



***Fall 2021 Grant Cycle – Mini Grants Only***

Dear Applicant:

Attached please find the Fall 2021 Garfield County Federal Mineral Lease District (GCFMLD) Grant Application. Because funding from the Department of Local Affairs for 2021 is again anticipated to be low, we are offering a **Mini Grant Program only**.

The GCFMLD is an independent public body, not an agency of county or state government, whose powers are defined by the Colorado Federal Mineral Lease District Act. The GCFMLD has distributed \$27.9 million since our first grant cycle in the Spring of 2012.

State and federal law specify that FML funds may only be used by the state, or its political subdivisions, for (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. *See* 30 U.S.C. §191. *See also* § 34-3-102(1)(a)(I) C.R.S. (2020). The GCFMLD does not grant funds to corporations, whether for-profit or non-profit.

The quality of your project and application, your compliance with our program rules and guidelines, and your alignment with **our restated mission statement** all matter to us. These are also factors in determining the **GCFMLD's 2021 Grantee of the Year Award**, a \$10,000 award announced at our annual awards luncheon in January, 2022.

*Applicants are encouraged to review the Frequently Asked Questions section of the GCFMLD website, [www.colorado.gov/gcfmld](http://www.colorado.gov/gcfmld). Be sure to number and restate in full the language of all Selection Criteria Questions. Please see **General Instructions 5 and 6 (email a copy of your application to [info@garfieldfml.org](mailto:info@garfieldfml.org), deliver original plus four, all three-hole punched, all of the foregoing prior to application deadline.)***

Thank you, and we again look forward to working with you!

Sincerely,

GARFIELD COUNTY  
FEDERAL MINERAL LEASE DISTRICT  
BOARD OF DIRECTORS

Gregg Rippey  
President

Steve Rippey  
Secretary

Mike Samson  
Director



# FALL 2021 GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT GRANT APPLICATION

## *MISSION STATEMENT*

*The Garfield County Federal Mineral Lease District, expeditiously and through sound financial practices,*

*alleviates the social, economic, and public finance impacts resulting from the development of natural resources on federal lands within Garfield County;*

*distributes the financial resources it receives from federal mineral leasing activities through grants to communities impacted by the development of natural resources; and*

*serves the Citizens of Garfield County by providing the greatest use of these financial resources for the greatest number of Citizens.*

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## *PROGRAM DATES*

**Applications Available: July 30, 2021, 8 a.m.**

**Applications Due at GCFMLD by: September 1, 2021, noon**

**Board Decision (Awards)\*: October 6, 2021**

**Fully Executed Grant Agreements  
(recipients only) due at GCFMLD: November 19, 2021, noon**

*\*The District Board reserves the right to take whatever time is necessary to make its final determinations.*

## General Instructions

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- 1) The GCFMLD grant process is competitive. We expect to receive requests in excess of available funding. Here are tips that will support the success of your application:
  - Contact us at any point while completing your application at [info@GarfieldFMLD.org](mailto:info@GarfieldFMLD.org). We will do our best to answer your questions.
  - Thoroughly review the information on eligibility to ensure your proposal meets all requirements.
  - Review the entire application prior to beginning work on it.
  - Review your application completely before submitting it to the GCFMLD.
- 2) Applications **MUST BE RECEIVED** by the GCFMLD **prior to noon on Wednesday, September 1, 2021**, at the following address:

**Via Regular Mail:**

**Garfield County Federal Mineral Lease District  
ATTN: Fall 2021 Grant Cycle  
P.O. Box 2477  
Glenwood Springs, CO 81602-2477**

**Via FedEx or Hand-Delivery:**

**Garfield County Federal Mineral Lease District  
ATTN: Fall 2021 Grant Cycle  
817 Colorado Ave., Suite 201  
Glenwood Springs, CO 81601**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

- 3) The Fall 2021 Grant Cycle only features the Mini Grant Program. Eligible applicants may submit only one application.
- 4) Use an envelope to submit the application and clearly indicate (label recommended) on the its exterior the entity submitting the application.
- 5) Please provide one original application and four additional, complete copies. Please clearly identify the original. **Please also email a digital copy of your application to [info@garfieldfmlld.org](mailto:info@garfieldfmlld.org).**
- 6) The original application and all four copies must be three-hole punched.

