

*City of Boulder*  
*Human Relations Commission*

**Celebration of Immigrant Heritage Month**  
**June 2018**

**2018 Request for Proposal**

**Deadline to Apply: 5 p.m. Friday, April 6, 2018**

**Fund Description**

Immigrants have enriched Boulder beyond measure, bringing many contributions to our community along with the unique customs and traditions of their ancestral homelands. 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.

This funding cycle will support events held as part of the city's **Celebration of Immigrant Heritage Month in June 2018**. 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 are the objective of this fund.

**Available Funds**

Organizations are eligible for grants with a maximum amount of \$1,500 for each event.

**Eligibility**

Funding priority criteria includes:

- Community initiated event
- Nonprofit agency/group
- Free and open to the public
- Event to be held within Boulder city limits
- Event to be held during **Celebration of Immigrant Heritage Month in June 2018**
- 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, April 6, 2018**. You may either mail, hand-deliver or email 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 the organizing body of this event? Please list 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 2018 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

### **Or hand-deliver to:**

Community Relations  
2160 Spruce Street  
Boulder, CO 80302

Applications may also be emailed by **April 6, 2018, by 5:00 p.m.** (Mountain Time) to [rileym@bouldercolorado.gov](mailto:rileym@bouldercolorado.gov).

**Late applications will not be accepted.** We will **not** be checking postmarks. Any applications that arrive in our office after **April 6** will not be considered. If you are uncertain that your application will arrive in time, please hand-deliver or email it to us. Thank you.

**Request for Proposal  
Celebration of Immigrant Heritage Month in June 2018 (cover sheet)**  
Name of Organization: \_\_\_\_\_

**Grant Request (up to \$1,500):** \_\_\_\_\_

<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>Email Address and Telephone</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 Supplies <b>Total</b>	
Space Rental	
Food	
Other Direct Expenses <i>(Please specify)</i> 1) 2) 3) 4) Other Direct Expenses <b>Total</b>	
<b>Total Expenses</b>	
<u>Revenue Sources</u>	<u>Revenue Amount</u>
Amount Requested from HRC	
Other Sources of Contributions (including in-kind) 1) 2) 3) 4)	