Human Relations Commission
Monday, March 16, 2015
City Council Chambers
Municipal Building
1777 Broadway 2nd Floor
Boulder, CO 80301
6:00 p.m.

I. Call to Order

II. Agenda Adjustments

III. Approval of Minutes
   A. February 23, 2015

IV. Community Participation (non-agenda action items)

V. Action Items
   A. 2015 HRC Work Plan
      1. MLK Day Events
      2. Funding Allocations

VI. Discussion/Informational Items
   A. Presentation by Police Chief Greg Testa
   B. Living Wage Update
   C. Event Reports
   D. Follow Up Items

VII. Immediate Action Items

VIII. Adjournment

Attachments:

Minutes:	February 23, 2015
Chart:	2015 HRC Work Plan Draft
RFP:	Draft 2016 MLK Day Events
RFP:	Community Events Fund
RFP:	Celebration of Immigrant Heritage
Application:	Community Impact Fund

Human Relations Commission
Monday, February 23, 2015
Council Chambers
1777 Broadway
Boulder, CO 80301
6:00 p.m.

COMMISSIONERS PRESENT:
José Beteta
Nikhil Mankekar
Shirly White
Amy Zuckerman

COMMISSIONERS ABSENT:
Emilia Pollauf

STAFF PRESENT:
Carmen Atilano
Kim Pearson
Robin Pennington
Karen Rahn

I. Call to Order

The Feb. 23, 2015 HRC meeting was called to order at 6:01 p.m. by **A. Zuckerman.**

II. Agenda Adjustments

None.

III. Approval of Minutes

N. Mankekar moved to approve the Jan. 26, 2015 minutes with corrections**. S. White seconded. Motion carries 4-0.**

IV. Community Participation

None.

V. Action Items

A. 2015 HRC Work Plan

Community members Cynthia Beard, Darren O'Connor, Jen Watson and Lexi Delgado addressed the commission regarding the need for community dialog and healing to take place around policing, race relations, racial equality and the high disparity in arrests of blacks and non-blacks in the city, and a recent incident and arrest that took place during a protest in December, 2014. D. O'Conner requested that in addition to the Boulder Police, a request be made to include Boulder County District Attorney Stan Garnett in a community dialog and also to ask that the charges be put aside for the arrest made in December and that the case be resolved under Restorative Justice. J. Watson commented that she receives weekly reports of various bias-incidents and issues around the City of Boulder, the lack of diversity in city employment, lack of diversity training at the city and that affirmative action is not taking place in establishments in Boulder. Staff explained the difference between the HRC Work Plan item Anti-Bias Policy under Recommendations (to City Council) and Bias-Motivated incidents under Civic Engagement,

where the commission gathers input from the community through public hearings. L. Delgado and C. Beard also commented on the need for community healing.

Commissioners and staff discussed the draft 2015 HRC Work Plan and amended several items.

1. Policy
    a. Legislation – Minimum Wage was added as a Work Plan item.
    b. Recommendations – Driver's Licenses for Immigrants was added as a Work Plan item. The commissioners requested a monthly update on the work the city staff committee is doing on Living Wage. It was noted that the Anti-Bias Policy item pertains to city-wide issues, not just to police issues.
2. Community Relations
    a. Civic Engagement – The commissioners discussed the Race Relations item on the Work Plan.
        1. Recent Community Input - Staff pointed out that the specific incident brought forth by community members under Public Hearing is an on-going investigation and currently in the judicial process and outside the realm of HRC authority, however the HRC can address issues of community concern though various activities, public hearings or dialogs within the realm of community relations. **N. Mankekar** proposed that the HRC act as facilitators in a community dialog or panel discussion between police and community regarding the specific incident. Staff responded that the police follow the legal process and may not be able to discuss the specific case, however having a dialog about how the community is feeling and community perceptions is appropriate. **J. Beteta** proposed that the Boulder Police Chief Greg Testa be invited to come to an HRC meeting every few months to hold a community dialog. **A. Zuckerman** suggested that an appropriate first step would be to invite the Chief to attend an HRC meeting to present and perhaps follow that with a more public dialog that the HRC could sponsor and facilitate. Staff also mentioned the Chief could explain the constraints around publicly discussing ongoing investigations. **S. White** asked if the Community Mediation Services could help facilitate a dialog. **S. White** asked that, if appearing at an HRC meeting, the Chief address three areas: philosophy and practice around community policing, the process of how internal investigations and community complaints are handled, and data on disproportionate minority contact and disposition. The commissioners agreed to invite Chief Testa to the March 16 HRC meeting to provide information, respond to questions from the commission, and then the HRC would decide on a next step, possibly a special meeting or public forum.

