



Niwot Community Association (NCA)
PROPOSED GUIDELINES FOR REQUESTING AND AWARDING GRANTS

1. This document is used as a guideline for the grant request process used by the Niwot Community Association Board. The NCA Board reserves the right to deviate from these guidelines for a specific request.
2. All grant requests must be delivered electronically to the NCA Board a minimum of one week prior to the monthly NCA Board meeting. Additionally, the grant request must be presented in-person by the applicant or the applicant's agent at a regularly scheduled NCA Board meeting.
3. The NCA Board is encouraged to inquire if the applicant is a member of the NCA. An applicant's place of residence must be disclosed during the grant request presentation. In considering a grant request, the NCA Board will look more favorably upon an applicant who resides within the NCA Service Area.
4. The principal purpose of a grant must benefit the Niwot Community, or a group within the Niwot community, rather than to advance an individual goal. Applicants must tailor grant requests to demonstrate how the grant, if made, will benefit the community rather than the individual applicant.
 - a) The applicant must demonstrate that they have a personal investment in the project or cause as well as disclosed what other organization(s) or individuals that have been solicited with this grant request.
 - b) In considering whether a grant request has a community benefit, the NCA Board will look favorably upon requests that will contribute to beautification, enhanced public safety, and improvements to public spaces within the NCA Service Area. Social gatherings and educational events must have a community benefit.
 - c) Preference is to donate to groups vs. individuals.
 - d) Individual grants, if made, will not exceed \$200.
5. In considering a grant request which provides primarily an individual or non-community benefit, it is appropriate for the NCA Board to require as a condition of receiving the grant, that the applicant participate in a public service activity that will benefit the Niwot service area, including participation in NCA sponsored activities,
6. The NCA Board will be attentive to any possible conflict between the stated community interest and the applicant's personal interest or potential benefit from receiving an NCA Grant. Applications with conflicts of interest are discouraged and will not be viewed favorably by the Board.
7. Applicants who have an actual or potential conflict of interest in seeking a grant must disclose the conflict or potential conflict to the NCA Board at or before the time of the grant request presentation.
8. Applicants have 90 Days to report back to the NCA Board on the outcome(s) of the grant request. The grant will be paid after the final presentation and review to the NCA Board. Payment will be made at that time if the NCA Board is satisfied with the outcome.



**Niwot Community Association (NCA)
Grant Request Form**

This form must be used by a Niwot community individual, community group, organization or business to request funding for a grant request from the Niwot Community Association. **This Grant Request Form and any relevant supporting documents must be submitted electronically to board@niwot.org** All documents must be received by **no later than 5 p.m. on the Wednesday prior to the next NCA Board meeting**. The NCA Board usually meets the first Wednesday of every month.

A representative for your request **must attend the next meeting of the Niwot Community Association Board Meeting** to present this grant request for consideration.

Please review 'GUIDELINES FOR REQUESTING AND AWARDING GRANTS' for complete details of expectations and obligations.

CONTACT INFORMATION

Applicant: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
E-mail: _____

GRANT DESCRIPTION (Please ATTACH a detailed description of the project)

Start date: _____
Expected completion date: _____
Location, if applicable: _____

FUNDING

Total cost of the project \$ _____
Sources and amounts of additional funding for this project request.

AMOUNT	SOURCE

When are the funds needed (date or dates)? _____

COMMUNITY BENEFIT

Briefly state how the project or improvement will benefit the Niwot Community:

