



**CITY OF FORT COLLINS OFFICE OF ECONOMIC HEALTH
Local Cluster Support Fund 2014 Application**

(Rules and Application)

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<http://www.fcgov.com/business/target-industries.php>

I. PROGRAM OVERVIEW

The City of Fort Collins Economic Health Office (EHO) is seeking qualified local businesses and industry clusters for the 2014 fiscal year. Partners must share the City vision to advance programs and projects with a positive community impact. In 2006, the City of Fort Collins Council identified promising industry clusters to target as part of its economic health initiative. Industry clusters are geographic concentrations of interconnected companies, specialized suppliers, service providers, and associated institutions in a particular field that enhance productivity through collaboration. The City follows the triple helix approach (university, industry, government) for innovative growth, and allocates resources towards a number of local efforts. Target clusters include NoCoBio (Bioscience Cluster), Colorado Clean Energy Cluster (CCEC), Colorado Water Innovation Cluster (CWIC), Software/Hardware Cluster, and Uniquely Fort Collins, which encompasses Fort Collins headquartered businesses. The Economic Health Office remains steadfast in their support of targeted local industry clusters.

II. ELIGIBILITY

Eligible businesses/clusters/applicants must have their operations based in Fort Collins, or be partnered with a Fort Collins based entity. Priority will be given to proposals that include a collaboration of triple helix partners to leverage resources and expertise, as well as those already involved in our local industry clusters. The City emphasis will be on maintaining a well-rounded diverse portfolio of partners in the internal review process. Applicants must have matching funds that establish a 1:1 public-to-private funding ratio. Businesses and partners who are able to do significantly better in capturing matching funds from other grants or third-party investors will be given priority. Third-party investors may include such entities as another company or companies, a venture capital firm, angel investors, and federal, state or local government grants.

III. APPLICATION AND REVIEW SCHEDULE

The City of Fort Collins Economic Health Office has established the following application deadline and review/decision schedule:

Application Deadline	Award Decisions
First Cycle: February 1, 2014	March 15, 2014
Second Cycle: June 1, 2014*	July 15, 2014

An electronic copy of the application must be received by midnight MST on the deadline date. Please send the electronic application to Sam Houghteling at shoughteling@fcgov.com. The application must also be submitted in paper-form to the Economic Health Office at PO Box 580, Fort Collins, CO, 80521. The paper submittal must include an original signature on the certification page and must be received within 5 business days of the deadline.

*All funds are available for first cycle applicants; remaining funds will be available in a second cycle. Funds not awarded in these cycles will be available for grants on a rolling basis. Minimum requests should be no less than \$5,000, and maximum requests should not exceed \$40,000.

IV. GRANT AWARDS

Funds available for eligible companies for fiscal year 2014-15 are based on the appropriation from the City Council of **\$150,000**. The City of Fort Collins retains the right to withhold funding regardless of requests.

Payments

Payments will be disbursed in accordance with the specific terms and conditions of the project and as outlined in the Grant Agreement, either as a lump sum, quarterly, or monthly. Payments may be made on a monthly or quarterly basis contingent on project/program progress.

Budget Adjustments & Return of Unused Grant Money

Upon completion or early-termination of a project, any unused grant money shall be returned to the City of Fort Collins which will be de-obligated and returned to the Economic Health Cluster Support Fund.

V. APPLICATION REVIEW

Staff Review

EHO Staff will screen each application for compliance with the rules and statutory requirements outlined in this document. Only those applications that meet rules and requirements will move forward for committee review.

Committee Review

EHO convenes the Cluster Support Fund Committee (CSFC) to review, evaluate, and make recommendations on applications. The CSFC is composed of an interdisciplinary team of City of Fort Collins staff, consisting of representatives from Environmental Services, Social Sustainability, Economic Health, Finance, Utilities, and Planning. Actual panelists vary from one grant cycle to the next. All applications are competitively evaluated by the CSFC with a focus on:

- Advance to local industry clusters.
- Potential to strengthen a specific segment of the local economy.
- Ability to attract external capital investment and provide a significant return on investment.
- Primary job creation in Fort Collins. Primary jobs are defined as job creation of externally consumed goods, with 50% of the goods/services exported outside of Fort Collins; primary jobs lead to new revenue that can circulate back into the local economy.
- Project supports strategic goals of the City, and provides EHO with a broad and diverse portfolio of community support.

The CSFC operates on a majority consensus basis. Committee members bring various expertise to the process and rely on one another's input in making recommendations for further consideration and funding. Applicant's questions on the review process should be directed to EHO staff. Applicants should not contact committee members directly for information on the review process. CSFC members will not discuss committee deliberations with applicants; however, they may be willing to give personal advice after the grant application deadline has closed.

