



## CSFF Partnership Guidelines

CSFF is dedicated to building and cultivating trusted and respectful partnerships with organizations that address various community needs. Funding is primarily concentrated in Routt County, Colorado, and our highest funding priorities are those that focus on:

- **Youth Advocacy** – Champions community partnerships that create equitable opportunities in health, education, and well-being for youth and families to achieve their optimal potential.
- **Equitable Access to the Arts** – Partners with community organizations to provide vibrant and meaningful arts and culture opportunities for under-resourced youth and adults throughout Northwest Colorado.
- **Environmental Justice** – Advances fair and equitable practices and policies, influenced by the collective voices of the broader Yampa Valley community, to benefit the local environment and its inhabitants.

CSFF believes in [trust-based philanthropy](#), confident that nonprofits know best where to allocate funding within their own organization. Our multi-year capacity funding supports long-term planning for emerging needs including ongoing program support, innovative new approaches, professional development, or other needs to ensure the greatest impact of our investments.

In addition to funding, CSFF invests our staff time, knowledge, networks, and perspective to help our partners reach their goals.

Funding amounts range from \$10,000 to \$50,000 each year for up to three years.

### Eligibility Requirements

Organizations interested in partnering with CSFF must be tax-exempt organizations, including non-profit charitable organizations and governmental agencies that are part of State, County or City government, with programming in Routt County.

CSFF requires that any organization submitting a Request for Partnership Support be able to provide a copy of the IRS Determination letter.

## **What We Do Not Fund**

CSFF does not provide funding support for the following (including but not limited to):

- Individuals and private foundations
- For-profit institutions
- Endowments, fundraising events, sponsorships
- Political campaigns, support for political activities, lobbying efforts
- Churches or organizations or programs that promote a religious belief
- Loans
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Additionally, CSFF does not fund capital campaigns as we feel our resources can be more impactful when directed to resources and organizational capacity.

## **Funding Process**

CSFF's funding process consists of four steps:

1. Request for Partnership Support
2. Proposal Conversation
3. CSFF Board Review
4. Funding Partnership Agreement

## **Request for Partnership Support**

If your organization is interested in partnering with CSFF please click on the "Portal" link in the upper right corner of the CSFF website, register your organization, and complete the Request for Partnership Support form. Requests for Partnership Support for the specific projects will only be accepted during the following timelines:

### **January 15 – January 31 (Spring Cycle)**

Equitable Access to the Arts Project  
Environmental Justice Project

### **July 15 – July 31 (Fall Cycle)**

Youth Advocacy Project

CSFF staff reviews the Requests for Partnership Support and notifies organizations within two weeks after the above deadlines if CSFF would like to further explore partnership opportunities. A Proposal Conversation meeting is then scheduled with the organization and CSFF staff. CSFF does not request or require written proposals beyond the Request for Partnership Support.

## **Proposal Conversation**

The Executive Director of the requesting organization and CSFF staff meet for an in-depth discussion regarding how CSFF funding would be used by the organization. Prior to this meeting, the Executive Director is provided with a list of questions to prepare for the proposal conversation.

Following this conversation, CSFF staff make funding recommendations to the CSFF Board of Directors.

## **CSFF Board Review**

The CSFF Board of Directors review Proposal Conversation summaries and staff recommendations in April and October. Funding amounts, if any, and length of funding support are determined by the CSFF Board of Directors.

## **Funding Partnership Agreement**

When organizations receive notification of CSFF funding, they are required to meet with CSFF's Executive Director to co-develop and sign a Funding Partnership Agreement outlining the terms of support, specific to each individual organization, including amount and length of funding commitment. The agreement also includes intended purpose and desired objectives of how CSFF funding will be used, timing and type of site visits, and services and support that CSFF can provide to the organization beyond funding. Funds are distributed when the Funding Partnership Agreement has been fully executed.

An organization may receive funding from only one of CSFF's projects at a time. Existing Funding Partners may submit a new Request for Partnership Support after their last year of funding.