2025 HUMAN SERVICES GRANT PROCESS



- Grant guides and portal access
- Funds available
- 2025 schedule
- Changes, notices, updates
- Budget
- Document submission
- Q&A

GRANT GUIDE

• www.cityofloveland.org/communitypartnership

- COMMUNITY PARTNERSHIP OFFICE

Homeless Strategic Plan Lead Agency RFI

- Homeless Strategic Plan
- + Grant Forms & Information

Community Development Block Grant

Fair Housing

Affordable Housing

Community Resource Connection

Loveland Resources

Private Activity Bond Program

Division Contacts



GRANT PORTAL

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City of Loveland Grant Application System

2023 Grant Application System Instructions with Screenshots

Questions? Call? or email us!

Krystin Campion 970-962-2705 or krystin.campion@cityofloveland.org

Alison Hade 970-962-2517 or alison.hade@cityofloveland.org

2025 Grant Management System Tutorial:

PDF Tutorial

2025 Grant Application System Instructions with Screenshots

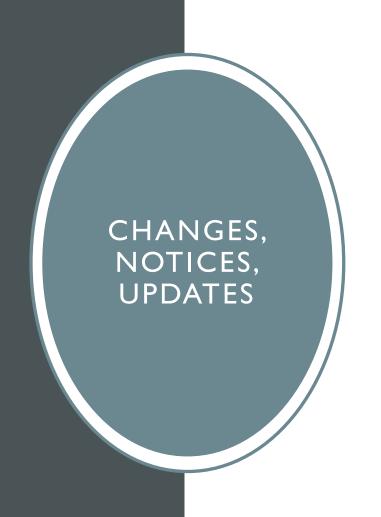
FUNDS AVAILABLE FOR SERVICES

- Total = \sim \$56,500
- Maximum request of \$15,000



2025 SCHEDULE

- Pre-application due Thursday, April 3rd <u>before</u> Midnight (confirmation email indicates success)
- Grant proposal due Thursday, May Ist <u>before</u> Midnight (confirmation email)
- You may receive financial questions from the CPO.
- Allocation meeting May 19th
- City Council meeting June 3rd
- Grant year begins October 1st with executed contract



AGENCIES <u>MUST</u> INCOME QUALIFY CUSTOMERS

- Do you require physical proof of income?
- Does that include income from wages, government assistance, child support, other income?

CHANGES, NOTICES, UPDATES

PRESUMED BENEFIT

- Elderly persons
- Severely disabled adults
- Victims of domestic abuse
- Abused children
- Illiterate adults
- · People who are homeless
- Migrant farm workers
- Persons living with AIDS

CHANGES, NOTICES, UPDATES

- Grant year begins on October 1st with executed contract.
- Pre-app. Read instructions. Pre-app can be denied.
 - <u>Example</u>: Board of Directors professional affiliations
 - Not all prior attachments are due this year
 UNLESS ...
- CHANGE to Pre-App
 - Intake must be attached.

CHANGES, NOTICES, UPDATES

- Proposal: Shorter application
- Q3&4: Count individuals only
- P&L, Balance Sheet attached to application. Must be full fiscal year for P&L or application will be rejected.
- QUARTERLY reports due:
 - January 15th
 - April 15th
 - July 15th
 - October 15th

BUDGET EXAMPLE

PROGRAM BUDGET

- Must use required template for PROGRAM BUDGET
- May use your own for AGENCY BUDGET

To create Loveland Program Budget

AGENCY BUDGET: \$1 million

ASSUMPTIONS:

- Offices in Loveland and Fort Collins
- Serve 1,000 people a year with two programs in each location
- Budget should be \$250,000 and 250 people served

DOCUMENT SUBMISSION

- Strongly recommend submitting during business hours
- No spell check in system.
- Video and PDF tutorials available on <u>website</u>
- Reports and draw downs submitted online
- Documents available on the website: PDF of grant guide.
- ALSO: must be registered in SAM.gov to contract



QUESTIONS?