    The commissioners discussed their ongoing involvement with community organizations and events and agreed to hold some of the monthly HRC meetings off-site as a way to further engage with the community.

    b. Community Education/Awareness – Economic Justice was added as a Work Plan item. The HRC agreed that Economic Justice covers pay equality, living wage and other issues as they arise.
        1. MLK Celebration – Staff reviewed the meeting packet items including background on past MLK Day Celebrations in Boulder, bench marking regarding MLK Day celebrations in other cities and community input, and staff and commissioners discussed options for the 2016 MLK Celebration. Suggestions included modeling the MLK Day Celebration

after Celebration of Immigrant Heritage, through a joint RFP process with the Youth Opportunities Advisory Board, reserving $5,000 in HRC funding for MLK, and for HRC commissioners to participate with YOAB representatives and community members on overall event planning (for multiple, coordinated events or for one larger event). YOAB would also contribute $5,000 towards event funding. The commissioners requested that CU be approached to consider co-sponsoring the 2016 MLK Day Celebration with the city. **N. Mankekar** reiterated the need for the older generation to pass on the legacy of how they have celebrated MLK Day in the past to the younger generation. **J. Beteta** suggested additional dialog needs to take place within the community before any decisions are made. It was agreed that staff would draft an RFP for MLK, distribute to the community for input and bring it back to the HRC at the March meeting.

3. Community Funding – Staff and commissioners reviewed the funding available to the HRC for grants, how they allocate funding to the community and how to possibly increase the HRC budget allocation from the city. The HRC agreed to review the language of the existing RFPs and CIF application. **J. Beteta** brought up a situation concerning the 2014 America's Latino Festival and some vendors not yet being paid, including the Dairy Center for the Arts, local artists and groups who performed at Family Day, as well as nationwide artists who performed during the event. This has caused some resentment and tension among and between Latinos and the rest of the community which now needs repair. The HRC funded the festival in 2013, but not in 2014. Potential future applications from the festival organizers should require scrutiny of their business practices prior to granting HRC funds.
    a. Community Event Fund
    b. Community Impact Fund – The CIF application will be revised to reflect the goals of the 2015 Work Plan and the acceptance of applications will continue to be on hold until revisions are complete.
    c. Celebration of Immigrant Heritage
4. Quasi-Judicial Body – Staff gave a brief overview of HRC responsibilities as a quasi-judicial body.
5. Commission Development
    a. Trainings and Conferences – Training is provided by the city on the quasi-judicial process as needed as well as on ethics.

N. Mankekar moved to accept the 2015 HRC Work Plan as amended. **J. Beteta seconded. Motion carries 4-0.**

VI. Discussion/Informational Items

A. Event Reports – **A. Zuckerman** and **N. Mankekar** attended the Boulder Coalition and Alliance on Race meeting the week of Feb. 16. **J. Beteta** made an announcement about the Feb. 25 meeting on Immigration Reform hosted by the Boulder YWCA. **N. Mankekar** attended the Boulder County roundtable discussion of police-community relations on Feb. 21. C. Atilano gave an update on the upcoming Boulder County Circles Poverty Simulation to be held at CU. **J. Beteta** spoke about a recent conversation he had with Chief Testa.

B. Follow Up Tasks – Submit the amended Jan. 26, 2015 minutes, include Living Wage as an on-going agenda item for HRC monthly meetings, update the 2015 HRC Work Plan, invite Chief Testa to the March 16 HRC meeting to provide information on community policing, include the HRC event funding RFPs and CIF application in the March packet.

VII. Immediate Action Items

None.

