Garfield County
Federal Mineral Lease District
Established 2011

Fall 2016 Grant Cycle

Dear Applicant:

Attached please find the Fall 2016 Garfield County Federal Mineral Lease District (GCFMLD) Grant Application.

Operating since 2011, the GCFMLD is an independent public body, not an agency of county or state government, whose powers are defined by the Colorado Federal Mineral Lease District Act. The GCFMLD has distributed nearly $16 million received from the development of natural resources on federal lands to communities impacted by those activities.

State and federal law limit how FML funds can be used. Our funds may only be used by the state, or its political subdivisions, for (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. *See* 30 U.S.C. §191. *See also* § 34-63-102(1)(a)(I) C.R.S. (2015). Our funds, therefore, cannot be granted to corporations including non-profit corporations under section 501(c)(3) of the I.R.S. Code.

The quality of your project and application, your compliance with our program rules and guidelines, and your alignment with our mission all matter to us. These are also factors in determining the GCFMLD's Grantee of the Year Award, a $10,000 award announced at our annual awards luncheon.

Please see paragraphs 19 and 20 in the Instructions, new this grant cycle, regarding joint grant applications and support for other applicants, and our updated sample resolution. Thank you for your interest, and we look forward to working with you!

Sincerely,

GARFIELD COUNTY
FEDERAL MINERAL LEASE DISTRICT
BOARD OF DIRECTORS

Gregg Rippy	Eric Schmela	Mike Samson
President	Secretary	Director

Garfield County
Federal Mineral Lease District
Established 2011

FALL 2016 GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT GRANT APPLICATION

MISSION STATEMENT

In order to alleviate social, economic, and public finance impacts resulting from the development of natural resources on federal lands within Garfield County, the Garfield County Federal Mineral Lease District will, expeditiously and through sound financial practices,

ensure that the financial resources it receives from federal mineral leasing activities are distributed to communities impacted by the development of natural resources, as allowed by law;

deliver services to communities impacted by the development of natural resources, as allowed by law;

and provide the greatest use of these financial resources for the greatest number of Citizens.

PROGRAM DATES

Applications Available:	**August 1, 2016, 8 a.m.**
Applications Due <u>at GCFMLD</u> by:	**August 26, 2016, noon**
Board Decision (Awards)*:	**October 19, 2016**
Fully Executed Grant Agreements (recipients only) due at GCFMLD:	**November 18, 2016, noon**

**The District Board reserves the right to take whatever time is necessary to make its final determinations.*

General Instructions

1) The GCFMLD grant process is competitive. We expect to receive requests in excess of available funding. Here are tips that will support the success of your application:

    - Contact us at any point while completing your application at info@GarfieldFMLD.org. We will do our best to answer your questions.

    - Thoroughly review the information on eligibility to ensure your proposal meets all requirements.

    - Review the entire application prior to beginning work on it.

    - Review your application completely before submitting it to the GCFMLD.

2) Applications MUST BE RECEIVED by the GCFMLD prior to noon on Friday, August 26, 2016, at the following address:

    Via Regular Mail:

    Garfield County Federal Mineral Lease District
    ATTN: Fall 2016 Grant Cycle
    P.O. Box 2477
    Glenwood Springs, CO 81602-2477

    Via FedEx or Hand-Delivery:

    Garfield County Federal Mineral Lease District
    ATTN: Fall 2016 Grant Cycle
    817 Colorado Ave., Suite 201
    Glenwood Springs, CO 81601

    LATE APPLICATIONS WILL NOT BE CONSIDERED.

3) Eligible applicants for the Fall 2016 Grant Cycle may submit a maximum of two applications. An eligible applicant may submit only one application under the Traditional Grant Program and only one application under the Mini Grant Program.

4) If submitting more than one application, use one envelope per application and clearly indicate (label recommended) on the exterior of the envelope (1) the entity submitting the application and (2) the grant program for which the application is submitted.

5) Please provide one (1) original application and five (5) additional, complete copies of your application. Please clearly identify the original.

