



TOWN BOARD WORK SESSION
December 3, 2012 – 6:00 P.M.
301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.

AGENDA

- 6:00 1. Meeting with Municipal Court Judge, Associate Municipal Court Judge, and Municipal Prosecutor

- 6:30 2. Outside agency funding application wrap up – K. Arnold

- 7:15 3. Future Meetings Agenda

- 4. Adjourn



MEMORANDUM

Date: December 3, 2012
To: Mayor and Town Board
Via: Work session packets
From: Ian D. McCargar, Town Attorney
Re: Introduction to Municipal Judges and Municipal Prosecutor
Item #: Work Session - 1

Background / Discussion:

At your direction, we have arranged for the Windsor Municipal Court Judges and the Municipal Prosecutor to appear for introductions and informal interaction during the December 3, 2012, work session. The purpose of this gathering is for you to become acquainted with Judges Manning and Ablao, and with Town Prosecutor Kimberly Emil. Attached is professional biographical information for Judges Manning and Ablao, and we hope to have similar material for Ms. Emil before the work session.

Per the Code, appointment of Judges Manning and Ablao must take place at or before the first regular meeting in 2013. Appointment of the Municipal Prosecutor usually takes place in the first quarter of the calendar year, and I will refer official action to you as that time approaches.

Financial Impact: Already budgeted for 2013

Relationship to Strategic Plan: Safe community

Recommendation:

Meet in formally with Municipal Judges and Municipal Prosecutor. Direct staff to refer appointment of Municipal Judges for official action.

Attachments:

Professional biographies for Judge Manning and Judge Ablao.

MICHAEL E. MANNING

Attorney at law

419 West Oak Street
Fort Collins CO 80521-2610

Telephone: (970) 482-3881
Facsimile: (970) 484-6028

October 31, 2012

Kelly Arnold
Town Manager
301 Walnut
Windsor, Colorado 80550

Re: application for Municipal Court Judge

Dear Mr. Arnold,

I would like to continue to serve Windsor as Municipal Court Judge. Since 1974, I have been licensed to practice law in Colorado and I am in good standing with the Supreme Court. I have been in private practice in Fort Collins for my entire legal career. My practice is currently limited to defense of individuals charged with criminal, traffic and juvenile offenses. I have been the Windsor's Municipal Court Judge since 1980. I am a member of the Colorado and Larimer County Bar Associations and the Colorado Municipal Judges Association.

I have previously served on the Board of Directors of the Municipal Judges Association and contributed to the Municipal Court Judges' Bench Book. I regularly attend the semi-annual Municipal Judges conferences as well as other continuing legal education programs. The Municipal Judges conferences include presentations and discussions regarding legislative updates, ethical issues for judges, court administration, evidentiary and traffic-related issues.

As Municipal Judge in Windsor, I have been responsible for the hiring, training and supervising the Municipal Court Clerk, as well as preparing the Court's budget requests for the Town. I have a very good and successful relationship with the Court Clerk and her assistant. I am quite familiar with the Town Charter as well as Windsor's ordinances. I authored the current fine schedule for payment of penalty assessment

Kelly Arnold
October 31, 2012
page two

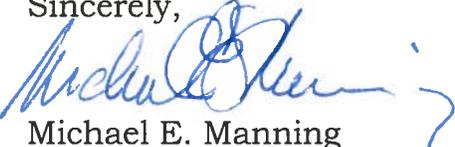
tickets. During the past two years the Court's volume has increased and the complexity of the cases has increased as well. We have made a smooth transition to being a Court of record.

I enjoy serving as Windsor's Municipal Court Judge. I take pride in believing that I have been a fair, neutral and independent judge. Certainly, not everyone has been happy with my all my decisions; but I am aware of no complaints to the Town Board or any other agency regarding fairness, lack of courtesy or any other complaint regarding the process that citizens receive in the Windsor Court. It has been a number of yers since my decision in a case has been appealed to a higher Court.

