

## Regional Grant Management System



City of Boulder  
Housing & Human  
Services



City of Lafayette



City of Longmont  
Human  
Services



**FOUNDANT**  
technologies

# Cities of Boulder, Lafayette, and Longmont

## 2025 Application Guide

Applications are due by 4:00 p.m. on Monday, August 26, 2024

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# Important information about the 2025 Application

1. Late applications will not be accepted. The system automatically closes promptly at 4:00 pm on August 26, 2024.
2. [To access the application, please click here.](#)

## Regional Grant Management System



Welcome to the Regional Grant Management System!

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator at Markisha Key-Hagan at [key-haganm@bouldercolorado.gov](mailto:key-haganm@bouldercolorado.gov) to receive your username.

For assistance navigating the online grant management system, download the [Regional Grant Management System Technical Assistance Guide](#)

For any questions, contact Markisha Key-Hagan at [Key-HaganM@bouldercolorado.gov](mailto:Key-HaganM@bouldercolorado.gov).

**IMPORTANT** – If your agency is a new applicant applying to multiple funders under the same

“shared outcome” (see page 10), create **one program** and submit one application. Be sure to indicate which funders you are applying to. For example, if you are applying to Boulder County and the City of Longmont under the shared outcome, “Increase economic stability, mobility and resilience”, then create one program and check the boxes next to “City of Longmont” and “Boulder County” to apply to both funders. If you are seeking funding for more than one program, you will need to submit an additional application.

▼ Funder Selection

Who are you applying to (check all that apply)\*

- Boulder County
- City of Boulder
- City of Lafayette
- City of Longmont

\*Note: You can use Foundant’s “copy request” feature to help save time in completing subsequent applications (see this [tutorial](#) for more information).

3. If you need to change your agency address, Executive Direction/President/CEO name or primary application contact person, please contact Markisha at Key-HaganM@bouldercolorado.gov. It is the agency’s responsibility to ensure all contact information up to date.

4. You will not be able to submit the application until all the required sections are saved and marked as complete. The required sections are marked with an asterisk.

5. The “**Scope of Work**” section describes how the program is supposed to work (i.e., the internal logic) by showing how your program will address community needs. You will present the logical relationship between your program activities, outputs, partners, a timeline, and the outcomes you expect to result from those activities. \*Please note that if your agency is awarded funds, the information you include here will be used to draft the contract for your program and you will have to report on the outputs and outcomes included here. Therefore, the more specific and accurate the information in this section of the application, the more efficient the contract finalization and program evaluation process will be for funded agencies.

# Create a New Account

Creating a new account is a multi-step process; follow the instructions below to create a new account. If you need assistance or have questions about who should create an account, please see the [Regional Grant Management System Technical Assistance Guide](#).

\*Please note, in 2022, the funders began accepting applications through the Foundant Regional Grant Management System. If you have previously applied for a HSF grant but this is your first time accessing the Foundant GMS system, you will need to create a new account - passwords and applications were not migrated to the new site.

1. From the Logon page, click **Create New Account**.
2. Once organization information has been entered, click **Next**.
3. Enter the user information in the following section, click **Next** when complete.
  - This section is your information.
  - If your address is the same as your organization's, you may use the *Copy Address from Organization* button to automatically pull the address information from the organization address fields into the address fields in this section.
  - The email address entered in the *Email/Username* field becomes your username in the system.
  - Should you need to navigate to the previous section in the registration process, you must use the "**Previous**" button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using the browser's back button, you will lose all registration information you have entered.
4. The next section is titled "CEO, President, Executive Director".
  - If you are the "CEO, President, Executive Director", select *Yes* and click **Next**.
  - If you are not the "CEO, President, Executive Director", select *No*, click **Next**, and complete the required "CEO, President, Executive Director" fields.
5. Once the CEO, President, or Executive Director's information is entered, click **Next** to create a

password.

6. Create a password for your account and click **Create Account**.

## Email Confirmation

Upon creating an account, you will be taken to the Email Confirmation page, so you can confirm that you are receiving emails from the system.

1. Follow the on-screen instructions and click **Continue** to finish the registration process.
2. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.

