

## Requirements if you are awarded a Grant

1. If selected to receive a small grant, a Contract between Larimer County and the grant recipient and a Declaration of Property Owner (if applicable) is required prior to receiving the award. The contract will include the amount of the grant award, specific items funded, the timeline for project completion, monitoring and reporting requirements, and other conditions.
2. If a funded project changes from the initial application and budget, a **written change request is required** to the Small Grants Program Officer before any dollars are spent. The applicant may be asked to resubmit for another grant year if the project changed enough to affect how it would have been rated when in competition with that years other applications.
3. Awardees are required to submit progress photos and videos of their project to the Small Grants Program Officer and include a short summary of what is taking place and provide all photo credits. This information will then be shared through the county's social media networks.
4. Award recipients must keep track of all project expenditures (including in-kind services and donations) and submit receipts for all items purchased with small grant funds.
5. A Final Report is due upon project completion and within 12 months of receipt of the award. Failure to submit the Final Report will result in automatic disqualification for future awards.
6. Following project completion, Larimer County staff and/or Open Lands Advisory Board members may conduct a site visit. Further monitoring visits may be necessary in subsequent years depending on the level of monitoring required for a particular project.

## Final Report

**Final reports are due upon completion of the project, within 12 months of receipt of the award and must include the following:**

- The online final report form can be found at: <https://forms.gle/YP2Hz34CDpScnT1n8>

You will need to answer questions related to your completed project, upload an itemized summary of how your grant funds were spent per the approved budget worksheet, provide copies of your receipts that match your grant expenditure summary, and upload up to ten (10) high-quality photographs.

- For research projects only – Provide a copy of any publications, thesis or other reports generated from the project.

---

**For any questions, call (970) 619-4569.**