Personally, I have been married for twenty-seven years. My wife and I have two sons. I am an avid bicyclist. In the past, I have served on the Board of Directors of Crossroads Safehouse in Fort Collins. I am active in my church and I have been a volunteer for both Hospice and the American Red Cross.

I look forward to continuing as Municipal Judge. If you or the Board require references, I'd be happy to provide those. If you have any questions, please advise.

Sincerely,



Michael E. Manning

TOWN OF WINDSOR, COLORADO
REQUEST FOR QUALIFICATIONS FOR THE POSITION
OF
WINDSOR MUNICIPAL COURT JUDGES

1. Statement of Qualifications for Teresa Ablao:

For the past 11 years, I have been the presiding judge for the Town of Wellington. I am also the associate judge for the City Fort Collins. In addition, I serve Commerce City as an administrative hearing officer to adjudicate protests of civil infractions and appeals of the Building Services director's decisions in a quasi-judicial setting by interpreting various municipal and land use/development code provisions. I have previously served the City of Boulder as a hearing officer to hear medical marijuana business license denial appeals, as well as have served as both presiding judge and relief judge for the town of Timnath.

I am fair, even-tempered and able to make decisions based on facts presented and the requirements of the Code. I have experience in maintaining control of the courtroom, even when emotions of the litigants are high. I am also prompt in my decisions and know how to make a good and complete record in the event of an appeal.

Additionally, I have extensive experience with municipal courts in other jurisdictions, both statutory and home-rule municipalities. I have appeared as a special prosecutor and also as court-appointed defense counsel in numerous municipal courts including Loveland, Greeley and Fort Collins. I have thoroughly enjoyed municipal law and enforcement and wish to continue administering justice at the municipal level and render decisions that take into account both the law and the impact the decision may have on all parties and the community.

I have a strong work ethic and a reputation for high quality work, integrity and a commitment to enforcing the laws and ordinances as written. I believe that following the rules of law and ordinances are necessary for citizens to enjoy a high quality life in the community in which they live. Because of that, it is important for a judge to fashion sentences that are unique to each case and to each defendant and should serve 3 purposes. These are:

- deterrence, sentences should be swift and firm to send a message to the offender and others in the community that breaking the law has consistent and real consequences;
- rehabilitation, to ensure an offender obtains appropriate available services that may help prevent future offenses (such as anger management, driving school or alcohol classes);
- restitution/restoration, to compensate individual victims for their losses due to crime and to make the community whole through fines and community service.

2. Licensing and continuing legal education information:

I am licensed to practice law by the Colorado Supreme Court since 1988 and have remained in good standing. I am also licensed to practice before the Federal District Court for the District of Colorado since 2004. To keep abreast of changes and trends in municipal law, I have regularly attended CML conferences, most recently in Breckenridge in the spring of 2012. This year, I have attended the Colorado Municipal Judges Association Spring conference on October 4-6, 2012 in Estes Park. In previous years, I have attended the Colorado Municipal Judges Association conferences in Vail on April 28 and 29, 2011, in Grand Junction in 2008 and in Crested Butte in 2004. I also attended the Colorado Municipal League annual conference each year from 1995 through 2009.

3. References

Brad March, Town Attorney, Wellington, CO (970) 482-4322 Ian McCargar, Town Attorney, Windsor, CO (970) 482-0212
Gregory Graham, Assistant City Attorney, Commerce City, CO (303) 289-3604

Other Professional References:

Steve Roy, City Attorney, Fort Collins, CO (970) 221-6520
Patricia Netherton, Assistant Municipal Court Clerk, Fort Collins, CO (970) 221-6801
Aimee Jensen, Deputy City Clerk/Liquor Authority Secretary, Fort Collins, CO (970) 221-6515

4. Resume: Attached.

EDUCATION and LICENSES

- Juris Doctor May 1988. University of Colorado-Boulder, Colorado.
- B.S., *cum laude* December 1984 Western Michigan University-Kalamazoo, Michigan.

