Applying for a Grant from Colorado Springs Utilities

To assist us in understanding the impact our grants have in the community, it is important that your grant application provide the clearest possible information.

Eligibility

Criteria
- The organization applying must be classified by the Internal Revenue Services as a 501(c)(3) or equivalent
- Eligible nonprofit organizations must provide the program in the Colorado Springs Utilities service area
- Organizations may submit for only one financial assistance grant

Projects we do not support
- Personal requests
- Monetary pledges for agency-sponsored walks, runs or similar events
- Requests for administrative costs
- Projects sponsored by religious organizations, unless the projects is for general community benefit and does not promote any religious doctrine

Prepare for submitting the form

Section 1 – Organization Information
This section is information about your organization and contact information. These fields should be self-explanatory.

Section 2 – Financial Assistance
This section is for detailed information about the specific program you are requesting funding and your agency's financial information.

Program Name
Type in the name of the program you are requesting funding.

Program Description
Describe the program in detail using 1000 characters (approximately 200 words) or less. There is a separate section for the organization's Mission Statement. Due to the limited words, we suggest that you do not repeat the program name since it is already included in the application.

Mission Statement
Provide your agency mission statement using 1000 characters (approximately 200 words) or less.
**Program Existed**
Indicate in years how long this program has existed in your agency. If this is a new program, indicate that it is new instead of zero years.

**Program Category**
Choose a category from the drop-down list that best matches the program you are requesting a grant.

**Community Need**
Describe in 250 characters or less, how this program addresses a specific community need. Include data that supports any figures you provide. If necessary, use reasonable estimates and indicate they are estimates.

**Geographical Location**
Indicate if this program serves a targeted area in Colorado Springs or surrounding areas.

**Similar Programs**
Indicate if this program provides a similar service to another local agency. If yes, describe how your program is different from these other similar programs.

**Success Measurement**
Provide a measurable outcome of the program’s success. The outcome should reflect the changes or results you expect from this specific program, not all your agencies programs together.

A common approach to stating specific measurable outcomes is:
By [Date], [X%] of the [total # of clients] clients will [expected impact of the program]
By December 2013, 75% of the 100 clients will complete awareness training.

**Budget**
Provide the entire proposed budget for this specific **program only** that you are requesting funding, not your agencies entire budget.

**Amount Requested**
Provide the entire amount you are requesting from Colorado Springs Utilities for **this specific program**.

**Funding Description**
If Colorado Springs Utilities grants funding for this specific program, provide a detailed description of how you will use these funds. Limit 50 words.

**Administrative Fees**
Provide the percent of the total budget for **this specific program** used for administrative fees.

**Board Giving**
Choose Yes or No that 100% of your Board of Directors give financially to your agency.

**Diversity of Funding**
Provide the percent that different entities support your agencies **entire budget**.

**Authorization**
This section indicates that you agree to the information you are submitting, is correct, and that the Executive Director/CEO/Superintendent has reviewed the answers and supports submitting this application.
Submit Your Request
Complete the Electronic Grant Request form and submit application.

Required Documents

You must drop off supporting documents to Colorado Springs Utilities, 121 S Tejon - South Tower Suite 500, Colorado Springs, CO 80903.

List of required documents must be received by 5:00 p.m. December 09, 2013. No faxed or emailed documents accepted.

- Most recent audited financial statement
- List of Board of Directors
- IRS tax exemption letter
- 2018 Agency Budget (or proposed budget if not approved)

How will I know if my request is approved?

Once we receive your grant application, you will receive an acknowledgement email that we received your application. We will contact you if we have questions during our review.

We will notify your Executive Director by email with our decision by March 16, 2018.