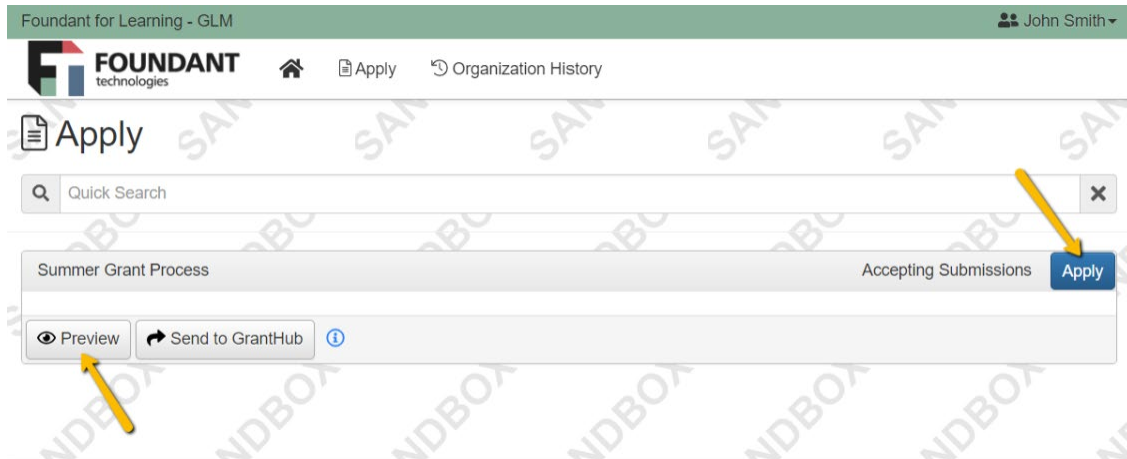
\*If you do not receive the email confirmation, please reach out to Markisha Key-Hagan at [key-haganm@bouldercolorado.gov](mailto:key-haganm@bouldercolorado.gov) for assistance. It is critical that communication with the system is established to receive notifications and other communications from City of Boulder, City of Lafayette and/or City of Longmont staff.

## Apply For Funding

Upon completing registration and accessing the system for the first time, you will land on the Apply page. This page will show you any open opportunities that you can apply for, as well as any deadlines and other applicable information related to them.

## General Information

1. You can preview the application without having to save any work by clicking on the **Preview** button.
2. To start a request, click on the blue **Apply** button under the opportunity you'd like to apply to.
  - This will take you into a form to complete and submit.



3. Once in the form, note that your contact and organization information automatically populates at the top of the form.
  - You may update your contact information and view your email history.

## Organization information:

- Currently, you will only be able to update the following contact information for your organization:
    - Web site
    - Telephone Number
    - Email
  - Please contact the Grant Management System Administrator, Markisha Key-Hagan, at [keyhaganm@bouldercolorado.gov](mailto:keyhaganm@bouldercolorado.gov) to change any of the other “Organization Information” fields.
4. If you’d like a PDF copy of the application, you can click the Question List button.



Foundant for Learning - GLM John Smith

**FOUNDANT** technologies Apply Organization History

Contact Info Request

**Applicant:**  
Mr. John Smith  
john.smith@example.org  
123-123-1234  
123 Main St.  
New York City, NY 12345

**Organization:**  
John's Org  
12-1234567  
123-123-1234  
123 Main St.  
New York City, NY 12345 United States

[Contact Email History](#)

? If your organization information does not appear correct, please click the edit (pencil) icon.

LOI Question List

? Fields with an asterisk (\*) are required.

**Project Name\***  
Name of Project.

**Amount Requested\***  
#

5. Please note the **deadline indicated on each application**. Applications will not be accepted after this date.
6. Once you've completed the form, you may click the Packet button to download a copy of the questions and your responses.

## Detailed Application Information

1. Work your way through the form responding to the fields.
  - Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.
  - As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
  - You may notice that questions are divided into sections indicated by a gray bar that contains a title/name and the corresponding questions below it. These are referred to as question groups. You may collapse question groups as you go, once you've finished all of the questions in that group, by clicking on the arrow next to the question group name. This can help serve as an indicator to yourself that you've completed that section and reduce scrolling.

Regional Grant Management System

Select Language

Application

Preview As Administrators

Process Manager / 2024 Human Services Fund Regional Collaborative Fund / 2024 Human Services Fund Regional Collaborative Fund Application / Preview

Fields with an asterisk (\*) are required.

Pre-Qualification

**Pre-Qualification**  
Please answer the following questions to determine whether the agency meets the minimum criteria for submitting an application.