- Admitted to the Colorado Bar October 1988
- Federal District Court-Colorado December 2004

EXPERIENCE

Assistant City Attorney Loveland, Colorado. May 2012 to present.

- Legal advisor to Loveland Police Department, Loveland Fire and Rescue Authority, Code Enforcement, Liquor Licensing Authority and Risk Management.

Ablao Law LLC, Attorney at Law Fort Collins, Colorado. November 2009 to present.

- Private practice of law with a current emphasis in providing judicial and quasi-judicial services
- Previous practice areas included family law, court appointed counsel in Dependency and Neglect cases, court appointed alternate defense counsel, business and nonprofit organization, liquor licensing, wills and trusts, and civil litigation.

Municipal Judge Wellington, Colorado. May 2001 to present.

- Administer judicial operations for the Town according to the ordinances adopted by the Town Board of Trustees. Cases adjudicated include adult and juvenile misdemeanors, petty offenses and traffic violations.

Associate Municipal Judge Fort Collins, Colorado. July 2012 to present.

- Preside over Camera Radar/Red Light trials and administer other Municipal Court proceedings according to the ordinances adopted by the City Council in the absence of the Municipal Judge.

Associate Municipal Judge Windsor, Colorado. January 2011 to present.

- Administer Municipal Court proceedings for the Town according to the ordinances adopted by the Town Board of Trustees in the absence of the Municipal Judge.

Administrative Hearing Officer Commerce City, Colorado. August 2010 to present.

- Interpret municipal and land use/development code provisions in a quasi-judicial setting; hear and adjudicate protests of civil infractions and appeals of certain administrative decisions.

Administrative Hearing Officer Boulder, Colorado. August 2011 to August 2012.

- Interpret municipal code provisions regarding Medical Marijuana Businesses in a quasi-judicial setting; hear and adjudicate appeals of administrative decisions denying or restricting licenses.

Associate Judge Timnath, Colorado. June 2002 to 2006.

- Administered Municipal Court proceedings for the Town according to the ordinances adopted by the Town Board of Trustees in the absence of the Municipal Judge.

Senior Assistant City Attorney Fort Collins, Colorado. December 1994 to March 2010.

- Advised various City departments, including Police Services, Code Enforcement and Poudre Fire Authority
- Conducted liquor license application reviews, prosecuted liquor violations before the Liquor Licensing Authority
- Supervised Municipal Court prosecution team, prosecuted civil nuisance violations
- Drafted ordinances, administrative rules and regulations pertaining to medical marijuana businesses, liquor licensing, administrative procedures and for civil infractions and parking services violations
- Drafted intergovernmental agreements, contracts, resolutions and ordinances for various city departments
- Created directives, policies and procedure manuals for various city departments

Deputy District Attorney Eighth Judicial District, Larimer County, Colorado. September 1989 to June 1994.

- Prosecuted traffic, petty offense, misdemeanor and felony criminal cases in county, juvenile, and district courts in the 8th Judicial District. Other duties included general training for law enforcement and litigating civil forfeiture and appellate cases

PROFESSIONAL ASSOCIATIONS, AWARDS and VOLUNTEER ACTIVITIES

- | | |
|---|--|
| • Colorado Municipal Judges Association | • Poudre School District Teen Court Program Presiding Judge |
| • Juvenile Services Planning Commission (Senate Bill-94) Executive Member | • Metro Municipal Attorneys Association 2005 Outstanding Assistant City Attorney Award |
| • Eighth Judicial District Judicial Nominating Committee | • Police Services Meritorious Service Award |
| • Colorado Municipal League Juvenile Justice Committee | • Laramie River Valley Rendezvous, Executive Board member |
| • Colorado Women’s Bar Association | • Childsafe, Inc., Past Board President |
| • Asian Pacific American Bar Association | • Journey Conference for Young Women, Steering Committee |
| • Colorado Bar Association | • Thompson Valley Preschool, Board of Directors |
| • National Law School Moot Court Volunteer Judge | • Poudre School District Site Advisory Team |
| • Colorado High School Moot Court | |
| • Domestic Abuse Intervention Project | |

