



# Huerfano Parks and Recreation District

## Mini Grants Application Form

The open season for submitting Mini-Grant Applications for Colorado Conservation Trust Funds (CTF) to the Huerfano Parks and Recreation District Board is, August 1<sup>st</sup> through October 1<sup>st</sup>. The grant or grants will be awarded on December 15<sup>th</sup>. The CTF is comprised of proceeds from the Colorado Lottery and dispersed to eligible applicants for allowed expenses.

CTF is a restricted funding source. These mini-grant funds are to be used for **capital improvements or maintenance on public land**. The HPRD asks that all applicants review these restrictions carefully before submitting and application for funding. A full description of eligible and ineligible expenses/projects can be found on pages 3-5 of the document at this link:

[https://drive.google.com/file/d/1tGLuUArSXFb\\_lyBybbBROcYrsMZmc3rm/view?.authuser=0](https://drive.google.com/file/d/1tGLuUArSXFb_lyBybbBROcYrsMZmc3rm/view?.authuser=0)

## General Guidance and Grant Information

### IMPORTANT DATES:

- August 1<sup>st</sup> : Mini Grant application window opens
- October 1<sup>st</sup>: Mini Grant application window closes
- December 15<sup>th</sup>: All applicants will be notified of their approval or denial

### MAXIMUM GRANT

The maximum grant is \$15,000. The District may reduce the request due to limited availability of funds or multiple applicant awards

### MATCH REQUIREMENTS:

Applicants must provide a minimum of twenty-five percent (25%) cash match or a combination of cash and in-kind services with a minimum of 10% cash match.

### ELIGIBLE APPLICANTS:

The Town of La Veta, City of Walsenburg, and Huerfano County, and 501(c) 3 nonprofits that provide maintenance on publicly owned sites.

**PROPERTY OWNERSHIP:**

Verification of project approval from the public entity that owns the land that will be maintained or improved with mini grant funds will be required if said public entity is not the applicant. This can come in the form of a signed letter from an authorized representative or minutes from the public meeting where approval was granted.

**AWARDS:**

All applications will be considered for funding, as long as the published criteria are met.

**APPLICATION PROCESS**

Application packets can be picked up if needed. For packet pick up, please contact Keri Powers at (719) 242-7607 or [kpowers@la-h-health.org](mailto:kpowers@la-h-health.org).

Completed application may be submitted electronically at [huerfanoparksandrecreation@gmail.com](mailto:huerfanoparksandrecreation@gmail.com). A hard copy may be sent to the following address.

Huerfano Parks and Recreation District  
P.O. Box 1201  
Walsenburg, CO 81089

**PRESENTATION:**

Applicants may be asked for more information if questions arise concerning the project or application. There will be a time limit for presenting further information.

**TIMELINE FOR PROJECT COMPLETION**

**CONTACT:**

If you have questions about the grant application or grant process, please email [huerfanoparksandrecreation@gmail.com](mailto:huerfanoparksandrecreation@gmail.com)

**TO BE FILLED BY HPRD DIRECTORS:**

Submission receipt date: _____
Board review date: _____
Grant/denial date: _____

# APPLICANT SUMMARY PAGE

ELIBIBLE ENTITIY		
Organization:		
Mailing Address:		
Contact Name:		Title:
Telephone:	Email:	Are you the Primary contact?
Do you currently have an open mini grant from HPRD? If yes, please contact HPRD staff prior to the completion of this application		

PARTNER INFORMATION (IF APPLICABLE)		
Organization:		
Mailing Address:		
Contact Name:		Title:
Telephone:	Email:	Are you the primary contact?

CTF ELIGIBLE CATEGORY	
Please indicate which eligible category these CTF funds will go towards. To review CTF eligibility please visit this link: <a href="#">CTF Eligible Expenditures 2018.pdf - Google Drive</a>	
Public Sites: <input checked="" type="checkbox"/> 210 – Capital Improvements <input checked="" type="checkbox"/> 220 – Maintenance	New Conservation Sites: <input checked="" type="checkbox"/> 110 – Acquisition <input checked="" type="checkbox"/> 120 – Development <input checked="" type="checkbox"/> 130 – Maintenance

## PROJECT INFORMATION

**Project Title:**

**Grant Request (\$15,000 max): \$**

**Total Project Cost: \$**

**Percent of overall match (% of total project cost):**

**Percent of Cash match (% of total project cost):**

**Location of Project:**

**Brief project description: In 2-3 paragraphs, describe the proposed project and how it will benefit your community. Please answer the basic questions of who your organization is, what the project entails (please be specific), and where the work will take place?**

## APPLICATION CHECKLIST

- Filled Mini-grant Application
- HPRD Budget Form
- Maps/Photos/Graphics, if applicable
- Quote from the vendor(s) if trust funds will be used to purchase equipment
- Verification that matching funds/services are secured
- If applicant is not the owner of the public lands:** verification of project approval from the public entity that owns the land.

*I certify that I am authorized to sign on behalf of the applicant and that if awarded a Huerfano County Parks and Recreation District Mini Grant for this project, the applicant and its partners will comply with Huerfano County Parks and Recreation's requirements including matching, financial reporting, and general requirements. I certify that neither condemnation nor the threat of condemnation is or will be a part of this project.*

\_\_\_\_\_ Date: \_\_\_\_\_  
*An authorized person must sign here*

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



# HUERFANO PARKS AND RECREATION DISTRICT BUDGET FORM

Income	Trust Fund Request	Applicant Cash	Applicant In-Kind	Total
<b>Sources of Project Income</b>				
Conservation Trust Fund				0
Applicant Cash				0
Applicant In-kind				0
<b>Total Income</b>	0	0	0	0
<b>Expenses</b>				
<b>Personnel</b>				
				0
				0
				0
				0
				0
<b>Equipment</b>				
				0
				0
				0
<b>Property Acquisition</b>				
				0
				0
				0
<b>Materials (be specific)</b>				
				0
				0
				0
				0
				0
				0
<b>Travel</b>				
				0
				0
				0
<b>Contractual</b>				
				0
				0
				0
				0
<b>Other</b>				
				0
<b>Total Expenses</b>	0	0	0	0