IX. <u>Adjournment</u>

N. Mankekar moved to adjourn the Feb. 23, 2015 meeting. **S. White seconded** the motion. **Motion carries 4-0.** The meeting was adjourned at 8:29 p.m.

Attested: Approved:

Board Secretary HRC Chairperson

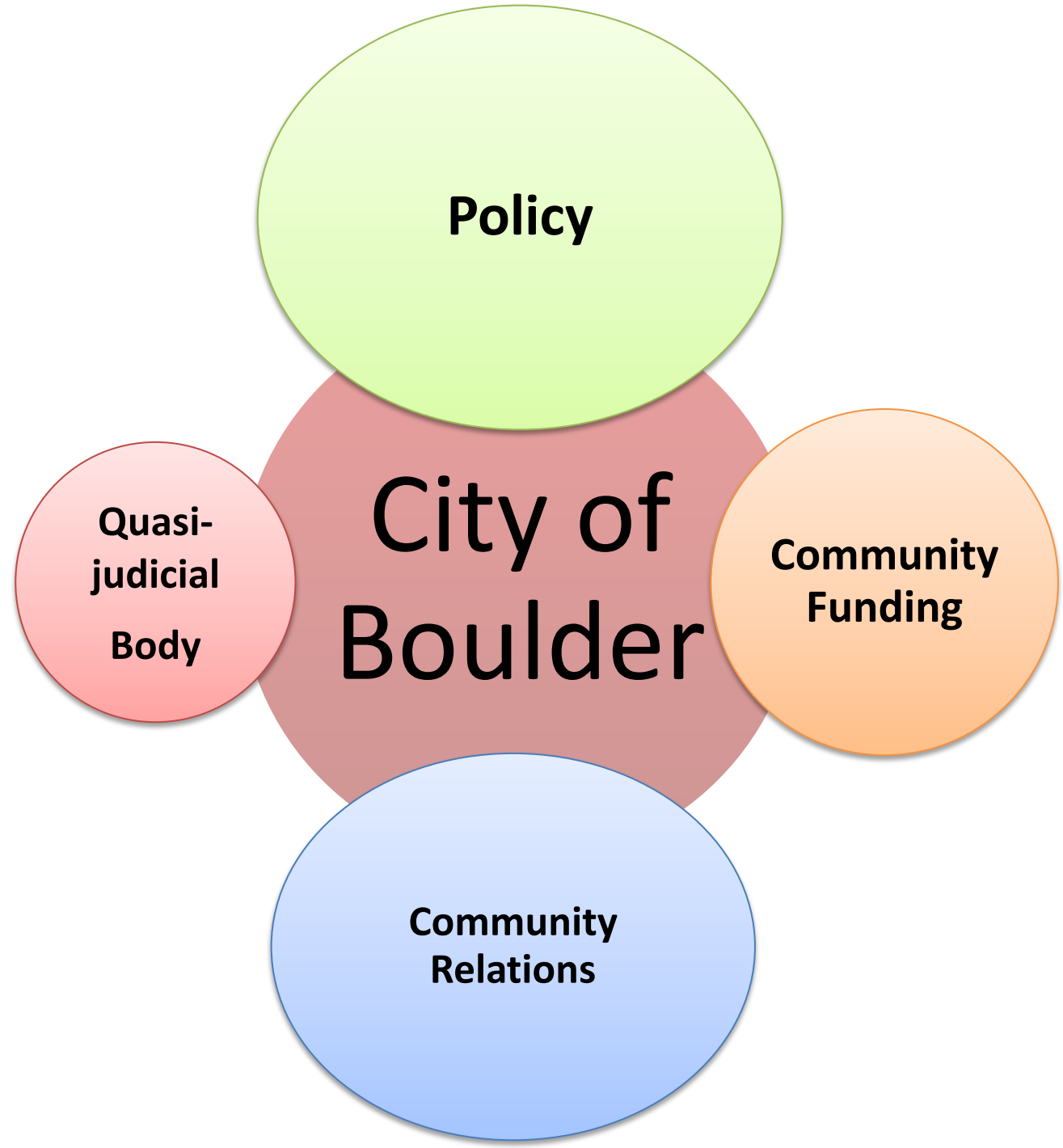
2015 HRC Work Plan Draft

Roles

The functions of the Human Relations Commission are:

- To foster mutual respect and understanding;
- To create an atmosphere conducive to the promotion of amicable relations among all members of the city's community;
- To serve as a vehicle through which residents can convey their suggestions on city policies with respect to social problems; and
- To be sensitive to the social needs of residents and to advise and assist the city government in relating human and social services to the needs of the city residents.

