



The Jordan River Commission (JRC) recognizes that full implementation of the vision outlined in the Blueprint Jordan River will require the assistance and efforts of many organizations and individuals from within and outside of the JRC organization. As resources allow, the JRC is pleased to support its members and partner organizations with small grants to encourage community engagement and greater inter-agency partnerships.

## **GRANT PURPOSE**

The Small Grant program is available to the Commission's member governments and other community partners. This grant provides limited funding for projects, programs and partnerships that help implement the goals of the [Blueprint Jordan River](#), and meet at least one of the following Purposes:

1. Encourage and promote multiple uses of the river and river corridor
2. Foster communication and coordination
3. Promote resource utilization and protection
4. Maintain and develop recreation access
5. Monitor and promote responsible economic development
6. Identify and secure funding for the acquisition of critical habitat and open space
7. Engage in ongoing planning for the identified Jordan River Blueprint study area

## **GRANT AMOUNTS & MATCH REQUIREMENTS**

1. A match is not required, but is encouraged. Submissions that include a match will be given preferred consideration as part of the review and award process. The match may be cash or in-kind, and sources and types of match should be clearly identified.
2. Typically, awards may be given up to \$2,500.00. However, the Commission may award larger amounts of up to \$5,000 for projects that provide an exceptional outcome or that leverage funds at a high rate. All awards are contingent on availability of funding.

## **PROPOSAL REQUIREMENTS**

### Written Proposal

All requests for funding must include a clear and concise written proposal that includes the following:

1. Overview – title, location, purpose, and short list of primary objectives
2. Budget – requested funding from JRC, matching contributions and sources, if any, and total cost
3. Timeline – schedule of general starting and concluding dates, and milestones. Typically projects should be completed within 12 months.
4. A more detailed narrative that describes how the proposal meets one or more purposes and goals of the Blueprint Jordan River, how the proposal addresses a need, and a clear but concise statement of the public benefit. Please cite specific references to goals listed in pages 41-50 of the Blueprint Jordan River visioning document.
5. Letter of support – a minimum of one letter of support, preferably from an agency supporting the project or a source that will be providing matching funds. Other letters of general support are welcome but not required.

Written proposals are limited to four pages. Letter(s) of support are not included in the page limit. Additional supporting graphics, maps or charts may be appended and are not included in the page limit, but should not be excessive.

#### Board Meeting Presentation

Following submission of a proposal, Commission staff and a selection committee comprised of at least two and up to five Governing Board representatives will screen submissions. Applicants should plan to attend the next Governing Board meeting in May or November (or alternate date if directed by Commission staff) to participate in a brief summary presentation to the Governing Board and answer any questions about the proposal from the Governing Board.

These meetings are scheduled for the first Thursday of the month, at 9:00 AM. Commission staff will confirm the meeting details following receipt of a grant application.

### **SUBMISSION REQUIREMENTS**

Proposals are accepted at any time during the following periods:

Proposals received **May – October** of each year will be considered at the Board meeting on the first Thursday in **November**. Submissions should be made on the Thursday two weeks prior to the Board meeting.

Proposals received **November – April** of each year will be considered at the Board meeting on the first Thursday in **May**. Submissions should be made on the Thursday two weeks prior to the Board meeting.

Please submit proposals as a single PDF file by email to: Soren Simonsen at [sorensimonsen@utah.gov](mailto:sorensimonsen@utah.gov). Please limit file size to 20 MB. Please include in the subject line “JRAF Small Grant Proposal.”

Late submissions after the deadline will be considered in the next funding cycle.

## **EVALUATION CRITERIA**

The Commission staff and a small Selection Committee of Governing Board members will review, evaluate and rank proposals and present their recommendations for awards to the Governing Board.

The following criteria will be used in evaluating requests for funding:

1. Has the organization requesting the funds provided a proposal to the Jordan River Commission that meets all proposal requirements listed above?
2. Does the proposal fit within one of the Jordan River Commission's purposes, address a clear need, and provide a clear public benefit in conjunction with those purposes (see Purpose statements on Page 1).
3. Does the proposal correlate to one or more of the goals outlined in pages 41-50 of the Blueprint Jordan River Action Plan?

Blueprint Jordan River Action Plan Categories:

- a. Flood Control and Hydrology
  - b. Stormwater Management
  - c. Vegetation and Habitat
  - d. Circulation and Connection
  - e. Building Community
  - f. Recreation and Tourism
  - g. Education and Interpretation
4. Does the organization bring other matching funds to the proposal? Proposals with a match will be given priority consideration.
5. Has the Jordan River Commission provided assistance or funding to this project or program in the past, and is there a good record of successful outcomes? Both new and ongoing projects or programs are encouraged.
6. Has the Jordan River Commission provided assistance or funding to this organization in the past, and is there a good record of successful partnership? Both new and existing partners are encouraged, and Commission member organizations and partnerships with these organizations will be given priority consideration.
7. Does this proposal result in tangible outcomes? Proposals that result in tangible products (e.g. programs, studies, processes, or physical improvements) may receive priority over proposals that fund staff time, labor, administration or operational expenses.

## **GENERAL GRANT GUIDELINES**

1. Questions about any aspect of the JRAF Small Grants Program should be directed to Commission staff in writing. Please email Soren Simonsen, Executive Director, at [sorensimonsen@utah.gov](mailto:sorensimonsen@utah.gov).

2. Please prioritize grant requests. Organizations are welcome to apply for one grant during each funding cycle. Multiple grant requests from the same organization will not be considered during a funding cycle.
3. If two or more organizations are partnering on a proposal, they may apply together for one grant in each grant cycle. Multiple grant requests from different organizations for the same project or program in a grant cycle, regardless of the number of organizations involved, will not be considered.
4. The JRC cannot guarantee that funding is available for any given funding cycle. Communication with Commission staff to verify that funds are available during a funding cycle before applying is encouraged.
5. Should an application not be funded by the JRC during a funding cycle, applicants are welcome to reapply during the next cycle should they choose to do so. Communication with staff may be helpful to receive feedback on an unsuccessful application.
6. Should an application not be selected for an award during a grant funding cycle, an organization must re-apply to be considered in the next funding cycle in order for it to be re-considered. The JRC will not hold applications from one cycle to the next (this does not apply to late submissions, as noted above).
7. The Jordan River Commission has the right to determine whether or not to award any grant, even if it meets the evaluation criteria.
8. Up to half of the grant award funds can be distributed immediately following the grant award, upon receipt of an invoice from the grant recipient. The balance of the grant award funds will be distributed following completion of the project or program, upon receipt and acceptance of a final report as outlined below, along with an invoice.
9. Projects or programs funded through the Small Grant program should typically be completed within 12 months. This time frame can be extended up to 18 months for unique or extenuating circumstances, with written approval. Projects that are not initiated within this time frame may be asked to re-apply when the project is better developed or supported to a point to move forward.

## **GRANT REPORTING**

The submission of a post project or program report at completion is required. Reports should describe the outcomes of the project or program, how the public benefits were achieved, and how it helped to implement at least one of the recommendations of the Blueprint Jordan River as outlined in the application. Reports should be limited to two written pages. However, photographs or graphics that illustrate the project or program outcomes are encouraged, and are not considered part of the two page limit.

Grant recipients may be asked to provide a brief presentation to the Jordan River Commission Governing Board at the conclusion of the funded project or program. A presentation, if requested, will be coordinated by Commission staff for an upcoming Governing Board meeting.