VI. CONFIDENTIALITY AND OPEN RECORDS

The City of Fort Collins Economic Health Office is subject to the Colorado Open Records laws (C.R.S. 24-72-101 through 24-72-112). Thus, documents and other materials received by EHO and its employees may be subject to public disclosure. EHO will deny the right of inspection of records considered trade secrets, privileged information, and confidential commercial and financial data, which applicants should clearly indicate on the application. The entire application may not be marked "confidential" however. Upon receiving an official open records request, EHO will immediately notify the applicant and as needed, seek legal guidance from the City Attorney. Committee members agree to treat applications and committee discussions as confidential.

VII. REPORTING REQUIREMENTS

Annual Progress Report & Award Responsibilities

Each applicant that successfully receives funding from EHO must submit an annual report documenting accomplishments, results achieved, community impact, and monetary and other returns if applicable including jobs created. Applicants may be required to provide monthly/quarterly updates to EHO staff, as outlined in the Grant Agreement. A report outline will be available from EHO on September 1, and the report must be electronically submitted within 10 months of the award date (due date specified in the Grant Agreement). Additionally, successful applicants may be required to participate in an annual EHO conference, EHO/Cluster marketing materials, and serve as a cluster ambassador.

VIII. APPLICATION

To be eligible for financial support from the Local Cluster Support Fund program, a qualified entity shall submit to EHO (see contact information on page 1) one original signed hard-copy application and additional materials, as well as an electronic file of the application narrative and additional materials by email. Such application shall be submitted on or before the Local Cluster Support Fund Application Deadline (see Application and Review Schedule) in order to be considered in an application cycle. The application must be e-mailed to EHO by midnight MST on the due date. Should the deadline fall on a weekend, the deadline date is still relevant. The paper copy can follow in the next 5 business days. The application should follow this format. Please address each statement and answer every question. Presentation and clarity are evaluated in the review of the application. Points are used as a guideline, but are not the only determining factor. The City reserves the right to interview any applicant. Incomplete applications may not be considered.

Identifying Information (out of 10 points total)

1. Name of applicant business(es)/cluster/organization/etc. (Include location address, mailing address, and website)
2. Specific project/program/initiative title, if applicable. Specify organizational area of interest.
3. Key Contact/Project Manager (name, phone #, email address).
4. Key partners and collaborators, including research institutions, state/federal agencies, non-profits, local businesses, etc.
5. Identify organizational structure (501c3, sole proprietorship, corporation, LLC, etc).
6. List additional grants or private investment received. Early phase organizations with a high community impact can include a fundraising proposal.

7. Request amount total in budget sheet and provide supporting documentation pertaining to matching third-party funding.
8. Number of employees, or community partners, and predicted growth. If possible, include data on primary job creation.
9. Identify any workforce gaps that affect your entity, or that your entity has addressed.
10. Has the applicant ever been involved in bankruptcy proceedings?
11. Does the applicant have any pending lawsuits?
12. Please list any prevalent patents, license agreements, or demonstration projects.
13. Please include at least one letter of support. This can come from a local partnering organization, community leader, national/international collaborator, etc.
14. Please include a signed W9 if applicable.
15. Does your organization currently hold a certificate of good standing from the Colorado Secretary of State?

Project Narrative (no more than 3 pages) (out of 30 points)

16. Describe your organization: vision/mission, organizational chart, size, etc.
17. Identify (1) specific sector, (2) local partners, (3) potential local partners, and (4) competitors if they exist.
18. How will your organization, or this specific project, impact current trends and/or emerging technology. If applicable, what is the market potential?
19. What is the local community impact? Tell your story; be Fort Collins specific, and if possible, we encourage you to include the global implications of our local efforts.
20. How does this tie into the City of Fort Collins Economic Health Strategic Plan. (<http://www.fcgov.com/business/pdf/2012-05-29-final-strategic-plan.pdf?1347650681>)
21. Identify potential problems (regulatory, institutional, workforce, tech issues, market readiness, etc).
22. Specify long term goals, capital needs, and similar industries that would provide a benefit for EHO to recruit to this region.
23. How will accomplishments/funding affect goals and milestones.

Project/Program/Cluster Work Plan (out of 25 points)

24. Identify yearly tasks, major events, and milestones in a timeline format.

Program Budget & Variance Budget (out of 25 points)

25. Please include a program/project budget in the application. Organizations that successfully secure funding will be asked to include a variance budget in their November annual report.

Management Team CV or Resumes (out of 10 points)

26. Please include curriculum vitae or resume for each member of the management team, which should include relevant background and accomplishments.

XI. Application Certification

I certify that:

- The project described in this application and for which the company is requesting funds complies with the statutory criteria, rules and application requirements identified in this application document.
- The applicant has a dedicated, matching source of moneys from a third-party that is equal to or greater than the amount applied for under the Program. Include pledge form or documentation to verify this. For early phase high impact projects, applicants may submit a fundraising proposal.
- The information contained in this Application, including all attachments and exhibits, are true and correct.
- The applicant company is headquartered in Fort Collins, or is partnering with an organization based in Fort Collins.
- The person's or persons' signature on these Certifications and Application are authorized to act on behalf of the applicant organization.

Name and Title

Company Legal Name

Signature

Date