

# **SOUTH PLATTE ENHANCEMENT BOARD**

## **Grant Application Guidelines and Instructions**

Application Availability:	April 14, 2017
Letter of Intent due (optional)	May 15, 2017
Application Due Date:	June 14, 2017
Final Award Decisions:	July 21, 2017

April 2017

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# General Instructions and Application Guidelines

## I. General Instructions and Background

### Background

The South Platte Enhancement Board (SPEB) was established in 2004, when the United States Forest Service endorsed the South Platte Protection Plan, a locally developed alternative to the federal Wild and Scenic Rivers Act designation of the Upper South Platte River. (See Forest Service Record of Decision, Wild and Scenic River Study of the South Platte River and North Fork of the South Platte River, June 2004.) The South Platte Protection Plan (SPPP) was created by a broad range of stakeholders that included local governments, water providers, recreation advocacy groups and environmental organizations. As part of the SPPP, Front Range water providers agreed to establish an endowment of \$1 million, the proceeds of which would fund projects within the SPPP's geographic area. The purpose of the SPPP is to protect river-related resource values that were identified by the Forest Service while recognizing the reliance by many Colorado Front Range communities on the South Platte River for many uses, including drinking water.

The SPEB supports initiatives that protect and enhance the resource values within the Upper South Platte River and the North Fork of the South Platte River. Specific resource values (RVs) identified in the SPPP include fisheries, geologic, historic and cultural resources, recreation, scenic, and wildlife (Table 1). The SPEB will also consider funding projects for vegetation management, water quality, and other resource values within the "Eligible Area." The SPEB may grant funds only for projects that occur within or affect the "Eligible Area" that are accessible to and/or provide public benefit.

The Eligible Area is defined as 1) from Elevenmile Dam downstream to the high water line of Strontia Springs Reservoir; 2) the North Fork of the South Platte River from its confluence with the mainstem of the South Platte River upstream to Insmont; and 3) lands adjacent to and up to 0.25 mile of the high water line of the South Platte River and the North Fork that the SPEB determines have values of sufficient association to the river segments (Figure 1). The Eligible Area includes a total of 72.3 linear miles of stream.

**Table 1. SPPP segments and resource values.**

Segment*	Resource Values Emphasized**					
	Cultural Resources, Historic	Fisheries	Geologic	Recreation	Scenic	Wildlife
Segment A Downstream of Elevenmile Dam to Lake George		X	X	X	X	
Segment B Lake George downstream to mouth of Beaver Creek		X				
Segment C Beaver Creek downstream to inlet of Cheesman Reservoir		X	X		X	X
Segment D Downstream of Cheesman Dam to the Wigwam Club		X		X		X
Segment E Upstream boundary of Wigwam Club downstream to confluence with the North Fork		X		X		X
Segment H (North Fork) Insmont downstream to confluence with the mainstem	X			X		X

\* Segments F and G occur outside the Eligible Area.

\*\* Grant requests may address multiple segments or resource values and other resource values not identified above.

**Additional information about the resource values can be found in the final EIS for the Wild and Scenic River Study of the South Platte River and North Fork of the South Platte River at <<http://www.fs.fed.us/r2/psicc/projects/wsr/index.shtml>>.**

**Eligible Applicants**

Not-for-profit 501(c)(3) organizations including local, state, and federal government agencies with the capability, capacity, and experience to implement and manage projects that can preserve, restore, or enhance the resource values of the Eligible Area are eligible for receiving SPEB grants.

### **Limitations on Use of Funds**

The SPEB is limited by the following in awarding grants:

1. Grants, loans, or other disbursements will be made only for the enhancement, preservation, and public access to the RVs within the Eligible Area.
2. Generally, disbursements will not be made for ongoing operations and maintenance.
3. The SPEB will weigh the harms and benefits to all RVs. Funds will not be awarded to a project that would unduly harm one RV to benefit another.
4. Grants, loans, and other disbursements will be made only for projects that are accessible to and/or benefit the public. No funds shall create improvements in private property that would significantly enhance the value of the property unless the property is leased to a public entity and the improvement serves the public purpose of that entity.

