

## Exhibit 1

### POLICIES AND PROCEDURES

#### PHILIP S. MILLER RESOURCE GRANT PROGRAM FOR NONPROFIT ORGANIZATIONS

#### COUNCIL COMMUNITY GRANT PROGRAM FOR NONPROFIT ORGANIZATIONS

UPDATED DECEMBER 2, 2025

The nonprofit program breaks down allocations into two categories: the Philip S. Miller Resource Grant Program and the Council Community Grant Program. The **Philip S. Miller Resource Grant Program** funding supports the large annual grant requests; the **Council Community Grant Program** supports smaller requests. The Philip S. Miller Resource Grant Program is geared toward the support of social and human services, and the Council Community Grant Program is community based. The application process and requirements are relative to the size of the grants awarded.

#### Philip S. Miller Resource Grant Program Requests

Philip S. Miller Resource Grant Program appropriations will be funded by monies from the PS Miller Trust Fund. The annual budget set for this program will be \$45,000. A cap of five individual grants shall be awarded annually. The budget for this program will be reviewed annually by Council and approved along with the annual budget.

The current Town Code Section 3.20 includes the following distribution schedule. This schedule will be retained for Philip S. Miller Resource Grant Program requests. The distribution schedule may be modified based on the determination of monetary limits and grant allocation caps.

<b>Appropriation Amount</b>	<b>Distribution</b>
\$0 – \$10,000	Full payment in January
\$10,001 – \$20,000	Equal semi-annual payments (Jan./Jul.)
More than \$20,000	Equal quarterly payments (Jan./Apr./Jul./Oct.)

#### A. Eligibility Requirements

Qualified applicants must meet the following criteria for the Philip S. Miller Resource Grant Program:

1. Organizations currently approved and operating for a minimum of five years pursuant to the terms of the Internal Revenue Code as;
  - a. 501(c)(3) — An organization may qualify for exemption from federal income tax if it is organized and operated exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, educational, fostering national or international amateur sports competition, the prevention of cruelty to children or animals. To qualify, the organization must be a corporation, community chest, fund or foundation. A trust is a fund or foundation and will qualify. However, an individual or a partnership will not qualify. (Internal Revenue Service, IRS.gov)

**OR**

- b. 501(c)(19) — To be exempt under Internal Revenue Code section 501(c)(19), an organization must be either (A) a post or organization of past or present members of the United States Armed Forces (USAF); (B) an auxiliary unit or society of such post or

organization; or (C) a trust or foundation for such post or organization. (Internal Revenue Service, IRS.gov)

**AND**

2. Funding request must include provisions for the necessities of life as listed below:
  - a. Water
  - b. Energy
  - c. Food
  - d. **OR** shelter assistance

**B. Applications**

1. Applications must include overview of the organization's mission, proof of nonprofit status, category (as defined above) and purpose of requested funds.
2. Qualifying applications must demonstrate the project or service:
  - a. Provides services or benefits to a significant percentage of Castle Rock residents,
  - b. Supports the Town's strategic vision,
  - c. And is or will be supported by additional funding outside of potential support from Castle Rock (must list proposed funding sources, dollar amounts from each and total dollar amount for project or service).
  - d. The organization must demonstrate the ability to produce measurable results with municipal funds from previous projects. If the organization had previously requested funding for the same project, this will need to be listed on the application. Within 90 days of completion, recipients would be requested to prepare and submit a summary report of how the funds were used, the impact on the Castle Rock community and how the project or services supported the Town's strategic vision.

**C. Evaluation Process**

Due to the requirements of the Philip S. Miller Resource Grant Program grant program, a concise application and evaluation process has been established. The Finance Department will coordinate the application process for the Public Safety Commission.

1. Philip S. Miller Resource Grant Program applications must define the program's mission and description of the qualifying organization and then contain the following sections:
  - a. Category selection (based on inclusion of provisions for the necessities of life as described in Eligibility Requirements).
  - b. Proof of nonprofit status
  - c. Description of project or service's benefit to Castle Rock residents and its support of the Town's strategic vision
  - d. Sources of additional funding
  - e. History of grants awarded to the organization by the Town of Castle Rock
2. Award letters will be sent out by the Finance Department to applicants approved by Council. Letters will include the amount awarded, which program or project the funds are to be used for, and a summary report form to be submitted 90 days after the project's completion.

## **D. Organizational Structure**

The following outlines the program's organizational structure.

### **1. Advisory Committee**

Applications for the Philip S. Miller Resource Grant Program will be forwarded to the Public Safety Commission for review and recommendations. The Public Safety Commission will perform the initial review and evaluation process for the Philip S. Miller Resource Grant Program and make recommendations to Council. The Committee will score applicants using a standard evaluation for both the written application and presentation. The Public Safety Commission will submit no more than five Philip S. Miller Resource Grant Program applications to Council for review.

### **2. Town Council**

Council will evaluate the recommendations presented by the Public Safety Commission for the Philip S. Miller Resource Grant Program and will make the final determination as to which projects, programs and organizations receive funding, as well as the amounts awarded to each.

## **E. Schedule**

Section 3.20.040 of the Municipal Code states applications must be received by August 1 and monies will be awarded in January of the following year.

## **Council Community Grant Program Funding Requests**

The Council Community Grant Program will be funded by monies from the General Fund. Individual grants cap out at \$1,000 per request, with an annual allocation not to exceed \$20,000 for the year, or \$5,000 per quarter. Council Community Grant Program funds are for specific nonprofit organizations for community-based projects.

Eligible projects contribute to Castle Rock's quality of life, with special emphasis on youth programs and activities, senior programs and activities, and community-based environmental and sustainability programs and activities. Council Community Grant Program applicants will submit an application to the Finance Department, which will evaluate the requests based upon these criteria and present up to five per quarter to Town Council for review. Preference will be given to organizations located within Castle Rock, as well as to applicants that have not received grants previously. Youth and high school sports/activities are not eligible unless they have an opportunity not repetitive, or a project that uniquely contributes back to the community.

Nonprofit organizations may receive only one grant per year. If an organization is awarded a grant two years in a row, it must sit out a year before becoming eligible for future awards. Applications can be submitted on an as-needed basis and will be reviewed quarterly. Applications not approved in the previous quarter would still be subject to approval if the request remains valid upon the next quarterly review:

The application includes the following:

1. Name and description of organization
2. Proof of nonprofit status
3. Description of specific project for which funds are requested
4. Eligible project area for which funds are requested
5. Amount requested
6. How the project benefits Castle Rock residents

### **Timeline**

Budget approved	By Dec. of previous year
1 <sup>st</sup> Quarterly review and approval of Council Community Grant Program applications	March 15 Awarded April 15
2 <sup>nd</sup> Quarterly review and approval of Council Community Grant Program applications	June 15 Awarded July 15

Philip S. Miller Resource Grant Program applications due	Aug. 1
Prequalification of Philip S. Miller Resource Grant Program fund applications by Public Safety Commission	Sept. 1-30
3 <sup>rd</sup> Quarterly review and approval of Council Community Grant Program applications	September 15 Awarded October 15
Council reviews and approves Philip S. Miller Resource Grant Program recommendations from Public Safety Commission	Nov. 1-23
Award letters issued for approved Philip S. Miller Resource Grants	Dec. 1-15
4 <sup>th</sup> Quarterly review and approval of Council Community Grant Program applications	December 15 Awarded January 15

Due dates for Council Community Grant Program applications are not stated, as this will allow staff to simply review requests submitted since the last quarterly review.