



**City of Longmont
Ecosystem Management
Funded Research Program
2025**

For questions or assistance, please reach out to the Program Contact, Jes Gray who can be reached at jes.gray@longmontcolorado.gov or office phone 720-964-3329

PROGRAM SUMMARY

The City of Longmont, through the Ecosystem Management Workgroup, has funding available through its funded research program for scientific research, monitoring, and resource inventories on City lands. This funding will be provided for research, monitoring, or inventories conducted by third-parties to help further the City's understanding of our natural resources and management practices.

PROGRAM GUIDELINES

- Anyone may apply for funding.
- Project topics include but are not limited to recreation/visitor use, plant ecology, wildlife, cultural resources, climate change, education/outreach, forestry, or watershed science.
 - Interested applicants are encouraged to discuss the eligibility of their project ideas with the program contact prior to submitting a proposal.
- Grant proposals are due January 9th, 2026 (see schedule of deadlines below). However, candidates are strongly encouraged to contact the program contact at jes.gray@longmontcolorado.gov by December 4th, 2025 for a preliminary review of their proposal ideas.
- The Funded Research Program budgets \$15,000 annually, contingent upon City Council approval. Awards will typically be between \$1000 and \$5000 but funding may be awarded up to \$10,000 per project. Actual amounts will be based upon the availability of funds and review of each application as measured against the evaluation criteria detailed in these guidelines.
 - Partial funding based on the Applicant's initial funding request may be awarded.
- Funding is typically limited to an annual basis, but multi-year projects may be considered.
- Combining funding sources, such as other small grant program funding is highly encouraged, and indicates both community support for, and the financial stability of, the proposed project.

- Interagency Grant Opportunities
 - The City of Longmont may consider proposals developed in partnership with the City of Boulder Open Space and Mountain Parks (OSMP), Boulder County Parks and Open Space (BCPOS), and/or Jefferson County Open Space (JCOS). Projects that cross jurisdictional boundaries or benefit multiple public land agencies are strongly encouraged.
 - Applicants interested in developing a shared research project should review the interagency grant proposal guidance on the City of Boulder OSMP website (<https://bouldercolorado.gov/services/osmp-funded-research-program#section-36761>) and contact the Longmont program contact to discuss custom application procedures at jes.gray@longmontcolorado.gov.
- Applicants may submit and be awarded funding for more than one proposal per funding cycle. Each proposal must differ materially than any other proposals submitted by Applicant during the same funding cycle.
- Projects conducted on City property will be given priority for funding.
 - Applicants must discuss proposals for projects not conducted on City property prior to proposal submission. If Applicant is awarded funding, and prior to beginning any work, the Applicant must receive the property owner's written consent to enter the property and conduct activities related to the project. A copy of said written consent shall be provided to the Program Coordinator.
- Proposals will be evaluated for:
 - Compliance with proposal requirements
 - Need for the proposed research, monitoring, or inventory by the City of Longmont Ecosystem Management Workgroup
 - Quality/soundness of proposal methods
 - Matching and/or in-kind contributions from other sources
 - Investigator qualifications
 - Interagency collaboration may be considered favorably where it enhances the scientific value, management relevance, or regional applicability of the proposed research.
- Grantee shall be required to sign a grant agreement with the City outlining terms and conditions of the award, deliverable requirements, and grant disbursement conditions.
- Grantees conducting their projects as private individuals and not representing a business, school, agency, or institution may be required to carry the following insurance as determined by the City's Risk Management Office:
 - A general liability policy, including contractual liability, with limits no less than \$1,000,000 per occurrence

- A comprehensive automobile liability insurance policy covering bodily injury and property damage with limits of no less than \$1,000,000 per occurrence.
- Grantees conducting their projects representing a business, school, agency, or institution may be required to carry the following insurance as determined by the City’s Risk Management Office:
 - A general liability policy, including contractual liability, with limits no less than \$1,000,000 per occurrence
 - A comprehensive automobile liability insurance policy covering bodily injury and property damage with limits of no less than \$1,000,000 per occurrence.
 - A workers' compensation insurance policy, in compliance with the Workers’ Compensation Act of the State of Colorado and Employer’s Liability, covering all employees
 - Professional liability/errors and omissions for at least \$1,000,000 per occurrence