Functions



Policy: ***To make policy recommendations to city council on human rights, community relations and social issues***

Legislation

- **Recommendations to City Council:**
  - Repeal of C.R.S. Section 8-6-101
  - Support comprehensive immigration reform
  - Identify issues for the State and Federal Legislative Agenda
  - Living Wage
  - Minimum Wage

Recommendations

- **Community Issues**
  - Living Wage (Monthly Progress Reports)
  - Transgender Equality
  - Anti-Bias Policy
  - Update to Human Services Strategy
  - Driver's Licenses for Immigrants

Community Relations: ***To encourage and support community engagement and education; create a welcoming place for the community to voice concerns; hold educational forums and public hearings on issues of concern***

Civic Engagement

- Public hearings on issues of concern (such as):
  - Living Wage
  - Bias-motivated incidents
  - Immigration issues
  - Discrimination
  - Inclusiveness
  - Race Relations
  - Quarterly offsite HRC Meetings

Community Education/Awareness

- Information forums on issues of concern (such as):
  - Living Wage
  - Transgender Equality
  - Immigrant Rights
  - Discrimination
  - Inclusiveness
  - Race Relations
  - Economic Justice
- Community Events Support:
  - Celebration of Martin Luther King, Jr. Day
  - Celebration of Immigrant Heritage Week
  - Cultural and community events

Community Funding: Allocate Human Services Funds dedicated to *support human relations, diversity education, cultural events and social engagement*.

- **Community Event Fund:** Award grants for community based events that encourage education, respect and appreciation for diverse communities in Boulder.
- **Community Impact Fund:** Award grants for community initiated activities that raise awareness on emerging civil rights issues (Living Wage, Transgender Equality, Immigrant Rights, Discrimination, Inclusiveness, Race Relations, Economic Justice), facilitate interaction and understanding, encourage collaboration and strengthen civic participation among Boulder's diverse communities and promote an inclusive society.
- **Celebration of Immigrant Heritage:** Support events held as part of the city's Annual Immigrant Heritage Week Oct. 1 – Oct. 6 that honor the experience and contributions of the many immigrants who have shaped the city over generations and/or that facilitate the successful integration of immigrants into the civic, economic and cultural life of the Boulder community.

Quasi-judicial Body

- Hearings for the “Prohibition of Discrimination in Housing, Employment and Public Accommodations,” B.R.C. 1981

Commission Development

- Trainings and Conferences
- City Training
  - Quasi-judicial Process
  - Ethics Training

Boulder Human Relations Commission (HRC)
and
Youth Opportunities Advisory Board (YOAB)

Request for Proposals: 2016 Dr. Martin Luther King, Jr. Day Events

Deadline: 5:00 pm, Friday, August 7, 2015

Fund Description

The HRC/YOAB MLK Day Fund is a source of financial support for events that honor the life of, and inform the Boulder community about the work of Dr. Martin Luther King Jr. Objectives of the Fund are to engage the Boulder community in an effort to come together to explore in detail MLK's contributions to a fairer society and to inspire Boulder residents to continue the pursuit of his dream. All events supported by the Fund must be part of a coordinated City of Boulder MLK Day of activities on January 18, 2016, be free of admission and be open to the public. Factors to be considered in funding decisions include:

- Potential to Attract and Engage an Audience; and
- Potential to Extend Insight into the Life and Dream of MLK

The City's Role

City of Boulder Community Relations staff will lead a committee made up of MLK Fund grantees to coordinate events. The Youth Opportunities Advisory Board members will again host a Youth Day of Service for high school age students to engage in volunteer activities on Saturday, January 16, 2016. Day of Service host site applications will be available in September 2016.

