



Habitat Restoration Grants

Great Outdoors Colorado (GOCO) is pleased to announce the 2017 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!

NOTE: GOCO is piloting a new funding opportunity available to habitat restoration applicants: Applicants may apply for up to \$10,000 per grant for projects that incorporate storytelling to highlight the project to the conservation community and the public at large. To apply, please see the instructions at the end of this document and complete the application that is included at the end of the habitat restoration grant application.

General Guidance and Grant Information

IMPORTANT DATES: Applicants must submit applications through the GOCO portal **no later than 5:00pm on September 5, 2017**. Please submit any draft applications for GOCO staff review **before August 22, 2017**. The Parks, Trails, and Open Space Committee will meet to discuss staff's funding recommendations in **November 2017**. The GOCO Board will make grant awards **on December 15, 2017**, although this date is subject to change.

APPLICATION 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:

- a) Colorado municipality or county
- b) Political subdivision of the State of Colorado that includes in its mission the identification, acquisition, or management of open space and natural areas
- c) 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)
- d) Colorado Parks and Wildlife

PROJECT/PROPERTY ELIGIBILITY:

- a) The project's primary objective must consist of enhancing or restoring habitat.

- b) The project must occur on land owned by a: 1) 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**.
- c) All work must comply with any conservation easement or other use restriction concerning management of the property's natural resources.
- d) Ineligible projects include but are not limited to:
 - i. Projects focused on recreational amenities including trails along rivers and streams and instream recreational features
 - ii. Projects on private property that is not protected with a conservation easement or similar use restriction
 - iii. Projects on federal lands
 - iv. 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, please contact Program Coordinator Chris Yuan-Farrell if you intend to request more than \$100,000.

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.

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. At the application stage, you can estimate what these costs will be and put in the final numbers once the travel is complete.

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 Program Coordinator Chris Yuan-Farrell 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 (@ \$23.56 per hour, rounded to nearest tens of dollars) is eligible as in-kind match. Likewise, any donated or discounted professional services, materials, equipment, etc. is also eligible.

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 (by August 22nd) for review. We look forward to working with you!

Chris Yuan-Farrell

Program Coordinator
303.226.4511

cyuanfarrell@goco.org



Applicant and Partner Information

SUMMARY FORM INSTRUCTIONS

APPLICANT: The applicant is GOCO's main contact for this project.

PARTNER: If another entity plans to participate in the project, or is co-sponsoring the application, enter the name, address, and contact information for the cooperating entity.

Project Information

PROJECT TITLE: Please enter a concise, yet appropriately descriptive, title for the proposed project, e.g., "Campbell Creek Stream Restoration." **Note: this title will be used in all press releases, reports, and other public documents. If you prefer that the landowner's name remains private, please do not include it in the project name.**

GRANT REQUEST AND TOTAL PROJECT COST: Please ensure that the values presented here match those shown on the budget form. The total project cost should include the value of all in-kind and cash contributions to the project.

COUNTY OR COUNTIES: Include the names of all counties in which the project is located.

NAME(S) OF PROPERTY(IES): If applicable, please identify the name of the property on which the project will take place. This may include the name of a public park, open space, or ranch. GOCO will use this property name when contacting or when contacted by the media, so please do not include sensitive landowner information.

PROPERTY TYPE: GOCO can only fund habitat restoration work on publicly owned properties or private land perpetually protected with a deed restriction such as a conservation easement. If your proposed project does not fit either of these, e.g., a private property protected with a non-perpetual deed restriction or a public agency lease agreement, please select "Other" and explain in the space provided. Contact Program Coordinator Chris Yuan-Farrell to discuss any eligibility concerns well in advance of the submission deadline.

PROJECT DESCRIPTION: Summarize your project in the space provided, emphasizing the key elements for GOCO and our reviewers. GOCO will borrow heavily from this project description when creating materials for our board, so present your project accurately and persuasively.

CERTIFICATION AND AUTHORIZED SIGNATURE: GOCO will not award funding to any applications lacking a signed certification from a person authorized to sign on behalf of the applicant.

Attachments

ATTACHMENT INSTRUCTIONS

BUDGET: GOCO requires applicants to submit the project budget in Excel format, available [here](#). Please provide an accurate and detailed accounting of project costs. If your proposal includes distinct components, separately list or categorize each expense as a separate line item under each component. GOCO must approve any budget changes contemplated after an award is granted. GOCO may reduce, but not increase, grant awards. If you have any questions about GOCO's budget policies, requirements, or the budget form, please contact us.

