**Habitat Restoration Grants**

Great Outdoors Colorado (GOCO) is pleased to announce the 2018 habitat restoration grant cycle for proposals that seek to improve and restore Colorado's rivers, streams, wetlands, and critical habitat. The GOCO Board has allocated **$500,000** for this grant cycle. Please carefully review all of the instructions and suggestions provided in this application packet. Thank you for your interest in GOCO’s habitat restoration program. We look forward to reviewing your proposals!

**General Guidance and Grant Information**

**IMPORTANT DATES:** Applicants must submit applications through the GOCO portal **no later than 5:00pm on August 31, 2018**. Please submit any draft applications for GOCO staff review **before August 1, 2018**. The Parks, Trails, and Open Space Committee will meet to discuss staff’s funding recommendations in **November 2018**. The GOCO Board will make grant awards **on December 6, 2018** but note that this date is subject to change.

**APPLICATION REVIEW PROCESS:** After receiving an application, GOCO staff and outside peer reviewers will review, score, and rank applications based upon responses to the questions in the narrative section of the application, other application materials submitted, and the general merit of your project. Each category within the proposal narrative is assigned a maximum point value, and final scores reflect the sum total of points awarded to each category.

**APPLICANT ELIGIBILITY:** This program is open to all entities eligible to receive GOCO open space funds:

1. Colorado municipality or county
2. Political subdivision of the State of Colorado that includes in its mission the identification, acquisition, or management of open space and natural areas
3. Non-profit land conservation organization (land trust or 501(c)(3) non-profit organization that includes in its mission the identification, acquisition, or management of open space and natural areas)
4. Colorado Parks and Wildlife

**PROJECT/PROPERTY ELIGIBILITY:**

1. The project’s primary objective must consist of enhancing or restoring habitat.
2. The project must occur on land owned by a: 1) federal agency, municipality, county, or other political subdivision of the state and the land is **managed as a protected open space or park** or 2) land trust or other private party and the land is **permanently protected by a conservation easement or other permanent use restriction.**
3. All work must comply with any conservation easement or other use restriction concerning management of the property’s natural resources.
4. Ineligible projects include but are not limited to:
	1. Projects focused on recreational amenities including trails along rivers and streams and instream recreational features
	2. Projects on private property that is not protected with a conservation easement or similar use restriction
	3. Projects on federal lands
	4. Projects that solely involve planning or monitoring

**GRANT AMOUNT AND MATCH REQUIREMENTS:** GOCO intends to fund several high-quality projects throughout the state and a wide variety of project types. Therefore, GOCO recommends limiting your request to $100,000 but will entertain requests exceeding that amount. Please contact us to discuss your project and requested funding amount.

GOCO will fund up to 75% of the proposed project’s eligible costs. We require a minimum 25% match from other sources, and at least 12.5% must be cash.

**TIMELINE FOR COMPLETION:** You must complete your project and submit a final report within 24 months of the grant award date. GOCO may deauthorize a grant if the project is not completed within that time, or by any extended period of time authorized by staff or the board.

**COSTS:** Eligible costs are costs necessary to the project that GOCO can fund directly or will allow as match, either as cash or as in-kind donations. The following chart, though not comprehensive, summarizes GOCO’s eligibility requirements with regard to project expenses. Please discuss any potential project expenses with GOCO to determine the eligibility of those expenses prior to applying.

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| **ELIGIBLE COSTS** | **INELIGIBLE COSTS** |
| Professional services such as consultant or contracted services, youth corps crews, etc. | Fundraising costs |
| Staff time when applicant can demonstrate that existing staff is the most effective and strategic way of managing the project, and that staff can still fulfill other existing duties | Staff time on projects outside of the scope of the application  |
| Equipment operation and/or rental | Equipment purchases |
| Travel expenses related to project | Purchase of property interests |
| Costs that relate directly to the project, such as surveys, engineering, design, GIS/mapping, monitoring and evaluation services, etc. | Any costs incurred prior to the grant award date with the exception of limited engineering and design costs, as described below |

**SPECIFIC ELIGIBLE COSTS**:

**TRAVEL/MEAL EXPENSES:** Please be specific as to whom these expenses will cover. GOCO does not cover a “per diem” because we can only pay for expenses that are documented by receipts. Please estimate these costs in the application and simply document the actual expenses upon completion of travel, if awarded a grant.

**STAFF EXPENSES:** Staff expenses incurred by the applicant and any contracted service providers to manage the project are limited to a maximum of 50% of the total project costs (including both GOCO funds and match). All requests to include staff time in the budget must be fully explained and well-documented. Please contact us with any questions about eligible costs and how to explain or document them.

**INDIRECT EXPENSES:** Indirect expenses, whether funded directly by GOCO or used as cash match, are limited to a maximum of 3% of the GOCO grant amount. For purposes of this program, indirect expenses may include administrative expenses, office supplies, rent or other occupancy expenses, insurance costs, and equipment use or services not otherwise included in your project budget. This limitation applies to the applicant as well as any contracted service providers.