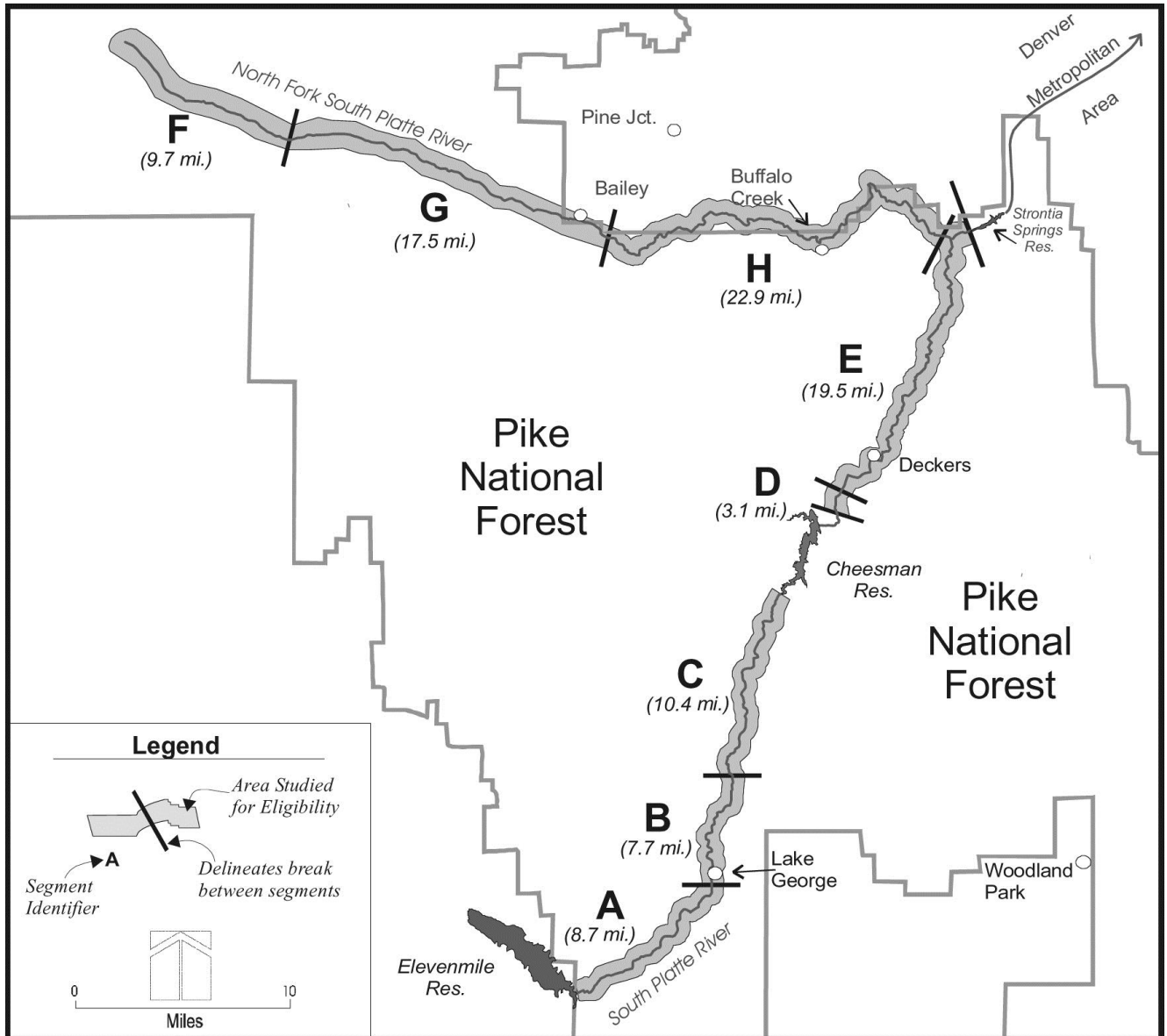
### **Maximum Grants Available for this Grant Cycle**

2017 grants are available up to \$40,000 per project. Partial funding may be awarded. Grant awards will be based on funds available through SPEB's endowment at the time of the grant award.

### **Matching Funds**

Matching funds are not required; projects with a minimum 25 percent match are strongly encouraged. In-kind matches are acceptable. Any grant received from the SPEB cannot be used as a match for another grant from the SPEB.

Figure 1. River segment classifications within the eligible area.



## **II. Application Guidelines**

Although not required, it is recommended that prospective grant applicants first submit a letter of intent to the SPEB that briefly describes their project and the grant request. If the SPEB determines the proposed project fits within its grant program, the SPEB may request the project proponent submit a grant application. Grant applications can be submitted without prior submission of a letter of intent.

If the SPEB requests a project proponent submit a grant application, the application format below should be used as a guide to prepare a complete application packet. All applicants need to complete the SPEB Grant Application Form (Attachment A).