BUDGET NARRATIVE: Provide a detailed explanation of each of the budgeted expenses, including staff time and in-kind services. The explanation of staff time should cover how you calculated these figures and how they relate to specific components of the proposed project.

WORKPLAN/TIMELINE: Projects that receive funding must be completed within 24 months from the grant award date. The Workplan/Timeline should include a preliminary estimate of the expected completion dates for any individual goals/milestones and project tasks. GOCO will not require you to adhere to the deadlines you specify for specific project components within the overall grant period, but we encourage you to thoughtfully estimate the timing and duration of various project components. Please explain the timing of each of the project tasks.

MAPS: Proposals should include two or more maps: 1) a project location map showing the project location and surrounding context, and 2) a detailed map for each discrete project location showing the specific project area and project components in sufficient detail. Limit maps to a total of four pages (or two pages if scaled to 11x17).

PHOTOGRAPHS: Proposals should include up to three pages of photographs showing the existing conditions at the project site. GOCO requires photos upon project completion so it may prove helpful to select a memorable location or save GPS coordinates so that you can provide the most compelling visuals of the success of your project when completing the final report.

LANDOWNER AUTHORIZATION: Proposals must include a letter signed by the landowner (with separate letters or signatures if multiple landowners). Letters should clearly demonstrate that all appropriate parties are aware of the project and support the proposal. Carefully review any conservation easement or other deed restriction to verify that the proposed restoration activities comply with the terms of the document. The entity that holds the conservation easement (or other deed restriction) should submit a letter of support that clearly demonstrates that the proposed activities are fully aligned with the terms of the document.

LETTERS OF SUPPORT: Provide up to four letters of support with your application. Include a letter of support from any volunteer/youth service organization with which you will collaborate and any financial contributors to the proposal. Letters of support should accompany the application; do not request that letters be sent directly to GOCO.

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](#). If you request a progress payment, GOCO requires you to submit a progress report form and associated attachments, available [here](#). 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.

INSTRUCTIONS FOR ONLINE SUBMISSION

HOW TO APPLY:


1. You will receive the application form by e-mail.
2. Download all other relevant documents from [the GOCO website](#)¹.
3. Using the “Application Checklist” in the application form as a guide, you’ll create up to **three** documents for submission through the portal.
4. To start an application, follow [this link](#)² and login to or register for the GOCO Grantee Portal. **Please use only this link to start a grant application; other links from previous grant cycles will not work properly and may result in your application not being properly submitted.**
5. When you log in, you will be on the new application page. If instructional text isn’t displaying properly, it will after you enter a Project Title and press Save.
6. Complete the portal application:
 - Fill in all fields in the “Details” tab. (This is general information like contact information, the project title, amount requested, etc.) All fields are required, except where noted.
 - Upload the documents in the “Attachments” tab.
 - i. Each document must be 25MB or smaller.
 - ii. To upload, click the “Select” button to locate the document. **You will need to then click “Upload” to attach it to the application.**
 - When you are ready to submit your application, go to the “Review & Submit” tab and click the Submit button. (Habitat Restoration applications may be submitted **between August 4th and September 5th, 2017**. Please make sure you’re within this timeframe.)
7. 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:

- You can register for the portal and start your application at any time during the process, but please keep in mind that applications may only be submitted **between August 4th and September 5th, 2017**.
- You can save your application and return to it at any time prior to submission. The only field you need to complete to save your application is the Project Title.
- 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; instead use the link in paragraph 4 above.)
- To edit an in-process application, click the icon in the “Edit” column of the portal dashboard. It looks like this: 

¹ <http://www.goco.org/grants/apply/habitat-restoration-grants>

² <https://tinyurl.com/GOCO2018HabitatRestoration>

- To see a read-only version of your application, click the icon in the “View” column. It looks like this: 
- 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 portal username or password, please don’t create a new portal 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.

APPLICATION CHECKLIST

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Submit the following **three** documents through GOCO's [online grant portal](#) by the deadline shown on the cover. Each document must not exceed 25MB.

DOCUMENT ONE: APPLICATION

Please submit a single PDF or DOC file for your project *in the same order as listed below*:

- ☐ Summary Form
- ☐ Proposal Narrative – Please include the HEADINGS with your answers; limited to six pages.
- ☐ Budget Narrative
- ☐ Workplan/Timeline
- ☐ Maps
- ☐ Photographs (please limit to three pages.)
- ☐ Landowner authorization letter(s) for each property covered in this application.
- ☐ Letters of support (Please limit to four.)