General Instructions

6) In addition to the specific guidance with respect to page counts and reference letters found elsewhere in this application, the total page count of your entire submittal may not exceed 25 pages for the Traditional Grant Program and 15 pages for the Mini Grant Program.

7) No cover letters or Tables of Contents are accepted. Cover letters and Tables of Contents submitted with applications will be discarded and not considered by the GCFMLD.

8) Applications that are bound and those that use dividers or tabs that prevent the GCFMLD from easily photocopying the applications will be rejected. Do not bind your application or use dividers or tabs.

9) No double-sided printing is accepted.

10) This application consists of three sections. Section 1 contains instructions for filling out the various parts of the application and completing the attachments (budget, timeline, etc.). Section 2 is the application form itself. Section 3 contains samples of the required attachments. The final application you submit to the GCFMLD will include:

    - Completed and Signed Summary Form
    - Responses to Selection Criteria Questions (with appropriate attachments such as maps, photos, up to five support letters, and the like)
    - Completed Budget Form
    - Completed Timeline Form
    - Resolution of Support from Governing Body
    - Draft Intergovernmental Agreement, if applicable

11) Grant applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The GCFMLD has tentatively scheduled October 19, 2016, as the date for announcing awards for this grant cycle, but reserves the right to modify this date as needed.

12) The GCFMLD reserves the right to fund applications in whole, in part, or not at all, and reserves the right to reject any or all applications.

13) All materials or statements in whatever form (written, oral, or via www.GarfieldFMLD.org, or otherwise) issued by the GCFMLD in conjunction with the Fall 2016 Grant Cycle are limited to the Fall 2016 Grant Cycle.

14) The GCFMLD reserves the right to issue or not issue supplemental statements regarding these Instructions or any aspect of its grant programs on an as needed basis.

15) The GCFMLD reserves the right to perform any and all due diligence that may be required in the discharge of its statutory obligations. Applicants may be required to provide additional information on request, to participate in a pre-award interview, to make premises the subject of grant applications available for a site visit or other inspection, and the like.

16) All grants may be subject to de-authorization in whole or in part if actual project costs, a change in project scope, or both as presented in the application would cause GCFMLD funding, under the Traditional Grant Program, to rise above 70% of total project cost.

17) The GCFMLD complies with the provisions of 30 U.S.C. § 191, as amended, § 34-63-102(1)(a)(I) C.R.S. (2015), § 13-20-1301 et seq, as amended, C.R.S. (2015), and all applicable state and federal laws. The GCFMLD does not discriminate in any manner.

18) **Open Records.** Applications and all materials submitted to the GCFMLD may be subject to disclosure pursuant to the Colorado Open Records Act.

Section 1 - Instructions

1. **Eligible Applicants.** As political subdivisions of the state, municipalities, school districts, public and state-controlled institutions of higher education, library districts, metropolitan or other special districts, transportation authorities, governmental entities formed under § 29-1-203(4) C.R.S. (2015), and fire protection districts are eligible applicants under 30 U.S.C. §191. For-profit, private sector entities are not eligible. Non-profit corporations are not eligible. Individuals or for-profit entities seeking to start a business or expand an existing business are not eligible.

2. **Eligible Projects.** Under federal law, projects *must* be one of the following three types: (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. *See* 30 U.S.C. §191. *See also* § 34-63-102(1)(a)(I) C.R.S. (2015). No other project types are acceptable. These requirements pertain to all applications in all grant programs.

3. **Budget, Costs, and Matching Requirements.** In its Traditional Grant Program, the GCFMLD will not fund more than 70% of the proposed project's eligible costs up to $1,000,000. A **minimum of 10%** of the total project costs must be a **cash match** from the applicant and/or partners. Applicants may use design, survey, and engineering expenses paid within two years prior to the application due date (proof required) to fulfill non-cash matching requirements. More detailed information about the budget, eligible costs, and matching, appears elsewhere in these Instructions. In the Mini Grant Program, the maximum grant award is $25,000, and no cash match is required.