## General Instructions

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- 7) In addition to the specific guidance with respect to page counts and reference letters found elsewhere in this application, the total page count of your entire submittal may not exceed 15 pages for the Mini Grant Program. You must verify the total page count of your submittal on your project description document.
- 8) No cover letters or Tables of Contents are accepted. Cover letters and Tables of Contents submitted with applications will be discarded and not considered by the GCFMLD.
- 9) Applications that are bound and those that use dividers or tabs that prevent the GCFMLD from easily handling the applications will be rejected. Do not bind your application or use dividers or tabs.
- 10) No double-sided printing is accepted.
- 11) This application consists of three sections. Section 1 contains instructions for filling out the various parts of the application and completing the attachments (budget, timeline, etc.). Section 2 is the application form itself. Section 3 contains samples of the required attachments. The final application you submit to the GCFMLD will include:
  - Completed and Signed Summary Form
  - Responses to Selection Criteria Questions (with appropriate attachments such as maps, photos, up to five support letters, and the like)
  - Completed Budget Form
  - Completed Timeline Form
  - Resolution of Support from Governing Body
  - Draft Intergovernmental Agreement, if applicable
- 12) Grant applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The GCFMLD has tentatively scheduled October 20, 2021, as the date for announcing awards for this grant cycle, but reserves the right to modify this date as needed.
- 13) The GCFMLD reserves the right to fund applications in whole, in part, or not at all, and reserves the right to reject any or all applications.
- 14) All materials or statements (via [www.Colorado.gov/gcfmld](http://www.Colorado.gov/gcfmld), written, oral, or otherwise) issued by the GCFMLD in conjunction with the Fall 2021 Grant Cycle are limited to the Fall 2021 Grant Cycle.
- 15) Review the Frequently Asked Questions (FAQ) on the GCFMLD website: [www.Colorado.gov/gcfmld](http://www.Colorado.gov/gcfmld).
- 16) The GCFMLD reserves the right to issue or not issue supplemental statements regarding these Instructions or any aspect of its grant programs on an as needed basis.

## General Instructions

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- 17) The GCFMLD reserves the right to perform any and all due diligence that may be required in the discharge of its statutory obligations. Applicants may be required to provide additional information on request, to participate in a pre-award interview, to make premises the subject of grant applications available for a site visit or other inspection, and the like.
- 18) The GCFMLD complies with the provisions of 30 U.S.C. § 191, as amended, § 34-63-102(1)(a)(I) C.R.S. (2020), § 13-20-1301 et seq, as amended, C.R.S. (2020), and all applicable state and federal laws. The GCFMLD does not discriminate in any manner.
- 19) **Open Records.** Applications and all materials submitted to the GCFMLD may be subject to disclosure pursuant to the Colorado Open Records Act.

## Section 1 - Instructions

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1. **Eligible Applicants.** As political subdivisions of the state, municipalities, school districts, public and state-controlled institutions of higher education, library districts, metropolitan or other special districts, transportation authorities, governmental entities formed under § 29-1-203(4) C.R.S. (2020), and fire protection districts are eligible applicants under 30 U.S.C. §191. For-profit, private sector entities are not eligible. Non-profit corporations are not eligible. Individuals or for-profit entities seeking to start a business or expand an existing business are not eligible. *See also:* [www.Colorado.gov/gcfmld](http://www.Colorado.gov/gcfmld), FAQs, governments related to / created by other local governments.
2. **Eligible Projects.** Under federal law, projects *must* be one of the following three types: (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. *See* 30 U.S.C. §191. *See also* § 34-63-102(1)(a)(I) C.R.S. (2020). No other project types are acceptable. *But see* Paragraph 4 below.
3. **Budget, Costs, and Matching Requirements.** In the Mini Grant Program, no applicant matching funds are required.
4. **Special Considerations for Planning Grants.** Notwithstanding the provisions of Paragraph 2 above, the Mini Grant Program may not be used to fund any Planning Grants, a grant primarily or substantially used for planning projects.
5. **Grant Request Amounts.** The maximum grant request under the Mini Grant Program is \$25,000.
6. **Timeline.** Work on the proposed project may not begin until after the grant has been awarded. The timeline, therefore, should begin no sooner than the Board decision date, now estimated as October 20, 2021, although the Board reserves the right to adjust this date as needed. Grantees are allowed up to one year from the award date for completion of the project and shall identify a “no later than” start date for the project.
7. **Property Ownership.** All property on which GCFMLD-funded projects are located must be owned by or under control of the applicant. If the property is owned by a third party, an Intergovernmental Agreement or other contract between the applicant and the property owner will be required for this application.
8. **Eligible and Ineligible Costs.** The following table provides sample eligible and ineligible costs for a GCFMLD project. These are examples only - ***not all eligible and ineligible costs are listed here.*** Eligibility determinations are in the sole discretion of the GCFMLD.

