



Climate Equity Fund

Applicant Support Guide



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Version Log

This log tracks updates made to the Applicant Guide. If corrections or clarifications are issued, they will be documented below. **Applicants are responsible for reviewing the most current version of the handbook when preparing their application.**

Version	Date	Changes Made
2.0 Initial Release	07/01/2026	Original version published

Applicant Support

How to Use this Guide

1. Read through the [Overview of the Climate Equity Fund](#) to understand the background and purpose of the fund, relevant definitions and acronyms that are used throughout the application and other resources, and other available resources to support your application process.
2. Use the [Screening Guide](#), [CEF Project Requirements](#), and [Applicant Eligibility](#) to determine whether the CEF is the right fit for your project needs.
3. Read [All About Community Roots](#) and [All About Community Reach Grants](#) to become familiar with the application requirements for each, to determine which type of grant you want to apply for, and identify your priority funding areas.
4. Review additional CEF Resources listed in [Resources, Technical Assistance, and Learning Opportunities](#), including the [Appendices](#), to answer questions you have that are not covered in this guide or the other applicant resources.
5. Prepare and submit your application materials using the [Application Checklist](#).

Resources, Technical Assistance, and Learning Opportunities

A variety of resources are available to help navigate the grants process:

- **Applicant Guide:** This applicant guide is designed to be a comprehensive guide to the CEF, and to help you understand eligibility, grant structure, and how to apply.
- **Launch Webinar Recording:** Watch the launch webinar that provides an overview of the CEF, eligibility, and project types. *(Please note this link will be added after 7/1)*
- **[Allowable Use of Funds Guidelines](#):** Provides a full list of allowable and unallowable costs.
- **Templates:** Review grant specific templates, such as the [Project Activities Timeline template](#), and [Letter of Commitment template](#) in the [Appendices](#).
- **[Frequently Asked Questions \(FAQ\) / Submitted Questions and Answers](#):** Read Appendix A to find answers to questions you and other applicants may have.
 - **Open Question and Answer Period:** Submit questions using this [Question and Answer form](#) by July 31, 2026. Questions and answers will be published in Appendix A of this guide by August 7, 2026.
- **[Event Calendar](#):** View this calendar to sign up for office hours with OSCAR and/or JSI staff and see available networking sessions.
 - Project Development Office Hours with OSCAR: Connect with subject matter experts to discuss project ideas.
 - Application and Grant Writing Office Hours with JSI: Ask questions and get support around the application process.

Definitions and Acronyms

Board of County Commissioners (BOCC): In July 2025, Boulder County Board of County Commissioners directed OSCAR to launch the Climate Equity Fund. The BOCC will make the final decisions related to the CEF and grant selection.

Community Evaluation Committee (CEC): A diverse panel selected via open recruitment, comprising frontline voices, Indigenous community representatives, youth, and expert practitioners who will evaluate and score grant applications according to a set of criteria.

Climate Equity Fund (CEF): The Boulder County Climate Equity Fund is a grant program designed to support frontline communities, and others most impacted by the climate crisis, by enabling grassroots leaders to design and implement community-led climate action initiatives.

Disproportionately impacted (DI) Communities: The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities (source: [Colorado Department of Public Health and Environment](#)).

Equity-centered: Efforts that prioritize removing barriers and uplifting those historically excluded, ensuring decision-making and benefits center the voices and leadership of frontline communities. For the sake of the CEF, equity-centered means that frontline community leaders are driving the design, direction, and outcomes of the funded work.

Frontline Community: A community that experiences the most immediate and worst impacts of climate change. Frontline communities are most often communities of color, Indigenous, and low-income (source: [Partners Advancing Climate Equity](#)).

JSI Research & Training Institute, Inc. (JSI): A global nonprofit dedicated to improving lives through better health and education outcomes for individuals and communities. JSI was selected through a competitive procurement process to administer the CEF. The Colorado-based JSI Team reports to OSCAR on grant progress and financial management.

Locally-based: Applicants and benefiting populations are located within Boulder County.

Letter of Interest (LOI): Community Roots applications will include a short, 2-page LOI that will answer the prompts outlined in the [Community Roots Applications and Evaluation Criteria section of this guide](#).

Office of Sustainability, Climate Action, & Resilience (OSCAR): The Boulder County Office of Sustainability, Climate, and Resilience (OSCAR) manages the CEF.

Overview Of The Climate Equity Fund

Program Summary

The Boulder County Climate Equity Fund (CEF) is a grant program designed to support frontline communities, and others most impacted by the climate crisis, by enabling grassroots leaders to design and implement community-led climate action initiatives. The CEF distributed more than \$2 million to 15 organizations in its first year, 2025. Read about the [2025 grant recipients](#).

The 2026 CEF will award up to \$2 million in grants across two grant categories, Community Roots Grants (\$20,000-\$100,000) and Community Reach Grants (\$100,000-\$400,000). The CEF will award up to 28 grants, targeting approximately 10-20 Community Roots Grants and approximately 5-8 Community Reach Grants.

The Disproportionate Impacts of Climate Change

Climate change disproportionately impacts those who contribute least to its causes, and racial and ethnically diverse communities are most intensely impacted by climate change. Racism, economic inequality, and class discrimination are some of the root causes of climate injustice, and Boulder County recognizes a long history of harmful practices and institutional racism that have further perpetuated climate injustices.

The CEF is meant to primarily benefit frontline communities or communities who are "disproportionately impacted" (DI) by higher environmental and health burdens, like pollution and climate change, with meaningful involvement of these frontline or DI communities in project design, leadership, and implementation. The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#)).

Boulder County Strategic Priority

In 2024, the Boulder County Office of Sustainability, Climate Action & Resilience (OSCAR) conducted a comprehensive review of climate justice best practices. Informed by recommendations from external environmental justice consultants, OSCAR staff — together with Commissioner Loachamin — began developing a vision for a CEF. The intent of the fund is to expand access to climate-related funding for frontline communities and individuals disproportionately impacted by climate change. In July 2025, Boulder County Commissioners directed OSCAR to launch the CEF.

Fund Administration

OSCAR manages the CEF. Due 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 Research & Training Institute, Inc. (JSI) for this work.

Sources of Funding

The Boulder County Commissioners allocated approximately \$2.5 million for the 2026 CEF, supported by \$1.1 million from the Sustainability Tax, \$1 million from the Boulder County general fund, and approximately \$370,000 that rolled forward from the 2025 CEF (originally from the Gross Reservoir Settlement Fund).

2026 Climate Equity Fund Guidance, Timeline, And Process

Applicant Guidance

DISPROPORTIONATELY IMPACTED (DI) COMMUNITIES DEFINITION

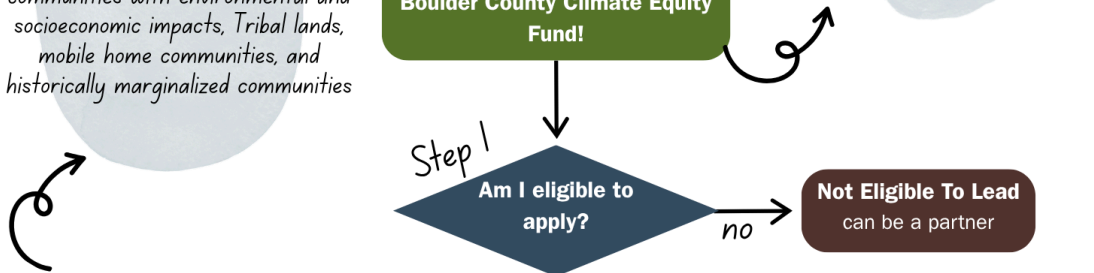
The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities



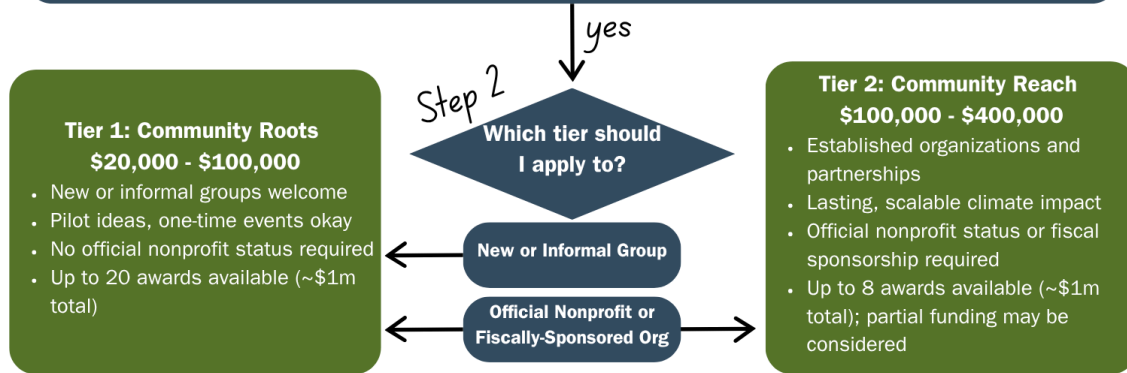
You have a project idea that aligns with the purpose of the Boulder County Climate Equity Fund!

CLIMATE EQUITY FUND (CEF) PURPOSE

The CEF supports frontline communities, and others most impacted by the climate crisis, by enabling grassroots leaders to design and implement community-led climate action initiatives



- Eligibility Requirements: All Must Be True for Lead Applicants**
- ✓ Applicant is located in Boulder County
 - ✓ Project takes place in Boulder County
 - ✓ Project primarily benefits and meaningfully involves Disproportionately Impacted (DI)/Frontline Communities
 - ✓ Project centers equity, cultural strengths, and community partnerships
 - X universities, municipalities, governments, for-profit businesses, sole individuals cannot lead



Tier 1: Community Roots \$20,000 - \$100,000

- New or informal groups welcome
- Pilot ideas, one-time events okay
- No official nonprofit status required
- Up to 20 awards available (~\$1m total)

Tier 2: Community Reach \$100,000 - \$400,000

- Established organizations and partnerships
- Lasting, scalable climate impact
- Official nonprofit status or fiscal sponsorship required
- Up to 8 awards available (~\$1m total); partial funding may be considered

