



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.

Requirements

- Completed Grant Application (found online at 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 15th (Presentations will be schedule for February-May)
- April 15th (Presentations will be scheduled for June-September)
- September 15th (Presentations will be schedule for October-January)

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
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, 3rd floor.
2. Prepare maximum 5 minute presentation plus a Q&A.
3. You will be notified of our decision by mail.

Grant Application



Name of Group		Date	
Name of Presenter			
Phone #		Cell #	
Tax ID #		Years in existence	
Email & Website			
Mailing Address			

Mission of your Group					
Amount Requesting		Total Funds Needed for Project		Operating Budget	
What will the Thrift Shop funds be used for?					
# of People Served by this project					

Have you received Thrift Shop funds previously?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, indicate date, and the amount of the previous 5 years.	
Dates	Amounts

Are there other groups in the valley providing similar services?
Other Sources of funding? Amounts?

Is the current Board of Directors Attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the required Donation Report Form from your last grant attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**All new applicants attach copy of 501 [3] Ruling.
 All school related projects please attach administrator's acknowledgement and approval.
 You may attach additional information if relevant.**

Return Application to
e-mail: grants@aspenthiftshop.org Fax #: 1-888-583-8315
Questions: e-mail: grants@aspenthiftshop.org



Donation Report Form

We no longer accept grant applications without a completed response form.

Organization (include name, phone, email, & website)

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Amount Received

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Use of Funds

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Explanation/ Evaluation of Success of Project

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Return Application to

e-mail: grants@spenthriftshop.org | Fax #: 1-888-583-8315

Questions: e-mail: grants@spenthriftshop.org



School Administrator Support Form
Only required for school related projects

Date	
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Name of Group/Applicant	
Purpose of Grant	
Name of school/s involved	
Number of students served by project	
Name of Administrator	
Administrator phone #	
Administrator email	
Administrator's signature of approval. Please add comments as to the value of the project to your School.	



Grant Presentation Guidelines

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@aspenthriftshop.org.

After your organization is scheduled, please follow these Guidelines.

- Arrive 10 minutes early at the Aspen Elks Club, 3rd floor
- Maximum 5 minute presentation
- Explain mission & purpose of your organization
- Explain project & use of Thrift Shop funds
- Explain impact of your project on the Roaring Fork Valley
- Be prepared for 5 minutes of Q&A
- Please stay on topic

Following Your Presentation

You will be notified of our decision by mail.

Thank you for your adherence to our guidelines and for what you contribute to the Roaring Fork Valley.