



Boulder County Climate Equity Fund: Grant Application and Eligibility Information

July 2025

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Introduction

Program Summary

The Boulder County Climate Equity Fund is a new grant program designed to advance climate justice in our community. The fund will distribute up to \$2.5 million in 2025.

The Boulder County Climate Equity Fund will advance Boulder County's racial equity goals, support those most impacted by the climate crisis, and enable grassroots and neighborhood leaders to implement impactful climate action.

Timeline for Cycle 1 (2025 Pilot)

- May and June 2025: Climate Equity Fund Design
- June 8, 2025: Board of County Commissioners approves Climate Equity Fund Design
- Aug. 1, 2025: Application opens for Climate Equity Fund
- Fall 2025: Community Evaluation Committee reviews applications, recommends awards
- Fall 2025: Board of County Commissioners approves grant awards
- Fall 2025: Contracting with awardees
- Late 2025 and beyond: Projects begin
- 2026: Program evaluation

Fund Administration

The Boulder County Office of Sustainability, Climate, and Resilience (OSCAR) manages the Climate Equity Fund. Owing to the innovative nature, size, and community-involvement goals of this fund, the County underwent a competitive procurement process to select a vendor to co-create the fund with key community members and fiscally administer the fund. The county has selected JSI for this work.

Sources of Funding

The Boulder County Commissioners allocated \$3 million from three funding sources for the Climate Equity Fund grants and administration in the 2025 budget. The Climate Equity Fund is supported by \$1 million each from the Sustainability Tax, the Boulder County general fund, and the Gross Reservoir Settlement Fund.

Community Engagement

The Climate Equity Fund uses a participatory grant-making approach. This means that affected communities help determine how to distribute the resources. Community voices are present in all aspects of the fund, including fund design.

Collaborative Creation Committee (CCC)

Boulder County recruited a Collaborative Creation Committee (CCC) to determine key aspects of the Climate Equity Fund. The CCC was a group of six community leaders, representing diverse backgrounds, deep familiarity with climate justice, and experience with grants. The CCC shaped the fund's eligibility requirements, application, funding amounts and evaluation.

CCC Recommendation Products

This document reflects the outputs from the CCC co-creation meetings in May and June 2025. These nine documents are the specific, customized grantmaking guidelines, processes, procedures for the BCEF.

CCC Overview & Process

The Boulder County Climate Equity Fund is guided and led by the expertise of the communities it intends to serve, partly through the Collaborative Creation Committee. The CCC -- consisting of community advisors that represent Boulder County, engage in diverse environmental justice focus areas, and bring together community networks spanning from rural to remote to urban across Boulder County -- was established in May 2025 to guide the strategy and design of the BCEF. Through a series of 6 meetings, the CCC advisors participated in the co-creation of the grantmaking processes and guided the launch of the pilot funding cycle, including input on the application, application evaluation criteria, community outreach approach, and funding distribution strategy.

CCC Members

Name	Affiliation	Location
Daniela Uribe	City of Boulder; Center for Regenerative Solutions	Boulder, CO
Jovita Schiffer	Boulder Valley School District	Superior, CO
Jasmin Barco	CU Boulder	Thornton, CO
Katie Doyle Myers	Climate Justice Collaborative of Boulder County; Climate Justice Hive	Louisville, CO
Phaedra Pezzulo	CU Boulder	Boulder, CO
Rinchen Indya Love	FLAWS	Boulder, CO

Section A – Grantmaking Values

1. Frontline Community-Led¹ and Locally Rooted

Our community-led approach centers local leadership, knowledge, and decision-making.

- Boulder County consults with local climate justice organizations and community leaders to design the grant process.
- Decision-making power reflects those with lived experience, ensuring funding is shaped by those it's meant to support.
- We support a participatory grant selection process in which community members help determine who receives funding.

2. Grounded in Legacy and Prior Work

We honor the legacy and groundwork laid by previous community efforts. This approach recognizes that:

- Community engagement and feedback have already shaped valuable insights.
- We are not “starting from scratch,” but building on what exists, respecting previous efforts rather than duplicating them.
- Sustained change happens when we acknowledge and uplift the history of organizing, resilience, and innovation within the community.

3. Equity-Centered

Our work is grounded in equity, with an intentional focus on marginalized and frontline communities. This commitment includes:

- Boulder County’s Racial Equity Commitment: [Policy 1.06](#)
- Prioritizing Justice40 principles by ensuring a significant share of resources reach communities most affected by injustice and disinvestment.
- Ensuring equitable representation, in grantee selection, staffing, and decision-making, based on identity, life experience, and community connection.
- Recognizing the difference between frontline-centered and frontline-led work, and choosing the latter: those affected should lead the work, not just be considered in it.

4. Flexibility and Radical Transparency

¹For this grant program, “community-led” refers to community leaders and local organizations actively shaping and guiding the grant process. We acknowledge that this is ultimately a Commissioners-led initiative, with the Commissioners making the final decisions for this program.

We embrace flexibility in how funds are used, acknowledging that communities are best positioned to adapt and respond to evolving needs, especially during crises like COVID. Our approach is also defined by radical transparency, including:

- An accessible and supportive application process, with technical assistance (TA) available throughout.
- Clear, open communication about how decisions are made, including sharing outcomes from meetings with the broader community.
- A commitment to learning, adaptation, and trust-building over time.

Section B – Eligible Projects

Projects funded by the Boulder Climate Equity Fund must:

- Be led by and primarily benefit “frontline communities”
 - Frontline communities are those that experience the most immediate and worst impacts of climate change and are most often communities of color, Indigenous, and low-income ([Ecotrust Frontline Communities](#))
- Center equity, justice, cultural or community strengths, and community support/partnerships
- Embody a commitment to climate action, especially related to reducing greenhouse gas emissions that create climate change
- Ensure that the majority of the community benefit and impact is in Boulder County
- Ensure that the majority of the project impact is toward frontline communities

Examples of Eligible Projects

Note: this list is not exhaustive, and it is only intended to provide examples of projects that are eligible. It is not intended to provide guidance on projects that are likely to be funded.

Areas	Project Examples
Healing and Cultural Connection	<p>Community healing events and cultural resilience practices: Circles, ceremonies, or spaces for collective processing of climate-related grief, trauma, or displacement, and seed-keeping, or land stewardship.</p> <p>Grief and resilience storytelling: Spaces where communities can process environmental loss, strength, resilience, and transformation through art, conversation, or cultural practice.</p>
Arts, Storytelling & Media	<p>Art-based climate justice projects: Murals, community theater, street art, or printmaking projects that explore local climate impacts and dreams for the future.</p> <p>Oral history & storytelling archives: Intergenerational projects that document lived experiences with environmental changes or activism.</p> <p>Community podcasts, radio, or digital storytelling: Platforms that uplift frontline voices and educate listeners on local climate justice efforts.</p>

