



SAGUACHE COUNTY GOVERNMENT

501 Fourth Street

P. O. Box 100

Saguache, Colorado 81149

Phone: (719) 655-2231 • Fax: (719) 655-2635

www.saguachecounty.net

SAGUACHE COUNTY SALES TAX GRANT • APPLICATION GUIDELINES

Thank you for your interest in applying for a grant that will benefit Saguache County.

This document is a guideline to help applicants understand the grant selection process, as well as grant priorities and criteria. These may change from time to time, so check for new guidelines before applying. There are some questions that applicants can ask themselves to better their chances. The County Commissioners do not want to dissuade any Saguache County residents from applying for these funds. However, we also do not want to see people invest their time in applying for projects that have little or no chance of funding. Hopefully these questions and answer will help you in this process. **Good Luck! Saguache County Commissioners**

What is a Sales Tax Grant (STG)? The Saguache County Sales Tax Grant was established through a ballot initiative that created a fund to distribute to individuals, groups and organizations to better the Saguache County community as a whole. It is derived from a 1% sales tax on most goods sold in Saguache County, and is distributed through a grant process determined by the County Commissioners.

What size grants are available? Most grants range from: **\$500 - \$6,000**

Grants are occasionally awarded for more, in particular to provide matching funds, which will bring other funding into the County, through the project.

When can I apply? There are two grant cycles each year - one in the Spring, and one in the Fall. For dates, please refer to the [Saguache County Website](http://www.saguachecounty.net), or call 719 655-2231.

What types of grants are funded? Grant are awarded in three main categories:

- Youth and Senior services and programs,
- Alternative Energy projects and/or business/job creation opportunities, and
- Emergency Services, Public Health and Safety.

Note: The amount of funds in each category, and number and amount of requests in each category is public information, as is amounts awarded and to whom.

Can a grant request fit into more than one category? Categories may have more or less funds, and more or less requests. In your grant application, please check the Categories you think your application fits. Commissioners may also move an application to a category that has less application pressure, where applicable. An application that for example provides a youth or senior program, AND also addresses health and wellness, could be eligible also under Emergency Services, Public Health and Safety.

How many people does your project serve? Commissioners will generally favor projects that serve the greatest number of Saguache County residents for the money.

Does this grant create more money? Applications for funding that will be used as a match to obtain a larger grant, or that can directly show a return of more money into the County, are looked upon favorably.

Is this the project /event / organization's only source of income? Projects are favored that show sustainability - an effort to seek or develop other funding and/or having a variety of income sources. Applications that rely solely on STG money may be questioned as to their long-term viability. **Other factors considered:**

- is it a one-time purchase, such as of equipment?
- is there demonstrated community interest and known benefit?
- how large or long-lasting are the benefits?

Is the Grant local or does it serve the whole County (/Valley)? Ideally, the Commissioners would like to spread this grant money throughout the County. However, we have no control over who applies. Projects in areas that have been historically less funded, or that have no other applications from that area in that Grant cycle, could be looked on favorably, with all other things being equal. A request that addresses needs or delivers benefits to the entire County, are weighed more heavily than those that only serve a few. Projects that benefit the Valley are considered, if Saguache County participants and direct benefit to Saguache County and its communities can be shown.

Is this grant request for a private business? The County does not have a small business grant at this time. There are instances where private businesses will ask for and be awarded a grant to accomplish a project that serves a lot of people, brings in other funds to the community, or provides a unique or vital public service. However, as a point the STG is geared toward non-profits and civic events, projects/programs, and public services.

Is the application complete, and all reporting from past grants up to date?

Grant application will not be considered, if the reporting requirements for a previous STG have not been completed. The Commissioners want to know about the results of the grants in our communities, and failure to report automatically disqualifies applicants from applying again, until the report on their prior grant is submitted. Applicants who are applying for a project that is changing management are encouraged to check with the county administration as to the grant history, and any report needed, in order to be eligible to apply for another STG.

Is the application understandable? There have been grant applications that have not been funded, or received reduced funding, because they lacked key details for Commissioners to understand the request. For example - if you are requesting pay for personnel, specify hours and hourly pay, or stipend amount. Or, if it will serve a group, how many are in the group served.

We strongly suggest that applicants have their applications proofread (or better yet reviewed by someone with some grant-writing experience).

Do you have the required Letters of Reference? (3-5)

NOTE: If applying as a governmental agency, or organization - written support / commitment from that agency/organization is required.