



## SMALL GRANTS FOR COMMUNITY PARTNERING

Initiated in 1997, the Small Grants for Community Partnering (SGCP) program is an inherent part of Larimer County Department of Natural Resources' Open Lands Program, giving back a portion of the Help Preserve Open Spaces 1/4-cent sales tax funds directly to communities throughout Larimer County. Since 2008, Larimer County has awarded \$287,800 for 192 community and neighborhood projects that connect people to the land. The Help Preserve Open Spaces sales tax initiative was initially approved by Larimer County citizens in 1995 and extended by the citizens in 1999 and again in 2014.

### 2019 GRANT CYCLE

Eligible applicants may apply for project funding up to \$3,000. Applicants are limited to one application per grant cycle and those which have received three consecutive years of funding are not eligible to apply for one calendar year. Grant applications require a minimum 50% match (cash and/or in-kind) from other sources.

### NEW ONLINE APPLICATION

In order to streamline our efforts and reduce paper, we are excited to announce a new online application for the 2019 grant cycle! All applications need to be received through the online form by **5:00 p.m. on Thursday, August 30, 2018**. No mailed applications will be accepted.

### To apply, complete and submit an online application at:

[http://forms.logiforms.com/formdata/user\\_forms/74846\\_2296047/358884/page1.html?cache\\_bust=2940](http://forms.logiforms.com/formdata/user_forms/74846_2296047/358884/page1.html?cache_bust=2940)

**IMPORTANT:** The online form does not have an auto-save feature. Therefore, it is highly recommended that all components of the application are ready-to-go before completing this step. Please be cognizant of the character limits in the narrative sections. The budget worksheet is available on our website and will need to be uploaded through the online form. *For questions, please email [jalmstead@larimer.org](mailto:jalmstead@larimer.org) with "2019 SGCP Application" in the subject line.*

Please carefully review all of the information provided in this document. Thank you for your interest in the Small Grants for Community Partnering program. We look forward to reviewing your proposal!

For questions about the program or applying for a grant, please contact:

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Small Grants Coordinator  
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## APPLICANT ELIGIBILITY

Anyone can apply, with just a few exceptions and parameters:

1. Government agencies already receiving Help Preserve Open Spaces tax dollars may not apply directly. This includes but is not limited to Fort Collins, Loveland, Estes Park, Berthoud, Wellington and Timnath.
2. For projects on public lands and for government agencies (excluding educational institutions), the applicant must be a 501c3 non-profit or other non-governmental entity with an active, leadership role in the project.
3. Together with the grant application, all affected landowners must agree in writing with the project. Home Owners and Property Owners Associations must submit a copy of board meeting minutes approving the project. Educational institutions must provide a letter from the appropriate facilities director agreeing to the specific project.

## GRANT CRITERIA & PROJECT CATEGORIES

1. Proposed projects must be in accordance with the mission of the Larimer County Open Lands Program and fall into one or more of the five Small Grants for Community Partnering categories listed below. Select and discuss the category that most accurately fits your project, and identify any other categories that may also apply:
  - A: Provides or enhances natural areas, including wildlife habitat, river areas and wetlands.
  - B: Provides public linkages with existing open lands and parks. Linkages may be either trails or wildlife habitat.
  - C: Provides opportunities for environmental education, outdoor recreation or nature interpretation.
  - D: Provides opportunities for people to connect with the land via agriculture or increased access to open spaces and natural areas.

(1) **Agriculture projects** must meet the following criteria:

1. Provision of local food production, including community gardens, CSAs, etc., with a preference for projects which:
  1. are community minded (connecting a community and its people to an area)
  2. are conservation minded, and
  3. have local distribution in Larimer County

(2) **Increased Access** to open spaces and natural areas projects must meet the following criteria:



2. Getting people out onto open spaces and natural areas that are made available at least in part with open spaces sales tax dollars.

Projects should be one or more of the following:

1. nature-based education
  2. nature-based health and wellness programs
  3. nature-based recreation
  4. transportation to open spaces and natural areas
- Additionally, the project must be approved through the Natural Resources special event permit process ([www.larimer.org/specialevent/apply.cfm](http://www.larimer.org/specialevent/apply.cfm)) before funding can be awarded.