Available Funds

Groups are eligible for grants with a maximum amount of $1000.

Eligibility

Funding requirements include the following:

- A community group does not need to be a 501 (c) (3) nonprofit organization to apply. Any group of three or more unrelated Boulder residents with an idea for an event that fits the guidelines is eligible to apply.
- The event must occur during the City of Boulder's MLK Day on January 18, 2016 and take place within the city limits of Boulder.
- The event must engage and educate the larger community.
- The event must include a goal of inclusivity and respect for diversity.
- Grantee must participate on a planning committee with other MLK Fund grantees to coordinate location and times of activities.
- MLK Fund grants may be used only for non-personnel related expenses, such as food, postage, marketing and office supplies. They cannot be used to compensate event organizers, although the grant may pay for a guest speaker or entertainment at an event.
- Funded groups are required to recognize HRC/YOAB support on any event publicity and at the event itself.
- Following the event, funded groups are required to appear at a designated HRC meeting and report on the event including attendance data. Failure to appear at the designated meeting will negatively affect future funding requests.

DRAFT

The MLK Fund will not support:

- Proposals that are not from Boulder residents or groups. Community groups are, however, encouraged to partner with other groups for their event.
- Organizations that have failed to meet their contractual requirements for past City of Boulder funding.
- Events that are not free and open to the public. Admission may not be charged at these events.

Deadline:
Applications must be received by **5:00 p.m., Friday, August 7, 2015**. No late applications will be accepted. 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 six questions below. Please use no more than two single-spaced pages for your responses.
    1. Who is on the organizing body of this event and what is their relationship to the community of the event they are planning? 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:
        a. a general description of the event, including who will facilitate it;
        b. how your event will engage and educate the community about MLK; and
        c. how your event will foster inclusivity and respect for diversity.
    3. If your event is targeting youth, how will youth be involved in the planning and implementation of the event?
    4. What are the goals of the event?
    5. Are you applying to another City of Boulder department for money to cover the cost of your 2016 event? If so, please specify.
- **Budget Table** (see attached): Using the attached budget sheet, provide a detailed, projected budget of expenses and revenues for your 2016 event (including this Fund).

Mail application to:
HRC/YOAB MLK Fund
Community Relations
Department of Human Services
City of Boulder
P.O. Box 791
Boulder, CO 80306

Or hand-deliver to:
Human Services
2160 Spruce St
Boulder, Colorado

Applications may also be emailed by August 7, 2015 at 5:00 p.m. to Carmen Atilano at atilanoc@bouldercolorado.gov.

Late applications will not be accepted. We will **not** be checking postmarks. Any applications that arrive in our office after August 7, 2015 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.

For more information, please contact Carmen Atilano, Community Relations Manager at atilanoc@bouldercolorado.gov or 303-441-3141.

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Cover Sheet: 2016 Martin Luther King Day Events

Grant Request (up to $1000): _____

Agency Name
Street Address
City, Zip Code
Telephone, Fax, Website
Event Name
Event Location (if on Pearl Street Mall, please provide block number)
Contact Person Email Address
Event Description *(please do not exceed space provided)*

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MLK Day Event Budget Table

Budget Item	**Projected Expense**
Postage	
Advertising	
Copying	
Office Supplies (Please specify): 1) 2) 3) 4) Office Supply **Total**	
Space Rental	
Food	
Other Direct Costs (Please specify): 1) 2) 3) 4) Other Direct Costs **Total**	
Total Expenses	
Revenue Sources	**Revenue Amount**
Amount Requested from HRC/YOAB MLK Day Event Fund	
Other Sources 1) 2) 3) 4)	
Total Revenue	

DRAFT

Boulder Human Relations Commission

2015 Community Events Fund Request for Proposals

Funding Cycle: January 2015 to December 2015
Deadline: 5:00 pm, Friday, September 26, 2014

Fund Description

The HRC Community Events Fund (CEF) is a source of financial support for events that celebrate and appreciate communities in Boulder. Objectives of the Fund are to 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. All events supported by the Fund must be free admission and open to the public. Funding priority criteria includes:

- Community Initiated Event
- Non-Profit 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

Available Funds

Organizations are eligible for grants with a maximum amount of $1500 for each event. An additional $100 is available for translation of promotional materials into Spanish. Applicants may propose funding for up to $100 for translation into other languages as well.

