



**City of Longmont
Parks & Natural Resources
Funded Research Program**

For questions or assistance, please reach out to the Program Contact, Jim Krick who may be reached at Jim.Krick@longmontcolorado.gov or 303-651-8451.

PROGRAM SUMMARY

The City of Longmont, through the Parks and Natural Resources 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 contact prior to submitting a proposal.
- The Funded Research Program budgets \$15,000 annually, contingent upon City Council approval. Awards will typically be between \$1000 and \$5000 but funding may be awarded up to \$10,000 per project. 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 typically 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.
- Applicants may submit and be awarded funding for more than one proposal per funding cycle. Each proposal must differ materially than any other proposals submitted by Applicant during the same funding cycle.
- Projects conducted on City property will be given priority for funding.

- Applicants must discuss proposals for projects not conducted on City property prior to proposal submission. If Applicant is awarded funding, and prior to beginning any work, the Applicant must receive the property owner’s written consent to enter the property and conduct activities related to the project. A copy of said written consent shall be provided to the Program Coordinator.
- Proposals will be evaluated for:
 - Compliance with proposal requirements
 - Need for the proposed research, monitoring, or inventory by the City of Longmont Parks & Natural Resources Division
 - Quality/soundness of proposal methods
 - Matching and/or in-kind contributions from other sources
 - Investigator qualifications
- Grantee shall be required to sign a grant agreement with the City of Longmont Parks & Natural Resources Division outlining terms and conditions of the Award, deliverable requirements and grant disbursement conditions.

IMPORTANT DATES

Date	Deadline
January 15, 2021	2021 Call for Proposals posted
February 5, 2021	Deadline to contact the Program Coordinator
March 5, 2021	Proposals due
March 26, 2021	Award announcements
August 14 th , 2021	Mid project check-in deadline
October 30 th , 2021	Draft report due
November 30 th , 2021	Review comments provided to researcher
December 18, 2021	Final report due

MINIMUM PROPOSAL REQUIREMENTS

- Signed proposals must be submitted by March 5, 2021 to the program contact via email as a single PDF document. No hard copies will be accepted.
- Late and/or 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 submit a signed letter from an academic advisor or faculty sponsor to confirm that the proposal has been reviewed, approved, and is supported by the student's educational institution.
- If a project is to be conducted on non-City owned property, the applicant must receive the property owner's written consent to enter the property and conduct activities related to the project. A copy of said written consent shall be provided to the Program Coordinator. 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 Parks & Natural Resources 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 Parks & Natural Resources 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 Parks & Natural Resources 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 provided budget worksheet
- 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 with 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.