Tier 1 Application

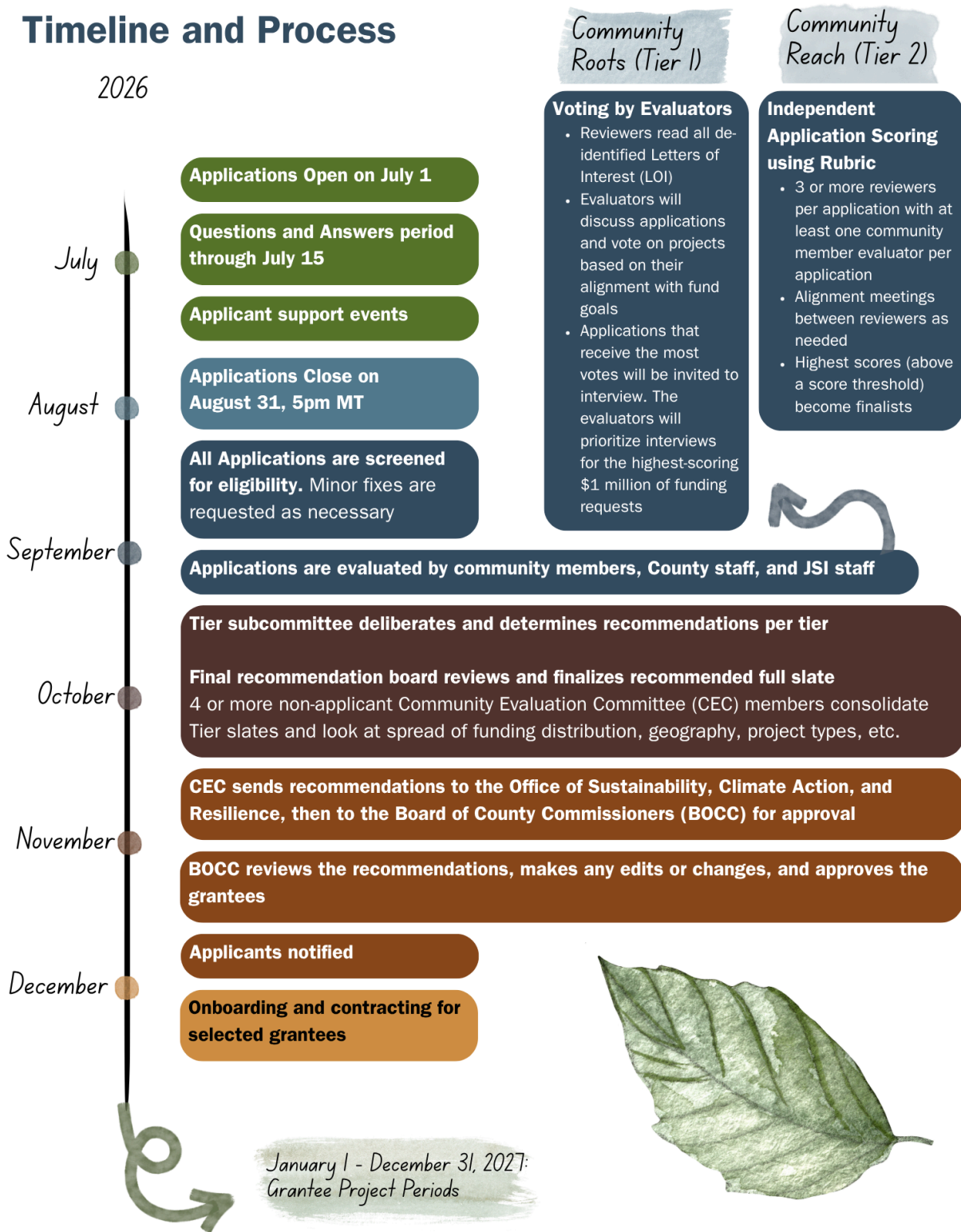
- Submit applicant info survey and 2-page Letter of Interest which includes problem/solution statement, project overview, and dollar request
- Finalists will have an interview

Tier 2 Application

Full grant proposal, including: applicant info, org background/partnerships, project description, project location and beneficiaries, activities/timeline, success measurement plan, budget

Timeline and Process

2026



Before Applying

Screening Guide: Is the Climate Equity Fund For Me?

Based on the eligibility criteria, applicants that answer “yes” to these questions are a better fit for the CEF than projects that answer “no.” If you answer “no” to any of these questions, please reach out to climateequityfund@jsi.org to discuss your eligibility before applying.

1. Is the lead applicant’s official address within Boulder County?
2. Will all or most of the project take place in and provide benefit to Boulder County?
3. Does the project take meaningful action on climate change? Specifically, does the project reduce climate pollution (greenhouse gas emissions) or build community resilience to a changing climate?
4. Will the project serve frontline and/or disproportionately impacted (DI) communities, as defined by Colorado Department of Public Health and Environment?
 - The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#)).
5. Is the project designed collaboratively with the community it aims to serve?
6. Is the community meaningfully involved in implementation and decision-making throughout the course of the project?
7. (For Community Reach applicants only) Is the lead applicant a registered 501(c)(3) nonprofit or fiscally sponsored organization?

CEF Project Requirements

Projects funded by the Boulder County CEF must:

- **Take meaningful action on climate change**, especially related to reducing greenhouse gas emissions that create climate change, and/or building community resilience.
- Take place in **Boulder County**.
- Primarily **benefit frontline communities or communities who are "disproportionately impacted (DI)"** by higher environmental and health burdens, like pollution and climate change, with **meaningful involvement of these frontline or DI communities** in project design, leadership, and implementation.
- Center **equity, justice, cultural or community strengths, and community support/partnerships**.

Applicant Eligibility

Lead applicants to the CEF must be **1) locally based** and **2) serve frontline/DI community(ies)**.

The lead applicant refers to the organization submitting the application, who will manage the grant agreement and be responsible for the financial and programmatic reporting.

Eligible lead applicant types may include:

- Community-based organizations
- Tribes and Tribal entities
- Mutual aid networks
- Neighborhood associations - mobile home parks, low-income housing, Boulder housing partners, etc.
- Neighborhood-led initiatives

Community Roots lead applicants can be formal organizations with 501(c)(3) status, organizations with established fiscal sponsorship, or informal groups.

Special attention should be given to tax considerations and the resources needed to access funds (e.g., a bank account). The CEF cannot provide tax advice. Be aware that receiving these funds could create unexpected tax implications. Please consult a tax expert if you have concerns.

Community Reach lead applicants must have official 501(c)(3) status or established fiscal sponsorship. These applicants must provide official documentation of their non-profit designation or a fiscal sponsorship agreement.

- 501(c)(3) documentation includes a 501(c)(3) determination letter from the Internal Revenue Service or documentation that shows the non-profit organization is recognized by the State of Colorado.
- Applicants with fiscal sponsorship must provide a copy of their fiscal sponsorship agreement.

The following organizations are ineligible to apply as a lead applicant but may act as a partner on an application. These partnerships must be outlined in the application and supported by a [Letter of Commitment, found in Appendix D.](#)

- Universities
- Governments (including municipalities, county, state, and federal)
- For-profit businesses
- Individuals applying as sole entities without collaborators
- Organizations with an address outside of Boulder County

Number of Applications and Applying as a Current Grantee

An eligible entity may submit only **one application as lead applicant** per round of the CEF, but they can be included as a partner on multiple proposed projects.

Current CEF grantees can apply, and will follow the standard application process. Evaluators will also look at current grant progress and performance as part of the evaluation process.

Which grant type should I apply to?

When submitting an application, applicants must select one type of grant to apply for. Both grants have defined eligibility criteria, grant amounts, and different application processes. Read more about each grant in the sections below.

Grant Type	Eligible Entities (Lead Applicants)	Grant Amount Range	Estimated # of Selected Projects	Project Period Length	Application Process
Community Roots Grants	Informal groups or coalitions with or without official nonprofit status or fiscal sponsorship	\$20,000 - \$100,000	10 - 20	1 year	LOI submission + interview
Community Reach Grants	Organizations with nonprofit status or fiscal sponsorship	\$100,000 - \$400,000	5 - 8	1 year	Competitive grant proposal evaluated against scoring rubric

Budget Development Guidance

All costs included in the project budget should directly support the project activities/scope of work, and need to follow the [Allowable Use of Funds Guidelines, found in Appendix G](#).

Community Roots Budgets

Community Roots applicants will include the total dollar amount requested for the proposed project, with a high-level explanation of what costs will be covered. Finalists will co-develop detailed budgets together with grant administrators prior to contracting.

In order to ensure that grantees have adequate capacity to manage their award, the guidance for Community Roots is that typically:

- (1) the budget for a proposed project is no more than 30% of the lead applicant's annual operating budget from the previous fiscal year; OR
- (2) project budgets are no more than \$50,000 for groups that have NOT previously received or managed any grant; OR
- (3) applicants are fiscally-sponsored.

Community Reach Budgets

Community Reach applicants are required to submit a budget spreadsheet covering project expenses, and a narrative description that explains how funds will be used as part of their grant application. See the [Budget Template, found in Appendix F](#).

In order to ensure that grantees have adequate capacity to manage their award, the guidance for Community Reach is that typically:

- (1) the budget for a proposed project is no more than 30% of the lead applicant's annual operating budget from the previous fiscal year; OR
- (2) applicants are fiscally-sponsored.

Rebates Guidance

Boulder County Rebates

Due to the timing of Boulder County's annual budget allocations, CEF applicants should not assume rebates from other Boulder County programs will be available when implementing projects in 2027. Instead, CEF applicants should request the budget they need to implement their project without assuming additional support from other Boulder County programs.

If your project plans to connect community members to county rebates as a part of their proposed programming, applicants are asked to reach out to the relevant Boulder County program and request a Letter of Understanding from that program to include in their application. For example, if your proposed project aims to help low-income residents weatherize their homes by connecting them to Boulder County EnergySmart rebates, your application should include a Letter of Understanding from the EnergySmart program.

Other Rebates

Rebates from sources beyond Boulder County, including but not limited to municipal, state, utility, or federal sources, may be available to support certain types of projects. Applicants may consider external rebates in support of their project, but are required to disclose any planned use of these rebates in the budget section of their application. Applicants are encouraged to consider any risk related to fluctuations or changes in these external rebate sources.

All About Tier 1: Community Roots Grants \$20k–\$100k

Community Roots Grants are designed to be accessible for a wide range of project types. This type of grant is a great option to consider if your group is new, has a small operating budget, hopes to host a one-time or limited-run event, or wants to test out an idea as a pilot project. We welcome your creativity and encourage new groups and collaborations. See the full [Community Roots Application, found in Appendix B](#).

Below are some example Community Roots projects that may qualify for funding. This list is not a complete list or a guarantee of funding.

