



SAN LUIS VALLEY COUNCIL OF GOVERNMENTS

SAN LUIS VALLEY COUNCIL OF GOVERNMENTS 2015 ECONOMIC DEVELOPMENT GRANT APPLICATION

Funded by the San Luis Valley Council of Governments
in cooperation with the Colorado Department of Local Affairs
Energy and Mineral Impact Assistance Program

SLVCOG is soliciting proposals for economic development projects from its membership. A total of \$30,000 is available to fund 2015 economic development projects for SLVCOG members only.

This Grant Application Package contains the following:

- ◆ 2015 Economic Development Grant Guidelines
- ◆ 2015 Economic Development Grant Application Form

Please send applications or letters of intent to the address below or electronically to the email address below. Decisions will be made by a committee of the Executive Board. All decisions are final. Funding will be provided for projects that begin after March 1, 2015 and are completed by December 31, 2015. This is a reimbursement grant program and funds will be paid to grantees when the project is completed.

Please submit completed applications to:

San Luis Valley Council of Governments
PO Box 300
Alamosa, CO 81101
719-589-6099 (fax) 719-589-6299
rwisdom@slvdrg.org

If you have any questions regarding SLVCOG's Grant Program, please contact Roni Wisdom at 719-589-6099.

2015 ECONOMIC DEVELOPMENT GRANT GUIDELINES

Eligibility:

- A. Grants are only awarded to municipalities or counties that are members in good standing of the San Luis Valley Council of Governments (SLVCOG).
- B. Only one application per member jurisdiction will be considered for funding each cycle/year.
- C. *After the grants have been awarded, any change in scope to a funded project must be submitted in writing to the SLVCOG Executive Committee for approval.*
- D. Cash awards will be made in the amounts determined by the SLVCOG Executive Committee, totaling no more than \$30,000 for all grant awards combined.
- E. All grants require a 1 to 1 cash match.
- F. Maximum grant request for any one jurisdiction is \$10,000.
- G. Grant funding will be paid on a reimbursement basis only.
- H. The SLVCOG board reserves the right to adapt these guidelines to serve the needs of communities and to make adjustments to the amount of available funding.
- I. \$5,000 is to be shared within each county and the communities within that county.
- J. Counties/communities who apply must be a members of SLVCOG
- K. Applications will be reviewed on a first come/first serve basis. When county/communities have reached their \$5,000 limit, applications and letters of intent will be put into a 2nd round of grant funding, IF the funds are available.
- L. If funds are still available after 90 days, a second round of grants will be announced
- M. The 2nd round of funds will be obligated on a first come/first serve basis
- N. Applications that were not funded in the first round because the \$5,000/county/community limit had been reached will reviewed first. New applications will be accepted.

Use of Grant Funds:

- A. Eligible projects must begin no sooner than March 1, 2015 and be completed no later than December 31, 2015.
- B. Funding will be awarded to projects that demonstrate contributions to **Economic Development** needs of the community including but not necessarily limited to:
 - i. Economic Development projects including façade improvements, energy efficiency assessments and improvements, Main Street/Community assessments, and community mapping,
 - ii. Small scale capital improvements projects,
 - iii. Development of marketing/promotional resources such as a website for the municipality or county,
 - iv. Planning studies/analysis for municipality/county use,
 - v. Training or meeting facilitation

- C. Grant funds may not be used to supplant regularly budgeted staff or project funds, to purchase rolling stock, office equipment, or normal operating expenses, etc.
- D. Documentation of cash expenditures must follow the Department of Local Affairs process including:
 - i. If the project includes capital improvements, purchase of hard assets i.e. benches, or requires an RFP, bidding must be open and competitive. Obtain and document at least three telephone bids.
 - ii. Submit a final one-page report of the project accomplishments, receipts, and a copy of the completed project measurable results.
 - iii. Submit a copy of all invoices and expenses paid for contract services.
- E. Recipients of SLVCOG 2015 Economic Development Grant will sign a letter of agreement including these guidelines. This is a reimbursement grant in that grant funds will be sent to the grantee once the project is completed.

Time Line:

Grant announced:	March 1, 2015
Notification of decision on Applications received:	within 2 weeks of receipt
2nd round announced (if funds available):	July 1, 2015
All funds must be expended and matched by:	December 31, 2015

SLVCOG 2015 - 2014 ECONOMIC DEVELOPMENT GRANT APPLICATION

- 1. Jurisdiction _____
- 2. Name of Person Completing Application _____
Address _____
Phone Number _____ e-mail address _____
- 3. Project Title _____
- 4. Name of Person Responsible for Completion of Project _____
- 5. Total Cost of Project \$ _____
Amount Requested \$ _____
Cash Match \$ _____

Please provide the following information. Use a separate attachment if necessary (two pages maximum):

- A. Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need?
- B. Explain why this project is important to your community and/or the SLVCOG Region. What measurable results do you expect? How and when will these results be measured?
- C. What exactly will the funds be used for? Provide a budget for your project clearly listing both revenues and expenses in a table format.
- D. In which of the categories listed above under "Use of Grant Funds" does your project fit best? Explain.
- E. Assuming the project is funded, when will it begin and what is the timeframe for completion?