4. **Special Considerations for Planning Grants.** The GCFMLD will fund no more than 50% of an application in the Traditional Grant Program submitted <u>primarily for planning projects</u> ("Planning Grants"). In addition, a 50%, <u>cash-only</u> match is required, and the 50% cash match must be the first money expended on the project. A planning project so-funded must be completed within 12 months of the award date of the grant. The Mini Grant Program may not be used to fund any Planning Grants.

5. **Grant Request Amounts.** Under the Traditional Grant Program, the maximum grant request for a grant from the GCFMLD is $1,000,000, and there is no maximum for the total project cost. The maximum grant request under the Mini Grant Program is $25,000.

6. **Timeline.** Work on the proposed project may not begin until <u>after</u> the grant has been awarded. The timeline, therefore, should begin no sooner than the Board decision date, now estimated as October 19, 2016, although the Board reserves the right to adjust this date as needed. Grantees in the Traditional Grant Program are allowed up to two years from the award date for completion of the project, and up to one year in the Mini Grant Program, except all Planning Grant projects must be completed within one year. Applicants in both programs shall identify a "no later than" start date for every project.

Section 1 - Instructions

7. **Property Ownership.** All property on which GCFMLD funded projects are located must be owned by or under control of the applicant. If the property is owned by a third party, an Intergovernmental Agreement or other contract between the applicant and the property owner will be required for this application.

8. **Eligible and Ineligible Costs.** The following table provides sample eligible and ineligible costs for a GCFMLD project. These are examples only - ***not all eligible and ineligible costs are listed here.*** Determinations on eligibility are in the sole discretion of the GCFMLD.

ELIGIBLE COSTS (including but not limited to)	**INELIGIBLE COSTS (including but not limited to)**
New public works.	**Applicant staff time that would have otherwise been paid. No FML funds may be used to reimburse applicant staff time under any circumstances.**
New capital projects.	Wages, salary, or benefits for personnel not directly or specifically working on this project. No overtime.
Replacement or repair of public works.	Real property or interests in real property to include right of way acquisition, easements, appraisals, licenses, etc. But see “Land” Section 11 below.
Replacement or repair of other capital projects.	Non-fixed assets.
Planning, engineering, design, or architectural costs associated with any of the above.	Operations and maintenance, deferred maintenance, staff time for operations and maintenance.
Parks, trails, and other recreational facilities.	Work completed prior to grant award or official project start date.
Services or programs of an ongoing or temporary nature that address health, safety, and welfare impacts from federal mineral leasing activities, including animal control, education, emergency services, protective services, recreation, social services, transportation, etc.	Administrative costs (fundraising, photo copies, mileage, food and drinks, clothing, grant writing, etc.).
Freight and shipping.	Unnecessary or ill-considered expenses.
Expenses associated with on-the-ground Project Management.	Legal fees arising out of litigation or otherwise unrelated to project itself.
100% of architectural, engineering and design costs can be used as match.	In kind donation of a service normally provided at no cost (board member’s time, volunteer service, community service, etc.).
	Marketing, sales, and promotion costs not directly related to and necessary for the project.
	Expense allowances for those benefiting from certain measures taken under the project (seminars, training, etc.).
	Finance charges, late fees, and the like.

9. **Matching Requirements.** All matching resources must be eligible costs (e.g. administrative costs, such as staff time or mileage, cannot be paid for by the GCFMLD, or used as a match). In its Traditional Grant Program, the GCFMLD will not fund more than 70% of the proposed project's eligible costs. In other words, of all the resources required to complete the proposed project, including the requested GCFMLD grant, a minimum of 30% must come from sources other than GCFMLD. Although total matching resources may be either cash or in-kind (see below for more information regarding in-kind match), a minimum of 10% of the total project costs must be a cash match from the applicant. In no case can funds set aside for contingency or borrowed funds (e.g. construction loans) be used to fulfill the matching requirement. No cash match is required under the Mini Grant Program. For all grants submitted primarily for planning projects (Traditional Grant Program only), the GCFMLD will fund no more than 50% of that project; a 50% cash-only match is required; and the 50% cash match must be the first money expended on the project. Applicants may use design, survey, and engineering expenses paid within two years prior to the application due date (proof required) to fulfill non-cash matching requirements. **Note:** if an applicant represents a higher match percentage than required (e.g. 40% instead of 30% in the Traditional Grant Program), AND if the actual project costs are less than the budget as first submitted, the Board in making its grant award reserves the right to apply the match percentage as originally represented.