Project Examples

Primary Focus	Project Examples
Land, Air, Water, and Food Systems	<p>Neighborhood gardens and urban farms: Community-led green spaces that address food access, biodiversity, and neighborhood well-being.</p> <p>Watershed or creek restoration: 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>Mitigating the heat island: projects that utilize nature-based solutions and/or other technologies to provide localized cooling and drought-tolerance.</p>
Mobility, Infrastructure, and the Built Environment	<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> <p>Green infrastructure pilot projects: Community rain gardens, shade trees, or other neighborhood-scale climate adaptation efforts.</p>
Mutual Aid, Basic Needs, and Climate Resilience	<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>Cultural Resilience, Healing, and Connection</p>	<p>Community healing events and cultural resilience practices: Circles, ceremonies, or spaces for activities such as collective processing of climate-related grief, trauma, or displacement; 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>
<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>Storytelling, Media, and Arts</p>	<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>Zero-Waste and/or Low-Carbon Living</p>	<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>

Community Roots Grants Selection

The Roots subcommittee will be responsible for evaluating and recommending finalists to the BOCC. This subcommittee is composed of CEC members, JSI staff, OSCAR staff, and other Boulder County subject matter experts as needed.

Step 1. Applications Received

An applicant submits their materials by August 31, 2026, 5pm MT.

Step 2. Eligibility and Completeness Screening + Application De-identification

Grant administrators complete an initial eligibility and completeness screen for all Community Roots applications. Applications are de-identified in preparation for Step 3.

Step 3. Evaluation (Popular-Voting)

The Roots subcommittee participates in a popular vote-style gallery walk to review and vote on all Community Roots LOIs, outlining potential interview questions. LOIs scoring above a specific threshold (within the cumulative ceiling amount) move on to the next step as finalists.

Step 4. Interviews

Grant administrators conduct short interviews with each finalist to address the questions outlined by the subcommittee in Step 3. CEC members from the Roots subcommittee are invited to optionally co-facilitate these interviews.

Step 5. Budget and Milestones Development

Grant administrators work with grantee finalists selected from Step 4 to develop a budget and timeline/milestones.

Step 6. Final Recommendations

Grant administrators bring the subcommittee recommendation slates to at least 4 non-applicant CEC members (determined by individual's availability and elected by the whole CEC) to finalize the overall recommended slate. CEC members who are applying for funds from this program are ineligible to serve on the final recommendation board.

The final recommendation committee selects a finalist pool for pre-award screening that prioritizes each subcommittee's recommendations and takes into account the scoring for individual applications, geography, and the distribution of funds across the funding Grants. If additional differentiating criteria are needed due to a large applicant pool, the grantmaking team will consider diversity of topical areas across applications. Partial funding recommendations, if applicable, are also discussed at this step.

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. CEC and OSCAR will co-create a memo with recommended finalists to present to the Board of County Commissioners (BOCC), and the BOCC will make the final decision.

Community Roots Grants Application and Evaluation Criteria

Community Roots Grants Application Evaluation Criteria

Community Roots applications will be evaluated through discussion and popular voting by reviewers. Reviewers will use the following guiding prompt to drive discussion and popular voting of all de-identified LOI narratives:

Which proposed projects have the most alignment with the purpose of the Boulder County CEF?

Purpose: The CEF supports frontline communities, and others most impacted by the climate crisis, by enabling grassroots leaders to design and implement community-led climate action initiatives.

The top-voted applications (totaling up to \$1 million) will advance to the finalist stage, which will include an interview.

Applicant Information

The following applicant information will be collected through a survey response via our application platform. It is not included in wordcount and will be separated from the “Letter of Interest Narrative” below in order to anonymize the review.

- [Short text] **Organization/Group Name**
- [Short text] **Organization/Group Type** (select all that apply)
 - Nonprofit 501(c)(3)
 - Fiscally-sponsored organization
 - Informal group
 - Other - write in
- [Short text] **Primary Contact:** One name, one email, one phone number.
- [Short text] **Project Title:** A clear, descriptive name
- [Short text] **Organizational/group mission statement**
- [Short text] **Organization/group annual operating budget for past 2 years**
 - **2024**
 - **2025**
- [Short text] **Requested funding amount.** The project period is January 2027 - December 2027.

- [Short text] **Budget Guidance:** Our goal is to ensure that grant recipients are able to manage their award. In most cases, budgets for Tier 1 must meet one of the following requirements. Please select which requirement your budget meets.
 - The budget for a proposed project is less than 30% of the lead applicant's annual operating budget from the previous fiscal year
 - The project budgets are less than \$50,000 for groups that have NOT previously received or managed any grant
 - The applicant has a fiscal sponsor
 - None of the above

If none of the above a new question appears. Please use this space to provide more context on your requested funding amount and whether your group has the capacity to manage the requested funds.

- [Multiple Choice] **What is the primary focus of your proposed project?** Pick the area that best matches your project.
 - Land, Air, Water, and Food Systems
 - Mobility, Infrastructure, and the Built Environment
 - Mutual Aid, Basic Needs, and Climate Resilience
 - Cultural Resilience, Healing, and Connection
 - Storytelling, Media, and Arts
 - Zero-Waste and Low-Carbon Living
 - Education and Youth Engagement
 - Other: _____

- [Checkbox] **What geographic area(s) are served by this project?**
 - City of Boulder
 - Town of Erie
 - Town of Jamestown
 - City of Lafayette
 - City of Longmont
 - City of Louisville
 - Town of Lyons
 - Town of Nederland
 - Town of Superior
 - Town of Ward
 - Unincorporated Towns & Communities
 - Allenspark
 - Coal Creek Canyon
 - Eldora
 - Eldorado Springs
 - Gold Hill
 - Gunbarrel

- Hygiene
 - Niwot
- [Checkbox] **Which Disproportionately Impacted (DI) community(ies) does your project benefit?** (source: [Colorado Department of Public Health and Environment](#)) (select all that apply)
 - Low-income communities
 - Communities of color
 - Housing cost-burdened communities
 - Linguistically isolated communities
 - Communities with environmental and socioeconomic impacts
 - Tribal lands
 - Mobile home communities
 - Historically marginalized communities

Letter of Interest (LOI) Narrative

Your narrative response should be uploaded as an attachment on your application survey response. Your response must not exceed:

- For applications written in English: 2 pages or 2,000 words, whichever comes first.
- For applications written in Spanish: 2,500 words.
 - Spanish translations typically expand by 15-30% compared to English. This happens because Spanish uses more prepositions, articles, and gender-based modifiers, and frequently relies on multi-word phrases for concepts that English expresses in a single compound word. Source: [JR Language](#)

Please use a 12-point font and 1-inch margins.

1. Problem/Solution Statement + Community of Benefit

What is the specific gap you are filling with your proposed project and who will benefit? In your answer, please include:

- **Need:** The community's need or problem, including any relevant data proving the need or problem, and how this need or problem was identified by and/or with the community of benefit
- **Community of Benefit:** The community(ies) who will benefit from this project and why they are (a) frontline/disproportionately (DI) community(ies)
 - The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#)).

- **Strengths:** The community's assets and strengths that will contribute to the project's success

2. Project Overview

What is your proposed project? In your answer, please include:

- **Objectives:** The 2-3 main objectives of the proposed project (e.g., "To increase residents' knowledge of and preparedness for wildfire-related emergencies")
- **Core Activities:** The planned work to achieve each objective (e.g., "We will host 5 workshops for up to 100 unique residents in mobile home communities near vegetated areas in Boulder County.")
 - Please explain how community(ies) of benefit will be involved in implementation and/or decision-making related to each activity
- **Climate Action:** How the project takes meaningful and equitable action on climate change.
 - Specifically, please explain how the project reduces climate pollution (e.g., greenhouse gas emissions) or builds community resilience to a changing climate
- **Project Sustainability:** How the project will continue or have a lasting impact beyond the one-year funding period.
 - Optionally, please include if there is potential to grow or expand on the project if it is successful
- **Budget:** Total dollar amount you are requesting for this project, with a high-level explanation of what costs will be covered.

All About Tier 2: Community Reach Grants \$100–\$400k

Community Reach Grants are designed for projects that require sizable investment due to innovation, scale, and/or lasting impact. This grant is a “best fit” for established organizations (or partnerships of organizations) that have consistently maintained annual budgets above the grant amount requested or who are fiscally sponsored.

Boulder County is seeking Community Reach applications for projects that result in lasting climate action. This could be measured by generating meaningful emissions or waste reduction, establishing supports that demonstrably bolster physical or social resilience, or otherwise contributing to lasting sustainability impacts and/or systems change. This may take the form of one large project, or creating/growing several smaller, related initiatives that align with and expand an organization’s or partnership’s existing work.

New in 2026, Community Reach projects may also be eligible to receive partial funding. Applicants may decide to indicate whether they would consider a partial funding award in their application.

Boulder County encourages larger, more established organizations to partner with and prioritize supporting the goals of smaller grassroots efforts (especially frontline, cultural, or community-based organizations) to ensure equitable outcomes. See the full [Community Reach Application, found in Appendix C](#).

Project Examples

Below are some example Community Reach projects that may qualify for funding. Some of these are repeated from Community Roots but are intended for projects on a larger scale. This is not a complete list or a guarantee of funding.

Primary Focus	Project Examples
Land, Air, Water, and Food Systems	<p>Neighborhood gardens and urban farms: Community-led green spaces that address food access, biodiversity, and neighborhood well-being.</p> <p>Watershed restoration: Projects to restore local water sources, remove trash, replant native vegetation, and improve resilience to flooding/drought.</p> <p>Pollution reduction: supporting initiatives to improve local air quality conditions or support resilience to poor air quality.</p>

<p>Mobility, Infrastructure, and the Built Environment</p>	<p>Electric transportation infrastructure: Installing infrastructure for electric vehicle (EV) charging for communities with limited access to charging.</p> <p>Building weatherization, energy efficiency, and electrification: Heat pumps, heat pump water heaters, insulation, balcony/plug-in solar, renewable energy access, and other low-carbon home improvements for frontline communities.</p> <p>Green infrastructure pilot projects: Community rain gardens, shade trees, or other neighborhood-scale climate adaptation efforts.</p>
<p>Mutual Aid, Basic Needs, and Climate Resilience</p>	<p>Disaster preparedness infrastructure: Construction, upgrades, or equipment purchases to support resilience to heat waves, wildfires, floods, or power outages.</p> <p>Resilience hubs or mobile units: Trusted neighborhood spaces (fixed location or mobile) that offer supplies, safety, and support in extreme climate events.</p>
<p>Workforce and Economic Justice</p>	<p>Green workforce readiness: Local training or mentorship programs in electrification, renewable energy installation, ecological restoration, or other sustainability careers.</p> <p>Climate entrepreneurship for underserved groups: Seed funding or capacity-building for frontline entrepreneurs leading sustainability efforts.</p>
<p>Zero-Waste and Low-Carbon Living</p>	<p>Repair cafes or tool libraries: Events or programs that encourage fixing and sharing items rather than throwing them away.</p>

Community Reach Selection

The Reach subcommittee will be responsible for evaluating and recommending finalists to the BOCC. This subcommittee is composed of CEC members, JSI staff, OSCAR staff, and other Boulder County subject matter experts as needed.