**Agency Type\***  
Please select your agency type.

**Federal Nonprofit Status\***  
Does your agency have federal non-profit status [For example: 501(c)(3), 501(c)(4), etc]? Please only select "N/A" if your agency is a governmental agency (i.e., school district, local public health department, etc.), private educational agency or for-profit business (City of Longmont ONLY).  
 Yes  
 No  
 N/A

**Agency provides human services to specifically identified target populations.\***  
Is this proposal for human services that predominantly impact residents within Boulder County, City of Boulder, City of Lafayette and/or City of Longmont?  
 Yes  
 No

- Some fields have character limits.
  - You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
  - Responses that are longer than the set limit will be saved, but an error message will appear informing the applicant that the limit has been exceeded.
2. File upload fields will only accept one file per field.
    - Follow the name convention noted in each question/field.
    - If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing you that the file is too large and the file *will not* be saved.
    - If you attempt to upload a file in an unaccepted file type, you will receive a warning that the file type is not acceptable; and you will not be able to upload the file.
    - Upload fields have size limits.
    - Upload fields may also have file type restrictions.
    - Once a file has been uploaded, it may be deleted by clicking the red X next to the file name and a new file can be uploaded.
  3. Even though the system is auto-saving, there is still a Save button at the bottom of the form.
    - If you click Continue you will be taken back into the form so you can continue working.
      - If you save and exit the system, you will access the draft of the form from your dashboard the next time you log in.
      - Pick back up where you left off by clicking the Edit link to the right of the request.

- When you click **“Save”** you are taken to a confirmation page, so you know the save was successful.
4. When all of the fields are complete, submit the form.
- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
  - An error message appears listing the fields that need to be completed or edited.
  - These fields are outlined in red, so they are easy to identify as the applicant scrolls through the form.
  - When a form is submitted successfully, the applicant will be taken to a confirmation page.
  - When you click Continue, you are taken to your dashboard where you can view your submitted request.
  - Once an application has been submitted, you can no longer edit it.

## Applicant Dashboard

Your dashboard houses current and historical requests (if you have previously submitted an application in the Foundant GMS).

The Active Requests tab houses all current requests. These are the requests still requiring action, awaiting a decision, and/or requests that have not yet been marked closed by the site administrator. Within each request you can see forms, form statuses and submission dates, and, if applicable, form deadlines.

- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted. Once submitted, you cannot edit them.
- You can also see the request’s decision status.
- The status will show **“Undecided”** until the site administrator posts a decision.
- Timing on decision status updates vary depending on the Funder.

Denied requests and requests marked closed by the site administrator are housed in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu where you will have the option to edit your profile information, including changing your password. Be sure to click save in the bottom right once you've finished.

Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending time out).

## Application Sections

### Pre-Qualification Questions

In this section, applicants will provide answers to pre-qualification questions to determine whether the agency meets the minimum criteria for submitting an application. The Pre-Qualification section is a required part of the application and consists of three questions that ask applicants to provide information including the agency's: type (classification), status, and target population. The application will automatically move to the next step once you've answered the questions. Please DO NOT click the "Submit" button as that button is for submitting your completed application. If you do not qualify to apply, a question box will pop up giving more information on who to contact for assistance.

### Funder Selection

In this section, applicants will select which funders they are applying to for **THIS** HSF funding request. \*If your agency is applying to multiple funders under the same "shared outcome" (see page 10), create **one program** and submit one application. For example, if you are applying to Boulder County and the City of Longmont under the shared outcome, "Increase economic

stability, mobility and resilience”, then create one program and check the boxes next to “City of Longmont” and “Boulder County” to apply to both funders. **If you are seeking funding for more than one program, you will need to submit an additional application.**

∨ Funder Selection

**Who are you applying to (check all that apply)\***

- Boulder County
- City of Boulder
- City of Lafayette
- City of Longmont

## Total Amount Requested

In this section, applicants will indicate the amount they are requesting from each Human Services Fund for this application. Please enter "0" for any of the entities from which you are not requesting funds. \*Some funders have funding request minimums. Please pay close attention as this information will be listed in the application.

## Agency Section

### Agency Contact Information

Provide primary and secondary contact information for the program in which you are requesting funds for in this application.

