

Competitive Grant Process:

Application Guide Human Services

Introduction

The City of Fort Collins will award funding to Human Service programs in spring 2025 from its annual budget allocation of general fund (local) dollars dedicated towards activities that advance social sustainability priorities.

Eligible proposals will be evaluated by the City’s Human Services & Housing Funding Board in April 2025, and funding awards will be contracted on a 24-month term, beginning in October 2025.

Dates and Deadlines

Date <i>(subject to change)</i>	Activity / Deliverable	Details
Wednesday, January 8, 2025	Application available on Social Sustainability website	Online system used is ZoomGrants
Monday, January 27, 2025	Intent to Apply is due by 11:59 PM MST	Full application will be ‘unlocked’ after the Intent to Apply is reviewed and approved.
Wednesday, January 22, 2025 & Thursday, February 6, 2025	Technical Assistance for Application	Optional, TEAMS remote format RSVP Required
Tuesday, February 18, 2025	APPLICATION DEADLINE	Must be submitted by 11:59 PM MST
Wednesday, April 9, 2025	Human Services Application Review – HSHF Board	No funding recommendations Open to the public at 5:30pm
Thursday & Friday April 10-11, 2025	Follow-up questions from the HSHF Board distributed	Will be sent by email
Thursday, April 17, 2025	Responses to follow-up questions are due	Email responses to: amolzer@fcgov.com
Wednesday, April 30, 2025	Funding Deliberations - HSHF Board	Funding recommendations Open to the public at 4:00pm
Tuesday, June 17, 2025	City Council Meeting	Consideration of the funding recommendations at 6:00pm
Wednesday, October 1, 2025	Grant Term Begins	24-month grant term. Payments made as quarterly reimbursements

Funding Focus & Fit

Human Services Priority Platform

For all **Human Service** applications, alignment will be necessary with the Social Sustainability Department’s *Human Services Priority Platform (2025)*.

The full *Human Services Priority Platform* can be viewed in the [Plans-Resources-Reports](#) section of the Competitive Process website.

Organizations are required to review this new guiding document prior to applying to better understand how the department is narrowing and deepening its work around human services.

Grant funding will support five human service priority areas with emphasis on the following:

Priority Area	Funding Focus	Funding May Support
CAREGIVING	Services to provide care for children, youth, adults or seniors.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel * • Subsidized care costs for clients • Development or enhancement of quality caregiving spaces
PREVENTION	Evidence-informed services that provide education, training, or direct client services to reduce risk factors that may lead to further/future involvement in human services.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel *
INTERVENTION	Services that increase accessibility to mental/behavioral health counseling, case management, and/or social connections.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel *
FOOD SECURITY	Services that increase accessibility to nutritious food, address food insecurity, and/or promote education of food-related issues.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel *
FINANCIAL STABILITY & OPPORTUNITY	Services that promote financial stability, self-sufficiency, and/or employability.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel * • Direct client assistance • Transportation resources

* Personnel funds may support salaries, benefits, and workforce development/retention

All programs addressing **homeless or sheltering services** will complete the new Homelessness Response grant application (some may be transferred to the CDBG Public Service application based on eligibility).

Housing stabilization programs, such as home safety improvements, will complete an Affordable Housing grant application. Please contact City staff to help identify the correct application to complete if your program focuses on housing or homelessness, as these programs will no longer compete in the Human Services category.

Funding Commitment

Organizations that are awarded Human Service Program funding in 2025 will receive funds covering the following fiscal years:

- FY25 + FY26 October 1, 2025 – September 30, 2027 (two years)

To receive funding, an organization must apply and be selected to carry out eligible Human Service activities on behalf of the City of Fort Collins.

A Recipient Service Agreement must be executed before funding is reimbursed.

Funds are delivered via reimbursement of eligible expenses within 45-days of complete and accurate financial invoice submittal.

Funding Amounts

When applying, organizations will choose from four funding amounts that have been predetermined by the Human Services & Housing Funding Board (HSHF Board).

\$ 15,000 | **\$ 25,000** | **\$ 40,000** | **\$ 55,000**

If selected for a grant award, most organizations will receive their full requested amount.

Some organizations may receive awards slightly below or above their requested amount so that the total funding recommendation balances with the total grant budget available. Approximately \$770,000 each year is anticipated to be awarded, however; the budget will not be confirmed until March 2025.

The HSHF Board will retain the right to slightly reduce individual award amounts if there are specific program budget items they choose not to support.

Applicants must clearly and reasonably demonstrate the appropriateness of the funding request amount they select. Program budgets will be scrutinized for suitability relative to the requested amount.

