



## **In-Kind Grants Guidelines for 2025**

Funding & Application Submission Guidelines

**APPLICATION DEADLINE: WEDNESDAY, AUGUST 14<sup>th</sup> AT NOON**

### **Continuing for 2025 -**

*If applying for In-Kind use of Town facilities managed by Breckenridge Creative Arts (BCA), you must apply directly with BreckCreate. Please e-mail Neal Kerr at [Neal@breckcreate.org](mailto:Neal@breckcreate.org). All BCA managed facilities will be awarded in a separate Grants Program directly with BreckCreate.*

### **Priority Investments:**

Support is available to charitable organizations that enhance and serve the Breckenridge / Upper Blue area. The Town invests in local non-profits with programs, initiatives and events that are aligned with our strategies and demonstrate how they can make an impact for our community.

### **Strategic Alignment:**

***Financial and Programmatic Capacity*** - Successful applicants will show evidence that they are stable, have a solid financial and management team, a strong balance sheet and programming plans that illustrates the grant will be sustained beyond the Town's investment.

***Leadership*** - Successful applicants will have strong leadership that is collaborative and knowledgeable about the community and the field in which they operate.

***Measurable Results*** - We place priority on organizations that are able to clearly articulate organizational goals, present a clear plan for achieving results, and track outcomes and impact on the people served.

### **Eligibility:**

To be eligible for support, organizations must:

- Have a 501(c)(3) public charity status or operate under the fiscal sponsorship of a tax-exempt nonprofit. Individuals will not be considered for funding;
- Serve the people of Breckenridge and/or the Upper Blue River area (from Hoosier Pass to Farmers Korner);
- Be registered as a Colorado nonprofit organization with the Colorado Secretary of State and be organized in the State of Colorado; and
- If organization received past support, whether Cash or In-Kind, a **Final Report is required to be submitted as part of the grant application**. The report must include:

- a) statistics on Upper Blue/Breckenridge population served by the organization,
- b) description of what was accomplished with the grant, how the grant was used, how it was done,
- c) evidence as to the extent the goal(s) were reached, and
- d) if anything changed from the original application, specifics on what changed.

**Process:**

*Submit* - In-Kind Grant Applications will adhere to the Funding & Submissions Guidelines and will be submitted on-line at [Summit Grants](#) by the deadline noted above; no applications will be accepted after the deadline. Grants are for the following year; requests for programs/projects already completed will not be considered.

The Town considers grant applications once per year. Requests received outside of the designated time will not be considered. This application will be your sole source for requesting funding from the Town of Breckenridge; presentations will not be part of this process.

*Review & Evaluation* - Staff will screen applications for completeness. Accepted applications for In-Kind will be forwarded to affected departments or entity for review and recommendation, and then by Grants/Scholarship Committee.

*Criteria* - After considering how strongly the application fits the Town Council's strategies and aligns with the Town's core values, requests will be evaluated according to the following criteria:

- To what degree does the organization's history and mission, as well as the purpose of the program or event, align with the Town's priority investments and strategies?
- Does the organization demonstrate sound fiscal management practices?
- Does the organization demonstrate impact or past success?
- To what degree does the application benefit our community?
- Does the organization avoid duplicating existing programs or services?
- Does the Board of Directors work to advance the organization's mission through fundraising and other areas? Do board members make a financial contribution?

*Decisions* - Recommendations are submitted to the Breckenridge Town Council for final approval as part of the annual budget process. The Town cannot approve all requests; however, applications that meet the guidelines are given consideration. All decisions will be considered final.

*Awarding & Notification* - All applicants will be notified of funding decisions in early December. If the program or event changes significantly from the original application, the Town must be notified.

All In-Kind (free or discounted) services and products (Town facility, programs, gift certificates, products and miscellaneous services, etc.) MUST be requested through the on-line Town of Breckenridge In-Kind Grant application found at [Summit Grants](#).

IN-KIND APPLICATION INSTRUCTIONS: To submit an application for free/In-Kind OR discounted use of any Town facility, other In-Kind services or products, etc. - *even if you are submitting a Cash request* - please complete the on-line application [Summit Grants](#).

**Questions:** If you have questions, please contact Peyton Rogers at [peytonr@townofbreckenridge.com](mailto:peytonr@townofbreckenridge.com)

Please read this carefully and follow all instructions closely. Thank you for all the important work you do in our community – we look forward to reviewing your application.