

City of Boulder
Human Relations Commission

**4th Annual Celebration of Immigrant Heritage:
October 5-11, 2014**

**2014 Request for Proposal
Deadline To Apply: 5:00 p.m. Friday, June 27, 2014**

Fund Description

Immigrants have enriched Boulder beyond measure, bringing many contributions to our community along with the unique customs and traditions of their ancestral homeland. The Boulder Human Relations Commission (HRC) recognizes the importance of educating the City's population on shared immigrant histories, diverse cultures and the role these play in shaping and enriching the life of the City.

Funds must be used for events that honor the experience and contributions of the many immigrants who have shaped the city over many generations and/or that facilitate the successful integration of immigrants into the civic, economic and cultural life of the Boulder community .

Available Funds

Organizations are eligible for grants with a maximum amount of \$1,500.00 for each event.

Eligibility

Funding priority criteria includes:

- Community Initiated Event
- Non-Profit Agency/Group
- Free and Open to the Public
- Event to be held within Boulder City Limits
- Event to be held during the time period of October 5-11, 2014.
- Funds may be used only for non-personnel related expenses, such as food, postage, marketing and office supplies. Funding cannot be used to compensate event organizers, though the grant may pay for a guest speaker at an event.
- Funded groups are required to recognize HRC support on any event advertising and at the event itself.
- Following the event, funded groups 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. Community organizations are, however, encouraged to partner with other groups for their event.
- Groups that have failed to meet their contractual requirement in the past.
- Events that are not free and open to the public. Admission may not be charged at these events.

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.

Deadline:

Applications must be received by **5:00 p.m., Friday, June 27, 2014**. You may either mail, hand-deliver or e-mail your proposal. Please see below for where to send your application.

To Apply:

Please submit your application in the following order:

- Cover Sheet** (see attached)
- Narrative** – answer the five questions below. Please use no more than two single-spaced pages for your responses.
 1. Who is on the organizing body of this event? Please list members of the organizing body or co-sponsoring groups if it is a collaborative effort.
 2. Provide a description of the event, including:
 - i. a general description of the event;
 - ii. how your event will engage and educate the community;
 - iii. how your event will foster inclusivity and respect for immigrant heritage.
 3. What are the goals of the event?
 4. How will the event be promoted to the Boulder population?
- Budget Table** (see attached): Using the attached budget sheet, provide a detailed, projected budget of expenses for your 2014 event. You may hand-write the numbers onto the sheet if you wish.

Mail application to:

Department of Human Services
Community Relations and Office of Human Rights

City of Boulder
P.O. Box 791
Boulder, CO 80306

Applications may also be e-mailed by **June 27, 2014 by 5:00 p.m.** to AtilanoC@bouldercolorado.gov.

Or hand-deliver to:

Dept of Human Services
2160 Spruce Street
Boulder, Colorado

Late applications will not be accepted. We will **not** be checking postmarks. Any applications that arrive in our office after **June 27, 2014** will not be considered. If you are uncertain that your application will arrive in time, please hand-deliver or e-mail it to us. Thank you.

Request for Proposal
4th Annual Celebration of Immigrant Heritage (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>Contact Person</i>		
<i>E-Mail Address</i>		
<i>Project Description (please do not exceed space provided)</i>		

Proposal Budget Table

<u>Budget Item</u>	<u>Projected Expense</u>
Postage	
Advertising	
Copying	
Office Supplies <i>(Please specify)</i> 1) 2) 3) 4) Office Supply Total	
Space Rental	
Food	
Other Direct Expenses <i>(Please specify)</i> 1) 2) 3) 4) Other Direct Costs Total	
Total Expenses	
<u>Revenue Sources</u>	<u>Revenue Amount</u>
Amount Requested from HRC	
Other Sources of Contributions (including in-kind) 1) 2) 3) 4)	