

Requirements if you are awarded a Grant

1. If selected to receive a small grant, a Contract between Larimer County and the grant recipient and a Declaration of Property Owner (if applicable) is required prior to receiving the award. The contract will include the amount of the grant award, specific items funded, the timeline for project completion, monitoring and reporting requirements, and other conditions.
2. Awards will be presented at an Open Lands Advisory Board meeting during the first quarter of the year, typically the 4th Thursday of a month in the late afternoon or early evening. The Larimer County Board of County Commissioners presents the awards.
3. If a funded project changes from the initial application and budget, a written change request is required before any dollars are spent. The applicant may be asked to resubmit for another grant year if the project changed enough to affect how it would have been rated when in competition with that years other applications.
4. Award recipients must keep track of all project expenditures (including in-kind services and donations) and submit receipts for all items purchased with small grant funds.
5. A Final Report is due upon project completion, within 12 months of receipt of the award. Failure to submit the Final Report will result in automatic disqualification for future awards.
6. Following project completion, Larimer County staff and/or Open Lands Advisory Board members will conduct a site visit. Further monitoring visits may be necessary in subsequent years depending on the level of monitoring required for a particular project.

Final Report

Final reports are due upon completion of the project, within 12 months of receipt of the award and must include the following:

- Written summary of your project, including pertinent information such as how many volunteers helped for how many hours, how many people benefited or visited your project, specific wildlife species spotted that may not have been there before, the benefit to the community, etc.
- Itemized summary of how your grant funds were spent (per budget worksheet in application)
- Copies of receipts that match your grant expenditure summary
- For research projects only* – Provide a copy of any publications, thesis or other reports generated from the project.

For any questions, call (970) 619-4569.