

The Grant-making Process of the Aspen Valley Medical Foundation

REVISED MARCH 2007

AVMF PURPOSE AND MISSION

Aspen Valley Medical Foundation (AVMF) provides financial resources and philanthropic leadership to meet the rising health and human needs in the Roaring Fork Valley.

AVMF grants funds to Aspen Valley Hospital for capital and operating support and to local health and human service organizations providing support services to individuals and families throughout the valley.

AVMF listens to community concerns, studies the issues, collaborates with key stakeholders, and provides assistance and resources to meet identified community needs.

AVMF is the official conduit for charitable giving for Aspen Valley Hospital and raises funds for the hospital and local health and human services through the Neighbor to Neighbor Campaign.

GUIDING PRINCIPLES OF COMMUNITY GRANTS PROGRAM OF AVMF

The Aspen Valley Medical Foundation seeks to address the growing health and human needs in the Roaring Fork Valley through its leadership and grant-making process.

- AVMF will provide funding support to agencies and organizations in the spirit of trust and mutual respect, maintaining the highest standards of accountability without micro-managing.
- AVMF will grant funds to qualified area not-for-profit 501(c)(3) agencies and organizations which are effective at meeting health and human service needs with high quality programs and services and sound administrative and fiscal management.

Qualified organizations may include, but are not limited to, individual and family support programs and services.

- AVMF will create two categories of funding support with beneficiary organizations:

Partnership Funding with a commitment to fund over a period of three years

Affiliate Funding on a year-to-year basis.

Organizations will be selected through an application process and committee review, and awarded either Partnership or Affiliate status throughout the funding period.

- AVMF will be proactive in assessing community health and human needs and initiating the funding of programs and services that best meet those needs.

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- AVMF will seek additional financial resources from local individuals and institutions and from funding sources beyond our local community to meet extraordinary health and human needs that cannot be met through AVMF funding alone.
- AVMF will create and nurture partnerships and collaborations among local, state, and national agencies and organizations in order to effectively meet community health and human needs.

APPLICATION PROCESS

1. Requests for funding are accepted once per year and must be received no later than 3 PM on the 1st Friday in June.
2. Submissions can be mailed to Aspen Valley Medical Foundation, PO Box 1639, Aspen, Colorado, 81612 or hand delivered to the AVMF offices located in the Aspen Valley Hospital, 0401 Castle Creek Road, Aspen, Colorado. Do not leave with hospital personnel.
3. Electronic Submission are accepted. Email to aharder@avmfaspn.org. If attachments can not be submitted electronically, please mail by application deadline.
4. The application will include:
 - a. Cover Letter (can be in text of email)
 - b. Fully completed application form
 - c. Required attachments
5. Other requirements for the submittal of grant applications:
 - a. All questions to be completed in minimum 10 point font size.
 - b. Provide one complete original document, typed, signed and dated.
 - c. If not submitting electronically, please provide 6 copies.
(only one copy of the 990 form and audit necessary)
6. If you have any questions, please contact Ashley Harder, AVMF Community Outreach Manager, at 544-1241 or aharder@avmfaspn.org.

THE REVIEW PROCESS

1. The AVMF Community Grants Committee will review all applications.
2. Applicants may be asked to meet with the committee.
3. Applicants may also be asked to present supplementary material to their original application.
4. The Community Grants Committee will make recommendations at the September meeting of the Board of Directors of the Aspen Valley Medical Foundation for final approval.
5. Notification of grant determinations will be sent in writing to requesting organizations by early October.

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CATEGORIES OF FUNDING SUPPORT

PARTNERSHIP FUNDING

REQUIREMENTS FROM PARTNER ORGANIZATIONS

1. Fulfill the mission of the Aspen Valley Medical Foundation in its programs and services.
2. Maintain high standards of excellence in administration and fiscal management and keeps administrative and fundraising costs at a reasonable level.
3. Provide high quality programs and services which meet community health and human service needs.
4. Submit Progress Reports bi-annually. (For more details, view Progress Report guidelines.)
5. Submit 990 or current audit once per year.
6. Participate fully when appropriate in AVMF led initiatives.
7. Include AVMF in all marketing materials.
8. Add AVMF to mailing list to receive newsletters and other communications from your organization.

COMMITMENT OF AVMF

1. Commit to funding each year for three years.
2. Support the work of the organization with technical assistance as needed.
3. Promote the partnership through community wide public relations and marketing.
4. Provide opportunities for collaboration among partner organizations in order to meet the community needs.
5. Create links with partner organizations through the AVMF web site – www.avmfaspn.org.
6. Will consider additional requests for funding based upon special circumstances.
7. Communicate with agencies regarding progress report deadlines, AVMF events, and other relevant issues.
8. Attend organization events as appropriate.

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AFFILIATE FUNDING

REQUIREMENTS OF AFFILIATES

1. Provide programs and services that meet important community needs in the health and human services or related fields.
2. Meet standards of management and fiscal responsibility.
3. Submit Progress Reports bi-annually. (For more details, view Progress Report guidelines.)
4. Add AVMF to mailing list to receive newsletters and other communications from your organization.

COMMITMENT OF AVMF

1. Grant funds one year at a time.
2. Provide some support with advice and technical assistance.
3. Communicate with agencies regarding progress report deadlines, AVMF events, and other relevant issues.

PROGRESS REPORT GUIDELINES

1. Progress Reports are submitted two times per year on **October 1ST** and **April 1ST**.
2. Progress Reports should include the following information:
 - a. Agency accomplishments in the previous 6 months
 - b. Challenges facing agency in the previous 6 months
 - c. Once per year, submit a current 990 and audit if available
3. Length of report should be between 1-3 pages.
4. Progress reports can be mailed to: AVMF PO Box 1639 Aspen, CO 81611, dropped off at the AVMF offices located inside the hospital or in the Health and Human Services building, or emailed to Kris Marsh at kmarsh@avmfaspn.org