<p>Education & Youth Engagement</p>	<p>Climate education workshops: Accessible learning spaces around environmental health, just transition, sustainability, and green practices.</p> <p>School or after-school garden projects: Integrating hands-on learning about soil, water, food, and sustainability.</p> <p>Youth-led climate clubs or campaigns: Organizing peer-led education, outreach, or advocacy on school campuses or in the broader community.</p>
<p>Mutual Aid, Basic Needs & Climate Resilience</p>	<p>Mutual aid and resource-sharing programs: Cooling kits, water distribution, emergency food, or energy assistance driven by community care.</p> <p>Disaster preparedness education: Trainings or toolkits that help communities plan for heat waves, wildfires, floods, or power outages.</p> <p>Resilience hubs or mobile units: Trusted neighborhood spaces (physical or mobile) that offer supplies, safety, and support in extreme climate events.</p>
<p>Land, Air, Water, and Food Systems</p>	<p>Neighborhood gardens and urban farms: Community-led green spaces that address food access, biodiversity, and neighborhood well-being.</p> <p>Watershed or creek cleanups: Projects to restore local water sources, remove trash, and replant native vegetation.</p> <p>Air quality education or monitoring: Community-driven data collection and advocacy around local pollution or wildfire smoke exposure.</p> <p>Pollinator pathways or native habitat planting: Restoring corridors for bees, butterflies, and birds to promote biodiversity.</p>
<p>Mobility, Infrastructure & Built Environment</p>	<p>Safe and active transportation efforts: Community bike rides, walk audits, transit equity campaigns, or bike repair clinics.</p> <p>Weatherization or home energy education: Outreach about heat pumps, insulation, and low-carbon home improvements for renters or low-income homeowners.</p>

	Green infrastructure pilot projects: Community rain gardens, shade trees, or other neighborhood-scale climate adaptation efforts.
Zero-Waste & Low-Carbon Living	<p>Repair cafes or tool libraries: Events or programs that encourage fixing and sharing items rather than throwing them away.</p> <p>Low-waste living workshops: Trainings in composting</p> <p>Reusable material co-ops: Collective systems for sharing reusable dishes, event materials, or durable packaging.</p>
Workforce & Economic Justice	<p>Green workforce readiness: Local training or mentorship programs in solar installation, ecological restoration, or sustainability careers.</p> <p>Community-owned climate co-ops: Support for co-ops focused on composting, energy, agriculture, or repair services.</p> <p>Climate entrepreneurship for underserved groups: Seed funding or capacity-building for frontline entrepreneurs leading sustainability efforts.</p>

Section C – Eligible Entities & Screening

Eligible Entities

Eligible to Lead	Ineligible to Lead (not eligible for lead, can be a partner)	Ineligible to Apply
<p>Locally-based*, frontline**, community-led, and community-based organizations (CBOs), including:</p> <ul style="list-style-type: none"> • Nonprofits 501(c)(3) or fiscally-sponsored organizations • Tribes and Tribal entities • Mutual aid networks • Neighborhood associations - mobile home parks, low-income housing, Boulder housing partners • Resident-led initiatives • Informal groups or coalitions without official nonprofit status or fiscal sponsorship are eligible to apply to Tier 1 only 	<ul style="list-style-type: none"> • Universities • Municipalities as well as county, state, and federal governments • For-profit businesses 	<p>Individuals applying as sole entities without collaborators</p>

***Locally-based** means applicants are located within Boulder County

****Frontline communities** are those that experience the most immediate and worst impacts of climate change and are most often communities of color, Indigenous, and low-income ([Ecotrust Frontline Communities](#))

Applicant-facing Eligibility Screening Questions

1. Does your proposed project serve **frontline communities** (“frontline communities” are those that experience the most immediate and worst impacts of climate change and are most often communities of color, Indigenous, and low-income ([Ecotrust Frontline Communities](#))?
2. How does your organization’s leadership and board represent the community you serve?
3. Will the majority of project be implemented in and have an impact in Boulder County?

Internal Screening Checklist - completed by JSI Staff

1. The applicant is eligible to apply as the lead.
 - Yes—eligible
 - No—ineligible

2. The applicant is located within Boulder County and is proposing a project within Boulder County.
 - Yes—eligible
 - No—ineligible
3. The geographic focus on the project includes disproportionately impacted communities, as defined by the [Colorado EnviroScreen 2.0](#).
 - Yes
 - No
4. Based on visual estimate:
 - The project map includes 0% communities of focus by area.
 - The project map includes > 50% communities of focus by area.
 - The project map includes \leq 50% communities of focus by area.
 - The project map includes 100% communities of focus by area.
 - N/A—a map was not submitted
5. The applicant has a current or recent formal or contractual relationship with JSI that constitutes a real or perceived conflict of interest; is a member of the Community Evaluation Committee; is affiliated with a CEC member.
 - No
 - Yes
6. Applicant has included a substantive response to the following application sections
 - Applicant Information (note: a substantive answer on these questions includes “no”)
 - Organizational Background, Project Team, & Partnerships
 - Project Description & Centering Community
 - Project Location & Benefit
 - Project Timeframe & Activities
 - Goals, Anticipated Outcomes & Measuring Success
 - Budget
 - Yes—eligible
 - No—ineligible
7. The applicant has provided the following documentation.
 - Documentation of nonprofit status (TIER 2 ONLY)
 - Yes—eligible
 - No—not eligible
 - Not applicable—the applicant is not a nonprofit organization

- Budget template
 - Yes—eligible
 - No—not eligible
 - Budget narrative
 - Yes—eligible
 - No—not eligible
 - Letter of Commitment from each partner (organizations or individuals) who will receive funds
 - Yes—eligible
 - No—not eligible
8. The project budget is at or below the maximum amount for the Tier selected
- Yes—eligible
 - No—not eligible
 - N/A-no budget included-not eligible
9. The project budget contains allowable costs
- Yes—eligible
 - No—not eligible
 - N/A-no budget included-not eligible

Section D – Tier Structure

Funding Tier	Eligible entities	Amount Range	Project Period length	Notes
Tier 1 “Community Root” Grants	See “Eligible Entities” (Appendix D) Informal groups or coalitions without official nonprofit status or fiscal sponsorship	\$5,000 - \$50,000	6 months or 1 year	Early-stage or smaller-scale projects that aim to test ideas, build community partnerships, or launch pilot programs Up to 10 awards during 2025 pilot cycle
Tier 2 “Community Reach” Grants	See “Eligible Entities” (Appendix D) Applicants must have nonprofit status or fiscal sponsorship	\$55,000 - \$1,000,000	1 year	More established projects or start up initiatives that have already been developed but need funds to execute or continue. These projects involve greater investment and can demonstrate readiness to manage and scale impact and partnership Up to 5 awards during 2025 pilot cycle

Section E – Applications

Tier 1 – “Community Roots” Grants Application

SECTION 1: Applicant Information

- Organization Name
- Primary Contact Name & Role
- Phone Number
- Email Address
- Mailing Address (include ZIP code)
- Taxpayer Identification Number
- Fiscal Sponsorship: Do you have a fiscal sponsor?
 - Yes - if yes, provide name of fiscal sponsor: _____
 - No
- Are you currently receiving funding from Boulder County?
 - Yes
 - No
- Entity type: select from the dropdown list (check all that apply)
 - Nonprofit 501(c)(3)
 - Fiscally-sponsored organization
 - Tribes and Tribal entities
 - Mutual aid network
 - Neighborhood association (e.g., mobile home parks, low-income housing, Boulder housing partners)
 - Informal grassroots group or coalition
 - Other (please specify): _____
- Annual organization budget: _____. Please note: This is not part of the evaluation criteria and will not impact your score.

Would you like to submit any portion of your application via video or audio?

