



Niwot Local Improvement District Project Funding Request Form

This form must be used by a Niwot community individual, community group, organization or business to request funding for a project by the Niwot Local Improvement District Advisory Committee. **The Request Form and relevant supporting documents must be submitted electronically to niwotlid@bouldercounty.org.** The Request Form can be submitted through the fillable PDF, or printed, filled out, and submitted as a scanned attachment.

All projects must provide benefit to the local improvement district and must fit within the budget of the Niwot LID Advisory Committee. The Niwot LID Advisory Committee will determine funding for all project requests, subject to final approval by the Boulder County Commissioners and compliance with Boulder County purchasing processes. Please note that **no alcoholic beverages and alcohol-related expenses will be funded.**

Projects must fit within the purview of the Niwot LID sales tax Resolution, which defines projects as *(1) public improvements within the District or within Boulder County where the benefits of the improvement accrue to the District, or its property owners or taxpayers, including, but not limited to, acquiring and constructing specific road, parking, curb and gutter, sidewalk, drainage and lighting improvements, and (2) production and distribution of informational products and materials for the District.*

A representative for your request **must attend the next meeting of the LID Advisory Committee** to present your proposal in order for the funding request to be considered. LID Advisory Committee meetings usually are held on the first Tuesday of each month.

Additionally, a representative for your request **must provide a written or in-person report to the LID Advisory Committee meeting within 90 days following your event, regarding the following event and funding outcomes:** Number of people in attendance; successes and challenges; number of Facebook “shares” or “likes,” if appropriate; print advertising and other marketing; and other relevant information.

With questions, contact: Joan Barilla, Boulder County Commissioners’ Office, 303-441-1688 or jbarilla@bouldercounty.org.

Applicant:

Contact Name:

Contact Information

Street Address:

City, State, Zip:

Phone:

Email:

Please provide the following information.

I. PROJECT DESCRIPTION

- a. Please **ATTACH** a detailed description of the project, including vendors, if applicable.
- b. Start date of the project
- c. Duration of the project
- d. Location of the improvement, if applicable
- e. Description of who will supervise work and ensure completion of the project
- f. Process for selection of necessary vendors for the project
- g. Ongoing maintenance or management for any project or improvement, if applicable

II. FUNDING

- a. Total cost of the project \$
 - i. Itemized costs related to this project

Amount	Source

- b. Fund amount being requested from the Niwot LID Advisory Board (*Please remember that no alcohol-related expenses will be funded.*) \$

c. Sources and amounts of additional funding for this project request

Amount	Source

d. If funds requested are for an event, please ATTACH a document or report showing income and expense information from previous year.

e. Do you anticipate applying for funding for this project or event in future years?

- Yes
- No

f. If approved, will your funding be reimbursed as a one-time lump sum, or in separate, incremental amounts?

- One-time funding
- Incremental funding

g. When are the funds needed (date or dates)?

III. COMMUNITY BENEFIT

a. Briefly state how the project or improvement will benefit the Niwot Local Improvement District

b. How will you actively promote the Niwot business community through your event?

Check all that apply.

- Verbal announcement at event to encourage patronage of local Niwot businesses.
- Printed/written announcement at event to encourage patronage of local Niwot businesses.
- Print advertisement in support of patronage of local Niwot businesses.
- Other, please specify: _____

c. For Event Funding Requests, please also check all that apply below to certify that:

- Event is free and open to the public.
- Event is held in or in close proximity to the Niwot Local Improvement District.
- Funds will not be utilized for alcoholic beverages and alcohol-related items.
- The Niwot LID is listed as a sponsor on all published materials for the event.
- The www.Niwot.com website address is shown in all event advertising and promotion.
- The official “Niwot” logo is used in all event advertising and promotion.
- An official Facebook logo will be shown along with www.Niwot.com to promote the Niwot Facebook page on all event advertising and promotion.
- I know that I am required to attend the next LID Advisory Committee meeting and plan to do so.
- I know that I am required to report back to the LID Advisory Committee within 90 days after the event regarding event and funding outcomes.

d. Please explain any unchecked items.

INSTRUCTIONS for Submission of Funding Requests

Please submit this form electronically by:

- *Completing the fillable PDF Funding Request Form and clicking the Submit by Email button, and then scanning and emailing all required attachments to niwotlid@bouldercounty.org.*
- OR -*
- *Printing, scanning and emailing the completed Funding Request Form and all required attachments to niwotlid@bouldercounty.org.*

Required attachments:

- Detailed description of the project, including vendors, if applicable.
- If funds requested are for an event, a document or report showing income and expense information *from previous year*.

Project Funding Request Forms must be received by **no later than 5 p.m. on the Wednesday prior to the next LID Advisory Committee meeting**. The LID Advisory Committee usually meets the first Tuesday of every month.

Questions regarding Funding Request submission should be directed to:

Joan Barilla, Boulder County Commissioners' Office, 303-441-1688, jbarilla@bouldercounty.org.

FOR INTERNAL USE ONLY
**Niwot Local Improvement District
Project Funding Approval Form**

Upon approval of a funding request, this form must be attached to the Project Funding Request Form, and a copy submitted to the Boulder County Board of County Commissioners' office, together with bid compliance documentation (if funding is \$10,000.00 or more).

See <https://www.bouldercounty.org/government/bids-and-purchasing/purchasing/> for details on Boulder County Purchasing policies.

APPROVAL BY THE NIWOT LID ADVISORY COMMITTEE

Funding Amount Approved: \$ _____ **Funding Year:** _____

Funding Request/Event: _____

Sponsor (submitting organization): _____

Representative submitting on behalf of Sponsor: _____

E-mail Address: _____

Report back to Niwot LID Advisory Committee by (date)/Additional Requirements: _____

Deadline to submit reimbursement form(s): _____

Budget Category (please select):

- Events
- Maintenance
- Marketing/Advertising
- Infrastructure

Date Approved by the Committee: _____

Request for funding approved, subject to compliance with purchasing processes and final approval by the Board of County Commissioners.

Signed:

Treasurer, Niwot Local Improvement District Advisory Committee