

## Grant Application Requirements



The Thrift Shop of Aspen is one of the largest contributors to non-profit organizations in the Roaring Fork Valley. We contribute to the arts, education, the environment, community needs, and youth activities. We are able to donate over 85% of the funds raised to scholarships and over 200 non-profit groups in our valley. For questions on this form, please email: [grants@spenthriftshop.org](mailto:grants@spenthriftshop.org).

### Requirements

- Completed Grant Application (found online at [www.aspenhriftshop.org](http://www.aspenhriftshop.org))
- Completed Donation Response Form (For all returning grantees)
- Current Board of Directors
- Copy of 501 (c) (3) Ruling (for new applicants)
- Attached administrator's approval for school related projects only
- Attach additional information if relevant
- Submitted by one of the 3 deadlines below

### Submission Deadlines

The Thrift Shop of Aspen will only accept complete grant applications that are submitted no later than:

- January 15<sup>th</sup> 2015 (Presentations will be schedule for February-May)
- April 15<sup>th</sup> 2015 (Presentations will be scheduled for June-September)
- September 1<sup>st</sup> 2015 (Presentations will be scheduled for October-December)
- December 1<sup>st</sup> 2015(Presentations will be scheduled for January-April)
- March 1<sup>st</sup> 2016 (Presentations will be scheduled for May-September)

It is your responsibility to submit your application on time. We will not remind you.

### Submittal Process

1. Title all documents you are sending to include the current year, organization name, & document title. Example: 2013-WeGiveInc-GrantApplication or (GrantReport, 501(c)(3)...)
2. Email all documents in 1 email.
3. Email: [grants@spenthriftshop.org](mailto:grants@spenthriftshop.org)
4. Subject of email: Your organization name & "Grant Packet"
5. Body of the email: Please include a list of the documents you have attached.

The preferred method is email. You can also fax the grant packet to: 1-888-583-8315.

### After submittal of Grant Packet

1. You will hear from the Thrift Shop to schedule a presentation at the Aspen Elks Club, 3<sup>rd</sup> floor.
2. Prepare maximum 5 minute presentation plus a Q&A.
3. You will be notified of our decision by mail.