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### Common Grant Application

*(you must have Adobe Acrobat Reader to print form)*

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## Major Current Interests

The Gates Family Foundation:

- has an ongoing interest in the growth and development of independent schools and private colleges;
- continues to believe that historic preservation, the arts, and cultural activities in communities are vitally important;
- will encourage the development of leadership potential and managerial skills of elected officials and appointed public sector managers in order that they might serve the citizenry in the most

effective manner possible;

- believes that there is much to be learned by young people in non-academic settings. Programs engaged in the development of character and leadership will continue to be of interest;
  - will make every reasonable effort to find ways to address the underlying causes of the many problems being faced by public education;
  - views conservation and outdoor recreation as being important in their own right, as well as being supportive of the Foundation's interest in youth, health, education, and leadership training;
  - maintains an active interest in urban and mountain parks and U.S. Forest Service trail systems;
  - has a continuing interest in supporting organizations that promote free enterprise;
  - considers activities that enhance economic development as important to a community's viability;
  - will continue to support programs that encourage individuals to improve and maintain their good health and physical well-being;
  - has established an Unrestricted Small Operating Grant Program for organizations of particular interest to the Foundation (**unsolicited proposals are not accepted for these grants**). And;
  - will, from time to time, initiate programs of special interest to the trustees.
- 

## Criteria for Possible Selection

The Gates Family Foundation:

- generally makes grants only to organizations in the state of Colorado;
  - attempts wherever possible to invest its funds in organizations that address root problems with substantive solutions;
  - views as important sound management of an applying organization, with an effective board of trustees that has supported the project in question to the fullest financial extent possible;
  - expects strong support for the project from the community;
  - **generally confines its grants to campaigns for capital projects;**
  - believes it is appropriate to support new organizations only when it is clear they will not become a financial burden on others; and
  - will grant funds only to properly documented tax-exempt organizations.
-

## General Restrictions

Although the Gates Family Foundation reviews each proposal separately, it generally does not:

- provide loans, grants, or scholarships to individuals, or loans to organizations;
- make grants for projects that have been completed prior to the next trustees' meeting;
- make grants for conferences, meetings, or studies that are not initiated by the trustees;
- consider more than one proposal from an organization in a calendar year;
- make grants to other foundations or organizations engaged in grant making;
- grant funds to retire operating debt;
- make grants for the purchase of vehicles or office equipment;
- make grants directly to individual public schools or public school districts;
- make grants for the construction of medical facilities or for medical research;
- schedule interviews with the Foundation trustees unless the trustees initiate the meeting.

The Gates Family Foundation will not purchase tickets for fundraising dinners, parties, benefits, balls, or other social fundraising events.

## In General

The board of trustees of the Gates Family Foundation meets quarterly. It is during these meetings that the trustees carefully review each proposal and make their decisions on grants. Proposals are reviewed by the board of trustees only when the staff reports have been completed.

## Timing

In order for each proposal to be thoughtfully studied, it is important for the applying organization to have its proposal in the hands of the Foundation staff at least eight weeks prior to the trustees' meeting. More time could be required if a proposal is either highly specialized and requires outside consultation or is so significant that it requires a full on-site study by the trustees. The board makes such studies and visits only on its initiative.

### Approximate Date of Trustee Meetings:

April 1st  
June 15th  
October 1st  
December 15th

### Proposals to be Submitted by:

January 15th  
April 1st  
July 1st  
October 1st

## Guidelines for Submitting Proposals

Applicants for grants should use the Common Grant Application to submit requests to the Foundation. Prior to submitting a proposal, many applicants find it useful to call a program officer of the Foundation to review the substance of the proposed project. Alternatively, applicants may put an initial inquiry in writing by sending a short narrative (item C in the Common Grant Application). If the information in the narrative appears to dovetail with the Major Current interests of the Foundation, staff will ask for a completed Common Grant Application. Please do not use binders or notebooks. Only one copy of the proposal is requested. It should be noted that the Gates Family Foundation receives far more proposals each year than it is able to fund.

