

Boulder Human Relations Commission Community Impact Fund Proposal Guidelines

Note: If you are unable to SUBMIT using the button above, complete and SAVE this form to your computer and email to atilanoc@bouldercolorado.gov.

Fund Description

The Human Relations Commission (HRC) is committed to supporting community initiated activities that raise awareness on emerging civil rights issues and problems in Boulder or its neighborhoods, facilitating interaction and understanding between communities, encouraging collaboration among diverse communities, strengthening civic participation among Boulder's diverse communities, and promoting an inclusive society.

In its effort to make city government responsive to the needs of all Boulder residents, the HRC seeks to fund endeavors that will have a high impact on improving social conditions within the city. The Commission will support community efforts that work to build trust and overcome barriers to collaborative interaction. The HRC's long-term vision is an inclusive, supportive and highly coordinated community that efficiently addresses its members' needs.

The HRC encourages funding requests that address or provide leadership development, youth involvement and collaborations with other groups to promote inclusivity and respect for diversity.

Available Funds

Each year, the HRC has limited funds available for the Community Impact Fund (CIF). Awards may be made in each month, so the amount of funding remaining available may decrease throughout the calendar year.

Eligibility

All not-for-profit organizations and government agencies are eligible to apply for funding from the Community Impact Fund. All applications must propose to serve or impact Boulder city residents and all events of the proposed project funded by the HRC must be conducted within the City of Boulder.

Application Deadlines

There is not one specific time during the year when the HRC solicits requests for Community Impact Fund support. Community groups that have identified an issue of concern and have developed a project or program to address this concern may apply to the HRC at any time during the year. The HRC may consider proposals at any of its regularly scheduled business meeting, held monthly. 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 a regular business meeting, proposals must be submitted to staff on or before the Wednesday *prior* to the HRC's meeting.

The HRC may determine a specific area of need and solicit proposals to address that need, with or without a proposal deadline date.

If Your Proposal Is Approved for Funding

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 CIP must follow the guidelines presented below. 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 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

HRC Community Impact Fund
Community Relations
Department of Human Services
City of Boulder
P.O. Box 791
Boulder, CO 80306

Hand Deliver

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

Email

atilanoc@bouldercolorado.gov

HRC Community Impact 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>Contact Person</i> Ms./Mr./Dr. (circle one) | | |
| <i>E-Mail Address</i> | | |
| <i>Project Description (please do not exceed space provided)</i> | | |

CIF 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 Revenue 1) 2) 3) 4) | |
| Total Revenue | |