Eligibility

Funding requirements include the following:

- The event needs to occur during 2015 within the city limits of Boulder.
- The event must engage and educate the larger community.
- The event needs to include a goal of inclusivity and respect for diversity.
- Community Events Fund grants may be used only for non-personnel related expenses, such as food, postage, marketing and office supplies. CEF 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.
- All events supported by the CEF must be free admission and open to the public.
- 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 celebration.
- 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, September 26, 2014**. No late applications will be accepted. 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 and what is their relationship to the community of the event they are planning? 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:
        a. a general description of the event;
        b. how your event will engage and educate the community;
        c. how you will involve youth in your event; and
        d. how your event will foster inclusivity and respect for diversity.
    3. What are the goals of the event?
    4. How will the event be promoted to the Boulder population?
    5. Have you ever received grant money for your event from another City of Boulder department in the past? Are you applying to another City of Boulder department for money to cover the cost of your 2015 event? If so, please specify.
- ❑ **Budget Table** (see attached): Using the attached budget sheet, provide a detailed, projected budget of expenses and revenues for your 2015 event (including this Fund). You may hand-write the numbers onto the sheet if you wish.

Mail application to:
HRC Community Events Fund
Office of Community Relations and Human Rights
Department of Human Services
City of Boulder
P.O. Box 791
Boulder, CO 80306

Or hand-deliver to:
Human Services
2160 Spruce St
Boulder, Colorado

Applications may also be e-mailed by September 26, 2014 at 5:00 p.m. to AtilanoC@bouldercolorado.gov.

- **Late applications will not be accepted.** We will **not** be checking postmarks. Any applications that arrive in our office after September 26, 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.

Cover Sheet: 2015 Community Events Fund

Grant Request (up to $1500): _____

Additional funding (up to $100) for Spanish translation of promotional materials: _____

Extra funding (up to $100) for translation into other languages as well: _____

Agency Name
Street Address
City, Zip Code
Telephone, Fax, Website
Event Name
Event Date(s) *(please provide specific dates)*
Event Location (if on Pearl Street Mall, please provide block number)
Contact Person: E-Mail Address
Event Description *(please do not exceed space provided)*

Community Event Budget Table

Budget Item	**Projected Expense**
Postage	
Advertising	
Copying	
Office Supplies (Please specify): 1) 2) 3) 4) Office Supply **Total**	
Space Rental	
Food	
Other Direct Costs (Please specify): 1) 2) 3) 4) Other Direct Costs **Total**	
Total Expenses	
Revenue Sources	**Revenue Amount**
Amount Requested from HRC Community Events Fund	
Other Sources 1) 2) 3) 4)	
Total Revenue	

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

Or hand-deliver to:
Dept of Human Services
2160 Spruce Street
Boulder, Colorado

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

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)

Agency/Organization
Street Address
City ***Zip Code***
Telephone ***Fax*** ***Website***
Project Name
Contact Person ***E-Mail Address***

Project Description *(please do not exceed space provided)*

Proposal Budget Table

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

Boulder Human Relations Commission

Community Impact Fund
Proposal Guidelines

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)

Agency/Organization		
Street Address		
City	***Zip Code***	
Telephone	***Fax***	***Website***
Project Name		
Contact Person Ms./Mr./Dr. *(circle one)* ***E-Mail Address***		

Project Description *(please do not exceed space provided)*

CIF Proposal Budget Table

Budget Item	**Projected Expense**
Postage	
Advertising	
Copying	
Office Supplies *(Please specify)* 1) 2) 3) 4) Office Supply **Total**	
Space Rental	
Food	
Other Direct Expenses *(Please specify)* 1) 2) 3) 4) Other Direct Costs **Total**	
Total Expenses	
Revenue Sources	**Revenue Amount**
Amount Requested from HRC	
Other Sources of Revenue 1) 2) 3) 4)	
Total Revenue	