

City of Aspen Grant Program Financial Details Form

Organization Name: _____

Please complete this entire form, save it and then combine it with the other required attachments in a single PDF document for upload to your online grants application. Please name your combined file in the required naming format, as described on the Grants homepage.

As a reminder, the additional required information includes:

- ✓ IRS Determination Letter indicating tax-exempt status
- ✓ Two most recently filed Form 990s
- ✓ Two most recently completed audited financial statements. If your organization does not have an auditing requirement, include your Board-approved financial statements (balance and income statement) for the past two completed fiscal years.
- ✓ A list of your Board members. Include names, titles, length of tenure, and the term expiry date for all Board members.

Financial Summary

1. Fiscal Year Information

- Fiscal year start date: _____
- Fiscal year end date: _____

2. Provide the Income Summary information in Table 1:

Table 1: Income Summary

| | Last Fiscal Yr Budgeted | Last Fiscal Year Actual | Current Fiscal Year Budgeted | Projected End of Year Actual | Proposed Next Fiscal Year |
|---------------------|-------------------------|-------------------------|------------------------------|------------------------------|---------------------------|
| Earned Income | | | | | |
| Contributed Income | | | | | |
| TOTAL INCOME | | | | | |

3. Provide the Expense Summary information in Table 2:

- *Office and Occupancy: Costs associated with the space you rent or own, as well as any office supplies/equipment cost*
- *Payroll & Related: All costs associated with staff salaries and benefits*
- *Marketing/Fundraising: All costs associated with program advertising, promotion, and fundraising activities and events*
- *Program: Costs associated with program planning and implementation, excluding costs included in Office and Occupancy, Payroll & Related, and Marketing/Fundraising*
- *Other: All other expenses not captured above*

Table 2: Expense Summary

| | Last Fiscal Yr Budgeted | Last Fiscal Year Actual | Current Fiscal Year Budgeted | Current YTD Actual | Proposed Next Fiscal Year |
|--|------------------------------------|------------------------------------|---|-------------------------------|--------------------------------------|
| Office & Occupancy | | | | | |
| Payroll & Related | | | | | |
| Marketing/Fundraising | | | | | |
| Program | | | | | |
| All Other | | | | | |
| TOTAL EXPENSES | | | | | |
| TOTAL INCOME MINUS EXPENSES | | | | | |

4. In Table 3, provide the information on your organization’s financial assets:

- *Current assets: Value of assets you expect to be used in the designated fiscal year (such as cash or other liquid assets)*
- *Fixed assets: Value of assets you expect to hold for the long-term (such as buildings, land, and equipment)*

Table 3: Asset Summary

| | Last Fiscal Yr Budgeted | Last Fiscal Year Actual | Current Fiscal Year Budgeted | Current YTD Actual | Proposed Next Fiscal Year |
|---------------------|--------------------------------|--------------------------------|-------------------------------------|---------------------------|----------------------------------|
| Current Assets | | | | | |
| Fixed Assets | | | | | |
| TOTAL ASSETS | | | | | |

Sustainability

For the most recently completed fiscal year and the current fiscal year, list the five largest sources of funding for your organization and the proportion of the organization’s current budget each represents:

Table 5. Sources of Funding

| Funder | Amount Provided Last FY | Amount Provided Current FY | Percent of Your Current Year Budget |
|---------------|--------------------------------|-----------------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |

1. Please provide a summary of your funding sources:

Table 6. Budgeted Revenue by Contributor:*
(total funds plus in-kind)

| | Budget, Last Fiscal Year | Budget, Current Fiscal Year | % Of Total Budget for Current Fiscal Year |
|--|-------------------------------------|--|--|
| Regional funding | | | |
| City of Aspen (all sources) | | | |
| Pitkin County (all sources) | | | |
| Snowmass Village (all sources) | | | |
| Basalt (all sources) | | | |
| Carbondale (all sources) | | | |
| Glenwood Springs (all sources) | | | |
| Eagle County (all sources) | | | |
| Garfield County (all sources) | | | |
| Donations | | | |
| Individual Donors (total) | | | |
| Corporate Donors (total) | | | |
| Foundations (total) | | | |
| TOTAL BUDGETED REVENUE FROM CONTRIBUTIONS | | | |

*Exclude earned income from this table; use Table 7 instead

**Table 7. Budgeted Revenue from Earnings:
(total funds)**

| | Budget, Last Fiscal Year | Budget, Current Fiscal Year | % Of Total Budget for Current Fiscal Year |
|---|-------------------------------------|--|--|
| Ticket sales | | | |
| Product sales | | | |
| Memberships | | | |
| Program service fees | | | |
| Interest income | | | |
| Other earned income | | | |
| TOTAL BUDGETED REVENUE FROM EARNINGS | | | |