**ELIGIBLE CASH MATCH**: All costs directly eligible for GOCO funding are also eligible as match. Additionally, applicant may include up to 50% of pre-project design and engineering costs completed up to one year prior to award date. **Please contact GOCO if you intend to use Colorado Parks and Wildlife funds as cash match because limitations may apply.**

**ELIGIBLE IN-KIND MATCH**: Volunteer time (@ $24.14 per hour, rounded to nearest tens of dollars) is eligible as in-kind match. Likewise, any donated or discounted professional services, materials, equipment, etc. are also eligible.

**Online Application Instructions**

**NOTE:** **GOCO is piloting a new, online application system to provide a better end-user experience for our applicants. Please feel free to share any feedback you may have to help us continue to improve our system.**

**ONLINE APPLICATION GUIDANCE:**

1. You will receive a link to the application by e-mail after discussing your project with GOCO.
2. To start an application, follow the link provided and login to or register for the GOCO Grantee Portal. **Please use only this link to start a grant application; links from previous grant cycles will not work properly.**
3. When you log in, you will land on the new application page and be prompted to enter a Project Title and press the “Save” button.
4. Complete the application:
	* Please read and follow the onscreen instructions in the application.
	* To begin the application, click on the green “Edit” button.
	* Fill in all fields as instructed on the screen. All fields are required, except where noted.
	* You can save your application and return to it at any time prior to submission.
	* Press “Save” often to avoid losing completed work.
5. Upload Attachments
	* You must attach two separate documents with your application.
	* Follow the onscreen instructions for details about what to include within each required attachment.
	* To upload, click the “Select File” button to locate the document and **then click the “Upload” button to attach it to the application.**
6. To submit a draft **please do not click the Submit button**, simply Save your application to the portal and e-mail Chris using his contact information provided below. In your e-mail, please indicate the Project Title and any specific questions you have regarding the application.
7. When you are ready to submit your application, go to the “Review & Submit” tab and click the Submit button.
8. Once you have submitted your application, you will be able to view it through the portal, but you will not be able to edit it. (If GOCO staff finds something you need to change in the application, they’ll give you instructions on how to do that.)

**OTHER USEFUL INFORMATION:**

* To access your application after you’ve started it, login at <http://tinyurl.com/GOCOGranteePortal>. (You cannot use this link to start a new application.)
* To edit an in-process application, click this  icon in the “Edit” column of the portal dashboard.
* To see a read-only version of your application, click this  icon in the “View” column.
* When working on or viewing an application, you can return to the portal dashboard by clicking the “My Submissions” link. (Just be sure to **save** your application first!)
* If you forget your username or password, please don’t create a new account. Instead:
	+ To recover your username, send an e-mail from the address you used during registration to portal@goco.org. Include the first name, last name, and organization you used when you registered for the portal.
	+ If you forget your password, reset it using the “Can’t access your account?” link on the portal registration page.
* A grant application started on or submitted through the portal is visible only to the individual who created it; no one else at your organization will be able to access it without being granted permission to do so. If someone else needs to be able to access the online application, have that person establish a portal account. Then, you can e-mail portal@goco.org and ask that the application be shared with the other person.

**Grant Administration Information**

**GRANT AGREEMENT:** If a grant is awarded, GOCO will send a grant agreement to the applicant within approximately two weeks of the GOCO Board’s decision. This document will serve as the official agreement between GOCO and the grantee. If the grant award is for less than full funding, a revised budget, approved by GOCO, will be required with the signed contract. Grantees will have 60 days after receipt of the contract to sign and return it to GOCO (along with a resolution from the grantee’s board or other controlling body authorizing acceptance of the grant). Grantee must contact GOCO to request additional time. Extending the return of the grant agreement does not extend the project due date. Any changes that arise during the course of the project, or modifications the grantee desires, such as changing the scope of the project, matching resources, total project cost, etc., must be requested in writing and approved in advance by GOCO.

**INSURANCE:** GOCO requires that the grantee maintain general liability insurance for the entire period of the project that covers all staff and volunteers participating in the project, for protection in the event of injury and/or damage. The insurance limits shall not be less than $1,000,000 per occurrence and $2,000,000 in aggregate. If the grantee contracts with another organization to complete the project, it is the responsibility of the grantee to ensure its contractor carries insurance that fulfills this requirement. Volunteer management organizations may provide adequate coverage for partnering organizations, so the grantee should consult with its volunteer management organization, if any, to determine whether separate or additional coverage is necessary.

**REPORTING:** Upon project completion, the grantee must submit a final project report, with associated attachments, available [here](http://www.goco.org/grantees/administration-forms). If you request a progress payment, GOCO requires you to submit a progress report form and associated attachments, available [here](http://www.goco.org/grantees/administration-forms). GOCO may pay up to 50% of the grant award upon satisfactory completion of a mid-project progress report; the remainder is payable upon GOCO’s approval of a final report. As with all grants, payments are subject to the availability of sufficient net lottery proceeds.

**Contact**

We strongly encourage you to contact GOCO in advance of submitting your application, to discuss any questions or concerns that arise throughout the application process. We encourage you to thoroughly review the application materials, request sample grant applications, and submit a draft application for review (by August 1st). We look forward to working with you!

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