Adams County Open Space Grant Guidance

5/22/2018

The guidance in this document was presented at a meeting with all regular grant applicants held on May 17, 2018 and has been updated to reflect changes made since the meeting. The intent of communicating this information is to better inform grant applicants on the process and to help lessen the number of adjustments made to applications once they have been submitted to Open Space staff.

Timing:

Beginning with the Fall of 2018, all Fall applications will be due on the fourth Wednesday of July. This is about one week earlier than past cycles. For 2018, applications will be due July 25. All other pieces of the process will remain the same (site tour, presentation meeting, recommendation meeting, etc.).

Changes to the Applications/Scorecards:

Based on feedback we received from the Open Space Advisory Board (OSAB) and the applicants, we made several adjustments to the applications and scorecards. Some adjustments were included to further remove funding amounts from the applications so the OSAB scores on the merits of the application alone. Others were meant to better correlate applications/scorecards and to better get at information the OSAB desires.

- Previous Funding: The table was modified to include "Received partial award" and "Expanding request" to designate whether the project was previously funded.
- Project Description: Now limited to 6,000 characters (including spaces).
- All other response fields: Now limited to 2,000 characters (including spaces).
- Uses/Users: The question was expanded to ask whether many user groups, or a specific user group will be served by the project.
- Wildlife/Natural Resources: The two questions in this section were combined.
- Budget Narrative: Because the OSAB no longer sees dollar amounts related to the application while scoring, the question was adjusted to encourage general information rather than detailing the costs specifically.
- Partnerships: Because the OSAB no longer sees dollar amounts related to the application while scoring, the question was adjusted to encourage general information on partner contributions rather than detailing the amounts specifically.
- Letters of Support: The OSAB indicated their preference to see project support from a variety of categories rather than many letters from one specific group. In addition, please ask your supporters to not mention any dollar amounts in their letter.
- Pending Projects: The table has been modified to include the original due date rather than the current project due date. The "Explain" column has been adjusted to read "Status". These changes will allow the OSAB to see how many open projects each applicant has and receive an update on each project's status. <u>All</u> open projects must be included and all fields must be filled out.

Financial Information:

- The OSAB no longer sees the financial information in the applications while they are scoring. Once scores have been turned in, we supply them with the financial information submitted in each application. The colored fields in the grant application are the only pages where dollar

amounts should be listed. These pages are removed from the application initially and provided to each board member after their scoring has been turned in.

- Please, DO NOT write dollar amounts of any type on the white pages in the application *including* the attachments (only exception are Letters of Commitment). We have to "scrub" this information from the application before providing it to the OSAB (both hard copies and electronic versions).
- Please keep in mind that including financial information throughout the application forces us to white out each mention of money, recopy the page(s), and then rescan and insert the "scrubbed" pages back into the electronic file. This is an immense amount of work that can be easily avoided.

Grant Delivery:

- For ease in removing the financial pages of the application, please print the 10 copies of the application (including Attachments A-E) single sided. Attachments F-N can be printed two-sided. For mini-grants, the application and Attachment A should be single sided; Attachments B-F can be double-sided. When we decided to remove financial information from the initial applications reviewed by the OSAB, we consolidated all financial information on a few pages so they could be easily removed from the applications and provided to the OSAB at a later date. Unfortunately, we were not able to add blank pages to the application to force these to be printed single sided. Rather than have us recopy these pages single-sided, we would prefer you simply submit them that way in the first place. **Mark Heidt from Brighton had a great suggestion to separate the money part of the application and the rest of the application into two files for future cycles – we intend to implement this in the Spring 2019 cycle.
- Please provide a <u>single</u> PDF that includes a signed copy of your application and all attachments (A-N). We regularly receive multiple files for one application. To make the applications as easy as possible for the OSAB to review, we provide them with one file per application and would appreciate your help in consolidating the files. Some tips related to creating a single PDF include:
    - For the application itself, because it contains fillable fields, you will not be able to combine the application with other PDF documents unless you print it as a PDF first. Because you need to have a signed signature page, it may be easier to print the application on paper and simply scan the signed copy.
    - If you consolidate all of your PDF documents in one folder, you can select the documents, right-click, then choose "Combine files in Acrobat". This will generate a pop-up screen that allows you to modify the order of the files before combining them into one large file. Again, you'll have to print the application to PDF or scan a paper copy before being able to use this feature. Remember to include a *signed* signature page!
    - If you're planning to scan printed copies of anything, make sure the resulting electronic file is legible – this is particularly important for color exhibits.
- If you're planning to mail your application to us, please leave enough time to have the paper copies delivered (in our hands) by the submittal deadline. We start reviewing the applications immediately.