PRESENTATIONS/LECTURES

- “Department of Human Services and Law Enforcement Obligations and Liabilities”. Loveland, May 2009.
- “Animal Control Enforcement”. Larimer County Humane Society, Spring 2007.
- “First Amendment and Special Event Regulations”, Co-presenter. Colorado Municipal League Conference, Crested Butte, October 2008.
- “Undue Concentration and the Colorado Liquor Code”. Colorado Municipal League Conference, Winter Park, October 2006.
- “Residential Occupancy Issues”. National Symposium on Best Practices in City/University Relations, Pingree Park, June 2006.
- “Legal Issues Enforcing the Fire Code”. National Association of Fire Marshals Symposium, Loveland, November 2006.
- “Dealing with Nuisances Effectively”. Colorado Municipal League Conference, Vail, June 2005.
- “Code Enforcement Investigations”. Colorado Association of Code Enforcement Officers, Fort Collins, September 2005.

- “Liability of Emergency Vehicle Operators”. Poudre Fire Authority, Fort Collins, April 2003.

KIMBERLY A. EMIL

P.O. Box 354 \$ Windsor, CO 80550\$ (970) 381-3761

EMPLOYMENT

TOWN PROSECUTOR 2004 – PRESENT
Windsor Municipal Court Windsor, Colorado

Responsible for all Municipal Court Prosecutions, report directly to the Town Board. Prosecute Liquor License violations. Also responsible for any ethics violations/prosecutions within Town.

TOWN JUDGE Oct. 2011 – Present
Kersey Municipal Court Kersey, Colorado

Responsible for the Municipal Court, conducting hearings from arraignments to trials.

TOWN JUDGE NOV. 2006 – PRESENT
Wiggins Municipal Court Wiggins, Colorado

Responsible for the Municipal Court, conducting hearings from arraignments to trials.

ASSOCIATE JUDGE/ADMINISTRATIVE HEARING OFFICER 2005-PRESENT
Greeley Municipal Court Greeley, Colorado

Relief Judge, conducting all aspects of court from arraignments to trials on an as needed basis, with one trial day a month scheduled. This includes handling Liquor Licensing Hearings, as the Associate Liquor Licensing Authority for the City of Greeley. Also, Administrative Hearing Officer to the Administrative Proceedings regarding Municipal Zoning and Ordinance Violations.

BONDING MAGISTRATE SEP. 2005- AUG. 2009
Weld County Combined Courts Greeley, Colorado

Conduct Probable Cause Review Hearings, and set bonds at the North County Jail.

INTERIM CITY ATTORNEY JAN. 2007 – JUNE 2007
City of Fort Morgan Fort Morgan, Colorado

Act as City Attorney, reviewing all legal matters for the City, providing advice to Mayor, City Council members, and City administration. Represent the City in Municipal Court. Attend all Council Meetings, Work Sessions and Executive Sessions where warranted.

SELF EMPLOYED 1999 – PRESENT
KIMBERLY A. EMIL, ATTORNEY AT LAW NORTHEASTERN Colorado

Windsor Town Prosecutor, responsible for Municipal Court, ethics prosecution, and sales tax enforcement; Asst. City Attorney in Fort Morgan from 1999 to 2001, responsible for various civil matters, municipal court prosecution and police matters; Juvenile practice related to representing youth as Guardian ad litem in both D&N and Delinquency matters; also represent various businesses providing contract and employment law advice. Handle some family law, and estate planning matters.

