

**COLORADO WATERSHED RESTORATION PROGRAM**  
**GRANT APPLICATION**  
**August 2020**

The information below is a brief summary of what must be included in an application for funding from the Colorado Watershed Restoration Program. Proposals shall address all sections listed below. **Please refer to the Colorado Watershed Restoration Program Guidance document for complete descriptions and requirements for the grant application.** Proposals shall be no longer than 5 pages (*minimum 11 point font and 1 inch margins*), not including the summary sheet and attachments (e.g. scope of work).

**SUBMITTAL INFORMATION**

**Completed applications are due by 5:00 pm on November 5, 2020. Applications submitted after 5:00 pm will not be accepted.**

All applications should be submitted electronically via email to [chris.sturm@state.co.us](mailto:chris.sturm@state.co.us)  
Electronic applications on a thumb/flash drive may also be mailed to: Colorado Water Conservation Board, ATTN:  
Chris Sturm  
1313 Sherman St., Room 721  
Denver, CO 80203

Logistical questions about submitting applications should be directed to Chris Sturm (303-866-3441, ext. 3236 or [chris.sturm@state.co.us](mailto:chris.sturm@state.co.us)).

**THE ENTIRE APPLICATION MUST BE SUBMITTED AS ONE FILE (including attachments), e.g. word .doc or .pdf.** Files larger than 20mb cannot be received via email. Larger files should be mailed to the address above.

**Please read the application guidance document for information regarding grant types, basic applicant qualifications, and descriptions of evaluation criteria.**

**PROJECT PROPOSAL SUMMARY SHEET**

Please list the following on the summary sheet:

- Project Title
- Project Location (include map and/or latitude/longitude if applicable)
- Grant Type (see guidance document for grant types)
- Grant Request/Amount
- Cash Match Funding
- In-kind Match Funding
- Project Sponsor(s) (identify the fiscal agent if different from the project sponsor)
- Contact person name, email address, and phone number
- Brief description of the project

**All of the above information should fit on one page. Please use a font size no smaller than 11 point.**

## **Basic Applicant Qualifications**

Grant applicants must demonstrate:

- a commitment to collaborative approaches, involving locally and/or regionally based diverse interests within the watershed in question, with participation open to all interested persons in the watershed. Basin roundtable support is encouraged but not required;
- a commitment to restoring or protecting ecological processes that connect land and water while protecting life and property from flood hazards;
- that the purpose of the application is to implement or plan for a project intended to (1) restore and/or protect the water, lands and other natural resources within the watershed, (2) mitigate flood hazards, and/or (3) integrate a multiple objective approach;
- a broad based involvement in or support for the grant application, including relevant local, state, or federal governmental entities; and
- an ability to provide the appropriate in-kind and cash match for the activities proposed.

Grant applications that do not demonstrate the above criteria will be disqualified from the application review process.

## **Application Evaluation Criteria**

As a threshold matter, only grant applications that conform to the Application Requirements set forth above will be considered. Grant applications that meet these qualifications will then be evaluated with respect to the following three factors:

- How *well* does the applicant fit the qualifications test?
- Does the applicant organization have the capability to *accomplish* the proposed work?
- How effective is the proposal at accomplishing the goals of restoration, stream management, or flood mitigation?

Applications will be evaluated and ranked to determine grant funding based criteria and rating system below. **Applicants should specifically address each bullet below.**

### **Qualifications Evaluation (Maximum of 20 points)**

- Identify the lead project sponsor and describe the other stakeholders' level of participation and involvement. 10 points
- Specify in-kind services and cash contributions (match) amount for the proposed activities. See section B.2 of the grant program guidance to determine match funding requirements. Discuss whether other funding sources are secured or pending. 10 points

### **Organizational Capability (Maximum of 30 points)**

- What is the applicant organization's history of accomplishments in the watershed? Provide several past project or planning examples. List partner organizations and agencies with whom applicant worked to implement past projects or planning efforts. 10 points
- What level of staffing will be directed toward the implementation of the proposed project/planning effort? Discuss the number of staff and amount of time dedicated for the project. Will volunteers be utilized, and if so, how? Include brief resumes for each member of the active project team. 10 points
- Demonstrate that the project budget and schedule are realistic. Please use the budget/timeline spreadsheet attached to the application. Please note that the start date will take place after funding awards are announced and grants are contracted. 10 points

### **Proposal Effectiveness (50 points)**

- What information is the project sponsor using to develop the proposed plan or project? Include any relevant information regarding existing watershed plans, stream management plans, geomorphic assessments, flood studies, fire protection plans, riparian conditions assessments, aquatic/terrestrial habitat conditions, wildlife studies, and/or river restoration reports. 10 points
- Discuss the multiple objective aspects of the project and how they relate to each other. Describe similar activities in the watershed and how this project or plan complements but does not duplicate those activities. Multiple objectives may include (but are not limited to) channel stabilization, riparian re-vegetation, habitat improvement, recreation opportunity enhancement, natural hazard reduction, flood mitigation, water supply delivery improvement, fish migration improvement, ephemeral/intermittent channel stabilization, and upland erosion mitigation. 30 points
- Describe the proposed monitoring or implementation plan. How will the project or plan measure success of its objectives? 10 points

**ATTACHMENTS – Please complete the attached scope of work and budget/timeline template.** Other documents may be attached to the application in order to support the request for funding. These may include:

- If the project is an implementation project, the applicant is encouraged to include a copy of the watershed plan on which the proposal is based; if such a plan exists (it may be appropriate to provide a link to any such plan)
- Letters of support from other entities and letters of financial commitment
- Pertinent still photos
- Maps and project coordinates (GIS shapefiles if available)

## **Scope of Work**

**GRANTEE and FISCAL AGENT (if different)**

**PRIMARY CONTACT**

**ADDRESS**

**PHONE**

**PROJECT NAME**

**GRANT AMOUNT**

### **INTRODUCTION AND BACKGROUND**

Provide a brief description of the project. (Please limit to half a page)

### **OBJECTIVES**

List the objectives of the project. Please include objectives for all aspects of the project whether funded by the CWCB or not

### **TASKS**

Provide a detailed description of each task using the following format. Detailed descriptions are only required for CWCB funded tasks. Other tasks should be identified but do not require details beyond a brief description.

**TASK 1 – [Name]**

Description of Task

Method/Procedure

Deliverable

**TASK 2 – [Name]**

Description of Task

Method/Procedure

Deliverable

**REPEAT FOR TASK 3, TASK 4, TAKE 5, ETC.**

**REPORTING AND FINAL DELIVERABLE**

Reporting: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion of the tasks identified in the statement of work including a description of any major issues that have occurred and any corrective action taken to address these issues.

Final Deliverable: At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

### Budget & Timeline Table

Task	Description	Target Start Date	Target Completion Date	CWCB Funds	Other Funding Cash*	Other Funding In-Kind*	Total
1							
2							
3							
4							
5							
6							
7							
	<b>TOTALS</b>						

This table is a guide. Variations may be submitted. For example, if a task includes purchase of materials, a column that identifies cost per unit should be included.

\*Please include new columns for different sources of cash and/or in-kind funding sources. Identify the funding source.