### Agency Narrative

This section provides the overview of the agency and helps reviewers to understand the overall work of the agency. There is one open text field where agencies will provide a narrative description that must include a description of each of the following elements:

**Primary Purpose and Functions** – describe your agency’s primary mission and the main daily functions. Think of this as the elevator speech of who the agency is and what it does.

**Strategic Agency Goals** – be brief and list the agency’s strategic goals. This question will help inform how the request for funding fits within the overall strategic direction for the agency.

**Unique Service** – describe what sets your agency apart from other agencies that serve similar clients or have similar missions and deliverables. If your agency provides similar services as another agency, provide specific information on how you work with other agencies to avoid duplication.

**Key populations served** – In one sentence (max) please describe the agency’s target populations.

In addition:

**Board of Directors Table** – please choose the option will you use to submit your agency’s Board of Directors (BOD) information. Then proceed to either enter information about the agency's Board of Directors (BOD) in the table OR upload an existing BOD list that includes board members, board position, occupation/employer, city of residence, and year term ends and years of service. If an existing BOD table/list will be uploaded, please rename it in the following format *“2025 HSF [Agency Name] Board Table”*.

**Agency Board and Staff Demographics** - provide race/ethnicity, gender, residence, and languages spoken for board members and staff. The totals in each section should align with the totals of the other sections. For example, if there are five staff members each staff total should add up to five. Provide race/ethnicity, gender, residence, and languages spoken and for board members and staff.

**Inclusive and Equitable Board and Staff Practices** – describe the organizational plan, policies and/or procedures and activities that the organization has or will implement to ensure that board and staff recruitment and hiring are inclusive and representative of the community that the organization serves. Examples could range from reserving spaces on the board for

underserved population members to annual trainings for board and staff members on inclusive practices.

## 2025 Agency Projected Client Served

Complete the table to provide the overall projected number of unduplicated clients the agency will serve in 2025 by place of residence. Please note there is no option for “unknown.” The total should add up to the total number of unique clients the agency anticipates serving in 2025. Don’t double count clients served. For example, if the agency projected clients total is 200 and all were from the City of Boulder, then the 200 wouldn’t be counted in the other categories and the total would remain 200. The column will automatically total.

## Agency Client Demographics Narrative

The section to provide additional information that will help a reviewer understand whom the agency serves. If the agency uses a different metric for tracking place of residence or doesn’t track it, please provide that explanation in this section.

## Agency Budget

Complete and upload the budget template provided or provide your own projected 2025 revenue and expenses for the entire agency. The revenue template **requires itemization** for the following **revenue sources** – federal, state, City of Boulder, City of Lafayette, City of Longmont, other government, foundations, and other revenue. **Itemization is required** for the following **expense categories** – salaries, supplies/materials, staff travel, subcontracts/consultants, and other expenses.

***Excess or Shortfall of Revenues and Expenses*** – This is auto calculated on the template

provided and will subtract revenues minus expenses. The agency budget narrative provides space to explain anything beyond a zero budget.

## Agency Budget Narrative

Explain any excess or shortfall and provide information on agency reserves and the reserve policy. If there are no reserves/there is reserves policy, explain why. The question regarding reserves is required in this section. If you do not have a budget excess/shortfall, please type “N/A”.

## Supporting Documents

Upload the most recent agency financial audit, non-profit determination letter (e.g., 501c3 letter) and year-end financial documents (e.g., income/expenditure statement and balance sheet). Submission of these documents is required. For the “Financial Audit” and “Non-profit Determination Letter”, you will be provided alternative options in the application (where applicable) in the case that you do not have these document.

\*There will be an upload box for each document being requested. Please note that each file upload box will only accept **one** file. Therefore, due to system constraints, if you have multiple documents for each upload box, you will need to combine these documents into one file. For example, if your financial audit consists of three different documents, then you’ll need to combine them into one document in order to upload it. If you have any issues combining your documents, please contact Markisha Key-Hagan [key-haganm@bouldercolorado.gov](mailto:key-haganm@bouldercolorado.gov)



# Program Section

This is the section of the application where you will provide information specific to the funding request.

## Program Narrative

**Program Name** – list the name of the program.

**Outcome Area of Focus (Shared Outcomes)** – Select only one of the six shared outcomes that best fits the proposed program.

You can apply for more than one program in one shared outcome but will need to submit an additional application for another program.

