

COCHITI LAKE COMMUNITY FUND

Requirements and Instructions for Grant Applications

The Cochiti Lake Community Fund offers grants for the assistance of residents and assistance and improvement by organizations for the good of the Town of Cochiti Lake. Any eligible person or organization of the Town of Cochiti Lake may apply for a grant from the Cochiti Lake Community fund. Individual grant applicants must be either owners (in good standing) or renters of improved property in Cochiti Lake. An eligible Cochiti Lake organization is one with regular members and an organizing board of officers. If the applicant is an organization, then the application must include a statement of approval for application by the governing body of the organization. All grant requests and dispositions are confidential, and no person or organization beyond the sitting Committee will be privy to them. Committee deliberations on grant applications will be closed.

Instruction sheets and application forms will be available in the library and in Town Hall. The entire application process may be completed online as well, with forms, in a downloadable pdf format, retrievable at the town website:

<http://www.cochitilake.org/cf.htm>

Assistance in accessing and completing online forms is offered by the Librarian in the library.

Instructions for Grant Applications

Grants for individuals may not exceed \$500.00; the standard grant for an organization has no cash limit. At the completion of the grant cycle, the grantee must submit a final report, including a description of the completed project, copies of paid invoices, and a final budget of actual costs incurred. Grant monies not spent and accounted for by the grantee within the grant cycle shall be returned to the Cochiti Lake Community Fund with the final grant report.

Applications for grants will include, where applicable:

- Completed Application Form;
- A statement of purpose;
- A project description;
- A proposed budget (form provided as part of the application form);
- A time frame for the grant cycle, including a statement if project is ongoing or subject to renewal of the grant;
- Supporting documents, such as cost estimates;
- Written project approval by CCDC or Town Assembly if required;
- If proposed grant is to supply matching funds, all documents from primary granting organization;
- If there has been any legal action pending on the project, written proof that it has been resolved.

Applicants must submit six packets of copies of all application documents. Submissions must be made more than 7 days prior to the next regular meeting of the Board of the Cochiti Lake Community Fund. At that meeting the applicant/contact will be interviewed on the proposed project.

All applications must be complete and submitted in timely manner, i.e., more than 7 days before a regularly scheduled meeting of the Board of the Cochiti Lake Community Fund. (The CLCF meets in the Cochiti Lake Library at 10:00 a.m. on the third Saturday of every month.) Application packets may be submitted at Town Hall or at the Library.

The committee will send a letter of approval/rejection to the applicant/contact in a timely fashion, attaching a copy of the letter to the original application packet.

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APPLICATION FOR GRANT

Date of Application _____

Name of applicant or contact person _____

Address _____

Telephone number(s) of applicant or contact person _____

Email address(es) of applicant or contact person _____

Type of grant requested (check one): Personal grant (\$500.00 or less)

Organizational Grant

Specific amount requested \$ _____

Project description (max. 500 words; submit with application)

List supporting documentation (attach documentation to application)

Project budget (use attached form)

Is this a one-time request? Yes No If no, explain

Is this an ongoing project? Yes No If yes, explain

Will this project be renewed periodically? Yes No If yes, explain

End date(s) of proposed grant cycle _____

I affirm that all the above information is true and correct to the best of my knowledge. I agree to submit a final project report and full accounting at the end of this proposed grant cycle, or periodically if the project is ongoing or renewed.

Signed _____ Date _____

Note to Applicant/Contact: Make 6 packets of all application documents; submit packets more than 7 days before the next regular meeting of the Board of the Cochiti Lake Community Fund.

Approved Not Approved

Signature Presiding Officer _____ Date _____

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