- Yes
- No

SECTION 2 Organizational Background, Project Team, & Partnerships (300 words max)

- Group description & past experience: a description of the group proposing this project, including a brief summary or bulleted list of 2-3 similar projects or activities or past work that showcase the group’s ability and qualifications to successfully achieve the goals of the proposed project. You may include short bios for key personnel that demonstrate the experience that will allow them to complete the project successfully.
- Key Partnerships: Please describe any key partnerships (formal or informal) relevant to achieving the goals of your project. Include the length of time and scope of your work together. If partners will receive any funding under this grant, include contact information, role on the project, and funding amount. Please also describe how you will use this grant to seek and develop new partnerships if relevant.

- **Required:** please include a signed Letter of Commitment (see template) from each partner (organizations or individuals) who will receive funds under this grant.

SECTION 3 Project Description & Centering Community (300 words max)

- What is the core purpose of this project? Provide a clear and concise statement describing the project's overall intended impact and how it aligns with the purpose of [this grant program](#).
 - Program purpose: The Fund will advance Boulder County's racial equity goals, support those most impacted by the climate crisis, and enable grassroots and neighborhood leaders to implement impactful climate action.
- How does decision-making for this project reflect climate solutions and climate justice? Consider:
 - Low- or no-waste practices
 - Using local vendors or materials
 - Reducing car travel or promoting active transportation
 - Shifting behaviors toward sustainability
 - Utilizing cultural practices that reflect stewardship and sustainability
- Describe how this project centers community needs & strengths: How is the project informed by local knowledge, needs, and culture? What environmental justice, climate, or health issues does it address? How does the project center community voice, leadership, and lived experience?

SECTION 4 Project Location & Benefit (300 words max)

(Check box)

- Geographic Area(s) served by this project (check all that apply):
 - Boulder Countywide
 - Specific cities or towns (please list): _____
 - Nederland and/or other mountain communities
 - Indigenous Communities or Tribal Delegations in Boulder County (please list): _____

(Narrative)

- Who will benefit from this project? How does the area that your project will serve meet the definition of a frontline community: those communities that experience the most immediate and worst impacts of climate change and are most often communities of color, Indigenous, and low-income? Please list census block group numbers so we can confirm.
- **Optional:** Use [Colorado EnviroScreen](#) to determine if your project is located in a "disproportionately impacted" community ([Use guidance from CDPHE for instructions on how to locate a disproportionately impacted community](#)). Please be sure to use the proper "home" address of the lead organization. Differentiate between mailing and other addresses if needed.
- We know data tools are imperfect and often do not capture the reality of on-the-ground reality. If the Colorado EnviroScreen does not reflect your experience as a frontline

community: why do you think this community should be considered overburdened or underserved for the purpose of this project?

SECTION 5 Project Timeframe & Activities

- The proposed project timeframe should be designed for 6 months or 1 year. Select your proposed project period:
 - 6 months
 - 1 year
- Are there any seasonal considerations for your project? Please describe: _____
- Please include your key project activities in the table below:

Activity	Start Date	End Date	Responsible Party	Milestone/Deliverable/Outcomes
[Example to be added]				

SECTION 6 Goals, Anticipated Outcomes & Measuring Success (200 words max)

- Describe 2-3 goals that outline what you aim to achieve and how these outcomes contribute to your vision for community well-being, sustainability, or resilience
- How will you measure your success?

SECTION 7 Budget

- **Required:** A simple budget spreadsheet attachment covering both general operating and program expenses
- A short budget narrative that explains how funds will be used (e.g. supplies, stipends, coordination, outreach)

Post-Application Survey:

1. If selected for this grant, what capacity-building support will you need in the future (related to **organizational capacity** such as strategic planning, leadership/governance, staff development/HR, financial management, communications/marketing, fundraising/development, technology/infrastructure, or monitoring/evaluation)?
2. If selected for this grant, what technical assistance will you need in the future (related to **environment/climate action technical skills** like data & analysis, energy and infrastructure, agriculture/land use/ecosystem restoration, air/land/water measurement, etc.)?
3. Do you have any feedback on this application process? How did this compare to other applications?

4. Do you have any suggestions for improvement for this application?

Tier 2 – “Community Grow” Grants Application

SECTION 1: Applicant Information

- Organization Name
- Primary Contact Name & Role
- Phone Number
- Email Address
- Mailing Address (include ZIP code)
- Taxpayer Identification Number
- Fiscal Sponsorship: Do you have a fiscal sponsor?
 - Yes - if yes, provide name of fiscal sponsor: _____
 - No
- Are you currently receiving funding from Boulder County?
 - Yes
 - No
- Entity type: select from the dropdown list (check all that apply)
 - Nonprofit 501(c)(3)
 - Fiscally-sponsored organization
 - Tribes and Tribal entities
 - Mutual aid network
 - Neighborhood association (e.g., mobile home parks, low-income housing, Boulder housing partners)
- Annual organization budget: _____. Please note: This is not part of the evaluation criteria and will not impact your score.
- **Required:** Please provide documentation of your organizational status. If you are a nonprofit, please provide documentation that shows your organization is either a 501(c)(3) non-profit as designated by the Internal Revenue Service OR documentation that shows that the non-profit organization is recognized by the state, territory, commonwealth, or tribe in which it is located. Please include your fiscal sponsorship agreement if relevant.

SECTION 2: Organizational Background, Project Team Experience and Partnership (600 words max)

- **Please describe the organization or group proposing this project:** What's your mission, who do you serve, and how long have you worked in Boulder County? How does leadership reflect your community? Is your group Indigenous-led and/or frontline grassroots? What's your current funding status or urgent need?
- Please describe your past experience that this project builds upon: a description of the group proposing this project, including a brief summary or bulleted list of 2-3 similar projects or activities or past work that showcase the group's ability and qualifications to successfully achieve the goals of the proposed project. You may include short bios (2-3

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sentences) for key personnel that demonstrate the experience that will allow them to complete the project successfully.

- **Optional:** include one past project sample as attachment
- Please outline key partnerships: Please describe any key partnerships (formal or informal) relevant to achieving the goals of your project. Include the length of time and scope of your work together. If partners will receive any funding under this grant, include contact information, role on the project, and funding amount. Please also describe how you will use this grant to seek and develop new partnerships if relevant.
- **Required:** please include a signed Letter of Commitment (see template) from each partner (organizations or individuals) who will receive funds under this grant.

SECTION 3: Project Description and Centering Community (600 word max)

- **Please describe your proposed project:** What is the purpose of your project, and what local need or issue does it address? How is this project led by or directly serving Frontline or Indigenous communities? How does your project center equity, justice, and cultural or community strengths? How do you know the community supports this project?
- **Please describe your approach (and how that approach will be applied to this project):** How does your work advance environmental, racial, or economic equity? What past or cultural efforts does this project build on? How does decision-making for this project reflect climate solutions and climate justice? (consider: greenhouse gas emissions reductions, low- or no-waste practices, using local vendors or materials, reducing car travel or promoting active transportation, shifting behaviors toward sustainability, utilizing cultural practices that reflect stewardship and sustainability.) How are community members involved and compensated?

SECTION 4: Project Location & Benefit (200 word max)

(Check box)

- Geographic Area(s) served by this project (check all that apply):
 - Boulder Countywide
 - Specific cities or towns (please list): _____
 - Nederland and/or other mountain communities
 - Indigenous Communities or Tribal Delegations in Boulder County (please list): _____

(Narrative)

- Who will benefit from this project? How does the area that your project will serve meet the definition of a frontline community: those communities that experience the most immediate and worst impacts of climate change and are most often communities of color, Indigenous, and low-income? Please list census block group numbers so we can confirm.
- **Optional:** Use [Colorado EnviroScreen](#) to determine if your project is located in a “disproportionately impacted” community ([Use guidance from CDPHE for instructions on how to locate a disproportionately impacted community](#)). Please be sure to use the

proper “home” address of the lead organization. Differentiate between mailing and other addresses if needed.

