



## Schools Grant Application Instruction and Form

Thank you for your interest in applying for a schools grant. This grant opportunity is intended to help fund one time programs and/or projects. Enclosed you will find eligibility requirements, guidelines, the application and funding process, and the application form.

**The City of Golden has allocated \$50,000, with a maximum grant award amount of \$10,000, for this grant program in 2017.**

**APPLICATION DEADLINE: FRIDAY, SEPTEMBER 29, 2017 BY 4:00 P.M.**

### *Schools Grant Eligibility*

- Funding in this category is limited to non-charter Jefferson County public schools located within Golden city limits.
- These schools, affiliated parent groups and the Golden Schools Foundation are eligible.
- Grants should be for one-time expenditures and not on-going programs.
- Demonstration programs that are expected to be multi-year are eligible with a clear expectation of other funding if the program is successful.
- Support for fund-raising activities will be granted only on a one-time basis for a first year effort that is expected to grow and become independent.
- If you intend to use other businesses/contractors to meet your project goals you must provide quotes from at least two different businesses and/or contractors in order to be eligible
  - Priority will be given to applicants that intend to use businesses and/or contractors located within the City of Golden

### *Schools Grant Guidelines*

- Grants will be awarded on a reimbursement basis and does not apply to past work
- Requests for reimbursement should take less than twelve months after being approved for funding, barring any unforeseen circumstances
- All submittals become public once received by the City of Golden
- All recipient organizations must operate in an open and transparent manner with financial statements available for reasonable inspection
- The City will only provide financial assistance to programs and organizations that have a very strong nexus to Golden. Casual or infrequent use by Golden citizens is not enough connection in and of itself
- The City does not intend to become a regular, anticipated funding partner with any organization. We hope that our limited funding will enable worthwhile organizations to establish permanent funding sources; rise to new levels of service; meet an urgent need or take advantage of a unique opportunity. Likewise if we can help build a small or large improvement that will last for many years and contribute to life in Golden we are interested in making one-time or occasional contributions. Except as provided in the Citizen Assistance category, grants should not be requested for on-going program costs
- The City reserves the right to reject any and all applications and to waive minor irregularities in grant application



City of  
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OFFICE OF THE  
CITY MANAGER

911 10<sup>TH</sup> STREET  
GOLDEN, CO 80401  
TEL: 303-384-8011  
WWW.CITYOFGOLDEN.NET

- *Grants are awarded with the expectation that the recipient provides goods and services to all persons without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.*
- If there might be a conflict of interest you must clearly state the potential conflict in your grant application. If you do not disclose your potential conflict during the application process, the City has the right to revoke your grant if the City discovers a conflict after you or your business has been approved for funding
  - The City defines conflict of interest as it relates to the City grant funding program as follows:
    - Grant funds cannot be used on any other projects other than for the purposes stated in your grant application
    - Funding cannot be used to financially benefit a business or interest of relative(s)
    - City funding cannot be used to provide personal financial benefit
- All activities must comply with City of Golden ordinances and not break any laws

*Application and Funding Process:*

- Applications are due no later than Friday, September 29, 2017 at 4 p.m.
- Your request for reimbursement must be completed within 12 months of being approved for funding
- If awarded a grant you must agree to the terms listed in the grant contract
- After you agree to the grant contract, and proof of payment for your project has been submitted to City staff, you will be reimbursed within 4 to 6 weeks up to the grant award amount

Contact the City of Golden:

Ben Goldstein

[bgoldstein@cityofgolden.net](mailto:bgoldstein@cityofgolden.net)

303-384-8011



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### Schools Grant Application Form

*Please complete the application and return it via mail, or email*

*City of Golden*

*Ben Goldstein*

*911 10<sup>th</sup> Street*

*Golden, CO 80401*

*bgoldstein@cityofgolden.net*

Name of applicant \_\_\_\_\_

Phone number and email of applicant \_\_\_\_\_

Name of School \_\_\_\_\_

School address \_\_\_\_\_

Grant request amount \_\_\_\_\_

If awarded a grant, how will you use the funds?

How does the program/project help fulfill the mission of the school or affiliated organization?

If you are applying on behalf of a PTA or affiliated organization, include a description of the organization, date established, and form of governance?



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How will funding benefit students in the near and long term?

If requesting funds for on-going programs, please provide details about long-term funding plans and feasibility?

If awarded a grant for the program/project listed in this application, how will you measure its success?



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Please disclose any potential conflicts of interest.

- If you plan to use contractors or other businesses to meet your project goals, please submit at least two written quotes.
- If you are applying on behalf of a PTA or affiliated organization, submit a summary of financial statements

By signing below, you agree that all the information provided in and attached to this grant application is correct.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_