ATTORNEY/PARTNER
Emil & Emil, Attorneys at Law

1996 - 1999
Dana Point, California

Partner in small firm specializing in workers= compensation defense and personal injury litigation. Advised employer-clients regarding various issues of risk management, including, but not limited to wrongful termination, union matters, light duty issues coupled with workers' compensation and the ADA, civil exposure regarding records handling and disclosures in subpoenas (now HIPA), and other discovery issues. Worked closely with special investigations units regarding fraudulent claims, and aggressively represented clients in the workers' compensation system at trial, and working with law enforcement to assist in building their criminal case. The main practice consisted of workers= compensation defense, subrogation and personal injury litigation. Experienced in law and motion, depositions, and trials with numerous court hearings and trials. Some of our clients included: Nordstrom, Inc., Keebler Co., Southdown, Inc. and Gallagher Bassett Services, Inc.

ATTORNEY
Law Office of James M. Zerboni

1993 - 1996
San Juan Capistrano, California

Associate in small practice representing employers and insurance companies in Workers' Compensation Defense matters.

Attorney
Law Office of W. Roger Kampf

1991-1993
San Bernardino, California

Associate in personal injury and workers' compensation plaintiff's practice.

EDUCATION

JURIS DOCTOR
California Western School of Law

MAY, 1990
San Diego, California

BACHELOR OF ARTS (CUM LAUDE)
Doane College

MAY, 1987
Crete, Nebraska



MEMORANDUM

Date: December 3, 2012
To: Mayor and Town Board
From: Kelly Arnold, Town Manager
Re: Outside Agency Application Form and Process
Item #: Work Session - 2

Background / Discussion:

This is the third work session on developing a new process for outside agency funding decision making. The first two work sessions focused on the previous processes and reviewing new draft forms for the applications. This session focuses on:

- Purpose
- Definition of Outside Agencies that should apply
- Designated Time Period for Applications
- Miscellaneous Provisions

Purpose:

During the last discussion of Outside Agencies, the Town Board requested a Purpose Statement to be included in the applications. Below is draft language proposed by staff:

The purpose of the Town of Windsor Community Grant Program is to fiscally support projects, services, and activities through the funding of non-profit organizations and individuals in order to enhance the quality of life of Windsor residents.

If the Board likes this purpose it will be included in the application information and resolution that adopts the new process.

Definition of Outside Agencies that should apply:

There are several categories that need to be discussed so the Board provides expectations on what type of outside agency should apply. Understanding Town past history regarding outside agencies, here are some categories and whether they should be required to apply or not.

Social Service Groups: Yes, these groups have typically been made to apply for outside agency funding.

Community Groups: Yes, these groups have typically been made to apply for outside agency funding.

Individuals: Yes.

Town Financial Participation in Events: Yes; the long and/or short form criteria will now be incorporated into the event application if the event wants Town financial participation as part of

the sponsorship. This would include Town reimbursement of Town owned facilities. Depending upon the size of the reimbursement, most events would require the short form information but larger events would require the long-form.

Town Professional Memberships and Boards: No; groups like Colorado Municipal League, National League of Cities, North Front Range Metropolitan Planning Organization, Great Western Trail Authority, and Windsor Chamber of Commerce are examples that should not have to apply but should be discussed annually during the development of the budget.

Economic Development Memberships: Uncertain; Upstate Economic Development Corporation and Northern Colorado Economic Development Corporation have had a long-tradition of funding from Windsor. The most recent funding was for Small Business Development Council (SBDC) and started three years ago. Yet, the Town Board recently met with SBDC and indicated interest in having them apply similarly to outside agencies.

Designated Time Period for Applications

Currently there is no designated period for accepting applications. They just occur upon request by the outside agency. In the past the Town limited their time period for taking and considering applications. This period usually coincided with the budget development process which occurs in September and October.