- We know data tools are imperfect and often do not capture the reality of on-the-ground reality. If the Colorado EnviroScreen does not reflect your experience as a frontline community: why do you think this community should be considered overburdened or underserved for the purpose of this project?

SECTION 5 Project Timeframe & Activities

- The proposed project should be designed for 1 year.
- Are there any seasonal considerations for your project? Please describe: _____
- Please include your key project activities in the table below:

Activity	Start Date	End Date	Responsible Party	Milestone/Deliverable/Outcomes
[Example to be added]				

SECTION 6: Goals, Anticipated Outcomes, & Measuring Success (300 words max)

- **Describe 2-3 goals** that outline what you aim to achieve and how these outcomes contribute to your vision for community well-being, sustainability, or resilience
- **Please describe your proposed evaluation plan:** What does “success” mean to you and how will you measure it? How will you know if your project is making a positive impact? How will you share your progress or results with your community?

SECTION 7: Budget

- **Required:** Budget template: include project-specific and general operations costs
- **Required:** Budget narrative: explain use of funds, community pay, coordination, and cultural practices

Post-Application Survey:

1. If selected for this grant, what capacity-building support will you need in the future (related to **organizational capacity** such as strategic planning, leadership/governance, staff development/HR, financial management, communications/marketing, fundraising/development, technology/infrastructure, or monitoring/evaluation)?
2. If selected for this grant, what technical assistance will you need in the future (related to **environment/climate action technical skills** like data & analysis, energy and infrastructure, agriculture/land use/ecosystem restoration, air/land/water measurement, etc.)?

3. Do you have any feedback on this application process? How did this compare to other applications?
4. Do you have any suggestions for improvement for this application?

Section F – Evaluation Criteria

Scoring Rubric Summary

Application Evaluation	Score	Funding Recommendation
The applicant is not responsive to the application questions.	1	Not recommended for funding.
Attempts to respond but contains gaps or flaws. Climate Equity Fund Program. The applicant fails to clearly address a climate action or environmental justice issue benefiting a focus community and does not demonstrate the capacity to complete the project as described.	2	Not recommended for funding.
Meets basic expectations; may need support. The applicant proposes a project aimed at addressing an environmental justice issue in a focus community; however, capacity concerns, design gaps, or weaknesses in the project approach may hinder its success.	3	Possibly recommended for funding; may need technical support.
Clear, well-aligned, and effective. The applicant proposes an attainable project that addresses an environmental justice issue in a focus community, includes effective community engagement plans, and demonstrates the capacity to achieve its goals.	4	Recommended for funding.
Outstanding alignment with values and impact. The applicant proposes a community-driven project that effectively addresses the identified climate action and/or environmental justice issue, demonstrates strong capacity to achieve project goals, and clearly situated the project within a broader community environmental justice strategy.	5	Recommended for funding.

Review and score each section on a 1-5 scale, using the anchors described in the rubric as a guide. The score for each section will then be weighted according to the guidelines below.

Weighted Scoring

Section	Weighting	Min Score	Max Score
Applicant Information	Unscored (required information)	-	-
Organizational Background, Project Team, & Partnerships	x3	3	15
Project Description & Community Centering	x4	4	20
Project Location & Timeline	x3	3	15
Goals & Anticipated Outcomes	x4	4	20
Budget	x2	2	10
Evaluation, Accountability & Learning	x2	2	10
TOTAL		18	90

The following sections will be scored on a 1-5 scale, with half-steps allowed (e.g. 1.5, 2.5 etc.). Indicate your score for each section, and any comments or questions that describe why you selected that score. Comments will be used to provide feedback to applicants, so assume that any comments made could become public.

Section 1: Applicant Information

Purpose: Confirm eligibility, contact info, and organizational structure.

Evaluation: Not scored, but required for application validity.

Prompt

- Is all required contact information complete?
- Is fiscal sponsorship status clearly identified?
- Does the organization type meet eligibility?
- Is the applicant interested in video/audio submission or language support?

Section 2: Organizational Background, Project Team, & Partnerships

Prompt:

- Does the team have lived experience or cultural ties to the community served?
- Are equity and justice part of the organization's mission and history?
- Are roles (including community labor) shared and compensated equitably?
- Are partners named with defined support roles?

Is there a clear expression of funding urgency or sustainability?

Description	Score
Little or no relevant experience or community connection.	1
Some experience; unclear relevance to equity or project delivery.	2
Reasonable experience and some partnerships; modest alignment with equity.	3
Strong experience, relevant leadership, equitable partnerships.	4
Deeply rooted, frontline-led, with strong equity values, clear team roles, and meaningful partnerships.	5

Evaluator Notes:

Section 3: Project Description & Centering Community

Prompt:

- Is the project clearly described with a compelling community purpose?
- Does it address a clear equity, climate, or health issue?
- How are Indigenous, frontline, or disproportionately impacted communities centered?
- Does the project reflect cultural knowledge or community strengths?
- Is there evidence of community support and input?

Description	Score
Purpose is vague or disconnected from equity or climate.	1

Surface-level community involvement; limited relevance to frontline needs.	2
Project is clearly defined with some community grounding.	3
Strong equity focus; meaningful community involvement and climate alignment.	4
Community-led, culturally grounded, and climate-conscious; compelling response to an urgent or systemic need.	5

Evaluator Notes:

Section 4: Project Location & Benefit

Prompt:

Is the project location clearly defined and relevant to DI communities or equity-priority areas?

Description	Score
Vague or missing location; Project is not clear or does not benefit DI communities.	1
Appropriate geographic fit; Project is not clear or does not benefit DI communities.	2
Appropriate location and timeframe; general alignment with project scope. Appropriate geographic fit; Project benefit is somewhat focused on DI communities.	3
Well-suited location, thoughtful timeline, and relevant milestones. Strong geographic fit; Project benefit is mostly focused on DI communities.	4
Strong geographic fit, excellent timeline planning, potential for continued impact. Strong geographic fit; Project benefit is completely focused on DI communities.	5

Evaluator Notes:

Section 5: Project Timeframe & Activities

Prompt:

- Are phases/activities/milestones outlined?
- Is there a plan or potential for long-term sustainability?

Description	Score
Project activities are not clear or realistic.	1
Some alignment of activities with project goals, some activities are unclear or potentially unrealistic.	2
General alignment of activities with project goals.	3
Thoughtful timeline, and relevant milestones.	4
Excellent timeline planning, potential for continued impact.	5

Evaluator Notes:

Section 6: Goals and Anticipated Outcomes & Measuring Success

Prompt:

- Are the project's goals clearly defined and realistic?
- Are outcomes community-centered and measurable (formal or informal)?
- How do outcomes contribute to resilience, equity, or cultural continuity?
- How will the group know if the project is making a difference?
- Is there a community accountability plan (formal or informal)?
- How is learning shared — stories, visuals, quotes, community events?
- Is "success" defined in a way that's meaningful for the community?