The shared outcome selected should represent the **primary goal for the work of the proposed program**. See below for a list of the Regional HSF Collaborative’s six shared outcomes.

1. Increase economic stability, mobility, and resilience (e.g., through employment, financial assistance, benefits or other earnings, financial literacy, or other forms of self-sufficiency assistance)
2. Increase the ability for people to obtain and maintain housing (e.g., rental assistance, legal representation for housing, pathways to housing for individuals experiencing homelessness, other services that help keep people housed)
3. Advance personal growth, development, and leadership potential; childhood development; academic achievement; (e.g., childcare, child, teen or adult academic support, youth, adult or older adult training, language access)
4. Increase safe environments for people with diverse identities (e.g., through advocacy, legal representation, protection from violence or other forms of vulnerability)

5. Increase positive physical, mental, or behavioral health and wellbeing, and increase healthy behaviors (e.g., direct health care, wellness, food security or nutrition, social connectivity)
6. Increased ability among community members to access critical services and improve quality of life (e.g., transportation, digital divide, culturally centered assistance programs, independent living)

If you are requesting funding from the City of Longmont, please see the chart on the next page (pg. 20) for a map of how the shared outcome you choose for your program will correspond to Longmont's HSNA Goals and Safety Net Pillars. For more important information about applying for Longmont's Human Services Agency Funding please see Longmont's Human Services Agency Funding Guidance Document [here](#). Please note that you must be logged into the Foundant GMS to review this document

## Longmont's Goals / Outcomes for 2025 Fund Round

Longmont Safety Net Pillar	Current Collaborative Goal Area	Longmont HSNA Goals
<b>Housing Stability</b>	Increase the ability for people to obtain and maintain housing (e.g., rental assistance, legal representation for housing, pathways to housing for individuals experiencing homelessness, and other services that help keep people housed)	<ul style="list-style-type: none"> <li>• Increase housing stability for at-risk families, individuals, and youth.</li> <li>• Increase housing opportunities for unhoused residents via higher utilization of transitional housing and shelter</li> </ul>
<b>Self-Sufficiency and Resilience</b>	<p>Increase economic stability, mobility, and resilience (e.g., through employment, financial assistance, benefits or other earnings, financial literacy, or other forms of self-sufficiency assistance)</p> <p>Increased ability among community members to access critical services and improve quality of life. (e.g., transportation, digital divide, culturally centered assistance programs, independent living)</p>	<ul style="list-style-type: none"> <li>• Increase the ability for livable wages via education and training opportunities.</li> <li>• Increase the ability of vulnerable populations to live independently.</li> <li>• Increase the ability of older adults to age in place.</li> <li>• Increase access/utilization of eligible benefits.</li> <li>• Increase supports for self-reliance through the lifespan</li> </ul>
<b>Education and Skill Building</b>	Advance personal growth, development, and leadership potential; childhood development; academic achievement; (e.g., childcare, child, teen or adult academic support, youth, adult or older adult training, language access)	<ul style="list-style-type: none"> <li>• Improve social, emotional, and cognitive school readiness for children.</li> <li>• Improve school achievement and high school graduation.</li> <li>• Increase the skills necessary to successfully transition into adulthood</li> </ul>

<p><b>Health and Well-Being</b></p>	<p>Increase positive physical, mental, or behavioral health and wellbeing, and increase healthy behaviors (e.g., direct health care, wellness, food security or nutrition, social connectivity)</p>	<ul style="list-style-type: none"> <li>• Increase access and/or utilization of physical health services.</li> <li>• Increase access and/or utilization of mental health.</li> <li>• Increase access and/or utilization of crisis mental health services.</li> <li>• Increase access and/or utilization of dental care services</li> </ul>
<p><b>Food and Nutrition</b></p>	<p>Increase positive physical, mental, or behavioral health and wellbeing, and increase healthy behaviors (e.g., direct health care, wellness, food security or nutrition, social connectivity)</p>	<ul style="list-style-type: none"> <li>• Increase the total days households serve healthy foods to their families.</li> <li>• Decrease nutrition-centered chronic diseases.</li> <li>• Increase food security for priority population of children 0-5</li> </ul>
<p><b>Safety and Justice</b></p>	<p>Increase safe environments for people with diverse identities (e.g., through advocacy, legal representation, protection from violence or other forms of vulnerability)</p>	<ul style="list-style-type: none"> <li>• Increase utilization of affordable legal advocacy and legal representation</li> <li>• Increase participation in resources that protect and support survivors of child abuse and domestic violence</li> </ul>

**Community Change** – this section is a brief description of the community change that your program is working to address. Provide a vision of the positive community-wide changes you envision resulting from the impact of your program.