10. **In-Kind Contributions.** In-kind contributions may include donated quantifiable professional services, materials and supplies, equipment, etc. Under no circumstances is an applicant's staff time considered as an in-kind contribution. Any cost that would be eligible for GCFMLD funding but that is donated or discounted can count as an in-kind contribution. To count as eligible in-kind, the applicant would have reasonably been expected to otherwise pay the provider for the goods or services. Examples of eligible in-kind contributions include a discounted rate from a contractor (for example, if the contractor typically charges $100 per hour but charges you only $90 per hour, the $10 per hour difference is an in-kind contribution) and donation of professional services, such as design, planning, engineering, or architectural services. Volunteer time or non-quantifiable, non-professional time **may not** be used as an in-kind contribution.

11. **Land.** GCFMLD funding may not be used to purchase real property or interests in real property, including fee title, right of way acquisition, easements, appraisals, licenses, etc. You may, however, use the value of land **purchased** specifically for the purpose of this project as cash match if it is purchased within 3 years of the grant decision date. You may use the value of land **donated** specifically for the purpose of this project as an in-kind match if it is donated within 3 years of the grant decision date. Both instances will assist in satisfying matching requirements only when the land will be developed for the GCFMLD eligible uses. To document the property's value, you must submit the summary form or other relevant portions of a qualified appraisal. The summary form or other appraisal excerpts must include: (1) the identity of the appraiser, (2) the effective date of the appraisal, (3) a description of the property being appraised (by street address, legal description, or other relevant descriptor), and (4) the property's appraised value. The

GCFMLD may request additional information and/or the entire appraisal and reserves the right to have the appraisal reviewed by a GCFMLD-designated review appraiser to determine compliance with accepted appraisal standards. The value of the land used to meet the matching requirements may only be used one time. Land donations from one government entity to another **cannot** be used as match.

12. **Budget Form.** Complete and submit the Budget Form**,** using the Sample Budget as a guide. Be sure to double check that the calculations presented in the budget are accurate and mirror the figures presented in the narrative. Make sure that the total Sources of Funds matches the total Use of Funds. Here are some tips for completing the budget form:

    A. **Source of Funds (Traditional Grant Program only):**

        i. **Cash.** List each funding source on separate rows within the Excel sheet. Indicate the individual contribution amounts, either under the applicant column or the partner column, whichever applies. Be sure to include the GCFMLD grant request under the appropriate column.

        ii. **In-kind.** List each in-kind contributor on separate rows within the Excel sheet. Indicate the in-kind contribution amount under the appropriate column (applicant or partner). Documentation from in-kind providers stating the value/cost of their service/equipment/materials through letters, invoices, etc. is recommended.

    B. **Use of Funds:**

        i. **Cash.** Organize your project into budget categories. The number and types of categories will vary from project to project and do not have to mirror those categories represented on the Sample Budget.

    C. Once the budget categories have been determined, provide a breakdown of each category by detailing the work required and the vendor or service provider associated with that work. When applicable, each line item should include the number of units for purchase, and the cost per unit.

    D. Estimated values of services, materials and equipment may be derived from pay scales, standard prices, standard rental rates, etc. Applicants may be asked to provide additional information to support the valuation listed.

