

Financial Services Department

Amanda Grant, Deputy Chief Financial Officer

O: 719-520-6467
Centennial Hall
200 S. Cascade, Suite 150
Colorado Springs, CO 80903
www.ElPasoCo.com

Board of County Commissioners

Holly Williams, District 1
Carrie Geitner, District 2
Bill Wyson, District 3
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Lauren Nelson, District 5

El Paso County Community Investment Fund (CIF) Process

I. Purpose

The El Paso County Community Investment Fund (CIF) is designed to extend County services by financially supporting local organizations that deliver programs aligned with the County's initiatives and strategic goals. Funding is concentrated in four categories that directly amplify the County's capacity to improve the economic well-being, health, and safety of residents:

- **Entrepreneurship & Business Incubation** – This category supports programs that foster entrepreneurship, innovation, and early-stage business development. Eligible initiatives include incubators, accelerators, and entrepreneurial support organizations that provide startups with mentorship, technical assistance, access to capital, and collaborative workspaces. Funding is intended to strengthen local entrepreneurial ecosystems, accelerate the growth of innovative companies, and contribute to long-term economic vitality.
- **School based Workforce Development: Skilled Trades Training Support** for school-based pre-apprenticeship initiatives that deliver industry-recognized credentials, experiential training, and job placement pathways in high-demand construction trades. Projects should integrate competency-based curricula (e.g. PACT), safety certification, skill mastery, and structured employer engagement to prepare youth for immediate entry-level employment and longer-term career growth.

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- Military Liaison & Veteran Navigator Support – Initiatives establishing or enhancing liaison/navigator roles that connect service members, veterans, and families to benefits, healthcare, employment, education, and community resources through outreach, service coordination, and cross-agency collaboration.
- Homeless Support Services – Low-barrier, community-based programs providing shelter, meals, case management, employment training, and placement services to stabilize individuals currently experiencing homelessness and support advancing them toward long-term housing and self-sufficiency.

Collectively, by funding these four strategic categories, the Community Investment Fund leverages the capacity of local organizations to act as extensions of County services, delivering targeted support in economic development, workforce readiness, veteran services, and homelessness relief. These programs help achieve the County's strategic goals by creating measurable economic, health, and safety benefits and expanding access to critical resources for El Paso County residents.

II. Eligibility

- Be located within El Paso County.
- Hold 501(c)(3) nonprofit status.
- Demonstrate how proposed programs align with at least one of the four CIF categories.
- Show capacity to deliver measurable outcomes that extend County services.
- Continued funding in subsequent years is dependent on demonstrated performance and expanded impact.

III. How to Apply

Organizations must complete the online Community Investment Application. Required attachments include:

- The most recent IRS Form 990, 990-EZ, or financials (if exempt).
- A line-item budget for the requested funding.
- For returning grantees: a summary of activities and outcomes from prior CIF support.

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- If previously funded, an annual evaluation report must be submitted by January 31 detailing use of funds and outcome measures.

Incomplete applications will be deemed ineligible.

IV. Review Process

CIF funding is competitive and subject to available resources. Submitting a complete application does not guarantee funding. Applicants must provide:

- Organization and primary contact information.
- Organization mission / vision and alignment with one or more CIF categories.
- Funding request and identification of other leveraged resources.
- Anticipated impact, including measurable outcomes that extend County services.
- Budget detail and required financial documents.

In addition, applicants must acknowledge and authorize that:

- All answers are true and complete to the best of applicant's knowledge.
- Any false or misleading information provided in the application may result in a rejection of sponsorship as determined by the Financial Services Department.
- Funding is not guaranteed and expressly subject to availability.
- The County may conduct an analysis of all statements contained within an application for consideration of sponsorship and the County may contact the primary contact listed for additional documentation, as may be necessary to arrive at a final decision.
- The County reserves the right to approve or reject any request for sponsorship at its discretion.
- If approved, applicant agrees to provide quarterly financial and status reports as well as a year-end summary as to how the funding was utilized to provide economic impacts to the County and benefits to the community.

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All eligible applications will be reviewed by staff and evaluated based on alignment with the four funding categories, capacity to deliver measurable results, and anticipated economic, health, or safety impacts. Recommendations will be made to the County Administrator and Chief Financial Officer.

If awarded, grantees must provide quarterly financial and status reports (due April 30, July 31, October 31) and a year-end report (due January 31).

V. Timeline of Decision and Notification

- Applications Open: October 20
- Deadline: November 17
- Review & Decisions: Completed after the adoption of the County's budget in mid-December
- Notification of Award/Denial: By January 31
- Funding Distribution: Early February (subject to administrative timelines and external factors)