



2027 City of Longmont Human Services Funding Application Guide



For technical assistance or questions about the Longmont Human Services Fund

please contact:

Eliberto Mendoza

Eliberto.mendoza@longmontcolorado.gov

(303) 774-3511

Applications are due:

Wednesday, August 12, 2026 at 4 pm

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Important information about the 2027 Application

1. Late applications will not be accepted. The system automatically closes promptly at 4:00 pm on Wednesday, August 12, 2026.
2. [To access the application, please click here.](#)

Regional Grant Management System

Boulder County
Boulder County Community Services

CITY OF BOULDER
HOUSING & HUMAN SERVICES
City of Boulder Housing & Human Services

City of Lafayette

CITY OF LONGMONT
COLORADO
City of Longmont Community Services

Logon

Email Address*

Password*

Log On Create New Account

[Forgot your Password?](#)

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 Management System Administrator Kelley Gavin at GavinK@bouldercolorado.gov to receive your username.

For some tips on navigating the online grant management system, download the [Regional Grant Management System Technical Assistance Guide](#) (updated 7.17.23).

If at any point you are unable to use this website effectively due to an accessibility issue, please contact Allison Bayley by email at bayleya@bouldercolorado.gov for help.

Grat

3. If you need to change your agency address, Executive Direction/President/CEO name or primary application contact person, contact Eliberto Mendoza at Eliberto.mendoza@longmontcolorado.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 "Alignment with Longmont Priorities" section is where an agency can share information about the activities it wants to fund with this application and ensure they are aligned with City of Longmont Priorities:
 - a. **Housing Stability:** supporting a continuum of emergency and transitional housing options; helping people find and sustain stable housing.
 - b. **Health & Well-being:** ensuring access to affordable medical, dental and mental health care.
 - c. **Food & Nutrition:** helping households obtain adequate quantity and quality of food.
 - d. **Self-sufficiency & Resilience:** supporting households during tough economic times; helping households attain steady employment with livable wages and

move toward self-sufficiency; and helping households remain as self-reliant as possible.

- e. Education & Skill Building: starting young and continuing throughout all stages of life, offering education, and skills training that are the building blocks of self-sufficiency.
- f. Safety & Justice: ensuring safe and supportive environments for vulnerable children and adults.

If the agency has any questions about its program fitting one of Longmont's priority areas, please contact Eliberto Mendoza. These activities will be used to help craft the 2027 Longmont Human Services Funding agreement if awarded.

6. The "Outcomes and 'Better Off'" section is where an agency can list and describe the outcomes the agency's program is aiming to achieve. These outcomes will be used to help craft the 2027 Longmont Human Services Funding agreement if awarded, so please ensure these are outcomes that the program is tracking.

Updates to City of Longmont Human Services Funding

The Longmont City Council and Housing and Human Services Advisory Board have created new policies for programs being funded via this funding source:

1. Programs must request at \$10,000 as requests under \$10,000 will not be considered.
2. Programs cannot request an amount that would represent 30% or over of the program's entire budget. For example, if it costs the agency \$100,000 to deliver the program, then the most an agency can request is \$30,000.
3. The Longmont City Council is strongly encouraging collaborative program applications and City Staff is willing to assist agencies that consider this path.

Creating 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.