Eligible Organizations

All funding recipients will execute contracts with the City which outline the performance, documentation and reporting requirements associated with carrying out the funded activity. As such, funding will be limited as follows:

Funds are available for:

- Nonprofit, IRS-designated 501(c)(3) agencies in good standing.
- Cooperative groups of organizations with an IRS-designated 501(c)(3) agency serving as its fiscal host.
- Libraries, museums, education institutions or other government entities that offer eligible activities.

The City **is unable to** award Human Service Program assistance directly to:

- Individuals.
- For-profit businesses.
- Organizations that engage in any discriminatory practices on the grounds of race, color, national origin, religion, creed, disability, age, sex, actual or perceived sexual orientation, gender identity, marital status, or familial status.
- Organizations that stipulate mandatory religious engagement or influence in the provision of their services. (Faith-based organizations may be eligible for funding if they serve all members of the community regardless of religious belief or practice).
- Organizations that are funders or pass-through entities, except those that are serving as a fiscal host for direct service programming.
- Organizations who are contracting services to a program for which they are not the primary service provider.
- Organizations that do not track income-eligibility of clients served unless it documents that the activity EXCLUSIVELY serves one of the following populations: people experiencing homelessness, abused children, victims of domestic violence, severely disabled adults, elderly persons, illiterate adults, persons living with AIDS, or migrant farm workers.

Eligible Populations

The majority (51%) of the population served by the funded activities must be below 80% Area Median Income (AMI), with a primary focus on lower-income residents.

Organizations serving “Presumed Benefit” populations (ex: individuals with disabilities) may have greater flexibility with income reporting documentation requirements.

Funded programs must serve Fort Collins residents living within the Fort Collins city limits area and program activity must also occur within the Fort Collins city limits.

Eligible Expenses

Examples of Eligible Expenses (not limited to):

- Staff costs: Salary and benefits of program staff providing direct service related to the activity.
- Workforce development costs: investing in the training, retention and self-care of program staff.
- Direct client assistance, such as fee subsidies for families.
- Payments made directly to the provider of services, on behalf of an individual resident of Fort Collins (ex: childcare assistance payment).
- Consumable materials, such as educational supplies, food, and food-service supplies.
- Operation costs: labor, supplies and materials to operate and/or maintain the portion of a facility in which the service is located. This includes the lease of the facility, equipment and other property needed for the service, as long as the facility and property are not owned by the City of Fort Collins. Caregiving programs may request funding for site renovations.

Discretionary Direct Client Assistance Expenses:

Applicants may request up to 10% of their total, final funding award as reimbursement towards various as-needed direct client assistance costs. Examples may include transportation assistance, gift cards for basic needs, payment assistance to stabilize housing, and other assistance unique to the client’s circumstances. The specific process and documentation details will be outlined in the Recipient Service Agreement. Utilizing the grant funds for discretionary direct client assistance expenses is optional.

Indirect/Administrative Expenses:

Applicants may request up to 10% of their total, final funding award as reimbursement towards indirect and administrative costs. The specific process and documentation details will be outlined in the Recipient Service Agreement. Utilizing the grant funds for indirect/admin expenses is optional.

Exclusions

The City is **unable to** contribute funding towards:

- Income payments made directly to individuals or families served by the program. (exception for stipends for workforce skill training/development projects)
- Staff positions that are fundraising or administrative in nature, or whose work duties are not substantially dedicated to the eligible activities supported with this funding.
- Hazard pay, Vacation/PTO, Holiday, Sick or other leave or vacancy time.
- Costs already reimbursed from other sources.
- Services that occur outside the jurisdictional boundaries of the City of Fort Collins.

Responsibilities of Grant Recipients

During the funding period, grant recipients will be responsible for:

1. Quarterly reimbursement invoicing
2. Semiannual reporting of demographic information and program progress
3. Documentation of eligible populations
4. Tracking measurable outcomes
5. Compliance monitoring visits and other engagement with City staff and/or the HSHF-Board in 2026-2027
6. Additional terms and conditions set forth in the Recipient Service Agreement signed by both the organization and the City (example available for review).

Quarterly Reimbursement Invoicing

Funding is provided as reimbursement for eligible expenditures. Reimbursement requests will be submitted as an 'invoice' in the ZoomGrants system. Invoices must include documentation sufficient to demonstrate that the amount of the reimbursement payment has been used in accordance with the funding agreement (receipts, timesheets, paystubs, etc). Invoices will be due 15 days after each quarter close and submitted via ZoomGrants.

Semiannual Reporting of Demographic Information:

Four times during the 2-year grant term, the City requires grantees to report the number of unduplicated clients served broken down by race/ethnicity, income-level and disability (if tracked). Reporting will be due four times during the funding term (6-months, 12-months, 18-months, 24-months) and submitted via ZoomGrants.