If the Town Board wants to incorporate a designated time then it lends more focus and predictability to the process. But it will probably mean more time over a few weeks to review the applications, more applications due to predictability, and potential less flexibility if there is an urgent need which doesn't fit a designated time.

Miscellaneous Provisions

As the Town Board finalizes the process, there might be some situations arise that will need to be addressed that don't fit this process. To the Board's ability scenario's should be considered and developed into the process now.

- 1) For instance, if the Town Board wants to use outside agency funding for a specific purpose, can it without an application from an outside agency? Or is it more appropriate to have that use come from reserves and keep outside agency designated whole to outside agency requests?
- 2) Submitted applications will be reviewed for completion by staff. Does the Town Board want to consider:
 - Every application;
 - Applications over \$1,000; or
 - Applications meeting defined criteria?
- 3) At what point should the grant funds be disbursed once approved? There is no mechanism in place to assure a final report is submitted as staff was not anticipating tracking its receipt. The only assurance that a report will be submitted is if the organization requests additional funds; the final report is required prior to consideration.

One-time events are on the honor system to submit a final report. Two options for fund disbursement discussed by staff include:

- The grant amount is disbursed to the applicant within two weeks of approval.
- The grant amount is disbursed once the final report form and any required receipts are submitted to staff.

Recommendation:

Staff recommends the Town Board make a final decision on the Community Grant forms, provide direction regarding the topics in this memorandum, and authorize staff to move forward in drafting a resolution for consideration.

Attachments:

Final Versions of Long and Short Form Applications



COMMUNITY GRANT PROGRAM
STANDARD (LONG FORM)
INFORMATION AND APPLICATION

Standard (Long) Form Grant Application Requirements

Please read the requirements carefully to ensure that your application is in compliance and complete. Be specific and concise in your answers. The long form is required for grant requests of \$1,001 or more.

PURPOSE

GUIDELINES

1. The Town of Windsor supports organizations that enhance the quality of life in Windsor, Colorado. This includes groups that provide programs or services in areas such as arts and culture, health and human services, education, and amateur sports.
2. Applicants should be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code. Other nonprofit entities demonstrating a need will be considered on a case-by-case basis.
3. The Town of Windsor will fund specific projects and programs that have measurable results (evidence of productivity, change in numbers, etc.)
4. The services and programs are need-based, nondiscriminatory, and provided to the citizens of Windsor.
5. The services and programs are provided through a means that are more cost effective than the Town could provide and supplement or extend services currently provided by the Town of Windsor.
6. Operational funding requests will be considered; however, the Town of Windsor will not provide sustaining funds (multiple year commitments) to organizations.
7. Organizations receiving funding in the past must have current progress and/or final reports on file with the Town of Windsor in order to be eligible for the following year.
8. Grant recipients must complete and return a Final Report within one year of grant receipt.
9. If an organization receives duplicate funding for a request, the Town of Windsor funds must be returned. For example, if a project/program budget is \$5,000 and the Town of Windsor and another organization both award \$5,000 to the same project/program, the Town of Windsor funds must be returned.
10. The use of funds must support the Town of Windsor's Strategic Plan.

Please submit this application according to the directions.

FORMAT

- Follow the outline provided and respond to all questions in the order presented in the number of pages indicated.
- The "Organizational Summary" page is the cover page of your application. Do not include a separate cover letter.
- Number each page of your request.
- Be sure to include required attachments.

Standard (Long) Form Grant Application Outline

Please read the guidelines carefully to ensure you are complying with the submission requirements.