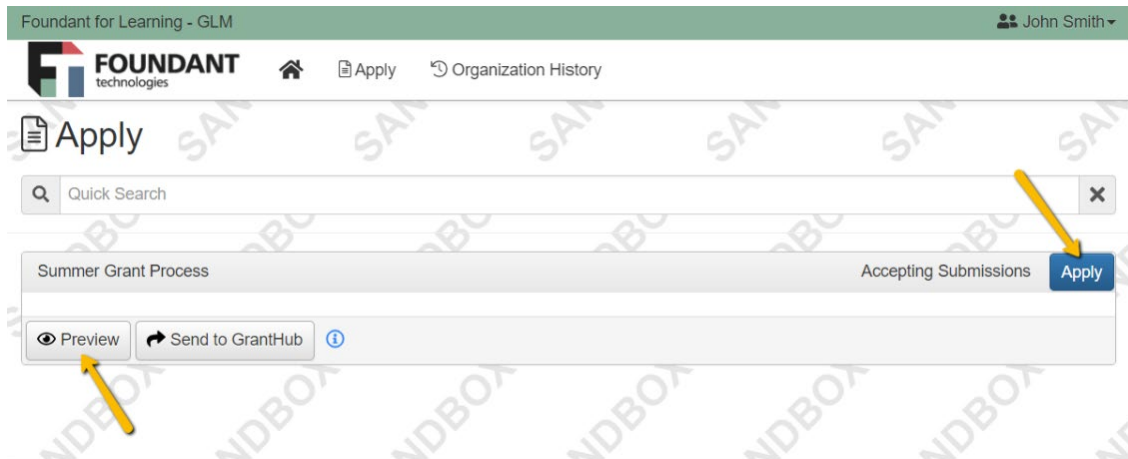
*If you do not receive the email confirmation, please reach out to Eliberto Mendoza at Eliberto.mendoza@longmontcolorado.gov for assistance. It is critical that communication with the system is established to receive notifications and other communications from City of Boulder, City of Lafayette and/or City of Longmont staff.

Applying for Funding

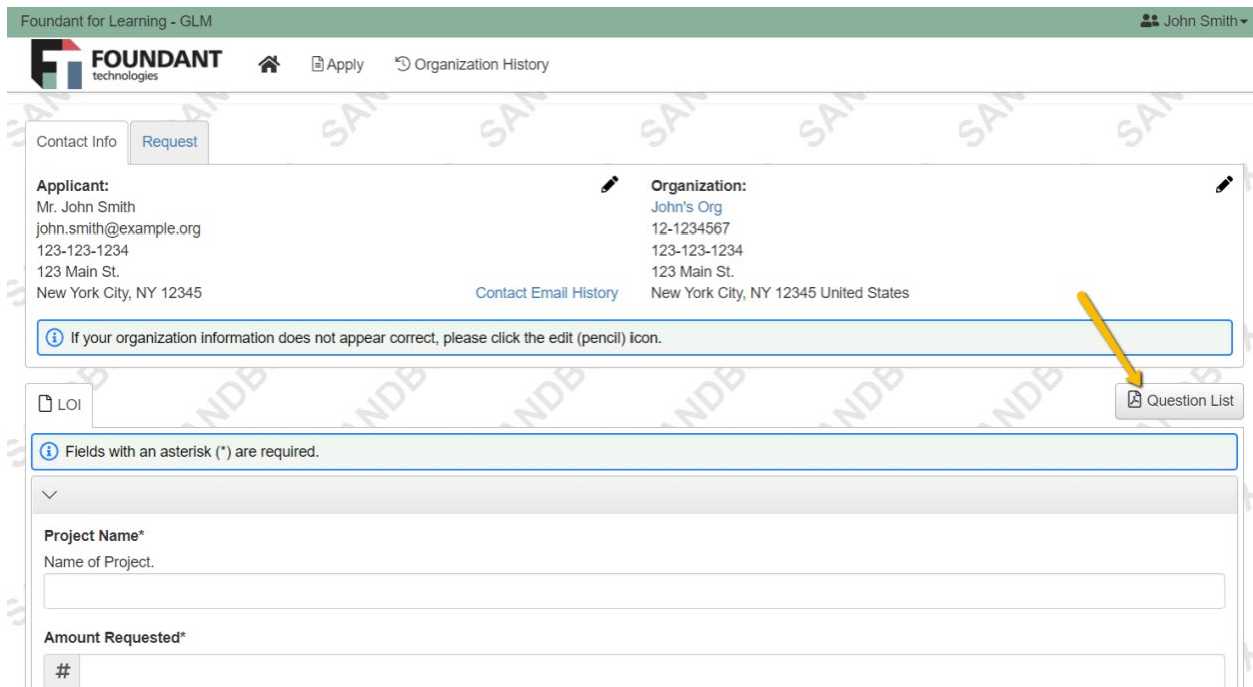
Upon completing registration and accessing the system for the first time, you will land on the Apply page. This page will show you any open opportunities that you can apply for, as well as any deadlines and other applicable information related to them.