Description	Score
Goals unclear or disconnected from project or community impact. No clear evaluation or accountability plans.	1
Goals somewhat relevant; vague outcomes. Some reflection on success; vague learning strategy.	2
Clear goals; some attention to equity or climate resilience. Includes basic accountability and evaluation framework.	3
Strong and specific goals with meaningful outcomes. Clear, culturally relevant strategy to share progress and learn.	4
Visionary, achievable goals rooted in climate equity and long-term community healing or resilience. Thoughtful, honest, and community-rooted approach to learning, storytelling, and success.	5

Evaluator Notes:

Section 7: Budget

Prompt:

- Is the budget clear, complete, and justified?
- Does it support people-centered spending (stipends, local vendors, cultural labor)?
- Are values of sustainability reflected (e.g., avoids single-use items or excess plastic)?
- Is community compensation fair and visible?

Description	Score
Budget incomplete or contains unallowable expenses.	1
Budget included but unclear or weak alignment with project goals.	2
Basic budget; mostly aligned with values.	3

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Clear, equitable budget; aligned with community priorities.	4
Thoughtful, people-first, values-aligned budget that prioritizes low-carbon and local spending.	5

TOTAL SCORE:	
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Overall evaluator notes: Please provide any additional notes regarding why you think this application should or should not be funded, including any specific areas of strength, or areas of concern/nonresponsiveness.

Section G – Community Evaluation Committee (“CEC”)

Overview

The Community Evaluation Committee (CEC) plays a key role in reviewing applications submitted to the Boulder Climate Equity Fund (BCEF). This group of community members will read, score, and discuss proposals, bringing their lived experience and local knowledge into the decision-making process. Their recommendations will help guide funding toward projects that reflect climate justice values, support equity, and strengthen resilience in Boulder County’s frontline communities.

CEC will operate according to the following principles:

- **Center frontline voices:** Prioritize insight from those most impacted by climate change and systemic inequities.
- **Transparency:** Make selection criteria and decision-making processes clear to applicants and the public.
- **Equity:** Identify and reduce barriers to participation in both the funding process and the evaluation process especially for Frontline community members and groups, and those that have been historically excluded.
- **Accountability:** Ensure decisions reflect stated values and community priorities.
- **Collective impact:** The Climate Equity Fund will advance Boulder County’s racial equity goals, support those most impacted by the climate crisis, and enable grassroots and neighborhood leaders to implement impactful climate action. Select projects that align with Climate Equity Fund program goals.

Objectives

1. Review and score all eligible applications using an equity-aligned rubric.
2. Recommend awardees based on shared values, need, feasibility, and alignment with community needs.
3. Support learning by identifying themes, strengths, and gaps in proposals to inform future funding rounds.
4. Ensure diverse representation in decision-making.
5. Uphold accountability to the communities this fund is meant to serve.

CEC Composition

CEC will work collaboratively to review grant applications, deliberate with care, and make funding recommendations to Boulder County that reflect shared goals for environmental justice, equity, and transformative climate action in Boulder County.

CEC will be composed of up to 10 members with flexibility to expand if a larger number of applications is received. Members will be selected by JSI, in collaboration with OSCAR and OSCAR’s strategic advisor Michelle Gabrielloff Parish at *Once & Future Green*, through a thoughtful and intentional process designed to reflect the diversity, lived experience and professional expertise needed to equitably guide climate action funding in Boulder County. This committee plays a key role in upholding the values of climate justice, equity and community resilience throughout the grant evaluation process.

The composition of CEC is designed to balance frontline representation, intergenerational leadership, Indigenous wisdom, and technical knowledge, including perspectives such as:

- **Frontline Community leaders** These are individuals who live in or are deeply connected to disproportionately impacted communities such as manufactured home parks, BIPOC neighborhoods, or historically under-resourced areas. Their lived experience is central to understanding community needs and ensuring the funding process remains grounded and just. This includes racially and ethnically diverse leaders whose identities and experiences reflect the communities most affected by climate injustice. Their leadership helps to challenge structural inequities and uplift underrepresented voices in decision-making.
- **Youth Climate Justice advocates** Emerging climate/environmental justice leaders between the ages of 18 and 25 who bring fresh perspectives, energy, and a strong commitment to climate justice. Their voices will support intergenerational approaches and long-term visioning.
- **Local environmental justice leaders and practitioners** These committee members may be nonprofit staff, sustainability professionals, or public health experts who have experience working on place-based, equity-centered projects in Boulder County. They bring practical knowledge of what works and the systems-level view necessary for long-term impact.
- **Indigenous leaders** These members will represent Indigenous communities with ancestral or current ties to Boulder County. Their presence will help center cultural preservation, traditional ecological knowledge, and efforts toward Indigenous sovereignty and reparative justice.
- **Elders** We honor their expertise, lived experience, and legacy within community. As committee members, elders will bring deep community knowledge, cultural and environmental connection, legacy change-making efforts and engagement to help ground and balance the conversation.

In addition to the selection committee members, there will be an OSCAR and JSI liaison.

- **OSCAR Representative.** A representative from OSCAR will be present during CEC meetings to support logistics, provide clarification, and uphold alignment with program goals.
- **JSI staff.** The JSI team will support in training the CEC members, coordinating evaluation, and gathering funding recommendations.
- **CCC Representative.** A representative from the CCC will serve in an advisory role during the initial phase of forming CEC. This representative will support the onboarding process by providing context and guidance on the participatory grantmaking approach, helping to ground the committee's work in shared values and community-centered practices. This representative will not participate in scoring and reviewing applications.

Only selected CEC members and the CCC representative who complete the formal selection process will receive stipends in recognition of their time, insight, and valuable community knowledge. Stipends will not be provided to JSI staff, OSCAR staff or any other Boulder County employees.

Roles and Responsibilities

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CEC members will play a role in guiding fair and community-rooted funding decisions. CEC members' time, insight and lived experience are essential to this process. Commitments include:

- Attend two trainings (up to 4 hours total) for orientation, bias-awareness, and evaluation process training to ground the work in equity, shared understanding, and rigor.
- Independently review and score applications using a standardized rubric (each application review will take approximately 1.5 hours to evaluate and CEC members will be assigned a number of applications based on capacity and interest with a minimum of 5 applications each)
- Take part in short meetings (about 20 minutes each) whenever there is a significant difference between evaluators' scores on an application.
- Submit final recommendations to OSCAR and, if needed, Boulder County Commissioners.
- Participate in a final 1-hour long closeout meeting.
- Maintain confidentiality and impartiality throughout the entire process.
- Maintain clear records of notes and recommendations for each grant application. These records may be used to provide constructive feedback to applicants and support transparency in the review process.
- Complete a feedback survey for process improvement.

Additionally, up to two CEC members will be selected to serve on the final recommendation board with JSI staff. JSI will bring their recommendation slate to 2 CEC members (determined by individual's availability and elected by the whole CEC) to finalize the recommended slate. They will select a finalist pool for pre-award screening that takes into account the scoring for individual applications, geography, and the distribution of funds across the funding Tiers. If additional differentiating criteria are needed due to a large applicant pool, the grantmaking team will consider diversity of topical areas across applications. CEC members who are applying for funds from this program are ineligible to serve on the recommendation board. This step will take approximately 8 hours.

OSCAR and JSI staff work behind the scenes to ensure a smooth, fair and values-aligned grant process.

- Coordinate logistics and application intake, offering technical support to applicants as needed.
- Train and facilitate committee meetings, supporting an inclusive and equitable environment.
- Provide guidance to CEC members, helping ensure alignment with climate justice values.
- Document scoring outcomes and committee recommendations accurately.
- Communicate final funding decisions and feedback to all applicants with transparency and care.

