

Open Lands Program

Small Grants for Community Partnering

Application Instructions

Before you start, be sure to review [Small Grant for Community Partnering Criteria](#). A project must meet all criteria to receive funding.

Please submit your original application *plus* four copies.

Please provide the following information:

1. Application Cover Sheet

- The applicant's name and address, and the primary contact's phone numbers and e-mail address must be provided. If the applicant is an organization, provide the organization's contact information.

Please note: If Larimer County pays to the order of an individual, per Federal law we are required to submit an IRS Form 1099-MISC at year-end and 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.

An individual will avoid declaring this money as personal income by having Larimer County pay to the order of an organization, if awarded.

2. Budget Worksheet

- Use the budget worksheet. (Please refer to the example provided.)

3. Project Description – no more than 2 pages please, aside from required attachments.

- Indicate how this application supports the mission of the Larimer County Open Lands Program.
- Include Purpose, Scope, Objectives & Need
- 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. Include the time duration over which the various activities will take place.
- Attach a graphic representation of the project, for example, photos, maps or scale drawing.
- Indicate if your project will allow public access and/or how it will benefit the community.
- Add letters of support from potential user groups to enhance your application if you would like. These are not required.

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4. List All Involved Landowners and/or Entities (homeowners associations, schools, public land managers, etc.)

For each landowner or other entity listed, written consent is mandatory for project funding.

- Landowners must provide a letter indicating willingness and consent to participate in the project.
- Homeowners' 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

5. Management Requirements

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

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

Please submit your original application *plus* four copies

Applications may be hand delivered or mailed:

Small Grants for Community Partnering
Larimer County Natural Resource
1800 South County Road 31
Loveland, CO 80537

For an questions about applying, or to set up a pre-application site visit, contact **Jennifer Almstead** by phone at **970-619-4569** or email at jalmstead@larimer.org



DEPARTMENT OF NATURAL RESOURCES

• Visitor Services • Open Lands • Weed Management & Forestry

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