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.
 1. 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.
 1. You may update your contact information and view your email history.
 2. Organization information:
 - i. Currently, you will only be able to update the following contact information for your organization:
 1. Web site
 2. Telephone Number
 3. Email
4. If you'd like a PDF copy of the application, you can click the Question List button.



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.

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.

1. You may continue working on saved forms by clicking the edit option next to the form.
2. You may view forms that have been submitted. Once submitted, you cannot edit them.

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

This year the City of Longmont and its partners have decided to have individual applications. This allowed each funder to customize its application to make more sense for their specific funding process. The City of Longmont has reduced the number of questions and sections. The City of Longmont application has three basic sections (besides the program request section which only asks for the name of the program and amount requested):

Agency Level Questions

1. Strategic Goals and Future Readiness – This question is specifically asking for the agency's strategic goals, and in particular, the city is looking for organizational goals, not programmatic goals. These goals should look to how the agency prepares for future trends, emerging needs, or potential threats to the agency.
2. Unique Services Delivery and Avoiding Duplication - This question simply asks the agency to describe how its service delivery model is unique and avoids duplication in the community.

3. Board and Staff demographics – This question is asking the agency to describe how its board and staff reflects the population the agency serves. It is less about numbers and more about representation influences culturally responsive service delivery.
4. Revenue Diversification – This question is wanting to ensure that agencies are working to diversify their revenues streams to promote long-term sustainability.
5. Financial Stability – This question is seeking to know that the agency is currently in a stable financial position and has the capacity to meet the agreement obligation throughout the year.
6. Planning for Emergencies and Reserves – This question is seeking to know how the agency plans for financial emergencies and unanticipated expenses.
7. Appropriateness of Funding Request – This question is seeking to understand how many Longmont community members will be served with this funding. Also, what percentage of the program’s total cost is Longmont expected to cover.

Program Level Questions

1. Alignment with Longmont Priorities – This question is seeking to ensure that the program aligns with Longmont Priorities. It also is the question where agencies can list and describe the activities that the program will deliver.
2. Assessment of Community Need – This question asks the agency to describe how it knows that the program being deliver is what the target population needs.
3. Evidence Based or Best Practive Rationale – This question asking the agency to describe how the program is based in best practices or has evidence to support its efficacy.
4. Reaching and Serving the Target Population – This question seeks to learn how the agency determines its target population and how the agency reaches and serves the population once identified.
5. Program Evaluation and Continuous Improvement – This question seeks to learn how the agency evaluates its program and how it uses that evaluation to improve the program.
6. Outcomes and Positive Impacts – This question is where the agency can list the outcomes it believes the agency will accomplish and describe how the target population is experiencing positive impacts because of the service.
7. Collaboration, System Efficiencies (service stacking) or Creating Economies of Scale – This question is seeking to learn how the agency is working to create meaningful collaborations and sharing resources to promote long-term sustainability.
8. Racial Equity, Diversity, and Inclusion – This question is seeking to learn how the agency is committed to racial equity, diversity and inclusion. This can include policies, practices, training and other efforts to ensure the agency is being as equitable as possible.

Attachments

This year the City of Longmont did not imbed any tables into the application and instead chose to have agencies use attachments to share the following information:

1. The agency's most recent year-end financial statements (Profit and Loss and Balance)
2. The agency's most recent audit. If the agency does not do an audit, then a letter stating why it does not do an audit.
3. Agency level budget – there is a downloadable spreadsheet, but the agency is welcome to upload their agency level budget.
4. Program expense budget – the agency will need to use this spreadsheet as it will be used as part of the agreement once final amounts have been awarded. **As a reminder, the City of Longmont Funding is meant for program funding. While we understand that at times there is a need for general operating dollars, the City expects as much of the funding as possible to be utilized for program delivery. If the agency is using funding for some general operating, the city wants to know how that cost is connected to program delivery.**
5. Program Demographic Tables – the agency will need to use this spreadsheet to share the program demographics served by the program.
6. Board and Staff Demographic Tables – the agency will need to use this spreadsheet to share the demographics of its board and staff.