Evaluation Process & Steps

JSI will lead evaluation facilitation, orientation and training for CEC members, with the support of OSCAR and potential additional training from OSCAR'S strategic advisor Once & Future

Green. JSI will provide ongoing support to ensure a successful and equitable grant evaluation process. This includes guidance on evaluation tools, agenda development and decision-making frameworks. CEC members will be equipped with the resources and structure needed to confidently identify grantees.

Step 1: Committee Training

- Orientation on goals of the fund, rubric, process, and roles
- Bias mitigation and trauma-informed evaluation
- Conflicts of Interest

Step 2: Independent Review

- All application evaluators will sign an organizational COI before applications are assigned for review, and sign an individual COI after applications are assigned. Individual COI applications will be reassigned as appropriate.
- JSI will assign each application by tiers based on capacity of each CEC member with a minimum of 5 applications each. There will be a sub-committee reviewing only applications for tier 1 and another sub-committee that reviews applications for tier 2.
- Members review and score using a rubric across core areas:
 - Organizational Background, Project Team, & Partnerships
 - Project Description & Centering Community
 - Project Location and Benefit
 - Project Timeframe & Activities
 - Goals, Anticipated Outcomes, & Measuring Success
 - Budget
- Note that each application will get three reviewers. Each application will have at least 1 CEC member review. JSI staff and/or OSCAR staff may also serve as evaluators.

Step 3: Compiling Score & Concurrence Meetings

- JSI will compile the scores.
- JSI will calculate weighted scores and absolute differences between all three scores.
- Should there be a substantial absolute difference (determined by JSI), there will be a concurrence meeting between all three evaluators (approximately 20 minutes for each meeting). The meetings will give the reviewers the opportunity to talk through the application and where there may have been differing opinions in the application.
- Reviewers will have the option to change their scores or keep them the same based on the conversation.

Step 3: Recommendation Selection

- Once scores are finalized, the JSI team will create a recommended funding slate by going through each application, evaluator notes, the average evaluator score, and any flags.
- The CEC will nominate two CEC members to participate in the final recommendation slate selection meeting(s) with JSI staff, for up to 8 hours.

Step 4: Approvals and Contracting

- Final list of recommended grantees and funding amounts shared with OSCAR, OSCAR's strategic advisor and the board of county commissioners and the CEC for confirmation.
 - The list will include: recommended awardees, including project names, descriptions, and total funding amounts.
 - JSI will also share the list of projects not recommended for funding.
 - If appropriate, JSI may also share information that it or OSCAR believes will assist the Board of County Commissioners in understanding the reasons for the recommendations
 - A list of alternate or back-up projects will also be provided in case any recommended awardees are not approved or become ineligible.
- OSCAR will take recommendations to the Board of County Commissioners for final approval in a formal business meeting. JSI acknowledges and will make sure the CEC understands that as a final approver, the Board of County may accept, modify, or decline any recommendations.
- JSI will draft, negotiate, and execute contracts and/or funding agreements consistent with the Contract and JSI's own internal processes and controls with all the approved grantees.

Step 5: Feedback and Reflection

- Provide strengths-based feedback to all applicants as requested
- Reflect as a committee on lessons learned to inform future rounds
- CEC members will participate in a survey, focus groups, or interviews to inform process improvements for future CEC cycles

Recruitment Process

The recruitment of CEC members is a foundational step to ensuring that the grantmaking process reflects the values of equity, representation, and lived experience. The goal is to engage trusted community members, especially those from frontline communities, who bring the insight, leadership, and cultural wisdom necessary to guide climate funding decisions in Boulder County. JSI will lead the recruitment process in collaboration with OSCAR and OSCAR's strategic advisor.

For the 2025 pilot cycle of the BCEF, community members who are interested in being on the CEC will apply online via the BCEF website. Applications will include an interest form (see below) and a short interview with JSI staff. The number of CEC members will be finalized based on the number of applications received, and selection of CEC members will be made based on the breadth and diversity of experience and perspectives outlined in the selection matrix (see below).

A. Develop a Recruitment Packet

The recruitment process begins with the creation of a clear and accessible CEC Member Recruitment Packet. This packet serves as a comprehensive introduction to the opportunity, helping potential members understand what the committee is, why it matters, and how they can get involved.

The CEC Member Recruitment Packet provides a clear overview of the committee's purpose and goals, outlines member roles and responsibilities, and details the expected time commitment and meeting schedule. It includes information on stipend amounts and distribution, a simple application or interest form, and contact details for follow-up. The packet is designed to be accessible and informative, inviting community members to take part in a meaningful, equity-driven decision-making process.

B. Outreach

JSI and OSCAR will collaborate together to reach out to a diverse and representative group of potential committee members. A variety of outreach strategies will be used, centered in relationships, trust, and accessibility

Methods by which potential, interested individuals will hear about the opportunity include:

1. Community-Based channels

Recruitment will be shaped through trusted community partners, such as nonprofits, cultural centers, mutual aid groups, frontline community leaders, Indigenous organizations, and announced via frontline-serving networks, including manufactured home communities and OSCAR partners and networks. Outreach will also target youth programs and local schools to encourage young climate justice advocates to apply. OSCAR's strategic advisor may also undertake a Community Eco-System Mapping process to identify individuals across Boulder County who are well-suited to serve on the Climate Equity Fund Evaluation Committee. The goal is to ensure diverse, inclusive representation from communities most impacted by climate change—particularly those historically excluded from decision-making. This process will focus on individuals with lived experience, strong community ties, and relevant skills such as climate justice or grantmaking. By reviewing past engagement data, we aim to build a representative committee.

2. Direct Invitations to Apply

Outreach will include contacting past community participants, local activists, and leaders already engaged in climate justice work. Additionally, community nomination forms will be offered to allow people to recommend trusted leaders for the committee.

3. Public Posting

Information about the CEC and how to apply will be published on the Fund's website.

4. Accessibility Support

For any assistance completing the interest form, contact Bianca.Carey@Jsi.org.

CEC Interest Form

Contact Information

Name:

Email:

Phone Number:

Preferred way to contact you (check all that apply):

- ☐ Email
- ☐ Phone Call
- ☐ Text Message

Tell Us About You

1. Where do you live or work in Boulder County?
(List neighborhood, town, or area; no need for a full address)
2. Which of the following describes your connection to the community?
(Check all that apply)
 - ☐ I live in a mobile home community or other affordable housing
 - ☐ I identify as Indigenous
 - ☐ I identify as a member of a frontline community, including identifying as Black, Latino/a/e, Asian, or other person of color²
 - ☐ I am a youth (age 18–25) involved in climate or justice work
 - ☐ I work in public health, environmental justice, or sustainability
 - ☐ I'm a community organizer, advocate, or involved resident
 - ☐ Other: _____
3. Why are you interested in being part of the Climate Equity Committee?
(1-3 sentences or feel free to leave a voice message instead)
4. Do you have any lived experience, work, or volunteer background related to climate, equity, or community wellbeing?
(This can include advocacy, care work, traditional ecological knowledge, etc, 1-2 paragraphs or feel free to leave a voice message instead)
5. Are you available to meet in August 2025?
 - ☐ Yes
 - ☐ Maybe, I'd need more info
 - ☐ No
6. Do you need any support to participate (childcare, interpretation, transportation, tech support, etc.)?
 - ☐ Yes, please describe: _____
 - ☐ No

Thank you for your interest! We'll be in touch within 2 weeks. If selected to move forward, the next step is a short (virtual) interview.

