



A Great Place to Be

The City of Cañon City

Community Agency Fund 2018

Program Overview

The purpose of this program is to support charitable groups and organizations to directly benefit the health and well being of Cañon City residents and neighborhoods. Available funds will be considered based on following categories:

- **Community Service**-providing services to the community regarding various topics to include basic needs, health, and welfare, etc.
- **Youth Education**-providing youth programs, youth focused prevention programs, and supplemental education for youth programs, etc.
- **Quality of Life**-providing community improvement activities to include arts, and culture, etc.

Eligibility Requirements

The City has established its requirements and expectations to ensure that the programs and projects make an effective, measurable and positive impact in our community. In the interest of fiscal accountability and program effectiveness, the award process includes the following requirements:

- Application worksheet
- Financial reports (revenue and expense)
- Activity descriptions
- Goals and objectives
- Evaluation plan
- Plan for sustainability
- Documented reports for reimbursement
- You must have a 501c3

Ineligible Requests

- Salaries
- Taxes and fees
- Utility payments
- Rent/Mortgage payments
- Building repair
- Building maintenance

Application Process

- ◉ **Applications and documentation must be submitted to the City Administrator's office no later than 5:00 PM on September 15, 2017.**
- ◉ Applications will be reviewed by the Community Agency Funding Committee for eligibility.
- ◉ You will be notified of your time to make an oral presentation before the Community Agency Funding Committee on **September 29, 2017.**
- ◉ Committee submits proposed recommendations to full city council for approval in **November 2017.**
- ◉ An award letter will be sent to each successful recipient with a schedule for your allocation of funds and quarterly reports for the year 2018
- ◉ **PLEASE NOTE: Applications and financial forms received after the deadline will not be considered.**

Allocation of Funds

The City anticipates an estimated budget of \$50,000 for the 2018 agency awards. This may be adjusted depending on economic conditions through the end of the year and the number of submitted applications.

- ◉ If selected, the City Finance Department will set up an account with your agency to allocate funds on a reimbursement basis.
- ◉ The City will require programmatic and financial status reports on how your agency used their allotted funds BEFORE reimbursements will be awarded. Reports should include:
 - Dates and times
 - Agendas, minutes, newspaper articles, etc.
 - Sign ins
 - Descriptions and *documented* Cañon City numbers served
 - Receipts

PLEASE NOTE: Failure to complete and turn in required reports within the twelve month period can terminate future possibilities for funding. Requests for additional funding after initial allocation will not be considered.

Contact Information

For any questions please contact:

Cheryl Havens, Sr. Administrative Clerk
(719)276-5296

Please mail or hand deliver applications to:

Cheryl Havens, Sr. Administrative Clerk
P.O. Box 1460, 128 Main St., Cañon City, CO 81215