Step 1. Applications Received

An applicant submits their materials by August 31, 2026, 5pm MT.

Step 2. Eligibility & Completeness Screening

Grant administrators complete an initial eligibility and completeness screen for all Community Reach applications.

Step 3. Evaluation Assignments

Grant administrators assign applications to Community Reach subcommittee members (minimum of 3 evaluators per application, including at least 1 CEC reviewer). Reviewers fill out a Conflict of Interest disclosure form; grant administrators reassign applications if a conflict exists. Once cleared, evaluators get access to their specific applications, review applications using a standard rubric (see the [Community Reach Grants Application and Evaluation Criteria section of this guide](#)), and submit their scores to grant administrators.

Step 4. Evaluation (Independent Review)

Grant administrators compile scores, calculate weighted averages, and check for substantial differences between evaluator scores. If a major discrepancy exists, a concurrence meeting is held so reviewers can discuss and adjust scores if desired. Finally, JSI creates a recommended funding slate using scores, notes, flags, and past grant performance records, which is brought to the Community Reach subcommittee for feedback and final recommendations.

Step 5. Final Recommendations

Grant administrators bring the grant subcommittee recommendation slates to at least 4 non-applicant CEC members (determined by individual's availability and elected by the whole CEC) to finalize the overall recommended slate. CEC members who are applying for funds from this program are ineligible to serve on the final recommendation board. They select a finalist pool for pre-award screening that prioritizes each subcommittee's recommendations and takes into account the scoring for individual applications, geography, and the distribution of funds across the funding grant types. If additional differentiating criteria are needed due to a large applicant pool, the grantmaking team will consider diversity of topical areas across applications. Partial funding recommendations are also discussed at this step.

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. CEC and OSCAR will co-create a memo with recommended finalists to the BOCC, and the BOCC will make the final decision.

Community Reach Grants Application and Evaluation Criteria

Evaluators will review and score each section on a 1 - 4 scale, using the criteria described in the rubric below as a guide. The score for each section will then be weighted according to these guidelines to calculate a total application score out of 100 points.

Overall Weighted Scoring

Section	Min Weighted Points	Max Weighted Points
Applicant Information	Unscored	
Organizational Background, Project Team, + Partnerships	5	20
Project Description + Community Centering	5	20
Project Location + Benefit	3.75	15
Project Timeframe + Activities	3.75	15
Measuring Success + Sharing Success	3.75	15
Budget	3.75	15
TOTAL	25	100

Section Scores & Rubrics

Each section will be reviewed and scored on a 1-4 scale, using the criteria described in the rubric as a guide. Evaluators will also provide any comments or questions that describe why that score was selected. Comments will be used to provide feedback to applicants and all comments should be assumed to become public.

Scores for each section are based on **how well the applicant holistically responded to the required questions** based on this scoring progression:

1. No evidence/experience
2. Some evidence/experience
3. Good evidence/experience
4. Exceptional evidence/experience

Section 1: Applicant Information (Unscored)

Application Question	Evaluation Criteria
<ul style="list-style-type: none"> ● [Short text] Project Title ● [Short text] Organization Name ● [Short text] Primary Contact <ul style="list-style-type: none"> ○ [Short text] Name ○ [Short text] Role ○ [Short text] Phone Number ○ [Short text] Email Address ● [Short text] Organization/Group Mailing Address: Street address, city, state, ZIP code ● [Checkbox] Entity type: (check all that apply) <ul style="list-style-type: none"> ○ Nonprofit 501(c)(3) ○ Fiscally-sponsored organization <ul style="list-style-type: none"> ■ If yes, fiscal sponsor organization: ● [Short text] Organization/group annual operating budget for past 2 years <ul style="list-style-type: none"> ○ 2024 ○ 2025 ● [Attachment] Required Attachment: 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. 	<p><i>n/a - this section of the application is required but not scored</i></p>

Section 2: Organizational Background + Partnerships (20 points available)

<p>Application Question</p>	<p>Evaluation Criteria</p>
<p>[Narrative Text] Please describe your organization and share how it aligns with the purpose of the Climate Equity Fund.</p> <p><i>The purpose of the CEF is to support frontline communities, and others most impacted by the climate crisis, by enabling grassroots leaders to design and implement community-led climate action initiatives.</i></p> <p>In 400 words or less, your response should include:</p> <ul style="list-style-type: none"> A. Your organization’s mission/vision B. How long your organization has been doing work in Boulder County C. Your organization’s history and relationship to and with Disproportionately Impacted (DI)/Frontline communities D. Why is your organization the best fit to be lead applicant for this proposal 	<p>Organizational Alignment with the CEF:</p> <ul style="list-style-type: none"> A. Mission Alignment: Clearly articulates a mission and vision that are deeply and inherently aligned with the CEF’s focus on climate equity and grassroots action. B. Local Presence: Demonstrates a strong, impactful history of executing work within Boulder County. C. Community Trust: Proves an authentic, deep, and trust-based relationship with DI/Frontline communities. The response shows a clear track record of community-led or grassroots-driven design, rather than just serving these communities top-down. D. Leadership Justification: Provides a strong, evidence-backed argument for why they specifically are the right group to lead this project, leveraging past successes and unique community positioning.
<p>[Narrative Text] Describe your organization’s capability to implement this proposed project.</p> <p>In 400 words or less, your response should include:</p> <ul style="list-style-type: none"> A. Brief descriptions of 2–3 past project examples that demonstrate your organization’s capacity and capability to implement this proposed project. B. Short bios and project role descriptions for 2–3 key individuals 	<p>Organizational Capability to successfully manage grant and implement proposed project:</p> <ul style="list-style-type: none"> A. Past Project Proof: Clearly describes 2–3 past projects that are highly relevant to the proposed scope. These examples explicitly demonstrate the organization’s capacity to manage budgets, timelines, and community deliverables successfully. The reviewer has confidence that, based on past work, this team can successfully

<p>who would be implementing this project from the lead applicant.</p>	<p>implement the project without capacity bottlenecks or significant oversight.</p> <p>B. Team Strength & Alignment: Provides compelling short bios and precise role descriptions for 2–3 key individuals. The team’s combined expertise perfectly matches the demands of the project, and their roles show a clear, logical division of labor.</p>
<p>[Short text] While not a requirement, we strongly encourage Community Reach applicants to have partners for their CEF proposal. Please list your project partners, if applicable.</p> <p>[Attachment] Required Attachment(s): Letter(s) of Commitment: For each partner, please upload a Letter of Commitment (LOC) (link downloads a template). The LOC should include:</p> <ul style="list-style-type: none"> A. Partner organization name and main point of contact with email and/or phone number B. A description of any current or previous collaborations between the lead applicant and the partner C. The agreed upon scope of work or project role(s) for the proposed project D. A breakdown of how any awarded grant funding will be split up between the lead applicant and partner applicant 	<p>Strong partnerships that will contribute to the success of the project:</p> <ul style="list-style-type: none"> A. Defined partners: A completed LOC is uploaded for every partner. Each letter clearly identifies a primary point of contact with complete, up-to-date contact information. B. Collaboration History: Clearly details rich, meaningful current or historical collaborations that prove the organizations have a successful track record of working together OR a defined shared goal and approach that demonstrates potential for a new partnership C. Scope & Roles: Outlines a detailed, mutually agreed-upon scope of work. Partner roles and responsibilities are precise and leave no ambiguity about who is doing what (or how that will be determined). D. Funding Transparency: Provides a clear breakdown of the grant funding allocation for the partner, matching the project's overall budget proposal.

Section 3: Project Description and Centering Community (20 points available)

<p>Application Question</p>	<p>Evaluation Criteria</p>
<p>[Checkbox] What is the primary focus of your proposed project? Pick the area that best matches your project.</p> <ul style="list-style-type: none"> ● Land, Air, Water, and Food Systems ● Mobility, Infrastructure, and the Built Environment ● Mutual Aid, Basic Needs, and Climate Resilience ● Workforce and Economic Justice ● Zero-Waste and Low-Carbon Living ● Education and Youth Engagement ● Other (please explain) 	<p>Does the applicant holistically demonstrate evidence of:</p> <p><i>Not assigned a point value in initial evaluation, but may be considered as a factor in final decisions to ensure geographic and population benefit diversity</i></p>
<p>[Narrative text] Describe the need or problem you are seeking to address through this proposed project.</p> <p>In 400 words or less, your response should include:</p> <ul style="list-style-type: none"> A. The specific climate justice problem or inequity (using data as necessary) B. Evidence that your community supports this project, including explicitly outlining how the community was involved in the development of this proposed project. Also include any community concerns and plans to address those concerns. <ul style="list-style-type: none"> ○ C. How your project relates to climate adaptation, mitigation, or resilience <p>[Attachment] Optional Attachment: Provide concrete evidence of community support for this proposed project (e.g., petition of</p>	<p>Demonstrable need and community support:</p> <ul style="list-style-type: none"> A. Problem Diagnosis: Clearly articulates a specific climate justice problem or inequity deeply impacting Boulder County DI/Frontline communities, utilizing local data or documented lived experiences. B. Community Co-Design: Provides undeniable, explicit evidence of robust community support. Details a clear process showing how the community was directly involved in co-creating, designing, or steering the project (e.g., community-led workshops, focus groups, or design boards). C. Climate Action Link: Demonstrates a direct relationship between the project objectives and climate impact.

<p>community member signatures, survey results, focus group summary, community meeting minutes) including what % of the intended community of benefit has given input/support.</p>	
<p>[Narrative text] Please describe the project you are proposing and share how it aligns with the purpose of the CEF.</p> <p><i>The purpose of the CEF is to support frontline communities and others most impacted by the climate crisis by enabling grassroots leaders to design and implement community-led climate action initiatives.</i></p> <p>In 400 words or less, your response should include:</p> <ul style="list-style-type: none"> A. 2-3 main project objectives (e.g., “increase traditional ecological knowledge related to watershed restoration”) B. The community strengths and cultural knowledge this project utilizes C. How community members will be involved in project implementation and decision-making 	<p>Project alignment with the CEF:</p> <ul style="list-style-type: none"> A. Clear Objectives: Provides 2–3 highly clear, realistic, and impactful main objectives. These goals directly map to measurable, transformative changes in climate equity or community resilience. B. Leveraging Assets: Identifies and utilizes existing community strengths and cultural/traditional knowledge. The project treats the community's culture as a core asset and accelerator for success. C. Community Power & Governance: Outlines a deep, robust framework where community members are embedded in both the day-to-day implementation and the core decision-making structure (e.g., steering committees, co-management roles, or democratic voting power over project directions).