² Any demographic data collected on CEC applicants (or any BCEF entities) it will be done separately, voluntarily, and not part of the evaluation

Selection Process

1. Interested individuals apply

JSI, OSCAR, and CCC members will conduct intentional outreach to share about the opportunity and encourage individuals to apply. Outreach for the CEC role will be done in tandem with outreach/marketing about the BCEF itself since the potential interested audiences overlap.

2. JSI hosts short interviews with applicants who meet eligibility criteria

JSI will conduct short, informal, virtual interviews (10–15 min) in English or Spanish to confirm interest, availability, and alignment with the committee's purpose.

3. JSI completes the experience and perspectives matrix, with recommendations

See "Selection Matrix Criteria" below.

4. Final selections

JSi will bring a completed selection matrix with all applicants to discuss with OSCAR and any additional community advisors where decisions will be made on members. OCSAR will make final decisions.

When selecting committee members, priority will be given to individuals with lived experience in frontline communities. Rather than formal credentials, emphasis will be placed on community trust and experiential knowledge. Candidates with leadership or active involvement in climate justice, equity, or community initiatives will be sought, ensuring diverse representation across geography, age, race, ethnicity, and gender identity. A strong commitment to collaborative and respectful dialogue will be essential for all members.

5. Notification

Selected CEC members will be notified and onboarded.

Selection Matrix Criteria

Each CEC applicant will be assessed according to the following criteria related to experience and perspectives. In order to promote a diverse group, selection of CEC members will take into consideration the complementing strengths and skills of the entirety of the group, instead of one member needing to represent every single one area.

Climate Action/Environmental Justice Experience

- Environmental Policy & Advocacy
- Community efforts to reduce climate impact
- Assisting communities in engaging with decision makers

- Data collection & assessment
- Disaster Resiliency

Equity Lens & Strengths

- Equity lens
- Racial Equity
- Community Engagement & outreach with DIC
- Cultural Humility & Responsiveness
- Language access
- Community trust-building
- Knowledge and present in the county
- Justice40 Implementation support

Grants Experience

- Grant Writing
- Proposal Review
- Grant management
- Grant Funding Identification & Navigation
- Project Designing
- Capacity Building & partnership building
- Needs Assessment
- Evaluation Design & Planning

Project Implementation Experience

- Financial Governance Program Management
- Evaluation and Monitoring
- Translation Services

Representation

- Municipality
- Lived experiences: frontline community practitioner or leader, youth climate advocate, local practitioner, indigenous leader, elder, etc
- DIC identity/ies
- Non-dominant language(s)

Considerations

1. Term Limits

- CEC members may serve a maximum of 2 consecutive cycles (years). This promotes fresh perspectives and shared leadership while still allowing experienced members to mentor newer ones.
- Cooling-off Period: After serving two cycles, former members must wait one full cycle before reapplying.

2. Time Commitment

- Members must commit to:
 - 1 orientation/training session (approx. 4 hours)
 - Independent review of applications (time commitment flexible and TBD, minimum of 7.5 hours)
 - Participation in concurrence meetings as needed (approx. 20 min per application as needed)
 - Reflection/feedback (either survey, focus group, or interview) for process improvement
- Restriction: Members must be available for all required meetings to serve or arrange alternative make up sessions.

3. Conflict of Interest

To ensure the integrity of the grant review process while honoring the value of community expertise, all those a part of the CEC will be required to sign a conflict-of-interest form prior to participating. Reviewers must recuse themselves from scoring any application with which they have a direct affiliation, such as proposals they are involved in or those submitted by organizations they represent. They are also expected to refrain from influencing the evaluation of any application from which they are recused.

- There may be potential for public concern around perceived conflict of interest, however, given the small and interconnected nature of the climate justice community—and the intentional inclusion of community members in designing the fund—this policy is intended to minimize conflicts through transparency and documentation rather than exclude the voices we are trying to center.
- All disclosures and recusals will be documented to ensure accountability. As this is a pilot effort, this policy may be refined over time based on what we learn.

Members must:

- Disclose any personal, financial, or organizational relationships with applicants.
- Recuse themselves from scoring or discussing those applications.
- If applying for funds, recuse themselves from serving on the final recommendation board

4. Geographic/Community Representation Limits

The committee is structured to reflect a broad range of voices and perspectives from across Boulder County. To support balanced representation, no more than two members will be selected from the same organization. This helps prevent overrepresentation and fosters inclusive, community-rooted decision-making.

The goal is to bring together individuals with varied lived experiences, geographic connections, and community insight, ensuring that the evaluation process is guided by a diverse and representative group of voices.

5. Youth Member Age

Youth climate justice advocate seats are limited to individuals aged 18–25 at the time of selection.

6. Participation Stipulation

JSI will be responsible for facilitating the committee process and overseeing member participation. This includes ensuring accountability and upholding the integrity of the process. As such, JSI will have the authority to remove committee members, in consultation with OSCAR, if necessary.

All committee members will be required to sign a confidentiality and impartiality agreement before participating. In addition to acknowledging the transparency interest associated with public funds and agreeing to a conflict of interest policy, ethical guidelines will also include maintaining respectful and inclusive conduct during meetings, protecting the integrity of impartial the selection process, completing all assigned reviews on time, and actively participating in discussions.

Committee members who fail to complete reviews, miss required meetings without notice, breach collective norms, or engage in discriminatory, disrespectful, or disruptive behavior may be subject to removal. These expectations will be clearly communicated during the orientation process to ensure transparency and shared understanding from the outset.

Section H – Conflict Of Interest Policy

Boulder County, JSI, and its partners will consider both organizational and individual conflicts of interest when evaluating applications for subawards for the Boulder County Climate Equity Fund (BCEF).

A. Organizational Conflict of Interest

An organizational conflict of interest (OCI) may arise when, due to activities or relationships with other entities:

- JSI or its partners are unable or potentially unable to be impartial in evaluating an application from a related organization;
- JSI's Denver office or its partners are currently engaged in a formal contractual relationship with an applicant organization that might contribute to or imply preferential treatment for an applicant;
- JSI's Denver office or its partners, as part of its performance through another contract or business activity, has contributed to the applicant's project or related business activities in ways that may skew the competition in its favor; and/or
- The applicant has an unfair competitive advantage as a result of other activities or access to and possession of source selection information that no other potential bidder has access to.

JSI's policy is to proactively seek to identify, avoid, and mitigate potential organizational conflicts of interest prior to undertaking activities on government contracts. JSI employees assigned to the BCEF project, members of the BCEF Community Evaluation Committee (CEC), and any other formal partners who may play a role in evaluation of subaward applications are required to disclose any activities that may give rise to an OCI to the Project Director. This includes:

- Serving as an advisor or providing analysis, assistance, or evaluation services to an applicant in relation to subject matter of a future funding opportunity;
- Preparing specifications or work statements for an applicant that is included in a competitive application;
- Providing or obtaining access to nonpublic information that would give an unfair advantage in BCEF grantmaking.
- Any of the circumstances described in the section above.

The Project Director will review all applicant organizations together with OSCAR/Boulder County to make a determination as to whether the JSI Denver Office or OSCAR/Boulder County has a current relationship that represents a conflict of interest. If JSI and/or OSCAR/Boulder County identifies a real or perceived organizational conflict of interest for any BCEF applicants or their named partner organizations then the potential applicant may be ineligible to participate in the BCEF and may be referred to other grant opportunities.