13. **Grant Agreements, Reimbursement Model.** All Grantees will be required to enter into a Grant Agreement with the GCFMLD. No grant award is final until the Grant Agreement has been fully executed by the Grantee and the GCFMLD. The Grantee's Grant Application and these instructions are incorporated into the Grant Agreement. All grants in all programs are funded solely on a reimbursement basis as set forth in the Grant Agreement.

14. **Material changes and substitutions.** Applicants must notify the GCFMLD immediately of any and all material changes to their applications occurring prior to the anticipated Board decision date. Once an application is submitted, no substitution of applications is permitted in either grant program. An applicant can only withdraw an application, not substitute an alternative.

15. **Increases in Project Costs.** Once a grant is awarded, whether under the Traditional Grant Program or the Mini Grant Program, the grant amount cannot be increased, so any increases in the project cost must be covered with matching funds. If the cost of the project goes down, or if the project scope is reduced, the grant may be reduced proportionately.

16. **Timeline.** The purpose of the Timeline is to encourage you to think about the various components of your project, the activities required to complete them, and how to fit all of them into the two-year deadline for the Traditional Grant Program (one-year for Mini Grants). The GCFMLD staff and outside peer reviewers may analyze your proposed timeline to ensure it includes the various tasks that our experience tells us should be part of your project and to see if it's reasonable given the scope of the project and the time allotted to complete it.

    A. Complete the Timeline Form using the Sample Timeline as a guide. Remember that the project is to be completed within two years of the award date (Traditional) or within one year (Mini Grant). Applicants in both programs shall identify a "no later than" start date for every project.

    B. The GCFMLD encourages applicants to allow adequate time to complete the proposed project, so please be realistic about how long you think each task will take.

    C. Extensions of up to 90 days may be awarded by GCFMLD staff. Longer extensions are heavily discouraged and are in the exclusive discretion of the GCFMLD Board of Directors.

17. **Resolution from Governing Body.** The GCFMLD requires a signed resolution from the applicant's governing body to ensure that the applicant's ultimate decision-makers are aware of and support the application and recognize the financial and other obligations the grant creates. Your application must include a signed resolution from your governing Use the Sample Resolution in Section 3 as a guide. The resolution must include:

    A. **Support for the proposed project**: A statement expressing the governing body's support for the grant application, and if awarded, support for completion of the project.

B. **Recognition of Need to Provide Matching Funds**: For applications made under the Traditional Grant Program, acknowledge that the applicant is responsible for providing the matching funds shown in the budget and must either appropriate or secure the necessary matching funds to complete the project as presented in the application. If the grant is awarded, the applicant is responsible for the expenditure of funds required to meet the terms and obligations of the grant agreement and application.

C. **Maintenance Capability**: If relevant to the nature of the grant request, a statement verifying that the proposed project will be properly maintained after completion. An estimate of the annual maintenance cost from the entity responsible for maintaining the project must be included.

D. **Status of Property**: If relevant to the nature of the grant request, a statement verifying that the property being used for the proposed project will be under control of the applicant (or project partner) for at least 25 years.

E. **Grant Agreement:** A statement that authorizes a designated official to sign the Grant Agreement with the GCFMLD if the grant is awarded.

F. Please feel free to revise the Sample Resolution to fit your particular jurisdiction's requirements, customs, etc. for resolutions.

18. **Responsibilities post-award.** Successful applicants (Grantees) have responsibilities related to publicity and public relations including providing the GCFMLD with photographs before and after the Project and maintaining GCFMLD signage on site, where appropriate, as detailed in the Grant Agreement.

19. **Joint Applications.** Applicants are reminded, if not encouraged, to consider filing joint applications and collaborating on projects of mutual and community benefit.

20. **Support for Others.** No applicant will have its own application considered differently by virtue of that applicant providing letter(s) of support for the application(s) of other applicant(s). In other words, by helping others, you will not be hurting yourself.

21. **Instructions.** All applicants must comply with these instructions and the General Instructions.

ADOBE USERS: THE APPLICATION SUMMARY FORM THAT FOLLOWS MAY BE FILLED OUT ONLINE AND PRINTED. ALL OTHER PAGES OF THE INSTRUCTIONS AND APPLICATION ARE IN TRADITIONAL .PDF FORMAT AND MUST BE PRINTED.

