**Boulder Human Relations Commission**

**2022 Human Relations Fund** **Proposal Guidelines**

**Fund Description**

The Human Relations Commission (HRC) is committed to supporting community-initiated activities that focus on or raise awareness of civil rights, human rights, or equity issues and problems in Boulder; facilitate interaction, understanding, collaboration and civic participation among diverse communities; or enable communities that experience marginalization to celebrate events significant to them while providing learning opportunities to the general population.

**Proposal Guidelines**

**Human Relations Fund (HRF) grants may be given to:**

* Nonprofit organizations;
* Projects that have a significant component of programming that impacts residents of Boulder;
* Events that take place within the city limits of Boulder;
* Projects that reinforce the goals of respect for diversity, inclusivity, and equity;
* Activities that are free of charge for participants and open to the public.

**Additional criteria considered include:**

* Projects that are community-led
* Collaboration with other organizations
* Diversity among planners and decision makers
* Inclusivity among participants
* Access to people with disabilities
* Projects or activities that provide opportunities for communities that experience marginalization
* Activities that advance the ongoing and annual priorities of the Human Relations Commission
* Ability or inability to access multiple sources of funding
* Projects that have not received prior funding from HRC
* The extent to which the project or activity might engage and educate the larger community.

**The HRC will not fund:**

* Proposals that are not from community organizations.
* Groups that have failed to meet their contractual requirements with the HRC in the past.
* Projects that do not have a significant component of programming that impacts residents of Boulder, or events that do not take place within the city limits of Boulder.
* Activities that charge fees for participants.

**Available Funds**

Money available to the HRF depends on city revenue and therefore varies from year to year. Only projects or activities that are planned or occur during the calendar year of their HRF funding will be considered.

The maximum amount an organization can receive for a project is $5,000. Funds may be used for expenses such as food, postage, marketing and office supplies, as well to pay a guest speaker at an event. Grants are not intended to be a primary funding source for personnel-related expenses, although modest honoraria for volunteer organizers may be considered.

Awards are made at HRC monthly business meetings, so the total amount of available funding will decrease throughout the calendar year. The HRC is committed to utilizing the full fund every year, but may choose to withhold some amount of funding at any given point in order to disperse grants more evenly throughout the calendar year.

**Application Deadlines**

The HRC accepts proposals for funding throughout the year and awards funding at its monthly business meetings. Proposals received after each monthly deadline are automatically entered into the following month’s funding cycle. The HRC typically holds its business meetings on the third Monday of each month. In order to be considered at one of the regular business meetings, proposals must be submitted to staff on or before 5 p.m. on the Monday prior to the HRC’s meeting. Based on unforeseen circumstances, the HRC may determine a specific area of need, and solicit proposals to address that need, with or without a proposal deadline date.

**Approved Proposals**

If the HRC votes to award funds for your proposal, staff will negotiate a contract between the city and your agency or organization for completion of certain deliverables before any payment is issued. Depending on the award, total funding may be provided at the start of your program or project, or some portion may be withheld pending completion and submission and approval of a final report.

The city reserves the right to reject any or all proposals, to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interests of the city.

All publicity for HRC-funded programs must include the following credit line: "Funded in part by a grant from the City of Boulder Human Relations Commission, an agency of the Boulder City Council.” In lieu of the credit line, the Human Relations Commission logo may be used. The logo will be sent to grant recipients.

Following completion of a project or activity, recipients are required to appear at a designated HRC meeting and report on the event. Failure to appear at the meeting may negatively affect future funding requests.

**Eligibility**

**Funding requirements include the following:**

* The project, activity, or event needs to be planned or occur during the calendar year it was awarded;
* The project, activity, or event must have a significant component of programming that impacts residents of Boulder or takes place within the city limits of Boulder;
* The project, activity, or event must comply with all applicable local, state and federal laws, including and not limited to obtaining any and all required permits. If an activity is held on public property, a special event permit may be required. Please review the information posted on the City of Boulder Special Events Website or email the Office of Special Events at specialevents@bouldercolorado.gov for more details.
* Applicant organizations must have 501(c)(3) status or designate a fiscal sponsor organization that has 501(c)(3) status that can accept funds on their behalf.
* Applicant organizations must procure insurance for any event per city requirements.