B. Individual Conflict of Interest

JSI, its staff, and its partners are expected to conduct all business in a fair and transparent manner that is free from conflict of interest. Employees of JSI shall at all times act in a manner consistent with their fiduciary responsibilities to the Organization and shall exercise care that no detriment to JSI results from conflicts between their interests and those of JSI.

No employee, officer, or partner organization representative shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. An individual is considered to have a conflict of interest when:

- An individual is in a position to gain personal benefit from actions or decisions made in an official capacity.
- An individual's personal interest (immediate family, friendship, financial, social status, etc.) has the potential to compromise judgment or decision making.
- When involvement in and knowledge about a decision-making process results in an unfair advantage to certain applicants.
- An individual or an organization that the individual is affiliated with (as an employee, board member, volunteer, or similar relationship) has applied to this funding opportunity.
- An individual would benefit professionally, financially, economically or personally if one applicant is selected over another. This includes prospective opportunities if a particular applicant is selected or not selected.
- An individual has personal knowledge about an applicant, the staff of an applicant or proposed grant activities that were obtained outside of the grant application process and results in an unfair advantage or disadvantage to certain applicants. (Simply knowing an organization's work or having worked with them in the past is not necessarily a conflict of interest)

If an individual involved in the grantmaking process identifies a real or perceived conflict of interest, they must notify the Grantmaking Director in writing and recuse themselves from any application screening, evaluation or grant award activities that involve the applicant with whom the conflict exists.

If an individual involved in the grantmaking process is unsure if a conflict of interest exists, they can discuss the issue with the Project Director to make a determination.

All application screeners and evaluators will be asked to complete and sign a conflict of interest statement that will be retained with the evaluation documentation.

C. Adherence to Boulder County Policies & Procedures

The BCEF procedures will adhere to Boulder County's Conflict of Interest policy, outlined in Section 9 below:

SECTION 9 PROCUREMENT, PURCHASING, GRANTS, AND CONTRACTING NUMBER 9.02 Grants and Other Revenue; Grant Awards and Funding Agreements

This policy applies to both the County receiving money from grants and other sources (Sections 9.02A and 9.02B) and when the County is distributing funds to the community via its own County Grant Programs (Section 9.02D).

D. Grant Programs by County Departments and Offices and Funding Agreements

This policy applies to any transfer of funds from Boulder County to any entity or non- employee individual unless the transfer of funds is based on an agreement signed pursuant to Policy 9.03. When funds are transferred pursuant to federal or state requirements, such federal or state requirements or law shall take precedence over this Policy 9.02(D).

Conflict of Interest

- a. While establishing and maintaining satisfactory supplier relationships, the acceptance or solicitation of entertainment, loans, gifts, or special considerations by any County employee will not be permitted.
- b. No employee, officer, or agent of the County ("County Representative") shall participate in any purchase or procurement or selection, award, or administration of a contract, irrespective of amount, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the County Representative or its partner, or any member of its immediate family, or any organization that employs or intends to employ any of the foregoing ("Related Entity"), has a financial, personal, or other interest in the supplier or firm selected for award. "Immediate family" includes immediate family members (i.e., those related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, and a person for whom the employee is responsible for providing or arranging health- or safety-related care.
- c. Furthermore, an organizational conflict of interest exists when a person or entity has or reasonably would be perceived as having an unfair competitive advantage because of activities or relationships with a County Representative or Related Entity.
- d. It shall be deemed a violation of the provisions of this manual for any County Representative or Related Entity to:
 - i. Sell goods or services, regardless of the cost, to any Office/Department without participating in a competitive procurement process, whether informal or formal, or pursuant to a bid waiver approved by OFM.
 - ii. Use its affiliation with Boulder County to unfairly seek, accept, obtain, or provide, directly from or to any individual or entity that conducts or seeks to conduct business with Boulder County, any loans, services, payments, entertainment, travel, vacation, trips, gifts, money, or anything else of value.
 - iii. Knowingly exaggerate or otherwise misrepresent requirements to obtain better pricing or terms.
 - iv. Knowingly misrepresenting actual requirements to avoid doing business with a particular supplier.
 - v. Knowingly misrepresent competitors' prices, quality, or services to obtain concessions or better pricing.
 - vi. Assist a vendor in preparing a response to any informal or competitive procurement process or share information with potential bidders that could provide an advantage in a competitive procurement without providing it to all potential responders through an addendum process.
 - vii. Participate in the evaluation or recommendation process of any competitive procurement if a vendor would be perceived as having an unfair competitive

advantage because of activities or relationships with a member of the evaluation team or decision-maker.

- e. Should a conflict of interest be identified during an evaluation or recommendation process, the Purchasing Agent shall be notified immediately, and the conflicted member shall step down from the committee. Any employee found in violation of the provisions of this section will be subject to disciplinary action according to Procedure Manual Section 6, Employment.
- f. County representatives are prohibited from conducting transactions or making arrangements on behalf of Boulder County with any entity in which they or any member of their immediate family hold a responsible position or significant financial interest, except with BOCC approval. In requesting approval for a transaction of this nature, the requestor should discuss the nature of the relationship involved, along with describing the transaction and related dollar amounts. Under Financial Accounting Standards Board Statement No. 57, Related Party Disclosures, transactions of this nature may need to be disclosed in the County's Annual Comprehensive Financial Report ("ACFR").

Section I - Grants Selection Process

Evaluation

1. The Community Evaluation Committee (CEC) will be trained on application evaluation processes. This includes a bias-awareness training, training on the scoring rubrics, and a sample scoring activity.
2. JSI staff will complete an eligibility and completeness screen for each application.
3. JSI will assign applications to each CEC member. All applications will be reviewed by at least three evaluators. The number of applications each CEC member reviews will depend on the number of eligible applications.
4. Once all applications have three (or more) assigned reviewers, each evaluator will receive a conflict of interest disclosure email containing the list of organizations they will be evaluating, the Conflict of Interest policy, and a Conflict of Interest disclosure form. Should there be an individual conflict of interest, JSI will reassign the application.
5. Once JSI receives the disclosure, CEC members will receive access to only their assigned applications and can begin evaluation. Scores will be submitted via a Google Form or by paper upon request.

Grants Selection Process

1. JSI will compile the scores.
2. JSI will calculate weighted scores and absolute differences between all three scores. Should there be a substantial absolute difference (determined by JSI), there will be a concurrence meeting between all three evaluators. The meetings will give the reviewers the opportunity to talk through the application and where there may have been differing opinions in the application. Reviewers will have the option to change their scores or keep them the same based on the conversation.
3. Once scores are finalized, the JSI team will create a recommended funding slate by going through each application, evaluator notes, the average evaluator score, and any flags.
4. JSI will bring their recommendation slate to 2 CEC members (determined by individual's availability and elected by the whole CEC) to finalize the recommended slate. They will select a finalist pool for pre-award screening that takes into account the scoring for individual applications, geography, and the distribution of funds across the funding Tiers. If additional differentiating criteria are needed due to a large applicant pool, the grantmaking team will consider diversity of topical areas across applications. CEC members who are applying for funds from this program are ineligible to serve on the recommendation board. If all CEC members also applied for funds, there will not be CEC representation on the recommendation board.
5. The recommended finalists will be presented to OSCAR, and will include: a list of all awardees (including the amounts and a short summary of the project), a list of all applicants not selected, and a list of alternates. OSCAR will then recommend finalists to BOCC, and BOCC will make the final decision.