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## Notification

The Gates Family Foundation will send letters outlining all trustee decisions within two weeks following each quarterly meeting. In the case of organizations which have had grants approved, the Foundation respectfully requests that all proposed press releases be cleared with the Foundation. It also requests that no statues, plaques, or framed certificates be presented to the Foundation for its support of projects or organizations.

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## Reports

One year following each grant, the Foundation requires that the responsible officer in each recipient organization submit a written report on what has been accomplished with the funds granted. The funds granted may only be expended for the purposes granted; funds not so spent must be returned to the Foundation unless other arrangements have been approved by the Foundation. A full and final accounting must be made on the occasion of the completion of the project.

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## Evaluations

From time to time the Foundation will conduct post grant evaluation of completed projects. The purpose of such evaluations is to help the Foundation examine its effectiveness. The Foundation will greatly appreciate the grantee's cooperation in this effort.

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**Boettcher Foundation**



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info@BoettcherFoundation.org



Colorado Northwestern Community College (Rangely, CO) - Construction of the dental hygiene education building

Boettcher Foundation  
600 Seventeenth Street  
Suite 2210 South  
Denver, Colorado 80202-5422

## GRANT APPLICATION GUIDELINES

### Step 1 - Letter of Inquiry

Organizations only within the State of Colorado are eligible to apply. Organizations seeking support from the Foundation should send a preliminary letter, describing the organization that wishes to submit a proposal and the project for which funding is being requested. If the Foundation staff feels it is appropriate to submit a full proposal to the Trustees, additional information will be requested. The letter should be signed by the head of the applicant agency and should include a statement related to the priority of the project within the organization's overall plans. Letters of inquiry should be mailed or emailed to:

Boettcher Foundation  
800 Seventeenth Street  
Suite 2210 South  
Denver, Colorado 80202-5422  
Email: [Grants@BoettcherFoundation.org](mailto:Grants@BoettcherFoundation.org)

### Step 2 - Notification to Submit an Application

A preliminary response from the staff of the Boettcher Foundation will be made to any letter of inquiry as soon as possible. Upon review, the organization will be advised as to whether the project is appropriate for consideration and, if so, will be formally notified to submit a full application.

### Step 3 - Full Application Format

There are no special forms required for a full application. The Common Grant Application is acceptable as long as it contains all elements listed below, or an organization may submit its own request, which should include the following information:

1. A brief description of the organization submitting the request, providing such items as historical background, services provided, numbers and demographics related to clientele and measurements of success.

SELECTION CRITERIA  
GUIDELINES  
GIVING CATEGORIES  
TEACHER PROCEEDINGS  
CULTURAL LEADERSHIP PROGRAMS  
OPPORTUNITY AWARDS  
RESOURCES

2. A concise description of the project for which funding is being requested. This should include the amount being requested of the Boettcher Foundation.
3. An accurate budget for the project, showing both expenses and anticipated sources of revenue.
4. A statement of the funds currently committed to the project and other requests pending.
5. An operating budget, showing projected revenues and expenses, for the current fiscal year.
6. An audited financial statement, including a Statement of Financial Position and a Statement of Activities, for the most recently completed fiscal year. If the audit for the most recent year is not yet available, please submit the organization's audit for the previous year and an unaudited, internal year-end statement.
7. The organization's two most recent IRS Form 990s.
8. A list of the organization's Board of Directors or Trustees, indicating the officers of the Board and their occupations and places of employment.
9. A copy of the organization's most recent IRS 501 (c)(3) tax exemption letter.

A short proposal is preferable to a long one. Large numbers of newspaper clippings, letters of support or lengthy descriptions are not necessary and tend to obscure the most important components of an application.

#### **Step 4 - Grant Notification**

Once a proposal has been accepted, grant applicants should allow up to two or, in rare instances, three months before expecting a final decision. Direct contact with Trustees of the Boettcher Foundation should not be attempted, unless requested by the staff.

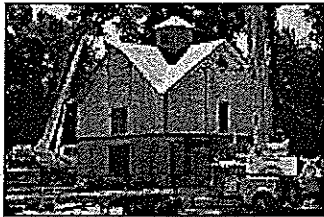
#### **Step 5 - Project Outcomes**

When a grant is awarded, the Foundation expects to receive a report on the disposition of the funds and the outcomes of the project within a year of the final payment of the grant.



