

Boulder Human Relations Commission
2019 Human Relations
Fund
Proposal Guidelines

Fund Description

The Human Relations Commission (HRC) is committed to supporting community-initiated activities that raise awareness of civil rights and human rights issues and problems in Boulder; facilitate interaction, understanding, collaboration and civic participation among diverse communities; and enable members of Boulder's communities to celebrate events significant to them while they provide learning opportunities to the general population.

Human Relations Fund (HRF) grants are limited to:

- Nonprofit organizations;
- Activities held within Boulder city limits; and
- Events that are free and open to the public.

Additional criteria considered include:

- Diversity among planners and decision makers
- Inclusivity among event participants
- Youth involvement in leadership roles
- Collaboration with other organizations
- Ability to access multiple sources of funding
- Access for people with disabilities

Money available to the HRF depends on city revenue and therefore varies from year to year. Awards are made at HRC monthly business meetings. Only events that are planned or occur during the calendar year of their HRF funding will be considered.

The maximum amount an organization can receive for a project is \$5,000. Funds may be used only for non-personnel related expenses, such as food, postage, marketing and office supplies. Funds cannot be used to compensate event organizers, though the grant may pay for a guest speaker at an event.

Additional factors considered in funding decisions include:

- The extent to which the event might engage and educate the larger community.
- The extent to which the event reinforces the goals of inclusivity and respect for diversity.

All publicity for HRC funded programs must include the following credit line: "Funded in part by a grant from the City of Boulder Human Relations Commission, an agency of the Boulder City Council." In lieu of the credit line, the Human Relations Commission logo may be used. The logo will be sent to grant recipients.

Following the event, recipients are required to appear at a designated HRC meeting and report on

the event. Failure to appear at the designated HRC meeting will negatively affect future funding requests.

The HRC will not fund:

- Proposals that are not from community organizations.
- Groups that have failed to meet their contractual requirements with the HRC in the past.
- Events that are not free and open to the public. Admission may not be charged at HRF-supported events.

Application Deadlines

The HRC accepts proposals for funding throughout the year and awards funding at its monthly business meetings. Proposals received after each monthly deadline are automatically entered into the following month's funding cycle. Except for the months of January and February, the HRC typically holds its business meetings on the third Monday of each month. In order to be considered at one of the regular business meetings, proposals must be submitted to staff on or before 5 p.m. on the Monday *prior* to the HRC's meeting.

Based on unforeseen circumstances, the HRC may determine a specific area of need, and solicit proposals to address that need, with or without a proposal deadline date.

Approved Proposals

If the HRC votes to award funds for your proposal, staff will negotiate a contract between the city and your agency or organization for completion of certain deliverables before any payment is issued. Depending on the award, total funding may be provided at the start of your program or project, or some portion may be withheld pending completion and submission and approval of a final report.

The city reserves the right to reject any or all proposals, to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interests of the city.

Proposal Guidelines

All applications to the HRF must follow the guidelines presented below.

The Human Relations Commission is committed to supporting community-initiated activities that raise awareness on civil rights and human rights issues and problems in Boulder, facilitate interaction and understanding between communities, encourage collaboration among diverse communities, strengthen civic participation among Boulder's diverse communities, and enable members of Boulder's diverse communities to celebrate events significant to them as well as to educate and provide opportunities for participation from the general population.

Funding priority criteria include:

- Community-Initiated Event
- Nonprofit Agency/Group
- Diversity
- Inclusivity
- Youth Involvement in Leadership Roles

- Multiple Sources of Funding/Collaboration
- Free and Open to the Public
- Event to be held within Boulder City Limits
- Access for people with disabilities

Available Funds

- Community groups are eligible for grants with a maximum amount of \$5,000.
- Awards will be made monthly so the amount of funding remaining available may decrease throughout the calendar year.

Eligibility

Funding requirements include the following:

- The event needs to be planned or occur during the calendar year it was awarded;
- The event must be within the city limits of Boulder; and
- The event must engage and educate the larger community.
- The event must comply with all applicable local, state and federal laws, including and not limited to obtaining any and all required permits. If the event is held on public property a special event permit may be required. Please review the information posted on the City of Boulder [Special Events Website](#) or email the Office of Special Events at specialevents@bouldercolorado.gov for more details.

PLEASE SUBMIT YOUR APPLICATION IN THE FOLLOWING ORDER:

- Cover Sheet** (see attached)
- Narrative** – Each of the following five points must be addressed in the following order. All five responses should take no more than two single-spaced pages.
 1. Describe the agency/organization applying for this funding.
 2. Describe the need for this funding. What is the problem/opportunity this program/project would address?
 3. What are the goals of the project? How many Boulder city residents will be impacted and what specific impacts or benefits will they receive?
 4. How would this effort promote a more inclusive, engaged and respectful community?
 5. How will the effort be promoted to Boulder residents?
- Budget Table** (see attached): Using the attached budget sheet, provide a detailed, projected budget of expenses and funding sources for your project/program (including this source of funds). HRC funding may not be used for employee or personnel expenses, though outside speakers may receive an honorarium with HRC money.

Proposal Submission – Submit one copy of your proposal in one of the following ways:

U.S. Mail

Community Relations
 Department of Housing & Human Services
 City of Boulder
 P.O. Box 791
 Boulder, CO, 80306

Hand Deliver

Community Relations
 Department of Housing & Human Services
 2160 Spruce St.
 Boulder, Colorado, 80302

Email: RileyM@bouldercolorado.gov

This page intentionally left blank.

Human Relations Fund (cover sheet)

<i>Agency/Organization</i>	
<i>Street Address</i>	
<i>City</i>	<i>Zip Code</i>
<i>Telephone</i>	<i>Fax</i> <i>Website</i>
<i>Project Name</i>	<i>Project Date</i>
<i>Contact Person</i>	
<i>Email Address</i>	
<i>Project Description (please do not exceed space provided)</i>	

Proposal Budget Table for _____

<u>Budget Item</u>	<u>Projected Expense</u>	If this project has been previously funded by the HRC, please provide Actual Expenses for the previous year.
Postage		
Advertising		
Copying		
Office Supplies <i>(Please specify)</i> 1) 2) 3) 4) Office Supplies Total		
Space Rental		
Food		
Other Direct Expenses <i>(Please specify)</i> 1) 2) 3) 4) Other Direct Expenses Total		
Total Expenses		
<u>Revenue Sources</u>	<u>Revenue Amount</u>	
Amount Requested from HRC		
Other Sources of Revenue 1) 2) 3) 4)		
Total Revenue		