

SAN LUIS VALLEY COUNCIL OF GOVERNMENTS 2024 ECONOMIC DEVELOPMENT GRANT APPLICATION

Funded by the San Luis Valley Council of Governments
in cooperation with the Colorado Department of Local Affairs
Energy and Mineral Impact Assistance Program

SLVCOG is soliciting proposals for economic development projects from its Council (COG) membership. A total of \$50,000 is available from Department of Local Affairs (DoLA) to fund 2024 economic development projects--SLVCOG members only.

This Grant Application Package contains the following:

- ◆ 2024 Economic Development Grant Guidelines—**Must Read, Changes Have Been Made**
- ◆ 2024 Economic Development Grant Application Form

Please send applications to the email address below. Grant funds will be awarded by the SLVCOG Executive Board. All decisions are final. Funding will be provided for projects that are approved by the DOLA Regional Manager. The SLVCOG requires proof of invoicing and payment for all project costs. Projects must be **completed by December 31, 2024**. This is a **reimbursement** grant program.

This means the project (applicant) pays 100% of the pre-approved costs, then applicant requests reimbursement not to exceed \$5,000.

Continued communication and reporting on the part of the applicant is a requirement for grant term.

NO WORK on the project may begin prior to full SLVCOG board approval AND fully executed agreement between DOLA, the SLVCOG and Member Applicant.

Please submit completed applications to:

**San Luis Valley Council of Governments
C/O Alliyah Garcia
PO Box 300
Alamosa, CO 81101
719-589-6099
agarcia@slvdr.org**

If you have any questions regarding SLVCOG's Grant Program, please contact Alliyah Garcia at: 719-589-6099 or at the email listed above.

2024 ECONOMIC DEVELOPMENT GRANT GUIDELINES

Eligibility:

- A. Grants are only awarded to municipalities or counties that are members in good standing of the San Luis Valley Council of Governments (SLVCOG)—current dues paid.
- B. Multiple applications per member jurisdiction will be considered for funding this year provided projects are benefiting multiple economic or community development outcomes. For example, a COG dues paying member may apply for a small capital improvement project with a budget up to \$20,000 (award amount \$5,000) **AND** a mini grant to assist with marketing, web development or the likes also with a budget of no more than \$20,000 and award of \$5,000. Hence, more than one project per entity may be applied for in 2024.
- C. ***After the grants have been awarded, any change in scope to a funded project must be submitted in writing to the SLVCOG Executive Board for approval and a new agreement will be signed.***
- D. All grants require a minimum 1 to 1 cash match.
- E. Maximum grant reimbursement per request is \$5,000; project size limited to \$20,000.
- F. Grant funding will be paid on a **reimbursement** basis only.
- G. The SLVCOG board reserves the right to adapt these guidelines to serve the needs of communities and to adjust the amount of available funding.
- H. Applications will be reviewed on a first-come, first-serve basis. If there are still funds available after June 30, 2024, applications will FIRST be reviewed for communities who have not yet applied for or received funds for the current year. Jurisdictions who have already received funds for the current year and are applying for remaining funds will be wait-listed to accommodate first-time users.
- I. Acknowledgement of the San Luis Valley Council of Governments is encouraged on marketing materials, name plates, etc.

Use of Grant Funds:

- A. Eligible projects may begin once the SLVCOG and DOLA have fully executed their contract for 2024 AND the SLVCOG grants project approval with the same being fully executed in the form of a contract for the project. All work must be **completed, invoiced, and paid for no later than December 31, 2024.**
- B. Funding will be awarded to projects that demonstrate contributions to **Economic Development** needs of the community including but not limited to:
 - i. Economic Development projects including façade improvements for the city or county, energy efficiency assessments and improvements, Main Street/Community assessments, and community mapping,
 - ii. Small scale capital improvements projects—not vehicles or attachments of any kind
 - iii. Development of marketing/promotional resources
 - iv. Planning studies/analysis for municipality/county use,
 - v. Training or meeting facilitation for the city or county

- C. Grant funds **may not** be used to supplant regularly budgeted staff or project funds, to purchase rolling stock, furniture, fixtures, equipment, or normal operating expenses, etc.
- D. Documentation of cash expenditures must follow the Department of Local Affairs process including:
 - i. If the project includes capital improvements, purchase of hard assets i.e. benches, or hiring a consultant, the project must have a competitive selection process; bidding must be open and competitive.
 - ii. Submit a final one-page report of the project accomplishments, receipts, and a copy of the completed project measurable results.
 - iii. Submit a copy of all invoices and expenses paid for contract services.
 - iv. Invoice must include dates of service performed including starting and ending dates, or a purchase date.
- E. Recipients of SLVCOG 2024 Economic Development Grant will sign a letter of agreement including these guidelines. This is a **REIMBURSEMENT GRANT. Each project is fully responsible for full payment of project after which** reimbursement will occur provided all required documentation (invoices and proof of payment for same) are provided to SLVCOG when project is complete.
- F. Detailed budget with explanation of how costs derived mandatory.
- G. Once approved for a project quarterly updates/communication with Grant Administrator (Alliyah Garcia) is **required**.
- H. Work for the project **may not** begin until all documents are fully signed/dated by all parties or **the SLVCOG cannot reimburse for project expenditures**.
- I. It will be the SLVCOG's Executive Board discretion the following year to accept an application **or not** from any entity who violates these guidelines.

Time Line:

All funds must be expended and proof of payment for same by: December 31, 2024

SLVCOG 2024 ECONOMIC DEVELOPMENT GRANT APPLICATION

1. Jurisdiction: _____

2. Name of Person Completing Application: _____

Mailing Address: _____

Phone Number: _____ Email address: _____

3. Project Title: _____

4. Name of Person Signing Project Agreement, Title & Email Address:

5. Total Cost of Project: \$ _____

Amount Requested: \$ _____

Cash Match: \$ _____

Please provide the following information. Use a separate attachment if necessary (two pages maximum):

- A. Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need?
- B. Explain why this project is important to your community and/or the SLVCOG Region. What measurable results do you expect? How and when will these results be measured?
- C. What exactly will the funds be used for? How was budget determined, i.e. do you have price quotes for items being purchased, did you get more than one bid? Provide a budget for your project clearly listing both revenues and expenses in a table format such as the one provided.

2024 COG Mini Grant	County/ Municipality Contribution	Total Project Amount

- D. In which of the categories listed under "Use of Grant Funds" above does your project fit best? (If applying for more than one project, each must utilize different categories/outcomes on separate forms.) Explain how your project fits the category chosen.
- E. Assuming the project is funded, when will it begin and what is the timeframe for completion?