



## PITKIN COUNTY HEALTHY RIVERS GRANT PROCESS AND CRITERIA

1. Grant requests to the Pitkin County Healthy Rivers Board, (the Board) that exceed \$5,000.00\* must follow the grant criteria format. The format is available at [pitkincounty.com/healthyivers](http://pitkincounty.com/healthyivers) and is also included below. Grant applications must be delivered electronically to county staff ([healthyivers@pitkincounty.com](mailto:healthyivers@pitkincounty.com)) by **March 30** to be considered at an April board meeting or **August 31** to be considered at a September board meeting. Grant requests must describe the location and contain an address of the property. Applications that are incomplete or do not follow the format will be returned for re-submission

2. 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 \$'s budgeted for grants. Grants recommended for approval by the Board are advisory only and are subject to final approval by the Board of County Commissioners (BOCC).

3. Funds disbursed will apply to the budget year in which they are approved by the BOCC.

4. County staff with participation by a Board finance committee member 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.

5. 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.

6. Each Board member will individually score the application (*in advance of the scheduled meeting*) based on the grant criteria (see attached score sheet). Criteria will be equally weighted and scoring will be on a scale of 0 – 100, 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 should provide specific comments when scoring any category at less than 70%. Grant requests that receive an aggregate average score of less than 70% will not be presented to the BOCC without additional discussion and majority approval by HRS Board, noting reasoning for requesting approval to the BOCC. Grant approval/denial may be deferred to a future meeting, if deemed necessary by the Board.

7. Grant applications approved 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 who are 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.

8. Key factors for Board consideration of grant requests:
  - a. Evaluations should be based on merits of the project/request;
  - b. Requests must be measurable and include accountability and reporting back to the Board;
  - c. Requests must have specific measureable deliverables;
  - d. Requests must identify other funding partners when applicable
  - e. Requests exceeding \$30,000.00 may be disbursed in specific segmented amounts based on performance reporting and milestone/progress achievement.

9. Approved grants will require applicants to sign a contract with Pitkin County specifying the terms, conditions and requirements associated with each grant.

\*= Grant requests of less than \$5000.00 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 2017**

### **A. 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.

### **B. 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.

### **C. 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. Must serve and be appreciated by people who 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.

### **D. History of the Requesting Party**

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

### **E. 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 measures of progress and success;
3. Reporting plan to the River Board/others.