Section 2 – Application – Summary Form

APPLICANT INFORMATION	
Name:	
Mailing Address:	
Applicant Contact Name:	**Title:**
Are you the primary contact for this grant: ☐ YES ☐ NO	
Email:	
Telephone:	
Do you currently have an open GCFMLD grant? ☐ YES ☐ NO	
If yes, provide your grant number(s):	

PROJECT INFORMATION	
Project Title:	
Application Type (check only one): ☐ Traditional Grant Application ☐ Mini Grant Application	
Project described herein will start no later than (mm/dd/yyyy):	
Impacted Community(ies):	
City (location of project, including cross streets):	
Traditional Grant Request (not to exceed $1,000,000):	
Total Project Cost:	
Percent of overall match (% of total project cost) (example 40% type .40):	0.00%
Percent of cash match (% of total project cost) (example 20% type .20):	0.00%
*** Round all figures to whole dollar amounts.**	
Mini Grant Request (not to exceed $25,000):	
Total Project Cost:	
Note: No match required.	

Section 2 – Application – Summary Form

Brief Project Description (In a separate document, answer the three questions below in a total word count of 250 words (250 total, not 750) or less:)

- What is the proposed project, including all components?
- Explain how your project is consistent with the Mission Statement of the GCFMLD.
- How will your project benefit communities impacted by the development of natural resources locally?
- **Please specify word count on project description document.**

APPLICATION CHECKLIST

Submit this application with the following required documents in the following order:

- ❑ Response to Selection Criteria Questions (narrative, on your own paper)
- ❑ Budget
- ❑ Preliminary Timeline Estimate
- ❑ Draft Intergovernmental Agreement, if applicable
- ❑ Signed Resolution from Governing Body
- ❑ Attachments to Selection Criteria:
  - Map(s) identifying the project location (Using Google Earth or Google Maps)
  - Site map
  - Up to five letters of support
  - Photos of existing public works or capital projects to be replaced, if applicable
  - Documentation of any opposition to the project, if applicable

By signing below, the applicant certifies that it owns, leases, or otherwise has control over the property on which this project will be completed (collectively, "Control"). Applicant has on file documentation evidencing its Control of the property and will provide such documentation to GCFMLD on request. The Applicant hereby certifies and warrants that any and all statements and representations including all sources and uses of funds made in this Grant Application are true and correct and may be relied upon by the GCFMLD.

Authorized Signature: _____ Date: _____
(From applicant organization) *(mm/dd/yyyy)*

Printed Name and Title: _____

Official form of the GCFMLD. Do not alter or change this form in any manner. Submittals not using official forms or using altered forms may be returned without notice.

Section 2 – Application – Selection Criteria Questions

Traditional Grant Program. All applicants for the Traditional Grant Program must respond to the following selection criteria questions in no more than nine pages. Applications will be scored on a weighted, 130-point basis with questions 1-6 scored 10 points each and questions 7-20 scored 5 points each. Notwithstanding the point totals, questions 1-6 are worth 60%, questions 7-20 40%. The nine-page limit does not include the proposed budget, attachments, photographs, maps, letters, etc., but the total page count for your entire submittal may not exceed 25 pages.

In a separate document, please answer every question, restating the question that you are answering in full. Failure to provide a response to any question will reduce your project's score. Please reference all attachments. Twelve point font or greater and standard margins (1" top, bottom, left, and right) required. No double-sided printing.

General Questions

1. Under federal law, your proposal *must* be one of the following three types: (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. Describe the scope of the project – what exactly will be built. Be specific, explaining preparatory work, quantities, dimensions, etc. If the project is intended to enhance, rehabilitate, or replace existing public works or other capital projects, describe the state of the existing public works or other capital projects.
2. Explain how this project is one that would improve a community impacted by the development of natural resources?
3. Describe the community/neighborhood the project will serve.
4. Explain how this project is one that will reduce or alleviate social, economic, or public finance impacts resulting from the development of natural resources?
5. Please describe how this project will help the GCFMLD achieve its mission and specifically how granting your request will provide the greatest use of our resources for the greatest number of persons.
6. Describe the demand for your proposal in detail and any ramifications if the project is not funded.