**Program Description** – this section is brief description of the specific activities that the program will provide and the anticipated benefits that will result from the program.

**Target Population** – this section is a brief description of the target population served by the funding request. This is not a description of the agency target population but is a description of the population served by the proposed program. For example, *program X serves low-*

*income, home bound elders and individuals with disabilities residing in the City of Boulder.*

**Needs Assessment** – this section is the description of how it was determined that there is a need for the program, and what sources of information were used to make this determination.

**Program Rationale** – the response should describe why you believe the proposed program will best serve the target population, and how you know that you are reaching the most vulnerable clients. How do you know the program is likely to be successful? Please briefly include specific evidence- based research findings, traditional knowledge, or other factors you used to determine why you are undertaking this program.

**Outreach and Engagement**– this section is a brief description of how the program will reach the intended population, and a space to list specific key outreach activities such as community events. Explain how clients and participants will be engaged in the design, implementation, and evaluation of the program.

**Program Evaluation** – provide a summary of the evaluation design; the type of data that is collected to evaluate program services, what methods are used to collect the data, how often the data is collected and how the data is used to modify the delivery of the program. For example, *MY AGENCY collects pre and post data for every family participating in the XYZ program. We provide a unique code for the pre-program evaluation so that we can match it up with the post-program evaluation as well as track the overall responses we receive. The pre/post instrument provides an overall picture of the effectiveness of the program's services.*

# Program Demographics

Complete the table provided for the projected unduplicated clients you intend to serve with this program, if funded for 2025. The columns will automatically total.

## Please note, to complete this table correctly:

- The projections for the City of Boulder, City of Lafayette and the City of Longmont must be deducted from the total for Boulder County for the columns named (Boulder County (excl. City of Boulder, City of Lafayette, and City of Lafayette). Please make sure that each "Total" field has accurately calculated the totals before moving to the next question.
- If your program is providing a monthly class for 30 participants and the participants remain the same throughout the year, then the projected unduplicated clients served is 30 not 360 (30 clients x 12 monthly classes).
- The totals for each individual funder should be the same for each table. As you complete each additional table (age, race and ethnicity, gender, and income level), refer to the totals calculated for each funder in the "Projected Clients Served by the Program" table and look to make sure that the totals are equal. For example, if 100 clients are projected to be served for City of Boulder, all other totals for City of Boulder, in each of the categories, should add up to 100.
- The guide for the 2023 Housing and Urban Development guidelines can be found here: [https://www.huduser.gov/portal/datasets/il.html#2023\\_data](https://www.huduser.gov/portal/datasets/il.html#2023_data). Select any FY2023 HUD Metropolitan FMR Area's Income Limits. Once there, simply select Boulder from the drop- down list to access the appropriate table.

# Program Demographics Narrative

Use this section to provide any explanations of the demographic information you provided including why particular identifiers are not collected by your agency.

## Funding Request Budget

The funding request shows how you intend to spend the money that is being requested. Please use the template provided to share your projected budget for this 2025 funding request (projected revenue, expenses, and excess or shortfall). All agencies will need to complete the program revenue section, and this is the total anticipated revenue for the proposed program.

**Program Revenue** – Please project your entire 2025 program revenue from all sources. Remember to include total program revenue from all local government funding program sources. For example, if you receive or are requesting program funding from the City of Boulder Human Services Fund and the Health Equity Fund, you will list both sources by clicking on “City of Boulder” and itemizing both revenue sources.

**Funding Award Expenditure** – Use this section to put your request for funding from the City of Boulder, City of Lafayette, and/or City of Longmont. Each of these columns is the amount being requested from each agency. If not requesting funds from an agency there is no need to complete that column. The Other Funders 2025 column is where all other expenses for the proposed program will go. For example, if the total program anticipated expenses adds up to \$500,000 and the total requested of the three funders is \$200,000, the “other funders” column should itemize out the remaining \$300,000 for program expenses.

**Excess or Shortfall of Revenue and Expenses** – This field will auto-calculate. There is an opportunity to explain an excess or shortfall in the next section “program budget narrative.”