Section 4: Project Location and Community(ies) of Benefit (15 points available)

Application Question	Evaluation Criteria
<ul style="list-style-type: none"> ● What geographic area(s) are served by this project? (select all that apply) <ul style="list-style-type: none"> ○ City of Boulder ○ Town of Erie ○ Town of Jamestown ○ City of Lafayette ○ City of Longmont ○ City of Louisville ○ Town of Lyons ○ Town of Nederland ○ Town of Superior ○ Town of Ward ○ Unincorporated Towns & Communities <ul style="list-style-type: none"> ■ Allenspark ■ Coal Creek Canyon ■ Eldora ■ Eldorado Springs ■ Gold Hill ■ Gunbarrel ■ Hygiene ■ Niwot ○ Other (please explain): ● Which DI community(ies) does your project benefit? (source: Colorado Department of Public Health and Environment) (select all that apply) <ul style="list-style-type: none"> ○ low-income communities ○ communities of color ○ housing cost-burdened communities ○ linguistically isolated communities 	<p>Evaluation Criteria</p> <p>Does the applicant holistically demonstrate evidence of:</p> <p><i>Not assigned a point value in initial evaluation, but may be considered as a factor in final decisions to ensure geographic and population benefit diversity</i></p>

<ul style="list-style-type: none"> ○ communities with environmental and socioeconomic impacts ○ Tribal lands ○ mobile home communities ○ historically marginalized communities 	
<p>[Narrative text] Describe the intended population who will benefit from this project and project geographic area.</p> <p>In 200 words or less, your response should include how the population that your project will serve meets the definition of a disproportionately impacted community</p>	<p>Disproportionately Impacted Community Benefit:</p> <p>Alignment with DI Definition: Demonstrates how the intended population meets criteria of the State of Colorado’s DI community definition, utilizing local data, demographic statistics, or documented community characteristics</p>

Section 5: Activities and Timeline (15 points available)

Application Question	Evaluation Criteria
<p>[Attachment] Required Attachment: Please fill out the linked Activities and Timeline template (link downloads a template) with your Timeline and Activities plan for your project. Your project should span from January to December 2027.</p> <p>The required template includes:</p> <ul style="list-style-type: none"> A. Key Activities B. Timeline (start and end dates) C. Partner roles D. Expected outputs E. Notes column for additional considerations like seasonality 	<p>Project Feasibility and Implementation Planning:</p> <ul style="list-style-type: none"> A. Key Activities: Outlines logical, sequential, and comprehensive key activities that align with the project's overall objectives. B. Timeline Precision: Provides highly specific and realistic start and end dates for all phases, demonstrating an achievable pace that avoids staff burnout. C. Partner Accountability: Seamlessly integrates partner roles for each major activity, showing exactly who is responsible for execution (matching the Letters of Commitment). D. Outputs: Clearly defines concrete outputs (tangible deliverables, e.g., "3 workshops held with 10 participants each")

Section 6: Measuring Success and Learning (15 points available)

Application Question	Evaluation Criteria
<p>[Narrative text] Describe how you define “success” for each of the 2-3 objectives you outlined in Section 3, and your plan for measuring that success.</p> <p>In 400 words or less, your response should include:</p> <ul style="list-style-type: none"> A. Success criteria for all 2–3 objectives and specific quantitative or qualitative measurement methods B. The plan for sharing progress, learnings, and/or results with your community C. The plan or potential for long-term sustainability or scalability of your project 	<p>Plan for Measurable Success, Community Learning, and Sustainability:</p> <ul style="list-style-type: none"> A. Defining & Measuring Success: Clearly defines distinct, realistic, and highly thoughtful success criteria for all 2–3 objectives from Section 3. The measurement plan outlines specific quantitative or qualitative tracking methods (e.g., surveys, participant interviews, environmental data tracking). B. Community Sharing: Details a robust, inclusive, and bidirectional plan to share progress and results with the community. It moves past standard "reporting" by using culturally appropriate, highly accessible formats (e.g., community forums, multilingual summaries, or interactive local events). C. Impact, Sustainability & Scaling Blueprint: Presents an actionable strategy for the project's long-term future. This could include diversifying funding, embedding the project into existing local systems, or providing a clear blueprint for how the model can be scaled to benefit other DI communities.

Section 7: Budget (15 points available)	
Application Question	Evaluation Criteria
<p>[Short text] Requested funding amount. Project period is January 2027 - December 2027.</p> <p>[Short text] Budget Guidance: Our goal is to ensure that grant recipients are able to manage their award. In most cases, budgets for Community Reach grants must meet one of the following requirements. Please select which requirement your budget meets.</p> <ul style="list-style-type: none"> ○ The budget for a proposed project is less than 30% of the lead applicant's annual operating budget from the previous fiscal year ○ Applicant is fiscally-sponsored ○ None of the above <p>If 'none of the above' a new question appears. Please use this space to provide more context on your requested funding amount and whether your group has the capacity to manage the requested funds.</p>	<p>Evaluation Criteria</p> <p>Does the applicant holistically demonstrate evidence of:</p> <p>Budget Guidance Adherence:</p> <p>Either:</p> <ul style="list-style-type: none"> A. Confirms number (1) or (2) to the budget guidance prompt; or B. If neither condition is met, the applicant provides an extraordinarily compelling, evidence-backed narrative explaining why. They detail specific mitigation strategies, such as having dedicated accounting staff, previous experience successfully managing large one-time capital infusions, or a temporary scaling plan already in motion.
<p>[Attachment] Required Attachment: A budget spreadsheet covering project expenses, and a narrative description that explains how funds will be used. See the required Budget Template (link downloads a template).</p>	<p>Financial Feasibility and Budgetary Alignment:</p> <ul style="list-style-type: none"> A. Completeness & Structure: Both the budget spreadsheet and the narrative description are fully completed. Expenses are correctly categorized into the required brackets (Personnel,

<ul style="list-style-type: none"> ● Costs should be allowable as outlined in the Allowable Use of Funds Guidelines. ● Cost Categories include: <ul style="list-style-type: none"> ○ Personnel and Fringe Benefits ○ Contractual (subcontracts and consultants) ○ Equipment, Materials and Supplies ○ Travel ○ Other Direct Costs (e.g., outreach/education, incentives, training) ○ Indirect costs (capped at 15%) 	<p>Contractual, Equipment/Supplies, Travel, Other Direct Costs, Indirect).</p> <ul style="list-style-type: none"> B. Narrative Justification: The narrative provides granular, transparent details for how funds will be used. It explicitly justifies costs (e.g., specific staff hours, precise contractor rates, or itemized outreach supplies) and connects them directly to the activities outlined in the timeline. Links are provided as necessary. C. Financial Accuracy: All mathematical calculations are correct. D. Cost Allowability: Costs are allowable as outlined in the Allowable Use of Funds Guidelines including that Indirect costs are capped at or below 15% of the allowed base.
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Final Recommendation Criteria

The grant subcommittees and final recommendation board will engage in a series of meetings as needed to determine final funding recommendations to go to OSCAR and the Commissioners. Alongside each application’s average score, the following decision criteria categories may be considered in the final recommendation conversations when assessing across the entirety of the finalist slate: geographic distribution, grant type balance, frontline representation, organizational diversity, sector/project type diversity, innovation/systems impact.

Partial Funding Policy

The CEF may award partial funding to Community Reach applications based on funding availability and distribution, and cost allowability and feasibility.

Application Checklist

To ensure you're ready to apply:

- I am eligible to apply as a lead applicant (see: [Applicant Eligibility](#))
- I answered “yes” to the pre-screening questions (see: [Screening Guide](#))
- I have determined the appropriate Grant to apply to:
 - Community Roots Grants** (see: [All About Community Roots Grants](#))
 - Community Reach Grants** (see: [All About Community Reach Grants](#))
- (Optional) I have sought additional information and support via:
 - [Online office hours](#)
 - [Question Submission](#) (to be published by August 7th)
- If I am a Community Roots lead applicant:
 - I have prepared my application (download: [Community Roots Application preview](#))
 - Applicant information
 - Letter of Interest narrative answering all requested prompts
 - I have submitted all application materials via [Alchemer online survey tool](#) by 5pm MT on August 31, 2026.
- If I am a Community Reach lead applicant:
 - I have prepared all sections of the application, including narrative responses and attachments (download: [Community Reach Application preview](#))
 - Section 1: Applicant Information
 - Documentation of your organizational status OR fiscal sponsorship. 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 + Partnerships
 - Signed Letter(s) of Commitment from each partner or individual who will receive funds under this grant. (download: [Letter of Commitment Template](#))
 - Section 3: Project Description and Centering Community
 - (Optional) Attachment providing concrete evidence of community support for this proposed project (e.g., petition of community member signatures, survey results, focus group summary, community meeting minutes)

- Section 4: Project Location and Community(ies) of Benefit
- Section 5: Activities and Timeline
 - Timeline and activities table outlining key project activities, dates, partner involvement and outcomes. (download: [Activities and Timeline Template](#))
- Section 6: Measuring Success and Learning
- Section 7: Budget
 - Budget with a line item breakdown and narrative description of each line item. (download: [Budget Template](#))
- I have submitted all application materials via [Alchemer online survey](#) tool by 5pm MT on August 31, 2026.

Appendices

- A. Frequently Asked Questions / Submitted Questions and Answers
- B. Community Roots Application
- C. Community Reach Application
- D. Letter of Commitment Template
- E. Project Activities Timeline Template
- F. Budget Template
- G. Allowable Cost Chart

Appendix A. Frequently Asked Questions / Submitted Questions and Answers

General FAQ

Is my project a good fit for a CEF grant?

The CEF encourages groups to decide if the CEF is a good fit for their project based on our outlined eligibility criteria. We've provided a few guiding questions below, based on the eligibility criteria, that can help a group decide if the CEF is a good match for their project.

1. Is the lead applicant's official address within Boulder County?
2. Will all or most of the project take place in and provide benefit to Boulder County?
3. Does the project take meaningful action on climate change? Specifically, does the project reduce climate pollution (greenhouse gas emissions) or build community resilience to a changing climate?
4. Will the project serve frontline and/or disproportionately impacted (DI) communities, as defined by Colorado Department of Public Health and Environment?
 - a. The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#)).
5. Is the project designed collaboratively with the community it aims to serve?
6. Is the community meaningfully involved in implementation and decision-making throughout the course of the project?
7. (For Community Reach only) Is the lead applicant a registered 501(c)(3) nonprofit or fiscally sponsored organization?

Who can apply for this opportunity?

All lead applicants must be Locally-based (located within Boulder County with a valid address), and serve frontline/disproportionately impacted (DI) community(ies). Eligible lead applicants may include: community-based organizations, Tribes and Tribal entities, mutual aid networks, neighborhood associations (mobile home parks, low-income housing, Boulder housing partners, and neighborhood-led initiatives).