## Section 1 - Instructions

ELIGIBLE COSTS (including but not limited to)	INELIGIBLE COSTS (including but not limited to)
New public works.	<b>Applicant staff time that would have otherwise been paid. No FML funds may be used to reimburse applicant staff time under any circumstances.</b>
New capital projects.	Wages, salary, or benefits for personnel not directly or specifically working on this project. No overtime.
Replacement or repair of public works.	Real property or interests in real property to include right of way acquisition, easements, appraisals, licenses, etc. But see “Land” Section 11 below.
Replacement or repair of other capital projects.	Expenses whose primary association is economic development.
Parks, trails, and other recreational facilities.	Non-fixed assets.
Services or programs of an ongoing or temporary nature that address health, safety, and welfare impacts from federal mineral leasing activities, including animal control, education, emergency services, protective services, recreation, social services, transportation, etc.	Operations and maintenance, deferred maintenance, staff time for operations and maintenance.
Expenses associated with on-the-ground Project Management.	Work completed prior to grant award or official project start date.
100% of architectural, engineering and design costs can be used as match. See paragraph 3.	Administrative costs (fundraising, photo copies, mileage, food and drinks, clothing, grant writing, etc.).
	Unnecessary or ill-considered expenses.
	Legal fees arising out of litigation or otherwise unrelated to project itself.
	In kind donation of a service normally provided at no cost (board member’s time, volunteer service, community service, etc.).
	Marketing, sales, and promotion costs not directly related to and necessary for the project.
	Expense allowances.
	Finance charges, late fees, and the like.

9. **Land.** GCFMLD funding may not be used to purchase real property or interests in real property, including fee title, right of way acquisition, easements, appraisals, licenses, etc.
  
10. **Budget Form.** Complete and submit the Budget Form, using the Sample Budget as a guide. Be sure to double check that the calculations presented in the budget are accurate and mirror the figures presented in the narrative. Make sure that the total Sources of Funds matches the total Use of Funds.

## Section 1 - Instructions

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Here are some tips for completing the budget form:

- A. **Source of Funds (Traditional Grant Program only):**
    - i. **Cash.** List each funding source on separate rows within the Excel sheet. Indicate the individual contribution amounts, either under the applicant column or the partner column, whichever applies. Be sure to include the GCFMLD grant request under the appropriate column.
  - B. **Use of Funds:**
    - i. **Cash.** Organize your project into budget categories. The number and types of categories will vary from project to project and do not have to mirror those categories represented on the Sample Budget.
  - C. Once the budget categories have been determined, provide a breakdown of each category by detailing the work required and the vendor or service provider associated with that work. When applicable, each line item should include the number of units for purchase, and the cost per unit.
  - D. Estimated values of services, materials and equipment may be derived from pay scales, standard prices, standard rental rates, etc. Applicants may be asked to provide additional information to support the valuation listed.
11. **Grant Agreements, Reimbursement Model.** All Grantees will be required to enter into a Grant Agreement with the GCFMLD. All grants in all programs are funded solely on a reimbursement basis as set forth in the Grant Agreement. No grant award is final until the Grant Agreement has been fully executed by the Grantee and the GCFMLD. The Grantee's Grant Application and these instructions are incorporated into the Grant Agreement as material terms.
12. **Material changes and substitutions.** Applicants must notify the GCFMLD immediately of any and all material changes to their applications occurring prior to the anticipated Board decision date. Once an application is submitted, no substitution of applications is permitted in either grant program. An applicant can only withdraw an application, not substitute an alternative.
13. **Increases in Project Costs.** Once a Mini Grant has been awarded, the grant amount cannot be increased, so any increases in the project cost must be covered by the applicant. If the cost of the project goes down, or if the project scope is reduced, the grant may be reduced proportionately.



