



# City of Aspen Grants Program: Eligibility and Rules

Health & Human Services, Community Non-Profit, and Arts & Culture Grants

## Eligibility

- All organizations must:
  - Be a non-profit organization providing services in the Roaring Fork Valley.
  - Submit the required Impact & Outcome Report if organization received a grant during the previous grant cycle.
- The City of Aspen grants program funds may not be used for:
  - Capital campaigns or fundraisers
  - Political or lobbying campaigns
  - Pass-through grants (activity that passes grant funds onto other organizations)
  - Direct requests (as opposed to costs associated with project requests) to fund labor costs associated with ongoing positions, or termed positions lasting longer than the grant period.
- Organizations requesting over \$50,000 (in cash, in-kind support, or a combination thereof) must:
  - Have received an outside financial review within the last three years.
  - Submit a copy of such a review with the grant application.

## Maximum Request

- The maximum amount any organization may request is \$100,000. Any grants submitted for a higher amount will be automatically reduced to this cap.

## Maximum Award

- The maximum cash amount any organization may receive is limited to 15% of the operating budget for the current fiscal year, or \$100,000, whichever is less.
  - For example, an organization with an operating budget of \$100,000 will be limited to a maximum cash award of \$15,000, regardless of the request amount.
  - This maximum award percentage does not apply to organizations requesting \$10,000 or less.



### **Multi-Year Requests**

- All organizations requesting \$10,000 or less may choose to apply for a one- or two-year funding term.
- Organizations requesting more than \$10,000 are limited to a one-year funding term.

### **Financial Health**

- All organizations will be reviewed for financial health by city staff prior to being sent to review committees. Staff will review submitted financial documentation to ensure that the applicant organization has sufficient resources to remain stable and effective throughout the grant period.
- Organizations deemed by city staff and the grants steering committee to not be in adequate financial health will not be eligible to receive a grant award.