

**BOULDER COUNTY
SEARCH AND RESCUE & TRAIL/TRAILHEAD SAFETY GRANTS**

2024 (SPRING) APPLICATION GUIDELINES

INTRODUCTION

These guidelines are intended to assist the Applicant in completing the grant application for the 2024 (Spring) Boulder County Search and Rescue & Trail/Trailhead Safety Grant Program (“Grant Program”). Funding is provided by the voter-supported Boulder County Emergency Services Sales & Use Tax.

PROPOSALS

Proposed projects (or requests) must demonstrate a need to be filled and serve to benefit users of public trails and open space/recreational areas in Boulder County.

Funding requests can include:

- 1) Capital, including facilities and equipment, and operational costs of search and rescue organizations that can assist the County in responding to emergencies;
- 2) Trail and trailhead safety services to increase emergency response and public safety on public trails and open space/recreational areas in Boulder County;
- 3) Innovative pilot program proposals to enhance emergency response and public safety on public trails and open space/recreational areas in Boulder County.

Proposals should consider the following strategies and/or include elements such as:

- a) Fills a gap or need that will enhance an organization’s effectiveness in either of these categories:
 - a. Search & Rescue (SAR)
 - b. Trail and Trailhead Safety Services
- b) Enhances emergency response of Search & Rescue and Trail and Trailhead Safety Services.
- c) Demonstrates positive fiscal impact (shows an ability to maintain project/program/service over time, provide matching funds, or reduce expenses for eligible organizations).
- d) Encourages replicability or collaboration across agencies and organizations.
- e) Seeks to address safety and risk concerns equitably and inclusively for all community members.

GENERAL GRANT CRITERIA:

The online application is available here > boco.org/ES-GrantApplication. **Applications must be received by 2 p.m., Friday, April 19, 2024.** The application platform will close promptly at 2 p.m. MT on 4/19.

Please carefully read [INSTRUCTIONS FOR USING THE GRANT PLATFORM](#) and reply with specific responses and expenditures for each section:

- **Section A:** Organization Information
- **Section B:** Project Description
- **Section C:** Timeline, Detailed Funding Request & Other Attachments

Grant requests must be clearly explained in the Project Description section of the application and detailed expenditures must be included.

Attachments can be documentation that directly supports the grant application, but these items may not be sent in in place of answering the questions on the Application.

APPLICATION INFORMATION

Section A: Organization Information

A1: Organization Name

A2: Organization Description: Include any details that may help identify the unique purpose and need that your agency or organization fills related to SAR and Trail and Trailhead Safety, including:

- (a) Your organization's goals and mission statement;
- (b) General duties and responsibilities;
- (c) Any details that may help identify the unique purpose and need that your organization fills related to SAR and Trail and Trailhead Safety.

A3: Applicant/Contact Names & Titles: Two Names. One contact name for the person who would be responsible for signing a funding agreement if a grant is awarded (could be the chief, director, fiscal agent, or other designee) and another contact to be reached for follow-up questions.

A4: Contact Information: Include the address, email address, and phone number of both contacts from A3.

A5: Organization data:

- (a) Area/District/Jurisdiction(s) served;
- (b) How long (years) has your organization been in existence;
- (c) Current annual budget;
- (d) Revenue sources;
- (e) Annual budget to salary;
- (f) Annual budget to non-salary;
- (g) # Of full-time paid staff;
- (h) # Of part-time paid staff;
- (i) # Of contract/consultant staff (e.g., Bookkeeper, grant writer, etc.);
- (j) # Of volunteers;
- (k) # Of volunteer hours per year (most recent year).

Section B: Project Description:

B1: Project Name or Grant Request Description Title

B2: Funding Amount Requested

B3. Purpose of Project or Request: What are the goals of the project? How will it serve Boulder County residents and/or improve SAR and Trail and Trailhead Safety in Boulder County? What specific impacts or benefits will the request provide? (250-word limit)

B4. Describe the need for this funding: What is the problem/opportunity this program/project would address? How significant is/are the challenge(s) you're presenting and how will your project/program address those challenge(s)? (250-word limit)

B5. How/Will this project be sustainable and continue to support Boulder County SAR and Trail and Trailhead Safety after this one-time funding source? How is your organization set up to manage the funding and how will you ensure either the completion of the project or provide ongoing support for the project long-term? (250-word limit)

B6. Approximate region, population, or organization(s) that will benefit from the project (Briefly describe)

B7. Will the requested funding fully fund this request, or does your request depend on matching funds or other supplemental funds? (Briefly describe)

B8. Can your request be scaled back if there is less funding available than you are requesting? (150-word limit)

B9: Alternatively, do you see opportunities to collaborate with other organizations or "scale up" the request to cover a wider area or larger population? i.e., Would you be open to partnering with other organizations that provide similar services or could benefit from bulk purchasing and/or collaboration? Have you identified opportunities or potential partners that you might collaborate with? (150-word limit) Note: Boulder County may receive similar needs/requests and ask organizations to partner together.

B.10 Boulder County promotes equity and inclusion of all community members in everything we do. Describe what your organization or agency does to ensure that all members of the community are included in your planning and service providing. (i.e., How could this program or project work to ensure that all community members feel included, equitably, in the planning and implementation of the project or program? How has your program or project sought input and involvement from a diverse set of individuals who may feel marginalized in this arena (youth, older adults, non-English language speakers/readers, people of color, LGBTQ+, differently abled, etc.)?) (150-word limit)

Section C: Timeline, Detailed Funding Request & Other Attachments

C1. Project or Request Timeline: Describe, generally, a timeline for the project. Could include a potential purchase or "in service" date for a piece of equipment, the length of the project, or the intended timeframe that the funding will be used.

C2. Detailed Project Expenditure Attachment: Be clear and concise in your descriptions. Examples of expenses to be included:

- (a) Supplies/items to be purchased;
- (b) Personnel/labor- personnel time if tied to the project for development, project layout, administration, and implementation;
- (c) Website link(s) that describe or portray the nature of requested project/supplies (optional);
- (d) Photo(s) of project request (optional).

C3. Other Supporting Documents

- Please attach the following financial reports with your grant application:
 - Income Statement
 - Current Balance Sheet
 - Current Annual Budget
 - W-9 (if your organization does not have a W-9, please indicate why)
- If your request is for a purchased item (e.g., a piece of equipment), please include an estimate or invoice that shows the itemized purchase costs.
- If your group is not an established organization (i.e., a 501(c)(3) organization) or does not have a Tax I.D. #, please describe how you would manage or track the receipt of a grant award.
- (Optional) Other documents could include photos, purchase descriptions, other documentation, etc.

COMPLETION OF PROJECT REQUIREMENTS:

Boulder County will require reporting and documentation for awardees. Awardees will be asked to submit a final report identifying the project's accomplishments, such as:

- 1) Proof of purchase/expenditures for the approved project/program;
- 2) Brief report on the project or program or how a purchase or piece of equipment is being used;
- 3) List of partners who contributed to the project (if applicable);
- 4) Photos of the equipment/activity/project/program, etc.