- I. Complete Organizational Summary
- II. Organizational Information – 2 pages maximum
 - a. Describe the mission of the organization and briefly outline the organization's goals.
 - b. Briefly describe the history of the organization. Include the year it was established.
 - c. Describe current programs or activities, accomplishments, financial status, and governance structure.
 - d. Describe the steps your organization has made to becoming self-supporting.
 - e. Describe how your organization is collaborating with other organizations.
 - f. Include an estimate of volunteer hours in 2013 from all volunteers, including board members.
- III. Purpose of Grant – 2 pages maximum
 - a. Describe the project/program to be funded, including a needs statement.
 - b. Describe the goals and objectives of the grant.
 - c. Describe the timetable for implementing this project/program.
 - d. How does this project/program benefit the local community? How many people will be impacted?
 - e. Include a list of all entities asked to give financial support to the proposed project, including the responses to date and dollar amounts committed.
 - f. What are the long-term sources/strategies for funding beyond the grant funds received?
 - g. Why should the Town of Windsor provide funding to your organization? How does the requested funding support the Town of Windsor Strategic Plan?
 - h. Are you funded by other sources? If so, what are the sources?
- IV. Evaluation – 1 page maximum
 - a. What are the expected results during your funding period?
 - b. How will you define and measure results?
 - c. How will the project's results be used and/or disseminated?
 - d. List dates that the Town of Windsor can expect to receive a preliminary or final report.
- V. Attachments
 - a. Organizations annual budget for fiscal year 2013.
 - b. Most recent year-to-date financial statements.
 - c. Current year balance sheet.
 - d. Copy of 501(c)(3) documentation if a non-profit or Articles of Incorporation.
 - e. Organizational chart – including executive director, staff, and volunteers.
 - f. List of board of directors, occupations, and board member donations.



Standard (Long) Form Grant Application

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

ORGANIZATION DIRECTOR/PRESIDENT: _____

GRANT CONTACT: _____

DAYTIME PHONE: _____ **CELL PHONE:** _____

FAX: _____ **EMAIL:** _____

WEBSITE ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

IS THE ORGANIZATION TAX EXEMPT UNDER THE PROVISIONS OF SECTION 501(c)(3) OF THE INTERNAL REVENUE CODE? _____

PURPOSE OF GRANT:

- Agency Support as a whole
- Marketing Support
- Special Program or Projects
- Capital Expenditure
- Seed, start-up or development costs
- Technical assistance

TYPE OF AGENCY:

- Arts & Culture
- Health & Human Services
- Education
- Environment
- Sports/Recreation
- Other: _____

AMOUNT OF REQUEST: \$ _____ **FISCAL YEAR END:** _____

BRIEF DESCRIPTION OF REQUEST:

2012 Actual Revenues: \$ _____
2013 Budgeted Revenues: \$ _____

2012 Actual Expenses: \$ _____
2013 Budgeted Expenses: \$ _____

Signature, Director/President

Date



*Standard (Long) Form Grant Application
Checklist*

Included	Not applicable	
		Organizational Summary
		Organizational Information
		Purpose of Grant
		Evaluation
		Attachment A – 2013 Annual Budget
		Attachment B – Most Recent Year-to-Date Financial Statements
		Attachment C – Current Year Balance Sheet
		Attachment D – 501(c)(3) Documentation or Articles of Incorporation
		Attachment E – Organizational Chart
		Attachment F – Board of Directors
		All required information is included in grant application packet



COMMUNITY GRANT PROGRAM
SHORT FORM
REQUESTS OF \$1,000 OR LESS
INFORMATION AND APPLICATION

Short Form Grant Application Requirements

Please read the requirements carefully to ensure that your application is in compliance and complete. Be specific and concise in your answers. The short form is required for grant requests of \$1,000 or less.

Along with the Grant Application Form, submit a cover letter of no more than one (1) page providing a brief overview of your organization which outlines your request and clearly states your goals and objectives. This information should also include a justification of the request explaining the financial need.