E: Research on Larimer County open spaces projects must meet the following criteria:

1. Research which will provide *new information* to increase a better understanding of Larimer County Department of Natural Resources' properties and/or the visitors who use them. Projects should encourage intellectual curiosity about our natural world and/or how people connect to it. Research projects should include:
  - a. Ecological (examples: species, plants, etc.)
  - b. Behavioral (example: relationships of people to open spaces, etc.)
  - c. Cultural (examples: barriers to use of open spaces, historical use of open spaces, etc.)
  - The project must be approved through the Natural Resources special event permit process ([www.larimer.org/specialevent/apply.cfm](http://www.larimer.org/specialevent/apply.cfm)) before funding can be awarded.
  - Funding for research may not be used for college or university overhead or administrative costs. No exceptions.
2. Projects must be located or take place within Larimer County (unincorporated or city/town limits). Grant dollars can only be distributed in Larimer County, and to the extent possible, awards will be made throughout the entire county. Preference will be given to those associated with conserved land (e.g., HOA's covenant protected lands, neighborhood parks, etc.).
3. Projects must have a **minimum match of 50%** of the requested dollar amount. For example, a \$1,000 request requires a \$500 match. The match may be from



in-kind services, volunteer hours, private dollars and/or other funding sources (e.g., other grants).

4. Projects that include planting and/or habitat improvement must use native and/or non-invasive, drought-resistant plant species appropriate for the selected environment, except for projects categorized as "Agriculture."
5. If applicable, a long-term maintenance plan is required and should be included in the application.

### FUNDING LIMITATIONS

Eligible Expenses	Ineligible Expenses
Project expenditures related to project implementation, materials, supplies, etc. Delivery or shipment of project materials is permitted but cannot exceed more than 5% of the total grant request.	Salaries and/or project planning expenses, except for category "E" ( <i>research</i> ) projects
Tools and equipment (e.g., GPS units, weed sprayers, etc.) may be funded to 501c3 non-profit organizations, only with an acceptable justification as it relates to project implementation	Transportation expenses, except for categories "D (2)" ( <i>increased access to open spaces</i> ) and "E" ( <i>research</i> ) projects

### GRANT PROPOSAL COMPONENTS:

1. General Information
  - a. Project name
  - b. Grant category and request amount
  - c. Organization/Applicant contact information
  - d. Recent SGCP grants received, if applicable
2. Narrative Sections
  - a. Organizational history and background
  - b. Project description
  - c. Need
  - d. Public access and volunteer information
  - e. Budget narrative
  - f. Maintenance
  - g. Evaluation
3. Attachments (upload through the online form)
  - a. [Budget worksheet](#) (Required)
  - b. Project Maps/Drawings/Photos (Required)
  - c. Property Owner Consent (If applicable)

- d. IRS Determination Letter (If applicable)
- e. Letters of Support (Optional)



## **APPLICATION REVIEW PROCESS**

September: Initial review of applications.

October – December: If warranted, pre-visit with the applicant, Open Lands Program staff and citizen advisory board committee members. (This is the opportunity for the applicant to discuss why his or her project is a great candidate for funding. Project partners are welcome to attend the site visit as well.) Review site visit evaluations and request any follow-up information and formulate recommendations.

January – March: Present funding recommendations to Open Lands Advisory Board. The board ultimately makes the final selection of grant awards. Notify awardees; prepare contracts. Finalize contracts and declarations. Awards presentation at an Open Lands Advisory Board meeting, typically the last Thursday of the month. Final reports due for prior year grants.

## **GRANT ADMINISTRATION**

1. If selected to receive a small grant, a Contract and Declaration between Larimer County and the grant recipient 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. See full requirements
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. The Larimer County Board of County Commissioners present 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 year's 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. 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 may conduct a site visit. Further visits may be necessary in subsequent years depending on the level of monitoring required for a particular project.
7. You must complete your project and submit a final report within 12 months from the grant award date. Any unused funds past this date will need to be returned back to Larimer County.