DOCUMENT TWO: BUDGET

- ☐ Budget form submitted in an Excel file format (.xls, .xlsx, etc.) available [here](#).

DOCUMENT THREE: STORYTELLING APPLICATION (IF APPLICABLE)

- ☐ Complete storytelling application

STORYTELLING PROPOSAL INSTRUCTIONS

GOCO is offering a new eligible cost for habitat restoration grants of up to \$10,000 per awarded grant for projects that incorporate a marketing and communications effort aimed at increasing awareness about habitat restoration and its benefits to the local community, region, and/or state. This is a pilot opportunity for GOCO to assess the conservation community's interest in and need for this type of funding and to gauge the successes gained through storytelling about restoration projects.

We expect to fund only a limited number of these proposals. There is no guarantee that a project awarded funding for habitat restoration will also receive funding for storytelling. Likewise, applicants who do not incorporate this type of proposal in their grant application will not be penalized in scoring. GOCO will evaluate the habitat restoration proposal independent of this storytelling proposal (if any).

SUPPORTED TACTICS: The following list includes sample tactics that could help to ensure the effectiveness and measurability of your marketing and communications efforts. This list is not comprehensive and is only meant to serve as a guide:

- Website or microsite development
- Communications plan and/or marketing strategy development
- Content strategy development
- Online display advertising
- Email marketing, e-newsletter development
- Social media marketing (organic and paid)
- Video production
- Photography (including time-lapse photography showing progress and results)
- Shareable digital collateral, e.g. infographics
- Press releases and press release distribution
- Media list development
- Media outreach and pitch materials
- Factsheet development, talking points, and/or PR messaging guide

We do not recommend proposing the use of the entire budget on a single advertising buy on television, on radio, or in print. Choose a selection of tactics that support your unique strategy and reach your audience in relevant channels.

REQUIREMENTS OF AWARDED PROJECTS:

- Incorporate the GOCO and Colorado Lottery logos into your marketing and communications materials. For example, include the logos in the footer of a website, within the closing frame of your video, and/or wherever is most appropriate. Do not alter the logos in any way. Submit a request for current logos to info@goco.org.

- Visual and written content with GOCO branding must be reviewed and approved by GOCO before it is distributed publicly. This includes any content drafted for press releases, factsheets, talking points, social media, websites, etc. that mentions Great Outdoors Colorado/GOCO, as well as any visual materials such as video rough cuts, beta websites, online display ads, etc. Send drafts or proofs of materials to info@goco.org. Please allow three business days for review and approval.
- The materials produced with GOCO's storytelling funding must be completed within one year of project completion. The grantee shall provide status updates to GOCO communications staff every six months, or more frequently if appropriate, while the work is in progress. After completion, the grantee must provide GOCO with copies of any materials that were produced, a final project budget, and a description of the work completed. GOCO staff may request additional information.
- All materials, publications, artwork, videos, photographs, websites, and any other work product developed as a result of GOCO's funding of the grantee's marketing and communications effort for this project will be the sole and exclusive property of the grantee. However, GOCO reserves the right to use such materials and work product in any print or electronic publication or platform for publicity, illustration, advertising, web content, and other purposes at any time without seeking approval from the grantee.
- Eligible costs include staff time and contractor expenses to plan and manage the storytelling project, as well as direct costs to produce marketing and communications materials to highlight the project to the conservation community and the public at large. GOCO funding shall not be used to supplement the grantee's regular communications efforts or for storytelling on unrelated projects.
- You must have the permission of the landowner and/or conservation easement holder prior to beginning any marketing and communications project involving the property.

EVALUATION OF PROPOSALS: GOCO communications staff will evaluate your proposal based upon your responses to the questions below and your story, strategy, plan, and potential for results. Selected grantees should use this storytelling opportunity to communicate their projects effectively and boldly.

If GOCO decides not to invest in the marketing and communications effort but approves the habitat restoration project as described in the application, the line item(s) for the marketing and communications expenses will be removed from the project budget, and the totals and calculations in the budget will be adjusted accordingly. GOCO will provide feedback on all proposals after grant awards are made.

ASSISTANCE: If your storytelling proposal is awarded funding, GOCO communications staff will be available for strategic consulting. We will provide a storytelling toolkit to assist with planning, messaging, social media management, and more. GOCO has also compiled a list of recommended marketing and communications vendors, though grantees may choose their own partners/vendors.