PURPOSE

GUIDELINES

1. The Town of Windsor supports organizations that enhance the quality of life in Windsor, Colorado. This includes groups that provide programs or services in areas such as arts and culture, health and human services, education, and amateur sports.
2. Applicants should be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code. Other nonprofit entities demonstrating a need will be considered on a case-by-case basis.
3. The Town of Windsor will fund specific projects and programs that have measurable results (evidence of productivity, change in numbers, etc.).
4. The services and programs are need-based, nondiscriminatory, and provided to the citizens of Windsor.
5. The services and programs are provided through a means that are more cost effective than the Town could provide and supplement or extend services currently provided by the Town of Windsor.
6. Operational funding requests will be considered; however, the Town of Windsor will not provide sustaining funds (multiple year commitments) to organizations.
7. Organizations receiving funding in the past must have current progress and/or final reports on file with the Town of Windsor in order to be eligible for the following year.
8. If an organization receives duplicate funding for a request, the Town of Windsor funds must be returned. For example, if a project/program budget is \$5,000 and the Town of Windsor and another organization both award \$5,000 to the same project/program, the Town of Windsor funds must be returned.
9. The use of funds must support the Town of Windsor's Strategic Plan.
10. Recipients must attach receipts to the Final Report which identify how all the funds distributed by the Town of Windsor were spent.



Short Form Grant Application

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

ORGANIZATION DIRECTOR/PRESIDENT: _____

GRANT CONTACT: _____

DAYTIME PHONE: _____ **CELL PHONE:** _____

FAX: _____ **EMAIL:** _____

WEBSITE ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

IS THE ORGANIZATION TAX EXEMPT UNDER THE PROVISIONS OF SECTION 501(c)(3) OF THE INTERNAL REVENUE CODE? _____

PURPOSE OF GRANT:

- Agency Support as a whole
- Marketing Support
- Special Program or Projects
- Capital Expenditure
- Seed, start-up or development costs
- Technical assistance

TYPE OF AGENCY:

- Arts & Culture
- Health & Human Services
- Education
- Environment
- Sports/Recreation
- Other: _____

AMOUNT OF REQUEST: \$ _____ **FISCAL YEAR END:** _____

BRIEF DESCRIPTION OF REQUEST:

2012 Actual Revenues: \$ _____
2013 Budgeted Revenues: \$ _____

2012 Actual Expenses: \$ _____
2013 Budgeted Expenses: \$ _____

Signature, Director/President

Date



FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

December 10, 2012 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
December 10, 2012 7:00 p.m.	Town Board Meeting
December 17, 2012 6:00 p.m.	Town Board Work Session Residential street speed limit discussion – D. Thompson Park Regulations Special Event Liquor Licensing
December 24, 2012	Town Board Meeting – Cancelled
December 31, 2012	New Year's Eve – Town Hall closed
January 7, 2013 6:00 p.m.	Town Board Work Session Feasibility Study discussion
January 14, 2013 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
January 14, 2013 7:00 p.m.	Town Board Meeting Kern Board Meeting
January 21, 2013 6:00 p.m.	Town Board Work Session
January 28, 2013 6:00 p.m.	Town Board Work Session
January 28, 2013 7:00 p.m.	Town Board Meeting
February 4, 2013 6:00 p.m.	Town Board Meeting
February 11, 2013 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
February 11, 2013 7:00 p.m.	Town Board Meeting
February 18, 2013 6:00 p.m.	Town Board Work Session
February 25, 2013 6:00 p.m.	Town Board Work Session
February 25, 2013 7:00 p.m.	Town Board Meeting

Additional Events

November 30, 2012
11:30 a.m. – 12:30 p.m. I25-SH392 Ribbon Cutting ceremony
Attending: Jeremy Rose, Don Thompson, Robert Bishop-Cotner, Myles Baker, Kristie Melendez, John Vazquez, Ivan Adams

December 4, 2012
7:00 a.m. Breakfast Meeting with Legislators
Town Hall

December 14, 2012
6:00 p.m. – 9:00 p.m. Town of Windsor – End of the Year Banquet
Community Recreation Center

Future Work Session Topics

Davis Seepage Pipe Drain and Law Basin West Tributary Channel follow up
Golf carts follow up