## Section 1 - Instructions

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14. **Timeline.** The purpose of the Timeline is to encourage you to think about the various components of your project, the activities required to complete them, and how to fit all of them into the one-year deadline for Mini Grants. The GCFMLD staff and outside peer reviewers may analyze your proposed timeline to ensure it includes the various tasks that our experience tells us should be part of your project and to see if it's reasonable given the scope of the project and the time allotted to complete it.
- A. Complete the Timeline Form using the Sample Timeline as a guide. Remember that the project is to be completed within one year of the award date. Applicants shall identify a “no later than” start date and description for every project.
  - B. The GCFMLD encourages applicants to allow adequate time to complete the proposed project, so please be realistic about how long you think each task will take.
  - C. Extensions of up to 90 days may be awarded by GCFMLD staff. Longer extensions are heavily discouraged and are in the exclusive discretion of the GCFMLD Board of Directors.
15. **Resolution from Governing Body.** The GCFMLD requires a signed resolution from the applicant's governing body to ensure that the applicant's ultimate decision-makers are aware of and support the application and recognize the financial and other obligations the grant creates. Your application must include a signed resolution from your governing body, attested to by your clerk or secretary. Use the Sample Resolution in Section 3 as a guide. The resolution must include:
- A. **Support for the proposed project:** A statement expressing the governing body's support for the grant application, and if awarded, support for completion of the project.
  - B. **Maintenance Capability:** If relevant to the nature of the grant request, a statement verifying that the proposed project will be properly maintained after completion. An estimate of the annual maintenance cost from the entity responsible for maintaining the project must be included.
  - C. **Status of Property:** If relevant to the nature of the grant request, a statement verifying that the property being used for the proposed project will be under control of the applicant (or project partner) for at least 25 years.
  - D. **Grant Agreement:** A statement that authorizes a designated official to sign the Grant Agreement with the GCFMLD if the grant is awarded.
  - E. Please feel free to revise the Sample Resolution to fit your particular jurisdiction's requirements, customs, etc. for resolutions.

## Section 1 - Instructions

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16. **Responsibilities post-award.** Successful applicants (Grantees) have responsibilities related to publicity and public relations including providing the GCFMLD with photographs before, during, and after the Project and maintaining GCFMLD signage on site, where appropriate, as detailed in the Grant Agreement.
17. **Joint Applications.** Applicants are reminded, if not encouraged, to consider filing joint applications and collaborating on projects of mutual and community benefit.
18. **Support for Others.** No applicant will have its own application considered differently by virtue of that applicant providing letter(s) of support for the application(s) of other applicant(s). In other words, by helping others, you will not be hurting yourself.
19. **Instructions.** All applicants must comply with these instructions and the General Instructions.

**ADOBE USERS: THE APPLICATION SUMMARY FORM THAT FOLLOWS MAY BE FILLED OUT ONLINE AND PRINTED. ALL OTHER PAGES OF THE INSTRUCTIONS AND APPLICATION ARE IN TRADITIONAL .PDF FORMAT AND MUST BE PRINTED.**

## Section 2 – Application – Selection Criteria Questions

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APPLICANT INFORMATION	
<b>Entity Name:</b>	
<b>Mailing Address:</b>	
<b>Applicant Contact Name:</b>	<b>Title:</b>
Are you the primary contact for this grant: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Email:</b>	
<b>Telephone:</b>	
Do you currently have an open GCFMLD grant? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, provide your grant number(s):	

PROJECT INFORMATION
<b>Project Title:</b>
Application Type (check only one): <input type="checkbox"/> Mini Grant Application
<b>Project described herein will start no later than (mm/dd/yyyy):</b>
<b>Impacted Community(ies):</b>
<b>City</b> (location of project, including cross streets):
<b>Mini Grant Request</b> (not to exceed \$25,000):
Total Project Cost:
<b>Note:</b> No match required.
Remainder of page left intentionally blank.

## Section 2 – Application – Selection Criteria Questions

Brief Project Description (In a separate document, answer the three questions below in a total word count of 250 words (250 total, not 750) or less:)

- What is the proposed project, including all components?
- Explain how your project is consistent with the Mission Statement of the GCFMLD.
- How will your project benefit communities impacted by the development of natural resources locally?
- **Please specify word count on project description document.**
- **Please verify page count of your submittal on project description document.**

### APPLICATION CHECKLIST

Submit this application with the following required documents in the following order:

- Response to Selection Criteria Questions (narrative, on your own paper)
- Budget  
Preliminary Timeline Estimate
- Draft Intergovernmental Agreement, if applicable
- Signed Resolution from Governing Body
- Attachments to Selection Criteria:
  - Map(s) identifying the project location (Using Google Earth or Google Maps)
  - Site map
  - Up to five letters of support
  - Photos of existing public works or capital projects to be replaced, if applicable
  - Documentation of any opposition to the project, if applicable

By signing below, the applicant certifies that it owns, leases, or otherwise has control over the property on which this project will be completed (collectively, “Control”). Applicant has on file documentation evidencing its Control of the property and will provide such documentation to GCFMLD on request. The Applicant hereby certifies and warrants that any and all statements and representations including all sources and uses of funds made in this Grant Application are true and correct and may be relied upon by the GCFMLD.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(From applicant organization) (mm/dd/yyyy)

Printed Name and Title: \_\_\_\_\_

## Section 2 – Application – Selection Criteria Questions

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**Official form of the GCFMLD. Do not alter or change this form in any manner. Submittals not using official forms or using altered forms may be returned without notice.**

**Mini Grant Program.** All applicants for the Mini Grant Program must respond to the following selection criteria questions in no more than five pages. This application will be scored on a 70-point basis with all questions worth 5 points each. The five-page limit does not include the proposed budget, attachments, photographs, maps, letters, etc., but the total page count for your entire submittal may not exceed 15 pages.