Documentation of Eligible Populations

Recipient organizations are subject to record keeping requirements and monitoring related to the program or project receiving assistance, including beneficiary documentation of clients benefiting from the funding. Documentation requirements may vary program to program, and may include proof of household income, proof of residency within City limits, and other acceptable forms of documentation confirming client eligibility for grant-funded services.

Measurable Outcomes

Each grant recipient will be asked to identify 1-2 measurable outcomes that they plan to achieve during the funding period. These measurable outcomes will help establish success metrics and will be included in the Service Agreement. The program is required to report on the measurable outcomes four times during the funding term: 6-months, 12-months, 18-months and 24-months.

Monitoring

Grant recipients may be monitored annually to ensure compliance with contractual obligations, including: tracking and documentation of beneficiaries and services rendered, general agency operations, and hiring and employment practices. The monitoring session will include a spot file audit to verify that the demographic reporting, tracking of population eligibility, and activities to meet measurable outcomes is occurring and accurately represents the material submitted by the program. A guide on monitoring is included as an exhibit with the grant agreement.

Continue Reading Below for the Application Details and Process

What's New in 2025

For programs that regularly apply for these funds, here is a summary of changes for 2025:

- Grants will be awarded for a 2-year funding term.
- Programs must align with priorities detailed in the new *Human Services Priority Platform*.
- Applicants will select a pre-determined request amount (\$15k, \$25k, \$40k, \$55k) and will be required to clearly substantiate the budget suitability of the amount they choose. Most programs selected for an award will receive 100% of their request.

- Programs that provide homeless and sheltering services will no longer apply for Human Service funds, and instead will apply for Homelessness Response grants from the Social Sustainability Department (some may be transferred to CDBG Public Service).
- Budget reductions of \$150,000/year in 2025 and 2026 will lower the human service grant availability to approximately \$770,000/year (down from \$920k in 2024).
- Grant recipients will be allowed to designate up to 10% of their funding for discretionary direct client assistance in order to provide as-needed basic and emergency need supports to those served by the program (optional).

Application Basics

The Human Services grant application will be available at:
www.fcgov.com/socialsustainability/competitiveprocess

Application Deadline is Tuesday, February 18, 2025, at 11:59pm MST.

- ZoomGrants is the online system used to administer the application.
 - If your organization does not already have an account, [Click Here](#) to get started.
- There are three application types:
 - Housing
 - Human Service
 - Homelessness Response
- Select the category that meets your proposal type
- Some programs that provide homeless or sheltering services may be directed to apply for CDBG Public Service funding following submission of their pre-application.
- Applicants may submit one application to support one program (or a bundling of similar programming activities). In rare instances, two applications may be submitted for multiple, dissimilar programs addressing different priorities (as outlined in the Priority Platform). Please consult with Adam Molzer (amolzer@fcgov.com; 970.221.6757) before applying to determine the appropriateness of submitting two proposals.
- Funding request amount options are predetermined and the applicant will select the dollar amount most suitable to the scope of service delivered: \$15k, \$25k, \$40k, \$55k

How To Apply:

1. [Click Here](#) for the application link.
2. If your organization already has a ZoomGrants account, log in with the user ID and password of the primary account user for your organization. If your organization does not already have a ZoomGrants account, you will need to create one. The primary ZoomGrants account user may need to invite ‘Collaborators’ to the grant application, which allows other staff from the organization to modify the application and submit invoices/reports.
3. Complete all questions in the Intent to Apply (I2A) by Monday, January 27 before 11:59pm.
4. Wait to have the I2A approved by City staff. You will receive an email.
5. Proceed with completing all questions in the application and upload all required documents.
6. Submit the application by February 18, 2025 before 11:59pm MST.

Intent to Apply (required)

The Intent to Apply submission is the required first step for having a funding request considered in the Competitive Grant Process. [Click Here](#) to begin the Intent to Apply.

The number of questions is limited and are intended to screen applications for eligibility.

Pro Tip: Please enter a Program Name that is unique and descriptive of the program, and not just repeating your organization name.

Intent to Apply submissions will be reviewed and approved within 72-hours between January 8 and January 27. Edits may be made any time until the final application deadline by contacting Adam Molzer.

Once the Intent to Apply is approved, the full Application will be ‘unlocked’ and available for the organization to complete. **It is recommended to complete the Intent to Apply early**, to allow adequate time for the full Application to be completed.

Application

[Application Deadline is Tuesday, February 18, 2025, 11:59pm MST.](#)

The Application can be repeatedly accessed and saved in ZoomGrants before submission.

ZoomGrants will automatically save the information you enter, however; it is recommended that applicants back up their responses in a word processing document.

