

**2013 Town of Mancos
Request for Contribution**

**Application must be completed IN FULL in order to be considered.
Application Deadline is 5:00 p.m. on September 17, 2012. Please submit one original to:**

**Town of Mancos
117 North Main
P.O. Box 487
Mancos, CO 81328
Attn: Heather Rodriguez
970-533-7725 Phone**

Part 1: Applicant Information

Name of applicant organization: _____

Name of umbrella organization (if applicable): _____

Applicant contact person: _____

Phone: _____ Fax: _____ E-Mail Address: _____

Mailing address: _____ City: _____

State: _____ Zip: _____ Non-profit tax ID number (if applicable): _____

List Board of Directors: _____

How many years has your organization been in existence? _____

Part 2: Contribution Request **Cash Request: \$ _____**

Town of Mancos Funding Priorities:

- 1. Nonprofits with verification of status from the State of Colorado.**
- 2. Organizations that address a unique community need.**
- 3. Organizations that serve a broad spectrum of the community.**
- 4. Organizations that avoid overlapping services.**

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5. Please respond to the following in **no more than 3 double sided** (10 point font minimum) pages. Follow the format, number system, and headings as presented in the Contribution Request. Make sure you include the number and heading for the information requested so reviewing board members can readily find the various categories as presented in the Contribution Request.

Check each line to confirm you have included the appropriate information and submit with your Contribution Request.

1. Include:
- A. ____ Mission Statement (if available)
A clear and concise statement of organization’s mission, not including goals and objectives
 - B. ____ Goals and Objectives (if available)
Goals = desired future state or direction (1 year or more)
Objectives = intended results or outcomes that are measures of progress towards a goal (1 year or less)
2. State precisely:
- A. ____ Purpose of requested funds
*List budget items for which funds will be expended
 - B. ____ Geographical location of where funds will be expended
*Quantify the percentage of programs/activities accessible to the community of the following locations (percentages should add up to 100%:
 - _____ Town of Mancos
 - _____ Montezuma County
 - _____ Other (outside of Montezuma County)
 - C. ____ Why it is critical you receive this funding
3. ____ How will funding of your organizations activities meet the Board of Trustees funding priorities (from page 1)?
4. ____ Describe the community support for your organization or program.
5. ____ How will you evaluate the success of your organization or program?
6. ____ Please list other support provided to your organization by the Town of Mancos, Montezuma County, the State of Colorado, or the U.S. Government (if any).

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Part 3: Financial Information

Submit the following financial statements for your organization:

_____ Profit & Loss Statement (budget vs. actual)
 _____ Current year to date
 _____ Previous completed fiscal year
_____ Balance Sheets (summary)
 _____ Current year to date
 _____ Previous completed fiscal year
_____ 3 – 5 year plan (if available)

Part 4: Follow-up Report

No more than one page (front and back)

All Year 2013 recipients that are applying for 2014 Community Support funds are required to submit a follow-up report on the Year 2013 organization.

Reports should include, but not necessarily be limited to:

- A. Number of people served
- B. Actual use of funds
 - Budget items
 - Geographical location of where funds were expended (quantify the percentage of programs/activities accessible to residents of the following locations: Town of Mancos, Montezuma County, and outside of Montezuma County)
- C. Describe how your organization/program benefited the community
- D. Describe any problems with your programming or organization that the Mancos Board of Trustees should know about
- E. Other