City of Longmont Ecosystem Management
Funded Research Program Guidelines
2027

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

Program Summary

The City of Longmont, through the Ecosystem Management Division, 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 Director prior to submitting a proposal.
    - The priority topics linked on the program website are suggestions. Reviewers weight proposal scores by how directly the research can inform management of lands under the Division's care.
- Grant proposals are due January 8, 2027 (see schedule of deadlines below). However, candidates are strongly encouraged to reach out to the Program Director at jes.gray@longmontcolorado.gov by December 4, 2026 for a preliminary review of their proposal ideas. Applicants may still contact the Program Director after this date for review, but responses may be delayed.
- The Funded Research Program budgets $20,000 annually, contingent upon City Council approval. Awards will typically be between $1,000 and $5,000 but funding may be awarded up to $10,000 per project across all years. 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 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 City of Boulder OSMP interagency proposal instructions and discuss their proposal with the Program Director 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 from any other proposals submitted by Applicant during the same funding cycle.
- Projects conducted on City property will be given priority for funding.
  - Before submitting a proposal for work on property the City does not own, applicants must discuss the project with the Program Director. If awarded funding, obtain written permission from the property owner to enter and conduct project activities and provide a copy to the Program Director before beginning work.
- Proposals will be evaluated for:
  - Compliance with proposal requirements
  - Need for the proposed research, monitoring, or inventory by the City of Longmont Ecosystem Management Division
  - 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

Research Without City Funding

Applicants whose proposals are not selected for funding may still have an opportunity to conduct approved research, monitoring, or resource inventories on City of Longmont Open Space and Nature Area properties. Researchers interested in pursuing a project that was not awarded City funding should contact the Program Director to discuss a separate agreement. Not receiving a grant does not automatically authorize research activities or access beyond normal public use. Researchers who do not plan to apply for funding may also contact the Program Director directly to discuss their proposed work and the approval process.

- Before research begins, the City and researcher must agree on the project scope, locations, methods, schedule, and access arrangements. Approval will depend on compatibility with property management needs and protection of natural, cultural, and visitor use resources.
- Researchers must sign a volunteer liability waiver before beginning approved activities. The agreement must also include a commitment to provide the City with the collected data and a brief summary of the work and findings.
- The summary should describe the objectives, methods, results, and any relevant management implications or limitations. The City and researcher will agree in advance on the data format and delivery date.
- These projects are not subject to the funded program's full draft report, review comment, and final report process or its scheduled rounds of editing. City staff may request clarification of the submitted data or summary as needed.
- Approval under this arrangement does not include City funding. Any necessary permits or other authorizations must be obtained before the relevant activities begin.

Important Dates

Date	Deadline
November 2026	Call for proposals posted
December 4, 2026	Recommended preliminary project discussion; required discussion for projects not conducted on City property
January 8, 2027	Proposals due at 11:59 p.m. Mountain Time
February 19, 2027	Award announcements
August 23, 2027	Mid project check-in deadline
October 29, 2027	Draft report due
November 24, 2027	Review comments provided to researcher
December 29, 2027	Final report due

Minimum Proposal Requirements

- Submit proposals by January 8, 2027 at 11:59 p.m. Mountain Time. Upload a Word document (.doc or .docx) and a PDF (.pdf) with identical content. Submit Longmont-only proposals through the Longmont proposal form. Submit interagency proposals exclusively through the interagency proposal form. Submit all materials electronically.
- Late proposals and 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 upload a signed letter on institutional letterhead from an academic advisor or faculty sponsor confirming that the institution has reviewed, approved, and supports the proposal.
- Applicants from academic institutions must coordinate submission with their institution's sponsored research office or equivalent and provide written verification from that office before the proposal deadline.
- If a funded project includes property the City does not own, the grantee must obtain written permission from the property owner to enter and conduct project activities and provide a copy to the Program Director before beginning work.

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 Division 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 Division.
- 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 Longmont 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.