Community Roots (Tier 1) lead applicants can be formal organizations with 501(c)(3) status, organizations with established fiscal sponsorship, or informal groups. Community Reach (Tier 2) lead applicants must have official 501(c)(3) status or established fiscal sponsorship.

Who cannot apply?

Individuals applying without collaborators, universities, government municipalities, and for-profit businesses are ineligible to lead, but they can support an eligible frontline group as a proposed partner.

Which grant should I apply to, and how much can I request?

Community Root Grants offer \$20,000 to \$100,000 for 1-year projects (2027 calendar year). This grant type is designed for new groups, groups with small operating budgets, or those wanting to test a pilot project.

Community Reach Grants offer \$100,000 to \$400,000 for 1-year projects (2027 calendar year). This is a "best fit" for established organizations or partnerships requiring sizable investment for scale, innovation, or lasting systems change.

Eligibility

Can a non-profit organization partner with a for-profit organization?

Yes. As long as the lead applicant is an eligible entity, they are allowed to collaborate with other types of organizations. Depending on the role that the for-profit organization would play or the services that they would provide, the agreement between the nonprofit and for-profit entity would be subject to all Boulder County regulations on subrecipient agreements and procurement contracts.

Do we need to have a partner?

No, partnerships are not required, but they are encouraged and factor into the evaluation criteria.

What is the difference between advocacy and lobbying?

Advocacy is an allowable activity using the Climate Equity Funds, whereas lobbying is not allowable. Advocacy is a general term for activities that aim to change public opinion or support a cause. Advocacy can include raising awareness, offering support or education, and organizing communities. Lobbying is generally defined as any attempt to influence a politician or public official on a specific piece of legislation or regulation.

Examples of advocacy:

- Educating the community and/or elected officials about a topic
- Telling a government official how a policy affects constituents
- Using social media to get the word out about a cause/issue
- Meeting with a government official to explain how a particular problem/issue is affecting a particular group or organization, the environment, etc.

Examples of lobbying:

- Contacting members of a legislative body (local, state, federal, or international) for the purpose of proposing, supporting, or opposing legislation
- Urging the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation
- Advocating for the adoption or rejection of legislation
- Communicating with the general public and reflecting a view on a ballot initiative

Application Submission & Platform

Can an applicant submit more than one application?

No. An applicant can apply for one award during this cycle as a lead applicant. Eligible entities may be a partner on as many proposed projects as they wish.

Will applying early increase the chances of being selected for an award?

No. All applications will be evaluated after the application cycle closes. Applications are not reviewed on a rolling basis.

Are there required attachments?

For Community Reach applications, you will need to include the following attachments with your application:

- Letters of Commitment from each partner entity who will receive project funds
- A table outlining your main project activities, timeline, and milestones
- A budget that includes narrative explanation for your project costs

You can find templates for these items in the Applicant Support Guide. Upload your application attachments by clicking the “browse” button. This will open up a new window where you can upload any forms you have on your computer. The accepted file types are .png, .gif, .jpg, .jpeg, .doc, .xls, .docx, .xlsx, .pdf, and .txt.

Additionally, if you are a registered organization, you will need to upload documentation that your organization is a 501(c)(3). If available, an IRS determination letter is the preferred form of nonprofit documentation. If you are a fiscally sponsored group, you will need to upload your fiscal sponsor agreement.

Can I save my application and come back?

Yes, the application platform allows you to enter your email to receive a link to resume your progress later. If you do not receive a link from the Alchemer platform to resume your application, reach out to climateequityfund@jsi.org.

How will I know if my application has been successfully submitted?

A confirmation email will be sent to the email address listed in your application shortly after your submission confirming receipt. If you do not see the confirmation in your email inbox, check your spam folder. Please email climateequityfund@jsi.org with any concerns.

Support and Accessibility

Is there any support available if we need help applying?

Yes, we will host in-person and virtual office hours, view this [events calendar](#) for more information.

You can also access the Applicant Support Guide that has information on:

- Definitions and acronyms
- Project examples
- Detailed fund structure
- Step-by-step application instructions
- Allowable use of funds guidelines
- Grants management

Please reach out by email with any questions climateequityfund@jsi.org

Are grantees able to fill out the application in Spanish?

Yes. The application will be available in Spanish. For additional support, contact climateequityfund@jsi.org

Submitted Q + A

[to be added]

Appendix B: Community Roots Application

Please note that this appendix is for preview purposes only. You can find a downloadable [text document version of the Community Roots Application questions](#) and the actual [Community Roots Application platform for your official submission](#) via the Boulder County website.

Applicant Eligibility Screening Questions

The guiding questions below, designed based on the eligibility criteria, can help a group decide if the CEF is a good match for their project. If you answer “no” to any of these questions, please reach out to climateequityfund@jsi.org to discuss your eligibility before applying.

1. Is the lead applicant’s official address within Boulder County?
2. Will all or most of the project take place in and provide benefit to Boulder County?
3. Does the project take meaningful action on climate change? Specifically, does the project reduce climate pollution (greenhouse gas emissions) or build community resilience to a changing climate?
4. Will the project serve frontline and/or disproportionately impacted (DI) communities, as defined by Colorado Department of Public Health and Environment?
 - The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#)).
5. Is the project designed collaboratively with the community it aims to serve?
6. Is the community meaningfully involved in implementation and decision-making throughout the course of the project?

Community Roots Application

Applicant Information

The following applicant information will be collected through a survey response via our application platform. It is not included in wordcount and will be separated from the “Letter of Interest Narrative” below in order to anonymize the review.

- [Short text] **Organization/Group Name**
- [Short text] **Organization/Group Type** (select all that apply)
 - Nonprofit 501(c)(3)
 - Fiscally-sponsored organization
 - Informal group
 - Other - write in
- [Short text] **Primary Contact:** One name, one email, one phone number.
- [Short text] **Project Title:** A clear, descriptive name
- [Short text] **Organizational/group mission statement**

- [Short text] **Organization/Group Mailing Address:** Street address, city, state, ZIP code
- [Short text] **Organization/group annual operating budget for past 2 years**
 - **2024**
 - **2025**
- [Short text] **Requested funding amount.** The project period is January 2027 - December 2027.
- [Short text] **Budget Guidance:** Our goal is to ensure that grant recipients are able to manage their award. In most cases, budgets for Tier 1 must meet one of the following requirements. Please select which requirement your budget meets.
 - The budget for a proposed project is less than 30% of the lead applicant's annual operating budget from the previous fiscal year
 - The project budgets are less than \$50,000 for groups that have NOT previously received or managed any grant
 - The applicant has a fiscal sponsor
 - None of the above

If none of the above a new question appears. Please use this space to provide more context on your requested funding amount and whether your group has the capacity to manage the requested funds.

- [Checkbox] **Main focus of project (check list):**
 - Land, Air, Water, and Food Systems
 - Mobility, Infrastructure, and the Built Environment
 - Mutual Aid, Basic Needs, and Climate Resilience
 - Cultural Resilience, Healing, and Connection
 - Storytelling, Media, and Arts
 - Education and Youth Engagement
 - Zero-Waste and Low-Carbon Living
 - Education and Youth Engagement
 - Other: _____
- [Checkbox] **What geographic area(s) are served by this project?**
 - City of Boulder
 - Town of Erie
 - Town of Jamestown
 - City of Lafayette
 - City of Longmont
 - City of Louisville
 - Town of Lyons
 - Town of Nederland
 - Town of Superior
 - Town of Ward
 - Unincorporated Towns & Communities

- Allenspark
 - Coal Creek Canyon
 - Eldora
 - Eldorado Springs
 - Gold Hill
 - Gunbarrel
 - Hygiene
 - Niwot
- [Checkbox] **Which Disproportionately Impacted (DI) community(ies) does your project benefit?** (source: [Colorado Department of Public Health and Environment](#)) (select all that apply)
 - low-income communities
 - communities of color
 - housing cost-burdened communities
 - linguistically isolated communities
 - communities with environmental and socioeconomic impacts
 - Tribal lands
 - mobile home communities
 - historically marginalized communities

Letter of Interest (LOI) Narrative

Your narrative response should be uploaded as an attachment on your application survey response. Your response must not exceed:

- For applications written in English: 2 pages or 2,000 words, whichever comes first.
- For applications written in Spanish: 2,500 words¹.

Please use a 12-point font and 1-inch margins.

1. Problem/Solution Statement + Community of Benefit

What is the specific gap you are filling with your proposed project and who will benefit? In your answer, please include:

- **Need:** The community's need or problem, including any relevant data proving the need or problem, and how this need or problem was identified by and/or with the community of benefit

¹Spanish translations typically expand by 15-30% compared to English. This happens because Spanish uses more prepositions, articles, and gender-based modifiers, and frequently relies on multi-word phrases for concepts that English expresses in a single compound word. Source: [JR Language](#)

- **Community of Benefit:** The community(ies) who will benefit from this project and why they are (a) frontline/disproportionately (DI) community(ies)
 - The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#)).
- **Strengths:** The community's assets and strengths that will contribute to the project's success

2. Project Overview

What is your proposed project? In your answer, please include:

- **Objectives:** The 2-3 main objectives of the proposed project (e.g., "To increase residents' knowledge of and preparedness for wildfire-related emergencies")
- **Core Activities:** The planned work to achieve each objective (e.g., "We will host 5 workshops for up to 100 unique residents in mobile home communities near vegetated areas in Boulder County.")
 - Please explain how community(ies) of benefit will be involved in implementation and/or decision-making related to each activity
- **Climate Action:** How the project takes meaningful and equitable action on climate change.
 - Specifically, please explain how the project reduces climate pollution (e.g., greenhouse gas emissions) or builds community resilience to a changing climate
- **Project Sustainability:** How the project will continue or have a lasting impact beyond the one-year funding period.
 - Optionally, please include if there is potential to grow or expand on the project if it is successful
- **Budget:** Total dollar amount you are requesting for this project, with a high-level explanation of what costs will be covered.

Appendix C: Community Reach Application

Please note that this appendix is for preview purposes only. You can find a downloadable [text document version of the Community Reach Application questions](#) and the actual [Community Reach Application platform for your official submission](#) via the Boulder County website.

Community Reach Applicant Eligibility Screening Questions

The guiding questions below, designed based on the eligibility criteria, can help a group decide if the CEF is a good match for their project. If you answer “no” to any of these questions, please reach out to climateequityfund@jsi.org to discuss your eligibility before applying.

1. Is the lead applicant’s official address within Boulder County?
2. Will all or most of the project take place in and provide benefit to Boulder County?
3. Does the project take meaningful action on climate change? Specifically, does the project reduce climate pollution (greenhouse gas emissions) or build community resilience to a changing climate?
4. Will the project serve frontline and/or disproportionately impacted (DI) communities, as defined by Colorado Department of Public Health and Environment?
 - The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#)).
5. Is the project designed collaboratively with the community it aims to serve?
6. Is the community meaningfully involved in implementation and decision-making throughout the course of the project?
7. Is the lead applicant a registered 501(c)(3) nonprofit or a fiscally sponsored organization?