**In a separate document, please answer every question, renumbering and restating in full the question that you are answering. You must answer all questions.** Failure to provide a response to any question will reduce your project's score. Please reference all attachments. Twelve point font or greater and standard margins (1" top, bottom, left, and right) required.

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### General Questions

1. Under federal law, your proposal *must* be one of the following three types: (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. Describe the scope of the project – what exactly will be built. Be specific, explaining preparatory work, quantities, dimensions, etc. If the project is intended to enhance, rehabilitate, or replace existing public works or other capital projects, describe the state of the existing public works or other capital projects.
2. Explain how this project is one that would improve a community impacted by the development of natural resources?
3. Describe the community/neighborhood the project will serve.
4. Explain how this project is one that will reduce or alleviate social, economic, or public finance impacts resulting from the development of natural resources?
5. Please describe how this project will help the GCFMLD achieve its mission and specifically how granting your request will provide the greatest use of our resources for the greatest number of persons.
6. Describe demand for your proposal in detail and ramifications if the project is not funded.

### Ability to Complete Project

7. Although the Mini Grant Program does not require a cash match, the purpose of the program is to complete smaller projects immediately (complete within one year) and otherwise to meet immediate needs, all consistent with federal and state statutory purposes. Demonstrate your ability to do this. If your total project cost is in excess of \$25,000, explain exactly how the project will be completed using your grant award.

### Budget

8. Provide a detailed budget that presents information consistent with the answers presented throughout the Selection Criteria and on the Application Summary Form. **Applicants must use the GCFMLD Budget Form. Budgets submitted in any other format will be rejected.**

## Section 3 – Sample Documents – Sample Resolution / Timeline

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### **Resolution Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District and the completion of (Name of Project).**

- A. WHEREAS, the (Name of Applicant) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Garfield County Federal Mineral Lease District (“GCFMLD”); and
- B. WHEREAS, the (Name of Applicant) has submitted a Grant Application for the (Name of Project) requesting a total award of (Amount Requested from GCFMLD); and
- C. WHEREAS, the (Name of Eligible Applicant) supports the completion of the project if a grant is awarded by the GCFMLD.

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Body of Applicant) THAT:

- 1. The above recitals are hereby incorporated as findings by the (Governing Body of Applicant).
- 2. The (Governing Body of Applicant) strongly supports the Grant Application submitted by the (Name of Applicant) for a grant with Garfield County Federal Mineral Lease District.
- 3. The (Governing Body of Applicant) of the (Name of Applicant) authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the GCFMLD.
- 4. The project site is owned by (Name of Applicant) and will be owned by (Name of Applicant) for the next 25 years. The (The Governing Body of Applicant) of the (Name of Applicant) will continue to maintain (Project Title) in a high quality condition and will appropriate funds for maintenance annually.
- 5. If a grant is awarded, the (Governing Body of Applicant) hereby authorizes the (Designated Official) to sign a Grant Agreement with the GCFMLD

The effective date of this Resolution is the date passed and approved below.

PASSED AND APPROVED ON: \_\_\_\_\_

ATTEST:

APPROVED BY:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 3 – Sample Documents – Sample Resolution / Timeline

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### PRELIMINARY ONE-YEAR TIMELINE ESTIMATE

**NOTE:** Applicants have up to one year from the date of award to complete projects under the the Mini Grant Program.

TASK	Oct. '21	Nov. '21	Dec. '21	Jan. '22	Feb. '22	Mar. '22	Apr. '22	May '22	June '22	July '22	Aug. '22	Sept. '22
Grant Notification												
Governing Body Approval												
Write Bid for Project												
Solicit Bids for Project												
Award Bid for Project												
Order Materials												
Land Preparation												
Construction												
Close-out												
Grand Opening												
Final Report to GCFMLD												

**NOTE:** Your timeline document **MUST** indicate a “no later than start date,” your good faith estimate of the date by which the project will commence. This date varies depending on the type of project. The GCFMLD may take this date into consideration in making its decisions.

Indicate this date and briefly describe the action(s) you consider “starting” the project. Examples: bid award date, groundbreaking, execution of construction contract, date of first program, etc.

## Section 3 – Sample Documents – Sample Budget

**Applicants must use the GCFMLD Budget Form available in Microsoft Excel format at [www.Colorado.gov/gcfmld](http://www.Colorado.gov/gcfmld). Budgets submitted in any other format will be rejected.**