



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)

9/17/18

Contact Information

Organization Name: High Plains Library District & Erie Historical Society

Organization Address: 400 Powers St City: Erie State: CO Zip: 80516

Contact Person: Lisa Varra Email Address: lvarra@highplains.us

Daytime Phone: 720-685-5220 Cell: _____

Organization Structure (Ex. non-profit corporation): Non-profit Tax Exempt # 09814677

Request Information

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

Description of Request: We are requesting use of the Mitchell Room at the Erie Community Center for the local history program series 2019.

Date When Funds Are Needed: n/a

Event Information

Description of Event (attach additional information if needed): Local History Series 2019

Date(s) of Event: _____

Event/Activity Location: Mitchell Room Duration of Event: March, April, May, June, September, October, November

Estimated Attendance: 30

How will this event positively effect the community members and the Town of Erie: see attached, 1 hour setup + event

Thank you!

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	/ /	



Internal Review Community Organization Grant Request Form

Eligibility Criteria

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

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: _____
- ☐ Public Works: _____

Board of Trustees

- ☐ Approval Date: _____
- ☐ Notes: _____

This ongoing series created in partnership with the Erie Historical Society is a valuable resource in educating the Erie residences about local history, as well as helping residents establish a connection to the Erie community. This grant also benefits the Town because the commitment to this programming demonstrates the Town of Erie's dedication to and support of this effort. All promotional materials will include the Town of Erie logo.