Funding

7. Describe the status of confirmed and potential funding sources including all applications previously submitted to other organizations requesting funding and the dates that which those funds are to be awarded. Please update the GCFMLD regarding the award (awarded or not) of other financial sources as they are confirmed.
8. Provide a summary of and the individual commitment letters from those partners who have already committed cash or non-cash equivalents as funding for this project.
9. Is this project dependent upon receiving funding from the GCFMLD? What additional sources of funding not listed above could be utilized for this project?

10. Does this project require ongoing operational funding? If so, please describe the estimated funding amounts and the sources to fund this ongoing need.
11. Is this project part of an existing, established program or partnership? If so, please describe its accomplishments to date as they relate to the GCFMLD's mission as well as the partners involved.
12. How much of your planned cash match is secured? How much of it is yet to be raised, and what are your plans for raising those additional funds? What is your "Plan B" if you are unable to raise those funds?
13. What is the plan to fund future management and/or operating costs of your project? If this project requires multi-phase applications and related approvals, describe other sources of funding other than from the GCFMLD in case this project does not receive future awards.

Additional Questions

14. Please provide letters of support from local governments that are expected to benefit from this project. These letters must be on official letterhead of the entity signed by an authorized signatory.
15. Who is supporting the project? Describe in summary and provide copies of all other additional support letters for this project including letters from individuals, community groups, newspaper articles, petitions, etc. Support letters/emails must be included with the application *and will not be accepted or considered by the GCFMLD if delivered in any other way.* In answering Questions 14 and 15, you may submit no more than five such letters total. Example: 1 letter for Question 14 and 4 letters for Question 15.
16. Who is opposed to the project? Have neighbors, user groups, or other parties objected to the project? Include any letters, petitions, news articles, or other documents evidencing opposition. What has been done to address the concerns of those opposing, and how has the opposition responded?
17. Describe the Applicant's ability to complete the specific actions required to accomplish this project. Have you demonstrated this ability before with similar projects?
18. Is the project "shovel ready" and will it be completed within two years of the award date? Describe the planning that has gone into the project. Is design and engineering complete or is there work yet to be done? Using the sample Timeline provided by GCFMLD as a guide, please illustrate the timeline for completion of your project.
19. Describe the Applicants' project management team, who will be used to complete this project.

Budget

20. Provide a detailed budget that presents information consistent with the answers presented throughout the Selection Criteria and on the Application Summary Form. **Applicants must use the GCFMLD Budget Form. Budgets submitted in any other format will be rejected.**

Section 2 – Application – Selection Criteria Questions

Mini Grant Program. All applicants for the Mini Grant Program must respond to the following selection criteria questions in no more than five pages. This application will be scored on a 70-point basis with questions 1-6 worth 10 points each and questions 7-8 worth 5 points each. The five-page limit does not include the proposed budget, attachments, photographs, maps, letters, etc., but the total page count for your entire submittal may not exceed 15 pages.

In a separate document, please answer every question, restating the question that you are answering in full. Failure to provide a response to any question will reduce your project's score. Please reference all attachments. Twelve point font or greater and standard margins (1" top, bottom, left, and right) required.

General Questions

1. Under federal law, your proposal *must* be one of the following three types: (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. Describe the scope of the project – what exactly will be built. Be specific, explaining preparatory work, quantities, dimensions, etc. If the project is intended to enhance, rehabilitate, or replace existing public works or other capital projects, describe the state of the existing public works or other capital projects.
2. Explain how this project is one that would improve a community impacted by the development of natural resources?
3. Describe the community/neighborhood the project will serve.
4. Explain how this project is one that will reduce or alleviate social, economic, or public finance impacts resulting from the development of natural resources?
5. Please describe how this project will help the GCFMLD achieve its mission and specifically how granting your request will provide the greatest use of our resources for the greatest number of persons.
6. Describe demand for your proposal in detail and ramifications if the project is not funded.

