BOULDER COUNTY EMERGENCY SERVICES GRANTS

Fall 2025 Fire Protection District Application Questions

Section A: Organization Information

A1: Organization Name, Address, and TIN (All fields must match W-9)

A2: Website Address (optional)

A3: Organization Description: Include any details that may help identify the unique purpose and need that your agency fills related to emergency services. (No more than 150 words.)

Examples may include:

(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 emergency services.

A4: Organization Data:

(a) Area(s) or communities served,
(b) Recent annual budget OR cost/revenue statement,
(c) Year established

A5: <u>Two</u> Applicant Contact Names, Titles, and Contact Information: Include the lead administrator, director, or president—the person authorized to sign the grant agreement and receive payments—along with a contact for follow-up questions about the application.

Section B: Project Description:

B1: Project Name or Grant Request Description Title – This is the title you give your proposal which should succinctly name what you are requesting (e.g., "New bunker gear to replace outdated and work bunker gear.")

B2: Total Proposal Funding Request (i.e., rolled up dollar amount requested)

B3: Brief Proposal Summary (i.e., Quick summary of what your organization is asking for) (no more than 75 words)

B4. Purpose of Proposal or Request (250-word limit):

Thoughts to consider:

- What are the goals of the project/request?
- What specific impacts or benefits will the request provide?
- How will your proposal improve safety and emergency services in the mountain and rural areas of **Boulder County, specifically**? Please describe how your proposal will directly benefit Boulder County residents and visitors.
- What is the problem/opportunity this program/project would address?

B5. Is your proposal fully ready for implementation if awarded funds from this grant round? (i.e., Is it 'shovel ready'?) If not, are there any potential delays, such as pending funding, permits, or approvals? Briefly explain the status of any outstanding approvals or funding sources.

B6. Will the requested funding amount fully pay for this request, or does your request depend on matching funds or other supplemental funds? (Briefly describe)

B7. Can your request be adjusted if only partial funding is available? (i.e., How would you prioritize your request(s) if the county could only partially fund your request?) (Briefly describe)

B8. How will this project be sustained after this one-time funding? What are the long-term plans for using and maintaining the resources requested, and how will it continue to support Boulder County emergency services? (Briefly describe)

B9. Boulder County Policy 1.09 identifies Equity and Inclusion as a strategic priority. Beyond your agency's commitment to serving all people equitably during times of need, please describe how your proposal or agency advances equity and inclusion more broadly, both within your organization and in the communities you serve. You may include examples such as internal initiatives (e.g., staff training, recruitment practices, policy development) and/or external efforts (e.g., proactive outreach, partnerships, culturally responsive programming, community engagement, or inclusive service delivery). How does your work help ensure that diverse communities are meaningfully included in **project planning, decision-making, and access to services** beyond responding to emergencies? (150-word limit)

B10. Bonus Question (optional): Is this grant request collaborative with other fire districts, or could it be? e.g., Can/will these resources be shared with another agency or response area? Have you reached out to other agencies to see where duplicative services or requests might be combined for shared used, cost savings, or volume discounts? (Briefly describe)

Section C: Timeline, Detailed Funding Request & Other Attachments

C1. Project or Request Timeline: Provide a general project timeline, including key milestones such as purchase or 'in service' dates for equipment, project duration, and the timeframe for spending the funds. (Note: Grant funds must be used within one year of issuance.)

C2. Estimated Cost Summary: Provide a brief narrative with summarized amounts for the expenses included in your application. Ensure your descriptions are clear and concise.

Note: You will be asked to upload itemized estimates in C.3. that include:

    (a) Item(s) to be purchased OR summary of costs by category or item,

    (b) Personnel/labor (i.e., personnel time if tied to the project for development, project layout, administration, and implementation),

    (c) Supplies/materials or construction estimates.

    (d) Other (consulting time, programming expense, etc.)

C3. Supporting Documents (Attachments)

- **Itemized documentation of requested expenses**: (e.g., cost estimates, vendor quotes, spreadsheet, etc.) (required)
- **Most recent annual budget OR summary of annual revenues and expenditures** (required)

- **W-9 signed within the past six months.** (Note: The name and address provided in A1 MUST MATCH the name and address on the W-9.)
- (Optional, but encouraged) **Photos or other documents** showing the nature of your request or the reason that funding is needed (files must be 10MB or less)

Completion of Project Requirements:

Boulder County requires reporting and documentation from awardees. A final report outlining the project's accomplishments must be submitted within one year, unless significant capital expenses are granted. Please be prepared to provide the following after your proposal is implemented:

- Brief narrative describing the use of funding
- Receipts (or proof of purchase) for purchased items,
- List of partners who contributed to the project (if applicable),
- Digital photos showing grant award funds in use.