



**2025 Application for Funding  
Colorado State Forest Service**

**Rural Grant Navigator Program**  
Established by HB 24-1006

**Application Instructions**

The application is in pdf format. Applicants should use Adobe Acrobat or the free Adobe Reader software to download and edit the application for the most reliable results. All blocks are fill-in enabled and character locked. Applicants should write clearly in complete sentences and provide as much detail as needed for reviewers to understand all aspects of proposed projects in the allotted character space. Characters include letters, numbers, spaces and punctuation.

**A. Applicant Information**

To receive Rural Grant Navigator Grant Program funds, the applicant must be registered with the IRS and have a tax identification number. For the purposes of this grant application and the resulting grant agreement, a fiscal agent is an entity that agrees to assure a project will use awarded grant funds to accomplish the ends described in the grant application and the resulting grant agreement. *Note: The fiscal agent must remain unchanged during the full period of the grant.*

Name of Project:	
Applicant/Fiscal Agent:	
Type of Organization:	
Contact Person/Title:	
Mailing Address:	
City/State/Zip Code:	
County:	
Phone:	
Email:	

**B. Eligibility**

House Bill 24-1006 states that recipients of grant funds must adhere to the following requirements:

- Be a non-governmental agency, including, but not limited to any non-profit organization or scientific, research, professional, business, or public-interest organization that is neither affiliated with nor under the direction of the United States government or any state or local government.
- All applicants must be able to function as fiscal agent.

This section includes a checklist of **required** elements for each application to meet the legislative mandates and Colorado State Forest Service (CSFS) requirements. If the application does not include **all** the items below (i.e. any items checked “No”), the application will be considered ineligible.

Are you applying on behalf of a non-governmental entity or registered nonprofit organization, as described above? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have the ability or a history of supporting rural communities in more than one Colorado county? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you familiar with wildfire mitigation and preparedness grants offered in Colorado from federal or state sources? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the information in this application accurate to the best of your knowledge and do you agree to contracting requirements, including reporting requirements, as outlined in the Request for Applications? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Project Area Map

Use the *Colorado Forest Atlas’ Risk Reduction Planner* to produce a map of the project area showing the rural context using the Building Density Layer within the Community Characteristics Map Theme with a legend included. If the project is an event or otherwise based in a particular location, indicate the area or location on the map. If the project is meant to serve a broader base of residents across your service area, indicate your service area on the map. Explain how your project will reach the residents to be served in the *Project Area Description and Impact* section of this application. <https://coloradoforestatlas.org/>

### C. Project Summary

Provide a brief narrative summarizing the overall project.

All information for the project must fit into the allotted 500-character space. Characters include letters, numbers, spaces and punctuation.

### D. Total Project Budget

This section should reflect the entire project budget. The Grant Share column should reflect the state grant funds requested in this application. *Leveraged Contributions – match is not required but any leveraged resources can be captured in the budget table.* Please ensure that total budget numbers are calculated correctly. All expenses should be described in detail in Section E. *Budget Narrative.*

Personnel/Labor: Includes expenses directed toward staff time or labor (valued at actual salary amount).

Supplies/Materials: Includes expenses for supplies or materials used to complete project activities.

Contractual Services: Includes expenses that will be contracted out to a third party.

**Indirect Costs:** Includes a wide variety of items not specifically broken out in the budget known as facilities and administrative costs, such as costs for utilities, telephone, copying, accounts payable, payroll, purchasing agent’s time and routine administrative services. Indirect costs paid by the grant may not exceed 15% of the grant total.

<b>Total Project Budget</b> All budget line items must be described in Section E. <i>Budget Narrative</i>	<b>Grant Share</b> (\$ amount requested)	<b>Leverage</b>		<b>TOTAL</b>
		<b>Dollars</b>	<b>In-Kind</b>	
Personnel/Labor:				
Supplies/Materials:				
Contractual Services:				
Indirect Costs:		N/A	N/A	
<b>TOTAL PROJECT BUDGET</b>				

**E. Budget Narrative**

Describe in detail each budget line item listed in Sections D. *Total Project Budget*. Clearly explain how specific project costs were estimated. Explain per-hour labor rates, and value recipients’ staff time at the actual salary amount (not billable rate). Describe the role of each entity involved in project implementation, the known terms of contracts associated with the project, and the nature of leveraged contributions.

**All information for the project must fit into the allotted 1,500-character space. Characters include letters, numbers, spaces and punctuation.**

## **F. Project Area Description and Impact**

Provide a detailed description of the project area and the anticipated impact. Be sure to include the following items in the description:

1. Project area - including communities, population, number of structures, and other values at risk
2. Rural context and need for support from a grant navigator
3. How the project will reach and impact residents exposed to wildfire hazard
4. How project will support future wildfire risk reduction efforts
5. Any current/previously failed outreach efforts in project area
6. Known existing challenges (landowner buy-in, lack of awareness, etc.) and plans to address them
7. Coordination with other groups or organizations, including partner contributions

**All information for the project must fit into the allotted 2,000-character space. Characters include letters, numbers, spaces and punctuation.**

## G. Project Details

Describe in detail how the proposed project will strategically use grant funds to conduct effective outreach among landowners located in wildfire hazard areas, to effectively inform them of resources available and best practices for wildfire mitigation efforts. Be sure to include the following details:

1. Specific project objectives
2. Intended audience(s)
3. Communication tools and tactics (i.e., video, events, direct mail)
4. Plan to recruit rural communities
5. How you will measure/evaluate success of project
6. Highlight county/counties involved
7. Address coordination among applicants to ensure nonduplication of efforts (with CSFS support as necessary)

If the project is part of an existing program or project, describe how existing initiatives have been successful and how awarded funds will increase success in the future.

Successful applicants may be required to submit a more detailed project scope of work prior to grant award.

**All information for the project must fit into the allotted 2,500-character space. Characters include letters, numbers, spaces and punctuation.**

## H. Timeline

Provide a timeline for the project including project beginning and end dates as well as project milestones with specific targets for completion. **All projects funded in this cycle should be completed by June 30, 2028.**

All information for the project must fit into the allotted 1,000-character space. Characters include letters, numbers, spaces and punctuation.