All Applications must be submitted by the established deadline. No material will be accepted after the deadline with the exception of any additional materials requested by the SPEB.

Each application will be reviewed for completeness and for conformance with these guidelines. The application package must be provided as follows:

- One unbound set – single sided and clipped together only; no staples or bindings.
- One complete electronic copy, if possible, of the entire Application Package on a standard Compact Disc in either Microsoft™ Word or pdf format. If the Applicant is not capable of submitting an electronic copy either in whole or in part, a statement to that effect should be made on the cover page.

Questions regarding the application process can be e-mailed to Jim Idema at [grants@southplatte.org](mailto:grants@southplatte.org).

### **Application Format**

Please arrange your application in the following order:

- Part A. Contact and General Project Information
- Part B. Detailed Project Narrative
- Part C. Budget and Schedule
- Part D. Letters of Support
- Part E. Maps

### **Deliver Completed Packets by 5:00 pm on June 14, 2016**

Please submit completed Grant Application packets to—

SOUTH PLATTE ENHANCEMENT BOARD  
Attention: Grants  
P.O. Box 40940  
Denver, CO 80204

The application can also be submitted electronically by the above date and time to [grants@southplatte.org](mailto:grants@southplatte.org).

## **III. Timeline**

The schedule for this grant cycle is shown on Attachment B.

#### **IV. Application Review and Selection Processes**

Applications are first reviewed for completeness and consistency with the Application Guidelines. Additional information may be requested of the applicants if needed to rank grant requests, clarify information, determine the appropriateness of partial funding, or other information as needed. The SPEB will score each application based on merits of the project using predetermined selection criteria. Partial funding may be awarded. Applicants need to specify if they will not accept partial funding.

#### **V. Grant Awards**

Once the final grant awards have been determined, a written agreement with each grant recipient will be completed prior to award of the grant.

#### **VI. Final Reports**

After the project has been completed, typically within one year from the time the grant award is made, each grant recipient is responsible for submitting a final report and a cover letter that certifies that the funds have been used in accordance with the grant agreement.

As part of the final report, each grant recipient is responsible for submitting a final project summary that discusses the project and provides photographs of various stages of project development, including a photograph of the final product. The SPEB may use these photographs in publications, public information updates, and on the SPEB website. An electronic copy, if possible, of the report along with digital photographs also should be included.



# Attachment A

## South Platte Enhancement Board Grant Application

### Part A – CONTACT AND GENERAL PROJECT INFORMATION (to be completed for all projects)

---

Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please limit the project name to five words or less)

Project Type (check all that apply):  
 Fisheries       Wildlife       Scenic       Trails  
 Recreation       Historic       Geologic       Vegetation Management  
 Other (please describe) \_\_\_\_\_

Please check all river segments in which the project will occur and/or affect (see Table 1 and Figure 1 of Guidelines and Instructions):

A       B       C       D       E       H

### APPLICANT INFORMATION

Name and Address of Applicant and Primary Contact Person(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Address of Partner(s) and Partner's Primary Contact Person(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Attach a brief description of the organization requesting the grant including examples of successfully completing similar projects and references.**

Applicant Federal Employer ID Number (FEIN): \_\_\_\_\_

#### Signature of Authorized Agent:

I, \_\_\_\_\_, hereby affirm that I am the authorized agent for \_\_\_\_\_, which is a not-for-profit 501(c)(3) organization or government entity and is applying for the grant as described herein, and that I am legally authorized on behalf of \_\_\_\_\_ to apply as its agent for this SOUTH PLATTE ENHANCEMENT BOARD Grant.

\_\_\_\_\_  
Signature of Authorized Agent

**GRANT REQUEST**

**Amount Requested (round figure to nearest \$100):**

**Total Project Cost**                 \$ \_\_\_\_\_

**Grant Request**                     \$ \_\_\_\_\_

**Matching Funds**                  \$ \_\_\_\_\_

**BRIEF DESCRIPTION OF GRANT REQUEST:** Limit the description of the grant request to the space below or a maximum of 150 words.

**PHOTOGRAPHS**

Please include two photographs of the existing site if applicable. If possible, digital photographs should be copied and included in the application and included in the electronic copy.