**Questions about the application process may be directed to:**

* Ingrid Castro-Campos
* Human Rights Program Manager, City of Boulder
* castro-camposi@bouldercolorado.gov
* 303-441-4197

# PLEASE SUBMIT YOUR APPLICATION IN THE FOLLOWING ORDER:

* **Cover Sheet** (attached) and **Project Description** (attached)
* **Narrative** – Each of the following five points must be addressed in the following order. All five responses should take no more than two single-spaced pages.
  1. Describe the agency/organization applying for this funding.
  2. Describe the need for this funding. What is the problem/opportunity this program/project would address?
  3. What are the goals of the project? How many Boulder city residents will be impacted and what specific impacts or benefits will they receive?
  4. How would this effort promote a more inclusive, engaged and respectful community?
  5. How will the effort be promoted to Boulder residents?
* **Budget Table** (attached): Using the attached budget sheet, provide a detailed, projected budget of expenses and funding sources for your project/program (including this source of funds). HRC funding may not be used for personnel expenses, though speakers or organizers may receive an honorarium with HRC money. If this project has been previously funded by the HRC, please provide actual expenses for the previous year.

**Proposal Submission** – Submit one copy of your proposal to Ingrid Castro-Campos via email at [Castro-CamposI@bouldercolorado.gov](mailto:Castro-CamposI@bouldercolorado.gov).

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**Human Relations Fund Cover Sheet**

**Agency/Organization Information**

|  |
| --- |
| ***Agency/Organization*** |
| ***Street Address*** |
| ***City State ZIP Code*** |
| ***Phone Website*** |
| ***Contact Person*** |
| ***Contact Email*** |
| ***Project Name Project Date*** |
| ***Amount Requested*** |

**Fiscal Agent Information**

Grant applicant organizations must have 501(c)(3) nonprofit status or designate a 501(c)(3) nonprofit to serve as a fiscal agent that can receive funds on behalf of the applicant. If you are working with a 501(c)(3) fiscal agent, please fill in their information below.

|  |
| --- |
| ***Fiscal Agent Name*** |
| ***Fiscal Agent Address*** |
| ***City State ZIP Code*** |
| ***Fiscal Agent Phone*** |

**Project Description**

Please do not exceed the space provided.

|  |
| --- |
|  |

**Budget Table**

|  |  |  |
| --- | --- | --- |
| **Project Name:** | | |
| Provide a detailed, projected budget of expenses and funding sources for your project/program including this source of funds. HRC funding may not be used for personnel expenses, though speakers or organizers may receive an honorarium with HRC money.  If this project has been previously funded by the HRC, please provide actual expenses and revenues for the previous year. | | |
| **Budget Item** | **Projected Expenses** | **Actual Expenses** |
| Postage |  |  |
| Advertising |  |  |
| Copying |  |  |
| Office Supplies  *Include descriptions and prices for each item with the totals in the next fields.*  1)  2)  3)  4)  Office Supplies Total |  |  |
|  |  |
| Space Rental |  |  |
| Food |  |  |
| Other Direct Expenses  *Include descriptions and prices for each item with the totals in the next fields.*  1)  2)  3)  4)  Other Direct Expenses Total |  |  |
|  |  |
| **Total Expenses** |  |  |

*Continue to next page for revenue table.*

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Projected Revenue** | **Actual Revenue** |
| Amount Requested from HRC |  |  |
| Other Sources of Revenue  *Include descriptions and prices for each item with the totals in the next fields.*  1)  2)  3)  4)  Other Sources of Rev. Total |  |  |
|  |  |
| **Total Revenue** |  |  |