



City of Boulder Finance

Community, Culture, Resilience and Safety (CCRS) Tax Grant Program Capital Project Funding

REQUEST FOR APPLICATIONS FOR CAPITAL PROJECTS

APPLICATION INFORMATION

The application process opens on September 8, 2023, and closes on **October 20, 2023, at 4:00 p.m.**

City of Boulder staff will hold a hybrid Q&A session on September 19, 2023. Register [here](#).

The application can be found at [this link](#). Please note that all applying organizations are required to create a **new** account in the Foundant Grant Management System to access the application.

If assistance completing the application is required or there is a need for translation of the application materials, contact Annie Scott at scotta@bouldercolorado.gov.

PROCESS TIMELINE

RFA released: September 8, 2023

Applications due: October 20, 2023

Application review: October – November 2023

Notification of Awards: November – December 2023

BACKGROUND

The Community, Culture, Resilience and Safety (CCRS) Tax Grant Program is funded through the Community, Culture, Resilience and Safety Tax, a .3% dedicated sales and use tax intended for citywide capital infrastructure needs. The tax, previously known as the

Community, Culture and Safety Tax, was initially authorized by voters in 2014, and was extended in 2017. The tax was extended again under its current name in 2021, with the extension set to expire in 2036. Up to 10% of the tax revenue, or \$21.75 million over 15 years, is set aside to ensure that non-profit organizations serving city community members will be able to establish and/or maintain a long-term physical presence in the city.

CCRS Tax Grant Program Capital Project Funding (Capital Project Funding) is intended to directly support non-profit organizations in completing needed capital projects.

This is the first application cycle since the tax renewal, and it is unknown how frequently the application process will open. Grant Awards will vary based on funding availability, project viability and funding criteria. Total awards in this cycle are estimated in aggregate between \$2 million and \$4 million.

Additional information about the CCRS Tax is available on the [Community, Culture, Resilience and Safety Tax webpage](#).

ELIGIBILITY

1. Organization has federal non-profit status.
2. Organization is registered and in good standing with the Colorado Secretary of State.
3. Organization is serving City of Boulder community members.

EXCLUSIONS

1. Capital Project Funding cannot be used for capital projects being executed in City of Boulder-owned buildings.

PROJECT DETAILS

Capital Project Funding is intended to support a variety of capital project types, as outlined below. Because the purpose of the CCRS Tax Grant Program is to invest in the long-term sustainability of non-profit organizations serving City of Boulder community members, Grant Awards will be secured in some manner, most commonly through a multi-year **Grant Funding Agreement, Deed of Trust and Covenant**. The contract documents will be substantially the same as those found [on this page](#). If the property where the project will take place is owned by the applying organization, it should be assumed that these documents will be required. If the property where the project will take place is not owned by the applying organization, please reach out to Annie Scott at scotta@bouldercolorado.gov to discuss the specific circumstances.

1. **Small Capital Project (incl. Capital Maintenance)**
 - a. Project Type: Improvements or Renovations
 - b. Project Cost: Under \$50,000
 - c. Contract length: Five years
 - d. Request as percent of total project cost: Up to 100%

- e. Timeline: Other project funds raised in six months

2. Medium Capital Project

- a. Category: Purchase/New Construction/Improvements or Renovations
- b. Project Cost: \$50,000 to \$1,000,000
- c. Contract length: Ten years
- d. Request as percent of total project cost: Up to 75%
- e. Timeline: Other project funds raised in 12 months
- f. Other: Project must involve the creation of a capital asset; cannot involve planning costs only

3. Large Capital Project

- a. Category: Purchase/New Construction/Improvements or Renovations
- b. Project Cost: Over \$1,000,000
- c. Contract length: Twenty years
- d. Request as percent of total project cost: Up to 50%
- e. Timeline: Other project funds raised in 24-36 months

4. Debt Reduction

- a. Category: Original Project was Purchase/New Construction/Improvements or Renovations
- b. Amount: Minimum funding request of more than \$50,000
- c. Contract length: Ten years
- d. Request as percent of total remaining capital debt: Up to 50%
- e. Other: Project must have been completed in the last two years

ADDITIONAL DETAILS

Capital Project Funding is intended to be the last source of funding for a project. Prior to executing a Grant Funding Agreement and receiving the Grant Award, an organization will be required to show proof of all other funds raised for the project (as well as other documentation ensuring that the project will commence and reach completion, as appropriate). Other eligible Project funding sources include gifts, donations, grants, awards, board allocations, and any other amounts paid or awarded to the organization for the purpose of the Project. Specifically:

1. Funding from any person, entity, or source, including individuals, families, trusts, estates, corporations, partnerships, limited liability companies, foundations, or governments or governmental agencies;
2. Non-cash items such as marketable securities, real estate, and other tangible or intangible items of value, assuming that the organization liquidates these items for monetary value after they are received;

3. Awarded grants from any trusts, estates, corporations, partnerships, limited liability companies, foundations, or governmental agencies, documented by a signed award letter, contract, or funding agreement; and
4. In-kind donations of goods or equipment which would otherwise be purchased by the organization for the purpose of the project.

In the event that the organization is unable to raise all other funds for the project within the required timeframe, the organization must submit a written request for an extension. The city has the right to accept or deny the request, and may retain the funds for use towards other projects in the case the request is denied or no request is submitted.

EVALUATION OF APPLICATIONS

Capital Project Funding applications will be evaluated in consideration of a variety of measures, including:

1. Project reasonableness: Project is necessary, right-sized and cost-effective.
2. Project Execution: Organization has the capacity needed to complete the Project within a reasonable timeframe.
3. Alignment with Sustainability, Equity and Resilience Framework: Organization's work aligns with one or more of the tenants of the Sustainability, Equity and Resilience Framework.
4. Financial Stability: Organization is financially sound. Organization has the financial means to both execute the proposed project and sustain any resulting budgetary changes over the long term.
5. Commitment to the City of Boulder: Organization has demonstrated a long-term commitment to serving City of Boulder community members. Organization has a physical space in the city or is proposing a project that will take place in the city.
6. Complementary Services: Organization's services fill a gap in the community or compliment, and do not unnecessarily duplicate, the services of other similar organizations in the community.
7. Inclusive and Equitable Services: Organization provides services that benefit, or increase awareness concerning, historically excluded community members in the City of Boulder.
8. Advancement of Racial Equity: Specific practices are in place to advance racial equity across the organization.

TERMS AND CONDITIONS

Applying organizations must be aware of the following when applying for Capital Project Funding:

1. The application must be completed in its entirety.

2. It is the responsibility of the applying organization to ensure that the application is received by the city through the online application system by the specified due date and time.
3. The city may reach out to applying organizations for additional information during the application review process.
4. Application materials, resulting contractual agreements and any communication with city staff related to the program are subject to the provisions of the Colorado Public (Open) Records Act, C.R.S. § 24-72-201 et seq., as amended. Any information or documentation received by the city or executed pursuant to the program cannot be considered confidential.