



Example 2025 Planning Grant Application: City Facility Habitat Improvements

****This is a fictional application that has been created by Nature in the City staff. The cost estimates, landscape designers and installers have been created as an example.****

Administrative Questions

1. What is the address of the proposed project?
(All projects must be within the City of Fort Collins Growth Management Area:
<https://records.fcgov.com/WebLink/DocView.aspx?id=19107013&dbid=0&repo=FortCollins>
625 9th St, Fort Collins, CO 80524

2. Are you the owner of the property where you are planning a project? If not, do you have written permission from the property owner so that you can complete this project?

I am not the owner. However, I have permission from the owner to do this habitat improvement project. The owner is part of the project team and will be involved in the project as it moves forward.

3. If selected for a grant, you will be required to sign a NIC project agreement similar to the one found in the "Background and Guide to Submitting a Proposal". After reviewing the document found on the NIC website, would you be able to agree to the terms of the agreement?

Yes

General Questions

4. Please list the key members of your project team and their roles. This should include individuals from within your organization, as well as collaborators from other organizations. *(Please note the project manager – who will serve as the main point of contact for communication)*

**Project Manager – Kristy Bruce, City of Fort Collins
Landscape Designer – Natural Habitat Concepts INC
Landscape, installation, and maintenance – Natural Habitat Creations INC
Property Owner – Larry Schneider, City of Fort Collins**

5. In 2-3 sentences please give a high-level summary of your project.

We want to convert some of the turfgrass by the office building to a native landscape to attract bees, butterflies, and birds, and to reduce water use. We plan on having a pollinator garden, a soft surface path, and nature play area that are all connected and encourage exploration. We will use a variety of methods to engage our staff in the design of this project moving forward.

6. Describe how your proposed project would support a diversity of *native* plants and animals.

We want to create a pollinator garden using native plants between the building and the parking lot so that we can see birds and butterflies from the windows and walking to and from the parking lot. There will also be an area with native shrubs that have edible fruit. We want to have a pollinator garden and a native fruiting shrub area. Both areas will remove turf, save water, and provide food for birds and other small animals. Between the two areas, there will be several different heights and types of native plants that will support different kinds of habitat and will look good year-round with different colors and blooming seasons.

7. Describe the audiences your proposed project would serve. How would your proposed project increase access to nature for the broader community and are there any limitations to access?

This project makes the space outside the office a more welcoming interesting place to be for employees, visitors, and their families. There are over 80 employees who would benefit daily, along with the many daily visitors. The office is very close to Sugar Beet Park, and we hope that with the soft-surface trail, local neighbors and people visiting the park will feel welcome to come and explore. There will not be limitations on public access.

8. Describe how your proposed project would motivate your audiences to take stewardship actions.

We hope that employees and visitors to this space will see more different kinds of animals and insects, and that they will enjoy the landscape as it changes throughout the year. It is likely that as people see the pollinators and native shrubs, they will see how beautiful and diverse native plants can be and may be inspired to create native habitats at their homes. Signs or programs held for staff might help explain how they can do the same. We also hope that the nature play area is a fun place that draws children to the site and encourages them to explore further, engaging their own sense of curiosity. We will ask our employees about how they would be most interested in engaging in the project during this planning phase to see if any of these ideas or a volunteer planting event might be of interest.

9. How will you engage your community during the planning phase to gather their input and build support for your proposed project?

We plan to have a series of lunch-and-learn events for staff along the way so they can provide input to help form the design and to provide feedback along the way. We also want to put a yard sign at Sugar Beet Park with a link to a survey to get input on what park-users think. This input

will help us decide on some of the final design details.

10. Tell us about the challenges and barriers that you are most likely to encounter in the planning phase, implementation of the proposed project, and ongoing maintenance. Do you have preliminary ideas on how they'll be addressed?

During the planning phase, our main challenge will be securing a minor amendment from the City of Fort Collins. However, our consultant has been through this process before and will be able to lead us through it. The main hurdle during the implementation phase will likely be obtaining the specific native plants we want. We will be sure to reach out to a wholesale nursery early to reserve these plants. Finally, we anticipate our biggest challenge after installation to be training the landscape maintenance crew to manage native plants. To address this, we plan to send them to a training on native plant maintenance so they will have a better understanding about seasonal maintenance and weed management for native plants.

Funding Questions

11. What is the total cost of the planning phase for your project? How much are you requesting for a planning grant? *(limit \$8,000)*

The total cost is \$8,400 and we are requesting the full amount from the grant.

12. Is any portion of the grant going towards outreach or project management costs? If so, how much? *(Cost for these elements cannot exceed 15% of the grant request in total)*

We will bring refreshments to our lunch-and-learn staff discussions, but the cost will not exceed 15%.

13. Do you anticipate any additional financial or in-kind contributions for your planning phase and if so, what are they? *(Nature in the City does not require a specific match to our granting dollars)*

We will not be using the grant to cover the cost of staff time needed to manage the project and will provide that time as sweat equity.

Attachments

Please upload a copy of your Planning Project Budget Worksheet, photos of your site and a concept plan of your project. A template for the budget worksheet can be downloaded below. The "download template" for the concept plan is an example and not a template.

1. Planning Project Budget Worksheet – please provide detailed line item of all costs associated with the planning phase of this project. Use the template provided. **See example**
2. Site Photos – please provide photos of the current conditions of the implementation site
3. Concept Plan – please provide a site map with a conceptual sketch of your proposed project. This can be a first draft sketch of preliminary ideas - it does not need to be detailed and can change during the planning phase. **See example**

Example