Community Reach Application Questions

Section 1. Applicant Information (unscored)

- [Short text] **Project Title**
- [Short text] **Organization Name**
- [Short text] **Primary Contact**
 - [Short text] **Name**
 - [Short text] **Role**
 - [Short text] **Phone Number**
 - [Short text] **Email Address**
- [Short text] **Organization/Group Mailing Address:** Street address, city, state, ZIP code
- [Checkbox] **Entity type:** (check all that apply)
 - Nonprofit 501(c)(3)
 - Fiscally-sponsored organization

- If yes, fiscal sponsor organization:
- [Short text] **Organization/group annual operating budget for past 2 years**
 - 2024
 - 2025
- [Attachment] **Required Attachment:** 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.

The accepted file types are .png, .gif, .jpg, .jpeg, .doc, .xls, .docx, .xlsx, .pdf, and .txt.

Section 2. Organizational Background, Project Team, and Partnerships (20 points max)

[Narrative Text] **Please describe your organization and share how it aligns with the purpose of the Climate Equity Fund.**

The purpose of the CEF is to support frontline communities, and others most impacted by the climate crisis, by enabling grassroots leaders to design and implement community-led climate action initiatives.

In 400 words or less, your response should include:

- Your organization’s mission/vision
- How long your organization has been doing work in Boulder County
- Your organization’s history and relationship to and with Disproportionately Impacted (DI)/Frontline communities
 - Definition: The State of Colorado defines DI communities to include: low-income communities, communities of color, housing cost-burdened communities, linguistically isolated communities, communities with environmental and socioeconomic impacts, Tribal lands, mobile home communities, and historically marginalized communities ([Colorado Department of Public Health & Environment](#))
- Why your organization is the best fit to be the lead applicant for this proposal

[Narrative Text] **Please describe your organization’s capability to implement this proposed project.**

In 400 words or less, your response should include:

- Brief description(s) of 2-3 past project examples that demonstrate your organization’s capacity and capability to implement this proposed project

- Short bios and project role descriptions for 2-3 key individuals who would be implementing this project from the lead applicant

[Short text] **While not a requirement, we strongly encourage Community Reach applicants to have partners for their CEF proposal. Please list your project partners, if applicable.**

[Attachment] **Required Attachment(s):** Letter(s) of Commitment (LOC): For each partner, please upload a [Letter of Commitment](#) (link downloads a template). The LOC should include:

- Partner organization name
- Main point of contact, with email and/or phone number
- A description of any current or previous collaborations between the lead applicant and the partner
- The agreed upon scope of work or project role(s) for the proposed project
- A breakdown of how any awarded grant funding will be split up between the lead applicant and partner applicant

The accepted file types are .png, .gif, .jpg, .jpeg, .doc, .xls, .docx, .xlsx, .pdf, and .txt.

Section 3. Project Description and Centering Community (20 points max)

[Checkbox] **What is the primary focus of your proposed project?** Pick the area that best matches your project.

- Land, Air, Water, and Food Systems
- Mobility, Infrastructure, and the Built Environment
- Mutual Aid, Basic Needs, and Climate Resilience
- Workforce and Economic Justice
- Zero-Waste and Low-Carbon Living
- Other (please explain)

[Narrative text] **Please describe the need or problem you are seeking to address through this proposed project.**

In 400 words or less, your response should include:

- The specific climate justice problem or inequity (using data as necessary)
- Evidence that your community supports this project, including explicitly outlining how the community was involved in the development of this proposed project If applicable, include any community concerns and plans to address those concerns
- How your project relates to climate adaptation, mitigation, or resilience

[Attachment] **Optional Attachment:** Provide concrete evidence of community support for this

proposed project (e.g., petition of community member signatures, survey results, focus group summary, community meeting minutes), including what % of the intended community of benefit has given input/support.

The accepted file types are .png, .gif, .jpg, .jpeg, .doc, .xls, .docx, .xlsx, .pdf, and .txt.

[Narrative text] **Please describe the project you are proposing and share how it aligns with the purpose of the CEF.**

The purpose of the CEF is to support frontline communities, and others most impacted by the climate crisis, by enabling grassroots leaders to design and implement community-led climate action initiatives.

In 400 words or less, your response should include:

- 2-3 main project objectives (e.g., “increase traditional ecological knowledge related to watershed restoration”)
- The community strengths and cultural knowledge this project utilizes
- How community members will be involved in project implementation and decision-making

Section 4. Project Location and Community Benefit (15 points max)

[Checkbox] **What geographic area(s) are served by this project?** (select all that apply)

- City of Boulder
- Town of Erie
- Town of Jamestown
- City of Lafayette
- City of Longmont
- City of Louisville
- Town of Lyons
- Town of Nederland
- Town of Superior
- Town of Ward
- Unincorporated Towns & Communities
 - Allenspark
 - Coal Creek Canyon
 - Eldora
 - Eldorado Springs
 - Gold Hill
 - Gunbarrel
 - Hygiene
 - Niwot

- Other (please explain)

[Checkbox] **Which DI community(ies) does your project benefit?** (source: [Colorado Department of Public Health and Environment](#)) (select all that apply)

- low-income communities
- communities of color
- housing cost-burdened communities
- linguistically isolated communities
- communities with environmental and socioeconomic impacts
- Tribal lands
- mobile home communities
- historically marginalized communities

[Narrative text] **Please describe the intended population who will benefit from this project and project geographic area.**

In 200 words or less, your response should include how the population that your project will serve meets the definition of a disproportionately impacted community.

Section 5. Project Activities and Timeline (15 points max)

[Attachment] **Required Attachment:** Please fill out [the linked template](#) with your Timeline and Activities plan for your project. Your project should span from January to December 2027. *The required template includes:*

- Key Activities
- Timeline (start and end dates)
- Partner roles
- Expected outputs
- Notes for additional considerations like seasonality

The accepted file types are .png, .gif, .jpg, .jpeg, .doc, .xls, .docx, .xlsx, .pdf, and .txt.

Section 6. Measuring Success and Learning (15 points max)

[Narrative text] **Please describe how you define “success” for each of the 2-3 objectives you outlined in section 3, and your plan for measuring that success.**

In 400 words or less, your response should include:

- Success criteria for all 2–3 objectives and specific quantitative or qualitative measurement methods.
- The plan for sharing progress, learnings, and/or results with your community.
- The plan or potential for long-term sustainability or scalability of your project.

Section 7. Budget (15 points max)

[Short text] **Requested funding amount.** Project period is January 2027 - December 2027.

[Short text] **Budget Guidance:** Our goal is to ensure that grant recipients are able to manage their award. In most cases, budgets for Community Reach grants must meet one of the following requirements. Please select which requirement your budget meets.

- The budget for a proposed project is less than 30% of the lead applicant's annual operating budget from the previous fiscal year
- Applicant is fiscally-sponsored
- None of the above

If 'none of the above' a new question appears. Please use this space to provide more context on your requested funding amount and whether your group has the capacity to manage the requested funds.

[Attachment] **Required Attachment:** A [budget spreadsheet](#) covering project expenses, and a narrative description that explains how funds will be used.

- Costs should be allowable as outlined in the [Allowable Use of Funds Guidelines](#).
- Cost Categories include:
 - Personnel and Fringe Benefits
 - Contractual (subcontracts and consultants)
 - Equipment, Materials and Supplies
 - Travel
 - Other Direct Costs (e.g., outreach/education, incentives, training);
 - Indirect costs (capped at 15%)

Community Reach Optional Post-Application Survey

This survey is not scored and will not influence grant selection outcomes. Feedback from this survey will be used to improve the Climate Equity Fund for future years.

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. How manageable was the effort involved in completing the application?
 - a. Very difficult
 - b. Somewhat difficult

- c. Somewhat easy
 - d. Very easy
4. Do you have any feedback on this application process? How did this compare to other applications?

Appendix D: Letter of Commitment Template

Please note that this appendix is for preview purposes only. Please access the downloadable and editable [Letter of Commitment \(LOC\) Template](#) via the Boulder County website.

Boulder County Climate Equity Fund 2.0 Applicant Template: *Partner Letter of Commitment*

Instructions: *This is a template for your Letter of Commitment. Please customize highlighted sections or use your own similar template. At a minimum, your Letters of Commitment should include: point of contact (with contact information), current or previous collaborations, agreed upon scope of work or project role(s), and grant funding allocation.*

As a reminder, you must include a signed Letter of Commitment from each partner (organizations or individuals) who will receive funds under this grant.

[Please put on organizational letterhead, if applicable]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Re: Letter of Commitment for “ [Project Title] ”

To the Boulder County Equity Fund Review Committee:

I am writing on behalf of [Partner Organization / Individual Name] to express our full commitment and support for the proposed project titled “[Project Title]”, submitted by [Lead Applicant Organization Name] to the Boulder County Equity Fund.

This initiative aligns closely with our mission and shared commitment to **climate action, justice, and equity**—particularly for frontline and historically marginalized communities in Boulder County. We believe in the power of community-driven solutions to address climate challenges, and we’re proud to join this effort.

Point of contact

[Name]

[Role]

[Email Address]

[Phone Number]

Current or Previous Collaborations

[Text response here]

Agreed Upon Scope of Work or Project Roles

[Partner Organization / Individual Name] commits to supporting the project by:

- **Role / Activity #1:** e.g., “Facilitating three community engagement workshops in [neighborhood] focused on [topic].”
- **Role / Activity #2:** e.g., “Developing educational materials and toolkits for youth and families.”
- **Role / Activity #3:** e.g., “Providing technical assistance on climate data collection and analysis.”
- *Add or remove bullets as needed*

We will coordinate with the lead applicant and project partners to ensure all activities are

delivered in a culturally responsive, inclusive, and equitable manner. Expected timeline: [e.g., May–October 2027].

Grant Funding Allocation

For the roles/activities outlined above, we expect to receive \$[Dollar Amount] from the lead applicant to support our role in this project. These project funds will be used to cover:

- Line-item #1: (e.g., “Community facilitator stipends”)
- Line-item #2: (e.g., “Printing and distribution of materials”)
- Line-item #3: (e.g., “Data software licenses”)

The funds for this work will support our dedication to the project’s success and equity within the partnership.

Sincerely,

[Name of Authorized Signatory]

[Title]

[Partner Organization / Individual Name]

Appendix E: Project Activities and Timeline Template

Please note that this appendix is for preview purposes only. Please access the downloadable and editable [Project Activities and Timeline Template](#) via the Boulder County website.

