



SAGUACHE COUNTY GOVERNMENT
501 Fourth Street
P. O. Box 100
Saguache, Colorado 81149

Phone: (719) 655-2231 • Fax: (719) 655-2635

www.saguachecounty.net

SAGUACHE COUNTY SALES TAX GRANT • APPLICATION INSTRUCTIONS

YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE UNLESS -

- **ALL ITEMS, IN ALL SECTIONS, ARE FILLED IN, AND,**
- **THE APPLICATION IS SUBMITTED BY 3pm on the PUBLISHED DEADLINE DATE AND TIME.**

If any section is not applicable, PLEASE TYPE IN: N/A

Please use and sign the Attached Checklist to confirm you have completed all required sections of the grant application form.

4 COPIES OF YOUR APPLICATION MUST BE RECEIVED BY 3pm on the published deadline date and time AND may be mailed to:

to: Saguache County Administration / Grants, P.O. Box 100, Saguache CO 81149

Or

DELIVER to: Saguache County Administration Office in the Saguache County Courthouse, lower-level, at: 501 4th Street, Saguache, CO.

You will be contacted if the County has any questions or clarifications, in order to consider your application. All Applicants will be notified as to whether their application has been approved for funding or not within

IT IS REQUESTED THAT GRANT RECIPIENTS - mention the support of a Saguache County Sales Tax Grant in any publications and announcements about your project.

ANY CHANGE IN THE PROJECT OR THE USE OF FUNDS for which a STG was awarded, requires a letter to the Board of County Commissioners, stating the circumstances of the changes and any new request for use of funds. Or, funds may be returned to the County.

GRANTEE REPORTING

REPORTING REQUIREMENTS & CONDITIONS WILL BE SPECIFIED FOR APPROVED GRANTS ON A CASE-BY-CASE BASIS, AND STATED IN THE AWARD LETTER. Generally, reports include information **such as, but not limited to:**

- 1) Progress and/or final report of Accomplishments
- 2) Receipts and/or Financial Accounting Report
- 3) Project Evaluation:
 - a. What went well?
 - b. Unexpected outcomes/results differing from proposal intentions, etc?
 - c. Next Steps (if applicable)?