



TOWN OF ERIE  
1874

# Community Organization Grant Request Form

See attached for the current Policy & Procedures for Grants to Community Organizations

Today's Date:  
(MM/DD/YY)

\_\_\_\_/\_\_\_\_/\_\_\_\_

## Contact Information

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Organization Structure (Ex. non-profit corporation): \_\_\_\_\_ Tax Exempt # \_\_\_\_\_

## Request Information

Requesting:  Town Sponsored Event - Requesting Financial Assistance  Town Endorsed Event - Requesting In-Kind Assistance

Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date When Funds Are Needed: \_\_\_\_\_

## Event Information

Description of Event (attach additional information if needed): \_\_\_\_\_

\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Event/Activity Location: \_\_\_\_\_ Duration of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

How will this event positively effect the community members and the Town of Erie: \_\_\_\_\_

\_\_\_\_\_

Please note this is only a request form. All requests should be submitted to the Town Clerk who will submit them to the Board of Trustees for consideration in accordance with the annual budget schedule, and will be considered collectively at a Board Meeting. Any requests submitted "out-of-cycle" should be submitted to the Town Clerk who will forward to the Board of Trustees for consideration during a Board of Trustees meeting.

Please return request form to the Town Clerk by email, fax or drop by:  
Town of Erie | 645 Holbrook | PO Box 750 | Erie, CO 80516  
phone 303.926.2731 | fax 303.926.2706 | nparker@erieco.gov

Office Use Only		
Date Received	/ /	
Date Reviewed	/ /	
Date Approved	/ /	



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# Internal Review Community Organization Grant Request Form

## Eligibility Criteria

- Non-Profit Corporation
- Service Organization
- Public School
- Community Service
- For Profit Business

## Award Criteria

- Promotion of commerce and industry
- Celebration of the Town's culture, or heritage
- Observance of local, regional, or national historic dates or events
- Contribution to the general public good in areas of education, safety, health, welfare, or recreational activities
- Expected number of people who will participate or benefit from the program, event, or activity
- Consistency of the applicant's, customers and promotional goals with the Town's character, values and service priorities
- The applicant's historical participation and association with community projects, events and continued willingness to participate
- Community support for, or opposition to, the proposed project
- The operating and maintenance costs associated with the proposed project
- Anticipated public perception of the association of the Town and the proposed project
- The applicant's regard for and demonstrated success in environmental stewardship

## Department Reviews

- Town Clerk: \_\_\_\_\_
- Administration: \_\_\_\_\_
- Finance: \_\_\_\_\_
- Parks & Recreation: \_\_\_\_\_
- Police: \_\_\_\_\_
- PublicWorks: \_\_\_\_\_

## Board of Trustees

- Approval Date: \_\_\_\_\_
- Notes: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_