# Program Budget Narrative

Use this section to provide any additional information about the budget including explanation for any excess or shortfall of revenue and expenses. This is also space to provide information on funding request changes from the previous year's application. Identify changes for each partner where more or less funding is being requested.

## Scope of Work

The Scope of Work section is where you provide brief yet specific descriptions (in a logic model-style format) of how funding would be used. If the agency is funded for the proposed program, details in this Scope of Work section will be used in the funding contract between the agency and the City of Boulder, City of Lafayette, and City of Longmont. The more specific and accurate the information in this section of the application, the more efficient the contract finalization and program evaluation process will be for funded agencies.

Applicants will first need to list activities associated with the proposed program, followed by additional details associated with those activities. To start, the first question will ask you how many activities you plan to associate with the proposed program. After you select your answer, additional activity sections will begin to appear depending on the answer you chose. In each activity section, you will be asked to enter one program activity and the corresponding outputs, timeline, partners, outcomes, measurement tools and indicators associated with that activity.

## Please note:

- You can only enter up to five activities per application.
- Only one activity should be listed in each “program activity” text box.



- There will not be separate boxes for each funder in this section. If you are applying to multiple funders, please use bullet points, etc. in each box provided to clearly indicate which components of the program are specific to each funder. Please see examples below in the section titled “**Definitions and examples for the Scope of Work terms are as follows**” for examples.
- You may have several activities that share the same outcome. It is acceptable to list the same outcome for multiple activities.
- Outcomes need to be as specific as possible and reflect the shared outcomes and any program goals provided in the “Program Narrative”.
- In completing the outputs in the scope of work, **the numbers provided should be an unduplicated count if possible**. This information is helpful in measuring the total number of community members impacted by all Human Services Fund supported programs. For example: your agency provides an educational program consisting of three, six-week class sessions. The same 10 families attend the first six-week session, and you have a new set of 10 families for each of the next two six-week sessions. For this program, the agency would list 30 unduplicated families for the program.

**Definitions and examples for the Scope of Work terms are as follows:**

**Activity** – a brief statement describing a specific action that will help meet the program goals; for/with what target population; and where the activity will take place.

*Example:*

- **City of Boulder:** *Host 12 1-hour strawberry-picking classes for low-income residents ages 65+. Classes will take place once per month at the YOLO Center.*
- **City of Lafayette:** *Host 8 1-hour strawberry-picking classes for low-income residents ages 65+. Classes will take place once per month at the YOLO Center.*

**Outputs** – are the anticipated number of people served by the activity, and the anticipated direct results of the activity.

*Example:*

- **City of Boulder:** *Anticipated 20 unduplicated low-income senior residents participate in at least six of the 12 classes.*
- **City of Lafayette:** *Anticipated 30 unduplicated low-income senior residents participate in at least 8 of the 12 classes.*

**Timeline** – specific details on when the activity will take place, frequency and for what length of time.

*Example:*

- **City of Boulder:** *Classes will be held once per month beginning in January 2025, for a duration of one hour per class, throughout the grant period.*
- **City of Lafayette:** *Classes will be held once per month beginning in January 2025, for a duration of one hour per class, throughout the grant period.*

**Partners** – names of other agencies collaborating with or assisting in the activity, and what function the partner will perform.

*Example:*

- **City of Boulder:** *Organization X will assist in teaching each of the strawberry-picking classes and will provide educational materials to class participants.*
- **City of Lafayette:** *Organization X will assist in teaching each of the strawberry-picking classes and will provide educational materials to class participants.*

**Outcomes** – pre-determined descriptions of the short-, intermediate- or long-term changes that will result from the activity. In other words, brief descriptive statements on the impacts of the funded program outcomes should show progress toward, or fulfillment of the goals provided in the Program Narrative. Outcomes measure the positive change that occurred because of program activities. Note: if any outcome is 100% it is likely an activity of the program and not an outcome, for example if 100% of people receive food at the food pantry that is an activity not an outcome.

*Example:*

- **City of Boulder & City of Lafayette:** *Low-income senior residents have increased access to strawberry-picking classes. Class participants increased knowledge of strawberry- picking techniques. Class participants also increased consumption of strawberries, for better overall wellness.*

**Measurement Tool** – Describe the tools or methods you will use to determine the success of the activity. How will you show that the outcomes were achieved?