IMPORTANT DATES

Date	Deadline
October 28, 2025	2025 Call for Proposals posted
December 4, 2025	Deadline to contact the Program Contact if desired or if project not conducted on City property
January 9, 2026	Proposals due
February 20, 2026	Award announcements
July 25, 2026	Mid project check-in deadline
October 30, 2026	Draft report due
November 25, 2026	Review comments provided to researcher
December 29, 2026	Final report due

MINIMUM PROPOSAL REQUIREMENTS

- Signed proposals must be submitted by January 9th, 2026 to the program contact via email as a single PDF document. No hard copies will be accepted. Applicants submitting an interagency proposal (shared among two or more agencies) should include the additional Interagency Cover Page described in the Interagency Proposal Instructions and copy all relevant agency contacts upon submission.
- Late and/or proposals that do not meet the minimum requirements will not be considered.
- The proposal must be
 - Typed

- Double-spaced
- 12-point font
- 8 page maximum, excluding the cover page, budget, maps, and the researcher qualifications.
- Students submitting proposals for projects to meet academic requirements must submit a signed letter from an academic advisor or faculty sponsor to confirm that the proposal has been reviewed, approved, and is supported by the student's educational institution.
- If a project is to be conducted on non-City owned property, the applicant must receive the property owner's written consent to enter the property and conduct activities related to the project. A copy of said written consent shall be provided to the Program Coordinator.

Proposals must include the following sections to be considered for funding.

Cover Page

- Specify the project title, researcher(s) name(s), affiliations, contact information of principal investigator, and proposal date. The cover page shall be signed by the principal investigator certifying that all statements in the application, including any requested supplemental information is true, complete, and accurate to the best of their knowledge. Any applications submitted by a student must be signed by the student and their academic advisor or faculty sponsor certifying that the application has been reviewed, approved, and is supported by the student's educational institution.

SECTION 1: Abstract

- Provide a one paragraph summary of the proposal that describes the objectives, general methods, and benefit the project would provide to the City.

SECTION 2: Objectives, Hypotheses, Anticipated Value, Literature Review

- Describe the overall objective(s) to be addressed by the project.
- For research proposals, state the hypotheses related to the objective(s).
- State how the project will contribute to the needs of the City of Longmont Ecosystem Management Workgroup and contribute to furthering scientific knowledge and public education.
- Describe how the project relates to completed or ongoing studies concerning the City of Longmont Ecosystem Management Workgroup.
- Provide a summary of pertinent published literature.

SECTION 3: Methods

- Provide a detailed explanation of sampling or survey methods.
- Provide a detailed timeline for survey/data collection dates and timespan.
- Describe any logistical requirements such as necessary permits, how the property will be accessed, and anticipated level of coordination with City of Longmont staff.
- Discuss data analysis techniques.
- Describe any equipment to be used for data collection and analysis.
- Provide a detailed project schedule.
- Provide a map showing location of project activities.
- Describe in detail any potential negative impacts to natural, cultural, or visitor use resources.

SECTION 4: Budget

- Provide a detailed, itemized annual budget using the provided budget worksheet
- For interagency proposals, applicants should provide a separate budget summary for each participating agency, clearly indicating which costs are to be funded by each. Shared costs (e.g., equipment, travel, or analysis) should be itemized and explained in terms of how they benefit each agency's participation. Applicants are encouraged to consult agency contacts early to confirm budget formats and maximum allowable funding amounts.
- The following items may be funded:
 - Salaries, travel within project site, equipment, office supplies, report preparation, and overhead.
 - Overhead costs include planning, staffing, logistics, or marketing not directly attributable to the proposed project. Please note that overhead shall not exceed 10% of the total grant award.
- The following items will not be funded:
 - Accommodations/lodging costs.
 - Travel expenses to and from the project site(s)
- Provide information about sources of cooperative funding and/or in-kind assistance with supporting documentation. Cooperative funding and/or in-kind assistance is not required to receive funding, but proposals that do have cooperative funding and/or in-kind assistance will be viewed favorably.

SECTION 5: Qualifications of Researchers

- Provide a resume or curriculum vitae of the investigator(s), including the faculty advisor for student projects.