



**State of Colorado
Statewide Internet Portal Authority
2014 Micro-Grant Program Overview**

Colorado's Statewide Internet Portal Authority (SIPA) is initiating the fifth year of its Micro-Grant program to accelerate the adoption of electronic government services by placing more Colorado government services, products and information online.

SIPA provides e-Government services for state and local governments in Colorado and citizens through the use of modern business practices and innovative technology solutions.

Grant funding is available for equipment, systems, services, project planning and implementation and human resources that fall within the grant scope. Below is more information about the grant including; eligibility, minimum requirements, how to apply, and timing of events. Good Luck!

Application Process and Requirements

Grant Eligibility	Grant Applicants must be an Eligible Governmental Entity (state and local governments, school districts, library, fire districts, etc.) within the State of Colorado. The EGE must have a signed agreement with SIPA prior to the grant being awarded, thus if at the time of application an EGE agreement is not signed, the EGE must certify one will be completed by the grant award date. If an EGE needs a signed agreement or more information, please email sipa@cosipa.gov for more information.
Funding Available	The average grant amount available is between \$1,000 and \$6,500. However, smaller and larger grants can be requested and approved. Grant awardees will receive the money directly. Checks will be handed out at the grant ceremony on March 31. SIPA will provide compensation to the awarded EGE in the form of services or equipment.
Application Timeframes	Submissions of applications will be accepted from November 10, 2014 through December 19, 2014. Applications must be received by 5:00 p.m. MST on the application deadline to be considered. Colorado EGEs can submit more than one application requesting



	<p>funding for services, and/or equipment, but the projects must be separate and distinctly different from each other.</p> <p>If applying for more than one grant award, an EGE must complete the grant application form for each request and answer a question about the priority of the multiple application forms. If an entity submits more than one request per form, all requests will be disqualified.</p>
Grant Award Ceremony Announcement	<p>Communication about the Grant Award Ceremony will be sent out to all applicants. All applicants, even those who are not awarded SIPA's 2014 grants, are invited and encouraged to attend the event to be held on March 31, 2015 and learn about the grants that were awarded and the e-Government services SIPA has to offer for EGEs.</p>
Grant Award Announcements	<p>The grant recipients will be notified the week of February 9, 2015.</p>
Grant Award Ceremony	<p>The Grant Award Ceremony is scheduled for March 31, 2015. Again, all applicants will receive an invitation and are encouraged to attend.</p>



Grant Minimum Requirements/ Criteria

Below are minimum requirements in order to be considered for the grant:

- (1) Applicants must be a Colorado Eligible Governmental Entity (EGE).
- (2) Applicants must have a signed Eligible Governmental Entity Agreement with SIPA prior to the grant being awarded.
- (3) The EGE must be able to accept the grant funds from SIPA if awarded. If not, or if the applicant has any doubt regarding accepting a grant, the EGE must provide a plan outlined and approved by the necessary parties, including the names, email addresses, and phone numbers of those necessary parties. This plan will only be accepted as part of the application process.
- (4) Requests must increase or enhance the adoption of e-Government services by placing more information or services online for the citizens.
- (5) Applications should be for projects that will be sustainable.
- (6) Applicants must commit to making staff available for planning purposes and associated deliverables.
- (7) Applicants must acknowledge and agree to allow SIPA to use the EGE's name and related grant information in press releases.



Grant Application Submission	Applications can ONLY be submitted online. Additional information will be forthcoming on the online application or contact SIPA at 720-409-5634.
Application Evaluation	SIPA will be responsible for evaluating grant applications in accordance with the grant minimum requirements/criteria. For grant requests for services and/or equipment, SIPA will consider the following: a) problem description, b) proposed solution, c) total amount requested d) online impact, e) affected population, f) whether the grant would affect citizens, g) whether the EGE is trying to do something innovative, and h) clarity of requests.
Grant Scope	Below are examples of services, equipment, and resources that fall within the grant scope:



	<ul style="list-style-type: none"> -Staff assistance in migrating content online -Purchase of equipment to support online services -Web application requirements gathering -Staff assistance for content creation (videos, photo libraries, etc.) -Transition costs (moving a paper based process to the internet) -Creating a mobile presence or application
More Information	Please visit http://www.colorado.gov/sipa for more information or contact SIPA at sipa@cosipa.gov .

Micro-Grant Timeline of Events

This timeline is provided for planning purposes only and actual dates will be posted on SIPA's website (www.colorado.gov/SIPA) and social media pages.

November 10, 2014: Grant applications open announcement and FAQs posted on SIPA's website with overview and general information about grant process

December 19, 2014: Grant applications due by 5 p.m. MST

December 19, 2014 through January 2015: SIPA review period

January 2015: SIPA will send save the date invitations to all applicants for the Grant Award Ceremony prior to announcing the grant awards

February 9, 2015: SIPA will announce the grant awards and send out emails of award and denial

March 31, 2015: Grant Award Ceremony

April 2015: SIPA will publish press releases regarding grant awardees

August 2015: Due date for grant awardees to submit an update to SIPA regarding the grant