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**PROJECT LOCATION INFORMATION (as applicable)**

City/District: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_

**LAND OWNERSHIP/MANAGEMENT**

Name of Landowner(s): \_\_\_\_\_

Attach completed landowner/manager approval forms (Attachment C) for activities to be performed on land not owned by the grant applicant:

- Enclosed     Will forward, if requested     Not yet available (Explain)

## **Part B – DETAILED PROJECT NARRATIVE (to be completed for all projects)**

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All projects for which grants are requested must comply with SPEB Guidelines and demonstrate that the project enhances, preserves, conserves, restores, or improves one or more of the resource values within the Eligible Area. Several questions and discussion points are provided below to aid in your discussion. Please limit your response to this section to a maximum of three pages.

### **Enhancement, Restoration, or Conservation of Resource Values**

- **Fishery Resources:** Describe how this project conserves, improves, or restores fishery resources. For example, will the project aid in controlling threats to fishery resources (e.g., New Zealand mud snails, whirling disease, or sedimentation)?
- **Recreation:** Describe how the project will preserve or enhance existing recreation or provide new recreational opportunities. Discuss the impact this project may have on wildlife and associated habitat. Please discuss the community benefits of this project. For example, what other jurisdictions will benefit from this project. What is the expected user-base? For what type of recreational use is this project proposed? How does this project fit into the scope of an adopted parks plan? What is the expected type of trail use—bicycle, hiking, horseback riding, or some other trail use? Is this project for the improvement of an existing trail system? Is this proposal for the completion of an existing trail project?
- **Wildlife:** Describe how this project will improve, conserve, or restore wildlife and wildlife habitat. Describe what wildlife and wildlife habitat this project will impact.
- **Historic Resources:** Please discuss how this project will conserve, protect, or restore historic resources. For example, is this project for the acquisition of lands with historic significance that contributes to the cultural heritage of Segment H and the region? Discuss the community benefit from this acquisition. Will there be a historical easement placed on this project area? Will this project be submitted to the Colorado Historical Society for land marking or for additional funding?
- **Other Resources:** The SPEB may consider other benefits to resource values identified in the SPPP in evaluating the merits of the project to the Eligible Area. Please discuss benefits, if any, to resource values in the Eligible Area other than those listed above.

### **Planning and Design**

Describe project objective(s) and need. Discuss the urgency of the project and why funding is needed now. Describe how the project will be developed, designed, built, maintained and managed for long-term sustainability. Indicate what priority is given to the project in plans or agency documents. Discuss how this project fits into the adopted management and/or master plans. Discuss the planning, design, and management that will minimize impacts to the environment. Provide a project timeline including major milestones.

**Partnerships (Optional)**

Provide a list of partners, if any, and explain their contribution to the project. Attach letters of support from service organizations, recreation and environmental groups, schools, businesses, and local and federal governments. Define the cooperation of any partners if the project crosses different jurisdictions. Identify any matching funds. Although matching funds are not required, projects with a minimum 25 percent match are strongly encouraged. Describe the use of volunteers and/or youth or school programs for this project.

**Long-term Maintenance**

Describe the commitment for the on-going operation and maintenance of this project. Please include a brief description of the land management plan for this project.

**Connectivity**

Describe how this project supports, connects, or extends or builds on existing resource values (e.g., trail loops or linkages, improves access to trails, or connects to an existing larger park or open space system). If the project is connected to a larger system, describe the size, extent, and predominant uses of that system.

**Part C – BUDGET AND SCHEDULE**

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A Sample Budget and a blank budget form are provided for your convenience. Please provide the proposed schedule for completion of the project.

**Part D – LETTERS OF SUPPORT**

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Up to three letters of support should be provided with the grant application, if possible.

**Part E – EXPERIENCE**

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Please provide descriptions of past successful projects similar to the project for which grant funds are requested.

**Part F – MAPS**

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If appropriate, include a project vicinity map and a project site map that shows the context of the project (e.g., including significant landmarks, driving instructions, etc.). If appropriate, topographical maps may also be included. Maps should be no larger than 11"x17".

**SAMPLE BUDGET**

Please use this format in preparing your project budget. Please clearly state the dollar amount of the grant request, total project cost, and the matching funds. Under "Sources of Funds," list the specific contributions of both applicant and partner agencies, organizations, and businesses. Under "Uses of Funds," list the major budget items or expenditures in categories appropriate to your project.