*Example:*

- **City of Boulder & City of Lafayette:** *Program staff will track class participation with attendance sheets and will conduct pre- and post- program participant surveys including questions about personal health impacts and behavior changes resulting from classes.*

**Indicators** – data that help measure progress toward the program goals, and show that the activities, outputs, and outcomes were achieved. Indicators describe who benefitted from the activity and how. The indicators can be written in a manner that will help funded agencies provide real data for grant reports. For example, "Actual number of residents",

"Actual pounds of food distributed," or "Actual percentage decrease in body-mass index measurements."

*Example:*

- **City of Boulder & City of Lafayette:** *Actual total number of unduplicated low-income senior residents who participated in each class, and frequency of participation in classes. Actual number of people who reported improved health outcomes related to the classes.*

## Budget Line-Item Definition

### Revenue/Income

Federal: Separately list the federal dollars received or projected to receive for 2025 (e.g., Department of Education \$50,000).

State: Separately list the state dollars received or projected for 2025 (e.g., Department of Local Affairs \$200,000).

Boulder County Government: Separately list Boulder County Government dollars received or projected for 2024, include the amount requested in the application (e.g., TSN \$50,000, human services funding \$10,000, etc.)

Boulder: Separately list City of Boulder dollars received or projected for 2025, including the amount requested in the application (e.g., CDBG, \$25,000, HSF \$10,000).

Lafayette: Separately list City of Lafayette dollars received or projected for 2025, including the amount requested in the application.

Longmont: Separately list City of Longmont dollars received or projected for 2025, including the amount requested in the application (e.g., Human Services Agency Funding \$25,000, CDBG \$15,000).

Other Government: Separately list amounts received or projected to be received in 2025 from other government sources not already identified.

Foundations: Separately list the amounts received or projected for 2025 from other foundations (e.g., Rose Foundation, \$15,000, Denver Foundation, \$5,000)

Fundraising and Contributions: Provide the total amount received or projected to be received in 2025 from fundraising activities, such as special events, individual donors, trusts, bequests, etc.

Program Fees: Provide the total amount of fees projected to be paid by clients (or on client's behalf) to participate in a program or to receive a program's services.

Investment: Provide the total revenue received or projected to be available for operations, derived from bank accounts, CDs, trusts, bequests, bonds, and other investments.

Other Revenue: If the revenue of an agency is properly classified, very little should usually remain to be shown as Other Revenue. If there are items that fit within this category, please list them separately.

In-Kind Support: Separately list the value of each item designated as in-kind support (e.g., Speedy Printing, in-kind printing \$3,000).

## Expenses

Salaries: List the projected staff salaries by position for 2025 (e.g., Executive Director \$50,000, Program Coordinator \$20,000).

Payroll Taxes and Benefits: Provide the total amount of payroll taxes and benefits projected for 2025.

Rent: Provide the total amount of rent or mortgage projected for 2025. Please note that this is typically not a covered expense for COB applications.

Supplies: Separately list the supplies and materials purchased/projected to be purchased for

2025 (e.g., Workbooks \$5,000, office supplies \$1,000, food \$3,000)

Computer Hardware/Software: Provide the total amount of computer hardware and software expenditures/projected expenditures for 2025. Please note that this is typically not a covered expense for COB applications.

Telephone: Provide the total amount of telephone related expenditures/projected expenditures for 2025. Please note that this is typically not a covered expense for COB applications.

Printing/Copying: Provide the total amount of printing and copying expenditures/ projected expenditures for 2025.

Staff Travel: Separately list expenditures/projected expenditures for staff travel (local and distance) for 2025 (e.g., local mileage reimbursement for two staff \$500, airfare to XYZ annual conference \$350, conference registration \$250, conference hotel \$600). Please note that this is typically not a covered expense for COB applications.

Training: Separately list the projected expenditures for agency and program staff training (total conference and other training expenditures). Please note that this is typically not a covered expense for COB applications.

Subcontracts/Consultation Services: Separately list each expenditure/anticipated expenditure for agency and programs' subcontracts/consultation services (e.g., subcontract for part-time therapist \$6,000, consultant to assist with board development \$10,000).

Other Expenses: Separately list any expenditures not covered above. This is also the place to include an estimated amount to off-set the value of the projected in-kind services.