



## SMALL GRANTS FOR COMMUNITY PARTNERING

### HISTORY

The Small Grants for Community Partnering (SGCP) program is an inherent part of Larimer County Department of Natural Resources' Open Lands Program which gives back a portion of the [Help Preserve Open Spaces 1/4-cent sales tax funds](#) annually and directly to communities throughout Larimer County. Since 2008, Larimer County has awarded nearly \$350,000 for 214 community and neighborhood projects that connect people to the land.

### 2022 GRANT CYCLE

Eligible applicants may apply for a specific project request up to \$3,000. The program does not fund general operating requests. 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. Applications will need to demonstrate at least a 50% cash or in-kind match from other sources. All Category "E" research project proposals must be discussed beforehand with the Program Officer.

### 2022 ONLINE APPLICATION

All applications need to be received through the online form by **5:00 p.m. on Friday, September 10<sup>th</sup>**. 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?cachebust=2631](http://forms.logiforms.com/formdata/user_forms/74846_2296047/358884/page1.html?cachebust=2631)

**IMPORTANT:** The online form does not automatically save. All of the application components need to be ready before completing this step. Please pay attention to the character limits in the narrative sections. The budget worksheet is available on the Small Grants website and will need to be uploaded through the online form.

Thank you for your interest in the Small Grants for Community Partnering program. The Small Grants subcommittee and I look forward to reviewing your project proposal!

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

Jennifer Almstead  
Small Grants Program Officer  
970.619.4569 | [jalmstead@larimer.org](mailto:jalmstead@larimer.org)



## 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 the cities of 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. Homeowners 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.
4. Applicants leasing property from a private property owner must submit a letter from the owner explaining the terms of the lease and 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 proposed research project must be discussed with the Small Grants Program Coordinator beforehand at 970-619-4569.
  - 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 donated 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.
6. For any project applications which are proposing a new structure, rehabilitation or change of use of an existing structure are required to contact the Larimer County Community Planning Department at (970) 498-7679. Applicants are responsible for obtaining and meeting all of the permitting requirements as set forth by the Community Planning Department.

#### 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. Payee information, if awarded
  - d. Organization/Applicant contact information
  - e. 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. Diversity, Equity, and Inclusion **\*(New)**
  - f. Budget narrative
  - g. Maintenance
  - h. 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 (2) (Required)

### **APPLICATION REVIEW PROCESS**

September: The Program Officer will conduct an initial review of the applications and verify project eligibility.

October – December: The subcommittee will review the applications and set up a time to meet with each of the applicants. The meetings will predominately be virtual and take place on a video teleconference, such as Zoom or Google Meet. In limited cases, a site visit may also be requested by the subcommittee.

January – March: The funding recommendations are presented by staff to the Open Lands Advisory Board. The board ultimately makes the final selection of grant awards. The Program Officer will notify awardees and finalize contracts and declarations.

### **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. 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.
3. 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.
4. 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.

5. 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. Failure to submit the Final Report will result in disqualification for future awards.