Boulder County Climate Equity Fund 2.0 Applicant Template: *Timeline + Activities*

Instructions: This is a template for your Timeline and Activities plan for your project from January to December 2027. Please customize the number of rows needed based on your proposed number of activities and sub-activities.

[Example] Activity # 1: Community focus groups to inform neighborhood climate action plan				
Sub-Activity	Start Date	End Date	Expected Outputs	Partner roles (if applicable)
Hire facilitators	2/1	2/29	2 facilitators bi-lingual in Spanish recruited, interviewed, and hired via contract	
Create focus group guide	3/1	3/30	1 focus group guide developed	
Outreach for focus groups	3/1	4/30	1 bi-lingual flyer created and distributed at 10 community sites (schools, churches, etc.)	Partner XYZ to contribute 30 hours of outreach time
Conduct focus group 1	Early May	n/a	1-hour focus group with 10 participants	
Conduct focus group 2	Mid-May	n/a	1-hour focus group with 10 participants	
Conduct focus group 3	Early June	n/a	1-hour focus group with 10 participants	
Create focus group results report	6/15	7/31	Report summarizing summary and findings from focus group	

Applicant Organization Name	
Activity Time Period	Climate Equity Fund - Round 2 January 1, 2027 - December 31, 2027

Activity # 1: [text]				
Sub-Activity	Start Date	End Date	Expected Outputs	Partner roles (if applicable)
(Optional) Any timing or other considerations for activity 1 (e.g., seasonality)?				
Activity # 2: [text]				
Sub-Activity	Start Date	End Date	Expected Outputs	Partner roles (if applicable)
(Optional) Any timing or other considerations for activity 2 (e.g., seasonality)?				
Activity # 3: [text]				

Sub-Activity	Start Date	End Date	Expected Outputs	Partner roles (if applicable)

(Optional) Any timing or other considerations for activity 3 (e.g., seasonality)?

Activity # 4: [text]

Sub-Activity	Start Date	End Date	Expected Outputs	Partner roles (if applicable)

(Optional) Any timing or other considerations for activity 4 (e.g., seasonality)?

Add rows as needed.

Appendix F: Budget Template

Please note that this appendix is for preview purposes only. Please access the downloadable and editable [Budget Template](#) via the Boulder County website.



Climate Equity Fund

INSTRUCTIONS:

Applicants are required to submit a budget as part of their grant application. Please note that it is not necessary to complete any sections of the budget that are not applicable to your submission.

All items in the budget should directly support the project activities/scope of work, and should align with the Allowable Costs:

https://docs.google.com/document/d/1c0Gx5GrNc0R2mVZFXozTHQivwoZ_5MG7/edit?usp=sharing&ouid=113473062598771647323&rtopf=true&sd=true

Costs should not assume any Boulder County rebates. If other State or Federal rebates are included in your cost calculations, please be explicit in the narrative explanation about those assumptions.

Applicant Organization Name	
Budget Time Period	Climate Equity Fund - Round 2 January 1, 2027 - December 31, 2027

Cost Categories

Personnel - Employees

List all hourly personnel to perform work for the project. Include proposed hourly wage, time and effort percentage (full time equivalent or FTE), and fringe benefits.

In the narrative explanation: include the role and expected contribution of budgeted personnel. A description of how fringe benefits are projected and what components are included in the calculation (insurance, paid time off, etc.) must be included. If you are not a legally registered entity, you may not have a defined fringe rate and these costs can be billed as "Other Direct Costs" below.

Name & Position Title	Description of Work	Hourly Wage	Hourly Fringe	Total # of Hours on Project	Sub-Total	Narrative Explanation/Justification of Costs
			\$0.00		\$0.00	
			\$0.00		\$0.00	
			\$0.00		\$0.00	
			\$0.00		\$0.00	
			\$0.00		\$0.00	
Total Personnel					\$0.00	

Contractual

Include all consultants and subcontracts planned to complete the proposed work.

Definitions:

Consultant definition: Technical expert, member of a particular profession or especially well qualified individual who is engaged, on a temporary or intermittent basis.

Subcontractor definition: Organization that makes substantial programmatic and technical contributions to the project and is responsible for completing specific services, tasks or activities that contribute significantly to deliverables or objectives listed in the prime scope of work.

In the narrative explanation: Describe how the consultant/subcontractor will be selected, the work to be performed, how the costs were calculated and expected deliverables.

Consultant Name	Description of Work	Unit	Rate	Total # of Unit on Project	Sub-Total	Narrative Explanation/Justification of Costs
					\$0.00	
					\$0.00	
					\$0.00	
Subcontractor Name	Description of Work				Sub-Total	Narrative Explanation/Justification of Costs
Total Contractual					\$0.00	

Equipment, Materials and Supplies					
Include list of all equipment, materials and supplies.					
In the narrative explanation: describe the rationale, necessity and reasonableness of the operation costs budgeted, including any relevant links or other cost verification.					
Item	Unit Cost	Quantity	Sub-Total	Narrative Explanation/Justification of Costs	
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
Total Equipment, Materials and Supplies			\$0.00		
Travel					
Include all travel, including costs for attendance of any in-state/local meetings, trainings, conferences, etc.					
In the narrative explanation: describe the rationale, necessity and reasonableness of the travel costs budgeted, including any relevant links or other cost verification. If the applicant does not have a travel policy, the U.S. General Services Administration's Travel Guidelines may be used.					
Item	Purpose of Travel	Unit Cost	Quantity	Sub-Total	Narrative Explanation/Justification of Costs
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Total Travel				\$0.00	
Other Direct Costs					
Other direct expenses that are not attributable to the other cost categories that directly support the project activities/scope of work.					
In the narrative explanation: describe the rationale, necessity and reasonableness of the costs budgeted, including any relevant links or other cost verification.					
Item	Unit Cost	Quantity	Sub-Total	Narrative Explanation/Justification of Costs	
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
Total Other Direct Costs			\$0.00		
SUB-TOTAL BEFORE INDIRECT			\$0.00		
Indirect					
Provide your indirect costs, or the administrative expenses related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, accounting, grants management, legal expenses, utilities, and facility maintenance. Note: there is a fifteen percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.					
Item	Description of Item	Proposed Indirect Cost Rate	Narrative Explanation/Justification of Costs		
Proposed indirect cost percentage					
Total Indirect		\$0.00			
TOTAL		\$0.00			

Appendix G: Allowable Use of Funds Guidelines

Please note that this appendix is for preview purposes only. Please access the downloadable [Allowable Use of Funds Guidelines](#) via the Boulder County website.

Boulder County Climate Equity Fund 2.0 Applicant Resource: *Allowable Use of Funds Guidelines*

Personnel and Fringe Benefits

Expense Category	Allowable	Unallowable
Personnel	Staff time to plan, coordinate, execute and assess activities and provide deliverables in alignment with the goals set forth in this RFA and the proposed project plan. Personnel may include expert trainers/teachers, fees for facilitators, scholarships for training; and research.	Lobbying and political activity, overtime expenses, salaries for fundraising staff that is not related to time spent on securing additional funding for the proposed project. Political activities include but are not limited to campaign activities and political activities such as meeting with or encouraging a state or local elected official to support a bill, ordinance or other policy proposal.
Fringe Benefits	Fringe benefits are additional benefits given to employees apart from their salary. Fringe benefits may include paid time off, health insurance, retirement contributions and other employee benefits.	none

Contractual

Expense Category	Allowable	Unallowable
Consultant	Technical expert, member of a particular profession or especially well qualified individual, who is not an employee, and is engaged on a	none

	temporary or intermittent basis.	
Subcontractor	Organization that makes substantial programmatic and technical contributions to the project and is responsible for completing specific services, tasks or activities that contribute significantly to deliverables or objectives listed in the prime scope of work.	none

Equipment, Materials and Supplies

Expense Category	Allowable	Unallowable
Equipment	<p>Physical equipment that supports community-led climate action and resilience in disproportionately impacted communities.</p> <p>Examples include:</p> <p>Tools and materials for green infrastructure or adaptation projects (e.g., rain barrels, shade trees, soil, mulch)</p> <p>Energy efficiency and renewable energy installations for shared or community use (e.g., mini-split heat pumps, solar panels, battery storage)</p> <p>Equipment for community events, education, or organizing (e.g., tents, audio systems, bike repair tools)</p> <p>Air quality monitors, temperature sensors, or other tools to measure local environmental impacts</p>	<p>Equipment that is not part of a community-led effort or lacks collective benefit</p> <p>Equipment used solely by or benefiting a single individual or private business</p> <p>Fossil fuel-powered equipment (e.g., gas generators, lawn mowers) unless part of a clean energy transition plan (requires County-approval)</p> <p>High-maintenance or burdensome equipment not aligned with local capacity to use or maintain it</p> <p>Equipment purchases not directly tied to the goals of the funded project</p>

Travel

Expense Category	Allowable	Unallowable
Travel	In-state travel to directly implement activities associated with the proposed project plan, may include mileage reimbursement and per diem if overnight stay is justified.	Out of state travel and associated costs, alcoholic purchases, entertainment while traveling

Other Direct Costs (ODCs)

Expense Category	Allowable	Unallowable
Other Direct Costs	<p>Other direct project expenses that are not attributable to the other cost categories.</p> <p>Expenses related to capacity building for the organization and/or members of a frontline community to more effectively participate in rulemaking; direct service program activities.</p> <p>Climate Equity Funds may be used to rent space that is necessary in order to support the allowable use of funds. Requests to lease land using Climate Equity Funds can be proposed and will be evaluated on a case-by-case basis.</p> <p>For entities that do not have a defined fringe rate or prefer to bill directly for fringe benefits of staff working on the project (insurance, paid time off, etc.).</p>	<p>General operating expenses that are <i>not</i> related to project activities (these should be reflected in the “Indirect” category instead).</p> <p>Land purchases.</p>
Outreach/ Education	Expenses associated with outreach activities, public and environmental health communication materials	Outreach/education that does not align or relate to the project goals/objectives to improve

	(including supplies or handouts directly related to a public health, sustainability, or environmental health message or goal), education services or media campaigns to inform and protect communities.	health equity and reduce environmental health hazards.
Incentives	Participant support costs are payments made to individuals participating in a project, not as employees, for their involvement in conferences, community meetings, trainings, or forums. These costs can include food/beverage, stipends, travel allowances, and other expenses. Note that participant support costs need to adhere to specific Boulder County requirements.	Food and beverage expenses for staff meetings or individual project staff; alcoholic beverages.
Training	Training staff to implement grant program goals/objectives, training volunteers.	Training unrelated to the grant project.

Indirect Costs

Expense Category	Allowable	Unallowable
Indirect	Administrative expenses related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, accounting, grants management, legal expenses, utilities, and facility maintenance. 15% cap.	Indirect rate above 15%.