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**2025 Small Grants for Community Partnering Program Grant Application Template**

**GENERAL INFORMATION**

1. Email
2. Date
3. Organization Name
4. Organization Address
5. Project Address (if different than organization)
6. Organization Phone Number
7. Organization Website
8. Organization Type

**GENERAL PROJECT & BUDGET INFORMATION**

1. Project Title (8 words max)
2. Project Summary (brief overview of project)
   1. This should be no more than 3-4 sentences. If awarded, this summary will be featured on the program’s website.
3. Grant Category (select one)
   1. Select the grant category (1-5) that best fits your project
      1. Provides or enhances natural landscapes
      2. Provides nature-based environmental education opportunities
      3. Provides opportunities for people to connect with the land via providing access to nature for people experiencing barriers
      4. Provides opportunities for people to connect with the land via local agricultural food production
      5. Research on Larimer County open spaces
4. Small Grants Program Request Amount ($4,000 max.)
   1. Make sure this amount matches your budget worksheet
5. Total Matching Funds (50% in-kind/cash match min.)
   1. Make sure this amount matches your budget worksheet
6. Total Project Cost
   1. Make sure this amount matches your budget worksheet

**NARRATIVE SECTION**

1. PROJECT DESCRIPTION
   1. Describe the purpose, scope of work, and key objectives of your proposed project.
2. NEED
   1. Describe the specific reasons why this project is needed in your community. Describe the preparations you have undertaken to ensure the project will be successful, including but not limited to final design plans, cost estimates, and other information to complete the project by December 2025.
3. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY
   1. Does the project engage diverse and/or underserved community members? If so, please describe.
4. PUBLIC ACCESS
   1. Does the project allow public access in some form (always open to the public, free events to the public, etc.)?
5. PARTNERS & VOLUNTEERS
   1. What partners (other groups or organizations) are involved in the project? How will they be utilized?
   2. Are volunteers going to be involved to assist with this project? If so, describe who they are, their role in the project, and how they are being recruited.
6. BUDGET NARRATIVE
   1. Describe why funds are needed in order to complete the project. List and describe the specific items to be funded by the program and list all of the sources of the required 50% cash or in-kind match. What other funding sources are helping to contribute to this project? What will happen if this project is not funded?
7. MAINTENANCE
   1. Describe what future maintenance will be required and include the estimated annual costs associated. Identify who will have ownership and how this project will be sustained financially for the next five years (2026-2030).

**PROJECT METRICS**

1. PROJECT OUTCOME METRICS
   1. Please select one outcome metric for your project from the list below:
      1. # of acres of new or enhanced natural landscapes completed
      2. # of nature-based environmental education opportunities provided
      3. # of adults and # of youth connected to the land via accessing the outdoors/nature
      4. # of adults and # of youth connected with the land via local agricultural food production
      5. Other (Research project)
      6. Other (Not specified above)
2. PROJECT OUTCOME METRIC GOAL
   1. What is your goal for the outcome metric that you selected above?

**ATTACHMENTS**

1. BUDGET WORKSHEET (Required)
   1. Download the required [Budget Worksheet Template](https://www.larimer.gov/media/358) from the Small Grants Program website and complete the budget details of your proposed project. Upload the Excel Spreadsheet here.
2. PROJECT INFORMATION (Required)
   1. Upload all relevant graphics or photographs of the proposed project. This may include landscape plans, plant lists, site maps, scaled drawings, photographs, sign design/text, etc.
3. PROPERTY OWNER CONSENT (If applicable)
   1. Written consent for projects occurring on private or public lands, homeowner associations, and/or K-12 school facilities is mandatory and must be included with your application. Upload the following documents, as appropriate.
      1. Public or private land: A copy of either a current permit or lease agreement and a letter from the landowner indicating their support of the project.
      2. Homeowner Associations: Board meeting minutes approving the project.
      3. K-12 Schools: Letter from the facilities director, or individual with signing authority, indicating their support of the project.
4. NON-PROFIT ORGANIZATIONS (If applicable)
   1. Upload the organization’s most recent IRS Determination Letter.
5. LETTERS OF SUPPORT (Optional)
   1. Please provide up to two (2) letters of support from the local community who support your project.

**PAST GRANT INFORMATION**

1. How did you learn about the 2024 Small Grants for Community Partnering Program?
2. Have you received funding from the Small Grants for Community Partnering Program before?
   1. If yes, please list the most recent grants received from the Small Grants Program. Include the Project Name, Year funded, and Award Amount(s).
3. Primary Grant Contact Name
4. Primary Grant Contact Phone Number
5. Primary Grant Contact Email Address