



DEPARTMENT OF NATURAL RESOURCES

• Visitor Services • Open Lands • Weed Management & Forestry
1800 South County Road 31
Loveland, CO 80537
(970) 679-4570/ (970) 679-4574 FAX
www.larimer.org/naturalresources

**Larimer County Open Lands Program
Small Grants for Community Partnering - 2013**

Application Cover Sheet

Completed application due by 3:00 p.m. on Friday, September 7, 2012

1. Project Name: _____

2. Grant Category: (check all that apply)

- Provides or enhances natural areas, including wildlife habitat, river areas, and wetlands
- Provides linkages with existing open lands (Linkages may be either trails or wildlife habitat.)
- Provides opportunities for environmental education, outdoor recreation, or nature interpretation
- Provides opportunities for people to connect with the land through agriculture, increased access to open lands, or research on open spaces

3. Amount of Grant Request: \$ _____

4. Applicant Name: _____

5. Address: _____

6. Primary Contact Person: _____

Phones: home: _____ cell: _____ work: _____

Fax: _____ E-mail address: _____

7. Date Application Submitted: _____

8. How did you learn about Small Grants for Community Partnering? _____

9. Include the original plus 4 additional copies of the following (see instructions on next pages):

- Application cover sheet
- Budget Worksheet
- Project Description, Landowners' /Entities' Letters, Maintenance Requirements, HOA minutes
- Financial Terms

Larimer County Open Lands Program Small Grants for Community Partnering - 2013

Application Instructions

Directions: Applicant must submit an original application plus four copies on or before **Friday, September 7, 2012, 3:00 p.m.**

Important: Please review the "Grant Selection Criteria," page 3 of the Small Grants for Community Partnering Mission and Intent, to be sure your project qualifies. A project must meet all selection criteria to be funded.

Provide ALL of the following information:

- **Application Cover Sheet including Project Name and Contact Information**

The applicant's name and address, and the primary contact's phone numbers and e-mail address shall be provided. If the applicant is an organization, the organization's contact information (i.e., name, address, etc.) shall be provided.

- **Budget Worksheet**

Use the budget worksheet. *(Please refer to the sample provided.)*

Small Grant funds are for implementation only. Planning expenses and salaries will not be funded except for projects categorized as "Research on Open Spaces."

The applicant must contribute a minimum match of at least 50% of the requested grant amount. Your match is at least one half of the amount you are requesting. For example, if you request \$1,000 in Small Grant for Community Partnering funds, you must provide a match of \$ 500. That match may be from in-kind services (e.g. volunteer hours), donations, private dollars, and/or other funding sources (e.g. other grants). Volunteer hours are to be computed at \$21.36/hour (as determined by the Independent Sector, www.independentsector.org/volunteer_time)

- **Project Description**

1. Provide a brief statement (no more than one-page, single sided) which addresses the need, purpose, goals, objectives, and scope of this project.
2. List the specific items to be funded by Small Grants for Community Partnering. If requesting funding for tools and equipment, provide a justification of why these items need to be purchased and a post-project disposition plan for the tools and equipment.
3. Include the time period over which the various activities will take place.

4. Attach a graphic representation of the project, for example, photos, maps and/or scale drawing.
 5. Indicate if your project will allow public access and/or how it will benefit the community.
 6. Add letters of support from potential user groups to enhance your application if you would like. These are not required.
 7. Indicate how this application supports the Small Grants for Community Partnering Mission and Intent.
- **List All Involved Landowners and/or Entities** (homeowners associations, schools, public land managers, etc.).

All affected landowners/associations/entities must agree in writing with the project. Letters, or recorded minutes as appropriate, indicating owners' willingness and consent to participate in the project must be attached with the application. Written consent of all landowners and/or associations is mandatory for project funding.

- **Management Requirements**

If applicable, identify the long-term management requirements of your project. At a minimum, address the following management questions (*be specific*):

1. What future maintenance will be required? (Note: for planting projects, an irrigation plan including irrigation schedule must be included in the proposal.)
2. Who will maintain the site after the project is completed?
3. When, how often, and for how long will maintenance be done?
4. If money for future maintenance will be required, what will be the funding source?
5. If volunteers are required, who will organize them?

- **Financial Terms**

If Larimer County makes out the check directly to an individual, an IRS form 1099 will be submitted at year end per Federal law. The individual will be required to declare the grant amount as income. This is the case even if the individual is receiving the money in the name of the project or the organization. A completed "Financial Terms" form is required before grant funding. (*available online or provided in packet*)

**A completed original application plus 4 copies must be received
no later than 3:00 p.m. on Friday, September 7, 2012.**

Applications may be hand delivered to:

The Bison Visitor Center
1800 South County Road 31
Loveland, CO 80537

or mailed to:

Sue Burke, Coordinator
Small Grants for Community Partnering
Larimer County Natural Resources
1800 South County Road 31
Loveland, CO 80537

For assistance with your application and/or to set up a pre-application site visit, contact:

Sue Burke, Coordinator
Small Grants for Community Partnering
Larimer County Natural Resources
By phone: (970) 679-4566
By e-mail: sburke@larimer.org