

# THORNTON ASSISTANCE FUNDS



## Application Guidelines

Thornton Assistance Funds (TAF) are granted to 501(c)3 nonprofit organizations that help Thornton residents meet their basic needs and enhance their ability to be self-sufficient. Basic needs are identified as food, housing, health/medical, or human services. Helping people move from relying on private or public assistance to providing for one's own needs is important for the success of Thornton residents. Therefore, programs that enhance Thornton residents' ability to be self-sufficient beyond meeting their identified basic needs are also eligible for funding. Nonprofit organizations that do not have a 501(c)3 designation can apply through a 501(c)3 fiscal agent. Faith-based organizations may not apply for operational support; they are only eligible for program support. No applicant can require participation in religious activities in order to receive services.

## Application Format:

The 2022 TAF Application is due by 5 p.m. on [January 14, 2022](#). Organizations that are interested in applying can access the TAF Application online at [gocot.net/Connections](http://gocot.net/Connections) at the web address below. Organizations will be required to login, or create a Thornton Common Login to complete the application. By submitting an application, you are certifying that the information is true and accurate. **Agencies that fail to submit the application by the deadline will not be eligible for TAF in 2022.**

### Login Directions:

- You now have a database to login to input your organization's contact information, complete your accomplishment report and submit your application. This online tool will save your information and you can update it anytime. Please follow the steps to get started!
- To login, or register as a new user, and create your Thornton Common Login, go to <https://login.thorntonco.gov>. Click on "Register" and follow the steps to create your account.
  - You will then receive an email in your inbox with a link that states "Confirm your email." Make sure you click on the link to confirm your email address.
- Once you are logged in you can click on Thornton Forms and choose "Assistance Fund Application." Choose the "2022 Assistance Application" option.

## Application Content:

- Contact Information
- Financial Information
- Goals and Planning
- Program Request Summary (answered by agencies applying for program support)
- Evaluation – data on unduplicated clients/residents served in 2021
- Collaboration and Volunteers
- Inclusiveness Statement
- Board/Governance

# THORNTON ASSISTANCE FUNDS



## Application Guidelines Continued

### Required Attachments:

- Organization's budget for their 2022 fiscal year
- 2022 Program Budget, if requesting program support
- Statement of Financial Position or Balance sheet (as of 12/31/2021)
- Income and Expense Statement (1/1/2021 – 12/31/2021)
- Board of Directors List
- Proof of IRS Federal Tax-Exempt Status – dated within the last five years
- Anti-Discrimination Statement
- List of Key Staff
- Conflict of Interest Form – [thorntonco.gov/conflict-of-interest-form.pdf](http://thorntonco.gov/conflict-of-interest-form.pdf)
- Completed W-9 Form

### Additional Attachments for Organizations Using a Fiscal Agent/Fiscal Sponsor

- Proof of IRS federal tax-exempt status for the fiscal agent
- Memo of understanding/contract between the organization and the fiscal agent
- Financial attachments of Organization's budget, Statement of Financial Position or Budget Sheet, and Income and Expenses Statement (2022 fiscal year) for the fiscal agent

### Process Information

You will receive a confirmation message once you submit your application. If you do not receive this message, please contact Community Connections at 720-977-5800 or [Connections@ThorntonCO.gov](mailto:Connections@ThorntonCO.gov).

Applications will be reviewed for eligibility. The Thornton Assistance Funds Committee, which are a group of Thornton residents appointed by Thornton City Council, will review the applications to determine a recommendation for funding. Approved applicants will be invited to a short interview with this committee. Interviews will be conducted in February and March on Thursday afternoons between 4-7 p.m. After the interviews, the Committee will present their recommendation to Thornton City Council. Funds will be distributed after city council approves the grants at the May or June council meeting.

If you have any questions or need technical assistance, please contact Tina Kidd at 720-977-5814 or email [Tina.Kidd@ThorntonCO.gov](mailto:Tina.Kidd@ThorntonCO.gov).