<b>Sources of Funds</b>	<b>Date</b>	<b>Grant Request</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Totals</b>
SPEB	7/05	\$4,000			\$4,000
Applicant (Town of Blue Lake)	7/05 – 7/06		\$1,500	\$500	\$2,000
Partners (COHVCO)	7/05 – 12/05		\$500	\$1,000	\$1,500
Partners (Youth Corps)	2/06		\$500		\$500
Partners (Trail Volunteer Assoc.)	8/05			\$1,000	\$1,000
<b>Totals</b>		<b>\$4,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$9,000</b>
<b>Uses of Funds</b>	<b>Date</b>	<b>Grant Request</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Totals</b>
I. Project Materials					
Crushed Rock	7/05 – 2/06		\$500		\$500
Culverts	7/05 – 5/06		\$500		\$500
II. Professional Services					
Trail Design	7/05 – 2/06	\$3,000	\$1,500		\$4,500
Crew Leader Training	7/05 – 2/06			\$500	\$500
III. Other					
Volunteer Support	2/06 – 7/06			\$1,000	\$1,000
IV. Youth Corps	2/06 – 7/06	\$1,000		\$1,000	\$2,000
<b>Totals</b>		<b>\$4,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$9,000</b>

**TOTAL PROJECT COSTS: \$9,000**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BLANK BUDGET FORM (to be completed for all projects)**

<b>Sources of Funds</b>	<b>Date</b>	<b>Grant Request</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Totals</b>
Totals					
<b>Uses of Funds</b>	<b>Date</b>	<b>Grant Request</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Totals</b>
<b>Totals</b>					

**TOTAL PROJECT COSTS:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment B Grant Cycle Schedule**

<b>Action Item</b>	<b>Deadline</b>
Application Availability	April 14, 2017
Letter of Intent (Optional)	May 15, 2017
SPEB Responds to Letters of Intent	Within 14 days of receipt
Grant Application Deadline	June 14, 2017
SPEB Determines Applications Complete, or Requests Additional Information	June 30, 2017
SPEB Interviews Grant Applicants (Optional)	July, 2017
SPEB Meets to Determine Grant Awards at Meeting Open to the Public (Denver Water, Three Stones Building 9:00 a.m.)	July 19, 2017
SPEB and Grant Recipients Sign Agreement	By October 31, 2017

**Attachment C**  
**Federal Environmental Information and Land Manager Approval**

Project Name \_\_\_\_\_ Project Sponsor \_\_\_\_\_

**As the official responsible for management of the land on which the project will be accomplished, I agree to the following:**

1. The project as described in this application has my approval.
  
2. The project is located on federal public lands and is in conformance with the appropriate Forest Management Plan, BLM Resource Area Management Plan, or other decision document titled:

Date: \_\_\_\_\_

3. This project will remain open to public access for a minimum of:  
 5 years                       10 years                       25 years                       Indefinitely.

4. A decision has been issued as part of the NEPA environmental review process.  
Date and title of document:

\_\_\_\_\_

If not, please state reason. No funds will be distributed until any required NEPA documentation is completed.

\_\_\_\_\_

For more information contact:

\_\_\_\_\_

The next planning process that may effect this project is planned for \_\_\_\_\_ (date).

\_\_\_\_\_

Print or type Land Manager's Name and Title

\_\_\_\_\_

Land Manager Signature and Title

\_\_\_\_\_

Date



**Attachment C**  
**Non-Federal Environmental Information, Land Owner Approval, and**  
**Permitting Compliance**

Please Complete for All Ground-Disturbing Projects

Project Name \_\_\_\_\_ Project Sponsor \_\_\_\_\_

This Project as described in this application has my approval:

\_\_\_\_\_  
Owner or Authorized Person's Signature and Title Date

Print or type Owner or Authorized Person's Name and Title

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1. Principal source of information on wildlife (e.g. Colorado Division of Parks and Wildlife, Colorado Natural Heritage Program, local agency, staff biologist, consultant, etc.):

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2. Name, title, and telephone number of person consulted:

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3. This project will remain open to public access for a minimum of:

5 years       10 years       25 years       Indefinitely.

4. Does any portion of this project enter or facilitate access to a U.S. Forest Service Research Natural Area, BLM Area of Critical Environmental Concern, federally designated Wilderness Area, a Colorado State Natural Area, or a Colorado Natural Heritage Site?

No       Yes    If yes, please attach description.

5. Please attach a complete list of all known required permits, authorizations, and environmental compliance and status of compliance.

## Attachment D Contacts Made

Please provide a list of people and organizations you have contacted and coordinated with regarding the project for which you are requesting grant funds.

	<b>Agency/Organization</b>	<b>Contact Person</b>	<b>Phone No.</b>	<b>E-mail Address</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				