) by the Internal Revenue Service or be a local government agency or public school.
2. Population served: Applicant organizations must operate within the City of Golden and funds must be used for the benefit of Golden residents.
3. Alignment with one of the Fund’s three funding priority areas: Eligible organizations must demonstrate that they are meeting a community-driven need through their programs and services within one of the three priority areas.

* **Rapid Response** – examples include but are not limited to: urgent and basic needs (ex. food, shelter, access to medical care, immediate life-threatening needs/safety)
* **Community Stabilization** – examples include but are not limited to: urgent and basic needs, core social infrastructure (ex. schools, childcare, youth programs, senior care, mental health recovery/resources), quality of life social infrastructure (ex. workforce opportunities, schools, recreation, cultural vitality)
* **Community Recovery** – examples include but are not limited to: core social infrastructure, quality of life infrastructure, public infrastructure (ex. housing affordability, mobility, broadband), and capital investment (ex. buildings, redevelopment).

Funds are anticipated to be focused on the Rapid Response priority area initially. The second and third priority areas will also be considered.

The Foundation does not consider grants to organizations which discriminate on the basis of race, creed, or gender. Additionally, no grants will be made to an organization whose primary purpose is to influence legislation or to participate in a political campaign.

##### Additional Information

The selection criteria that follow are provided to inform the grant applicant of the values held by the Foundation and their relative importance. Applications that best meet the grant criteria will be given preference in funding. However, the Foundation will judge the merits of each application and the amount of funding, if any, based on not only the selection criteria, but also available funding, current Foundation objectives, past experience and history, and other tangible and intangible criteria. The Foundation reserves the right to be the sole and absolute decision-maker regarding funding of grants.

Organizations receiving grants must allow the Foundation to use the name of the recipient organization in Foundation publicity. Organizations receiving grants are encouraged to recognize the Foundation as appropriate on their website and in printed materials. As part of the application, if you are awarded a grant, the Foundation requires a photograph and description of how your organization utilized the grant funding by no later than six months after funding.

##### Application Timeline

* **Initial Review:** A representative from the Foundation’s Fund Committee will conduct a brief interview with organization’s primary contact that submit a grant application. Applications will be considered on a first-come first-served basis.
* **Final Decisions:** A review panel, comprising of Board Directors and Foundation Staff, will make a final determination on the Grant Program award. Finalists will be contacted regarding their status and amount of grant within 1-2 weeks of date of application.
* **Announcement and Payment:** The Foundation will formally announce the Grant Program Recipients on the Foundation’s website as well as other media outlets. Grant payments will be distributed within three to five business days of award notification.

###### What We Fund:

Specifically, the Foundation created this Fund to support non-profit organizations which directly benefit the Golden community related to the negative effects of the COVID-19 pandemic. Generally, only one request is considered from an organization during any twelve-month period. The Foundation does not consider grants to organizations which discriminate on the basis of race, creed or gender. Additionally, no grants will be made to an organization whose primary purpose is to influence legislation or to participate in any political campaign.

###### What We Do Not Fund:

The Foundation will not consider grants for:

* Direct support of individuals
* Endowments
* Research projects
* Conferences, symposiums, or workshops
* Debt retirement
* Production of films or other media-related projects
* For profit preschools, day care centers, nursing homes, etc.
* Programs designed to influence legislation or elect candidates to public office
* Tickets, raffles, golf outings, or sponsorships.
* Note: The Foundation is unable to fund for-profit businesses. If you are a for-profit business, please consider looking at the “Small Business Resources” link listed on our COVID-19 Community Response Page (<https://www.goldencivicfoundation.org/financialcommunitysupport/>)

### HOW TO SUBMIT:

Email your Grant Program application to Heather Schneider, Executive Director, at [Heather@GoldenCivicFoundation.org](mailto:Heather@GoldenCivicFoundation.org)**.** *Please note that the entire application should not exceed 5 MB otherwise it may not be accepted.* We will email the applicant a confirmation upon receipt.

Here is a checklist to ensure your application is complete:

* **Grant Program Application.** See the following page; responses can be saved in Word or PDF.
* **Financial Statements.** Copies of Financial Statements (copy of the organization’s most recent P&L statement and balance sheet) or related project budgets only as applicable to the grant request.
* **Additional Supporting Information.** Organizations may also upload additional materials that further support their grant application.

**NOTE:** Please make sure that all materials are completed and ready to submit before emailing.

### COVID-19 COMMUNITY RESPONSE PROGRAM APPLICATION:

## Date Submitted:

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## Non-Profit Organization Name:

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## Address:

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## Primary Contact Name / Phone / Email:

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## Secondary Contact Name / Phone / Email:

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## Grant Amount Requested:

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| $ |

## What is the purpose of the grant requested?

*(Please note the details on page 2 for the types of grants we fund and don’t fund)*

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## 1. How will this grant provide the greatest positive impact on Golden during the COVID-19 pandemic?

Example: How will the grant support a need that impacts the economic vitality of the Golden community?

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## 2. What is your organization's connection to Golden?

Example: The funds will be used for programs that directly impact the quality of life for Golden community members. How does the organization make a significant, sustainable difference, now or in the future for Golden’s community members?

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## 3. How does your grant help with the basic living needs of community members in Golden as a result of the COVID-19 pandemic?

Example: The organization strives to improve systems and develop approaches to provide the basic needs of our community members when those needs would otherwise be unmet.

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## 4. How will this grant fill a need that your organization’s budget cannot address otherwise?

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## 5. Has your organization ever received a grant from the Golden Civic Foundation? If so, how many times has it received a grant?

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# Thank you for completing the Golden Civic Foundation’s COVID-19 Response Grant Application!

# 2020 REVIEWER SCORESHEET

(to be completed by the Golden Civic Foundation Reviewers)

* Completed Covid-19 Community Response Grants Application
* Included Financial Statements/Other Supporting Financials as applicable
* As applicable, provided other supporting materials

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| --- | --- | --- | --- |
| **Components** | **Points Possible** | **Points**  **Allocated** | **Notes** |
| 1. **How will this grant provide the greatest positive impact on doing good for Golden during the COVID-19 pandemic?**   *Example: How will the grant support a need that impacts the economic vitality of the Golden community? Scoring: More impact is preferred.* | 40 |  |  |
| 1. **What is the organization's connection to Golden?**   *Example: The funds will be used for programs that directly impact the quality of life for Golden community members. How does the organization make a significant, sustainable difference, now or in the future for Golden’s community members?*  *Scoring: More connection is preferred.* | 30 |  |  |
| 1. **How does the grant help with the basic living needs of community members in Golden as a result of the COVID-19 pandemic?**   *Example: The organization strives to improve systems and develop approaches to provide the basic needs of our community members when those needs would otherwise be unmet?  Scoring: More support is preferred.* | 10 |  |  |
| 1. **How will this grant fill a need that your organization’s budget cannot address otherwise?**   *Scoring: Filling an unmet need and budget gap is preferred.* | 10 |  |  |
| 1. **Has your organization ever received a grant from the Golden Civic Foundation? If so, how many times has it received a grant?**   *Scoring: More years are preferred.* | 10 |  |  |
| **TOTAL POINTS FROM**  **ALL COMPONENTS** | **100** |  |  |