# PITKIN COUNTY HEALTHY RIVERS GRANT PROCESS AND CRITERIA

1. Grant requests to the Pitkin County Healthy Rivers Board, (the Board) that exceed $15,000.00 \* must follow the grant criteria and application format described herein. The project narrative and budget templates are available at [pitkincounty.com/healthyrivers.](http://pitkincounty.com/397/Healthy-Rivers-Board) Grant applications must be delivered electronically to county staff (healthyrivers@pitkincounty.com) ***in the format of a single PDF document*** by **March 31, 2024** to be considered at an April board meeting or **August 31, 2024** to be considered at a September board meeting. Grant requests must describe the location and contain and address of the property. Applications that are incomplete or do not follow the format will be returned for re-submission.

1. Grant applications for a single project may be made one time during a calendar year. There is no limit on the number of grant requests an individual or organization can make in a calendar year. Total grant awards in a calendar year will be limited by available funding budgeted for grants within the Healthy Rivers Fund. Grants recommended for approval by the Board are advisory only and are subject to final approval by the Board of County Commissioners (BOCC).
2. Funds disbursed will apply to the budget year in which they are approved by the BOCC.
3. County staff will complete a preliminary review of all applications to ensure they comply with the grant criteria. Incomplete applications will be returned to Applicant with a request for more information.
4. Applications will be placed on a Board agenda following preliminary review. Applicant must attend the meeting in person or via other means acceptable to the Chair (i.e. video conferencing) and make a *brief* presentation (10 – 15 minute summary) to the Board. Meetings will follow BOCC meeting procedures.
5. Each Board member will individually read the applications in advance of the Applicant’s presentation to the Board, and will score the application based on the grant criteria (see attached score sheet). Criteria will be equally weighted and scoring will be on a scale of 1-5, based on the extent to which the individual criteria have been met. Board members may modify their scoring after applicant’s presentation or during Board Q & A discussion. Board members will provide specific comments when scoring any category at less than 4. Grant approval/denial recommendations may be deferred to a future meeting, if deemed necessary by the Board.
6. Grant applications recommended for approval by the Board will be forwarded to the BOCC for final authorization/disbursement, including a master score sheet which summarizes the Board’s individual assessments of each request. Only Board members in attendance at the meeting where an application

has been considered will have their scores included. Applicants must also attend the BOCC meeting at which their application is being considered for final approval. County Staff will summarize the grant requests for the BOCC and applicants should be prepared to respond to BOCC questions. At least one member of the HRS Board will attend the BOCC meeting where Grant requests are being considered.

1. Key factors for Board consideration of grant requests:
	1. Evaluations should be based on merits of the project/request;
	2. Requests must be measurable and include accountability and reporting back to the Board;
	3. Requests must have specific measurable deliverables;
	4. Requests must identify other funding partners when applicable
	5. Requests exceeding $30,000.00 may be disbursed in specific segmented amounts based on performance reporting and milestone/progress achievement.
2. Approved grants will require applicants to sign a contract with Pitkin County specifying the terms, conditions and requirements associated with each grant, including requirements for recognition of the Pitkin County Healthy Rivers Fund as a funding source.

\*= Grant requests of less than $15,000.00 must be submitted in a written request and generally follow the grant criteria, with an emphasis on the goals of the Board and the benefits of such requests to the community. The Board will consider such requests at the first available meeting based on its individual merits and presentation. Grant requests do not include sponsorships or subscriptions.

# GRANT CRITERIA 2024

1. **Alignment of the Project with the Goals of the Healthy Rivers Board**

The extent to which the proposed grant request/project meets the stated goals, objectives, and on- going projects/priorities of the River Board.

* 1. Must be complete, clear and concise, with specific dollar amounts in total and for each element of the project;
	2. Must fulfill the intent of the ballot language.

# Viability of the Project

The extent to which the proposed grant request/project is practical, will be completed as proposed and/or may require other resources to be fully completed, and the extent to which the project can be repeated in other locations such that it will not be limited to a single event.

* 1. Must address an essential need;
	2. Demonstrates collaboration and/or partners with other agencies.

# Public Need, Accessibility and Appreciation

The extent to which the proposed grant request/project will be seen, appreciated and/or used by the public.

* 1. Does not duplicate existing services or programs;
	2. Should serve and be appreciated by people who visit, live and/or work in Pitkin County and the Roaring Fork watershed;
	3. Includes a specific Public Relations strategy;
	4. Demonstrates an appropriate need for public funding.
	5. Fulfills a priority in a current Roaring Fork watershed plan.

# Project Team Experience

The extent that the requesting individual/entity has been successful in other projects or efforts and is known in the community.

# Budget, Measurements and Accountability

The extent to which the proposed grant amount is appropriate to the project scope and includes other appropriate sources of funding. The extent that the project includes specific measures for success and reporting of progress and results to the River Board.

* 1. Demonstrates financial stability and presents accurate budgets and financial reports, measurements and accountability;
	2. Specific deliverables and measures of progress and success;
	3. Reporting plan to the River Board/other stakeholders.

**BALLOT LANGUAGE – GOALS OF RIVER FUND**

1. Maintaining and improving water quality and quantity within the Roaring Fork watershed;
2. Purchasing, adjudicating changes of, leasing, using, banking, selling, and protecting water rights for the benefit of the Roaring Fork watershed;
3. Working to secure, create and augment minimum stream flows in conjunction with non-profits, grant agencies, and appropriate State and Federal agencies to ensure ecological health, recreational opportunities, and wildlife and riparian habitat;
4. Promoting water conservation; and
5. Improving and constructing capital facilities that contribute to the objectives listed above.