If you encounter technical issues while completing your application, including how to add ‘Collaborators’ to work on your proposal, please first review the ZoomGrants University help site. This resource may solve the issue much quicker than contacting City staff.

ZoomGrants University: <http://help.zoomgrants.com/index.php/article-categories/applicantkbs/>

Additional Materials

All Human Services applicants will need to attach the following materials to their online application:

- List of Board of Directors.
- Copy of your Organization's Most Recent Audit or Financial Review (Optional).
- If a nonprofit entity, IRS 501(c)(3) Designation (first page).
- If a nonprofit entity, Certification of Good Standing (dated 2024 or 2025).
- Program/Project Operating Budget (anticipated revenues & expenses for Sept.25-Oct.27).
- Organization Budget for current fiscal year.
- Most recent IRS 990 form, Part VIII Statement of Revenue & Part IX Statement of Functional Expenses (if 990-EZ, submit full document).

Technical Assistance

Optional technical assistance for Human Services application review is available on the following dates:

Wednesday, January 22, 2025 | 2:00 – 3:30 pm

Thursday, February 6, 2025 | 9:30 – 11:00 am

Technical assistance is encouraged, especially for first-time applicants. The technical assistance session will be in a group format on TEAMS and the moderator will provide insights into the grant evaluation process, as well as each application question.

[Click here to RSVP for a technical assistance session](#) as soon as your organization decides to submit an Intent to Apply. Online meeting details will be emailed later.

To schedule a one-on-one consultation about your application, please contact Adam Molzer at amolzer@fcgov.com

Application Review & Evaluation

Review Meeting & Follow-Up Questions

The HSHF Board will meet on the evening of Wednesday, April 9 for a general review of the applications. **Funding recommendations will NOT be made at this meeting.**

A list of follow-up questions may be generated for each application and will be emailed to the primary application contacts on April 10-11.

Responses are due by Thursday, April 17 to amolzer@fcgov.com.

Presentations – Human Services

Presentations to the HSHF Board will not be conducted in 2025 for Human Services applicants.

Please use the grant application to adequately communicate the needs, outcomes and effectiveness of the proposed program requesting funding.

Evaluation Method – Human Services

Each grant application will be scored by the HSHF Board using a **weight-based rubric** that will evaluate the proposal's potential attainment of the following criteria:

- **Alignment:** Advancement of the priorities detailed in the Social Sustainability Department's *Human Services Priorities Platform*.
- **Accessibility:** Reducing systemic barriers to service.
- **Inclusion:** Strategic commitment to ensuring all clients feel welcomed and valued.
- **Impact:** Measurable outcomes and consequential benefits to clients and the community.
- **Budget:** Appropriateness, clarity, and effectiveness of the requested funding.
- **Capacity:** Ability to deliver the proposed programming, steward the funds responsibly, and leverage partnerships.
- **Innate Score:** Board members' internal validation and importance of the funding request.

Funding Recommendations

The HSHF Board is responsible for making funding recommendations to City Council for their approval.

The HSHF Board will formulate their funding recommendations on **Wednesday, April 30, 2025**, beginning at 4:00pm at 222 Laporte Avenue (Colorado River Room) in Fort Collins.

Applicants are welcome to attend the meeting but may not speak during the meeting in order to maintain fairness to the process. Final recommendations are not confirmed until the end of the meeting, which can take several hours.

Applicants will be notified of the outcome of the Board's deliberation session within a week after final recommendations.

Final Funding Decision

The Fort Collins City Council will consider final approval of the funding allocation decisions for the 2025 Competitive Grant Process on June 17, 2025 at 6:00pm.

Following approval of funding, staff will work with applicants that were awarded funds on additional due diligence items and contract execution. Final dates are subject to change.

Open Process

The City of Fort Collins maintains an open process and encourages applicants to ask for help at any time. After applications have been submitted, applicants should refrain from speaking with HSHF Board members regarding their proposal, or with any staff member other than those identified on the next page.

Open Records

The City of Fort Collins is subject to the Colorado Open Records Act (CORA). Materials submitted to the City for this competitive funding process may be subject to disclosure to members of the public under CORA. The City will follow legal requirements when complying with CORA requests.

Questions?

Human Services Funding Process / Application / Decisions

Adam Molzer

970.221.6757

amolzer@fcgov.com

The City of Fort Collins will make reasonable accommodations for access to City services, programs and activities and will make special communication arrangements for persons with disabilities. All venues for participation in this process are fully accessible. Please call 970.416.4254 for assistance. Auxiliary aids and service aids are available for persons with disabilities.

V/TDD: Dial 711 for Relay Colorado to call 970.221.6757. All materials or translators are available in Spanish or other languages on request. Please call 970.416.4254 or email titlesix@fcgov.com.