Ability to Complete Project

7. Although the Mini Grant Program does not require a cash match, the purpose of the program is to complete smaller projects immediately (complete within one year) and otherwise to meet immediate needs, all consistent with federal and state statutory purposes. Demonstrate your ability to do this. If your total project cost is in excess of $25,000, explain exactly how the project will be completed using your grant award.

Budget

8. Provide a detailed budget that presents information consistent with the answers presented throughout the Selection Criteria and on the Application Summary Form. **Applicants must use the GCFMLD Budget Form. Budgets submitted in any other format will be rejected**

Resolution Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District and the completion of (Name of Project).

A. WHEREAS, the (Name of Applicant) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Garfield County Federal Mineral Lease District ("GCFMLD"); and

B. WHEREAS, the (Name of Applicant) has submitted a Grant Application for the (Name of Project) requesting a total award of (Amount Requested from GCFMLD); and

C. WHEREAS, the (Name of Eligible Applicant) supports the completion of the project if a grant is awarded by the GCFMLD.

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Body of Applicant) THAT:

1. The above recitals are hereby incorporated as findings by the (Governing Body of Applicant).

2. The (Governing Body of Applicant) strongly supports the Grant Application submitted by the (Name of Applicant) and has appropriated matching funds for a grant with Garfield County Federal Mineral Lease District.

3. The (Governing Body of Applicant) of the (Name of Applicant) authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the GCFMLD.

4. The project site is owned by (Name of Applicant) and will be owned by (Name of Applicant) for the next 25 years. The (The Governing Body of Applicant) of the (Name of Applicant) will continue to maintain (Project Title) in a high quality condition and will appropriate funds for maintenance annually.

5. If a grant is awarded, the (Governing Body of Applicant) hereby authorizes the (Designated Official) to sign a Grant Agreement with the GCFMLD

The effective date of this Resolution is the date passed and approved below.

PASSED AND APPROVED ON: _____

ATTEST:	APPROVED BY:
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

PRELIMINARY TWO-YEAR TIMELINE ESTIMATE

NOTE: Applicants have up to two years from the date of award to complete projects under the Traditional Grant Program and up to one year in the Mini Grant Program. Applicants in both programs shall identify a "no later than" start date for every project.

TASK	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	Mar '17	Apr '17	May '17	Jun '17	July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17
Grant Notification															
Governing Body Approval															
Write Bid for Project															
Solicit Bids for Project															
Award Bid for Project															
Order Materials															
Land Preparation															
Construction															
Close-out															
Grand Opening															
Final Report to GCFMLD															

NOTE: Your timeline document MUST indicate a "no later than start date, " your good faith estimate of the date by which the project will commence. This date varies depending on the type of project. The GCFMLD may take this date into consideration in making its decisions.

Indicate this date and briefly describe the action(s) you consider "starting" the project. Examples: bid award date, groundbreaking, execution of construction contract, date of first program, etc.

PRELIMINARY TWO-YEAR TIMELINE ESTIMATE

NOTE: Applicants have up to two years from the date of award to complete projects under the Traditional Grant Program and up to one year in the Mini Grant Program. Applicants in both programs shall identify a "no later than" start date for every project.

TASK	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	July '18	Aug '18	Sept '18	Oct '18	Nov '18
Grant Notification											
Governing Body Approval											
Write Bid for Project											
Solicit Bids for Project											
Award Bid for Project											
Order Materials											
Land Preparation											
Construction											
Close-out											
Grand Opening											
Final Report to GCFMLD											

Section 3 – Sample Documents – Sample Budget

Applicants must use the GCFMLD Budget Form available in Microsoft Excel format at www.GarfieldFMLD.org. Budgets submitted in any other format will be rejected.