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Northwest Colorado Council of Governments (Gypsum, CO) - Construction of the Community Arts Center

Boettcher Foundation  
600 Seventeenth Street  
Suite 2210 South  
Denver, Colorado 80202-5422

## GRANT SELECTION CRITERIA

Organizations interested in submitting a request to the Boettcher Foundation should carefully review the descriptions of the kinds of grants that are acceptable. Organizations only within the State of Colorado are eligible to apply.

### Capital Projects

The largest dollar amounts awarded as grants by the Boettcher Foundation are for capital projects - typically building construction, purchase or remodeling and improvements. The Trustees feel that capital expenditures represent substantial commitments to organizations that most often cannot be funded out of general revenues. Assistance provided in meeting such needs enables recipients to apply personnel and financial resources to their own programming needs. Furthermore, purchases made with capital funds provide a level of stability to the operations of the organizations involved and do not often necessitate ongoing fundraising for support.

### Capital Challenges

Most frequently, the Boettcher Foundation's capital grants are made in the form of challenges, conditional on an applicant agency's ability to raise the balance of the funds needed for a project. The Trustees of the Foundation usually make such challenges after a significant portion of the total funds have already been raised, preferably from local sources. Although they have established no absolute guidelines as to how much this amount should be, the Trustees generally hope to see between 50% and 75% of the goal already in hand before they will consider a grant. Additionally, they expect to see a substantial percentage of that amount raised from those who are closest to the organization, especially the board, the local community and those who stand to benefit most from the completion of the project. Once a grant is paid, recipient agencies are not eligible to apply for funding for additional capital needs for approximately three years.

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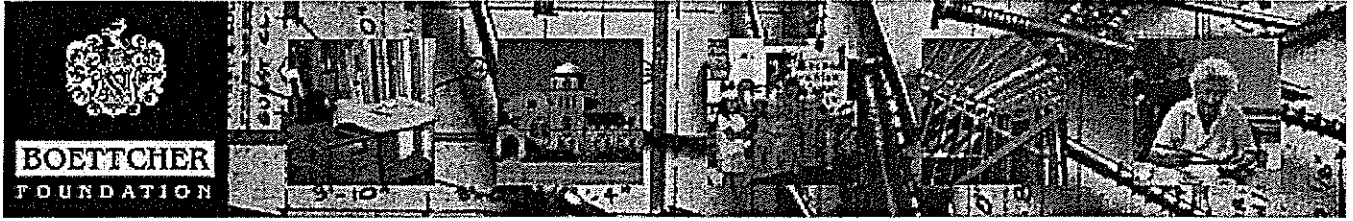
### Large and Well-Conceived Projects

One final aspect of grants made by the Boettcher Foundation is worth mentioning, especially as its origins date to the desires of the Boettcher Family. In the early years of the Foundation, the Trustees determined that they "favored the making of grants of a significant size toward large and well-conceived projects rather than dividing the available funds into small grants to a vast number of recipients." In deference to the family's interests, but also because today's Trustees still believe that a limited number of larger grants eventually helps more people than numerous small ones, this policy has been continued.

### Grant Exclusions

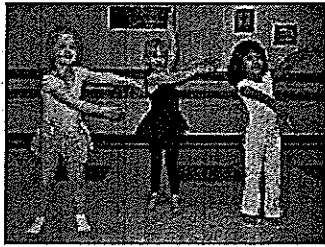
The Boettcher Foundation does not accept proposals, or provide grants, for the following giving interests:

- Operations
- Gymnasiums / athletic fields
- Housing
- Purchase of tables or tickets for dinners / events
- Individuals
- Large urban hospitals
- Out-of-state projects
- Media presentations
- Small business start-ups
- Open space / parks
- Conferences, seminars, workshops
- Organizations that primarily serve animals
- Debt reduction
- Pilot programs
- Endowments
- Religious groups or organizations for their religious purposes
- Scholarships
- Travel



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[info@BoettcherFoundation.org](mailto:info@BoettcherFoundation.org)



Golden Plains Recreation Center  
(Holyoke, CO) - Renovation of the  
Peerless Community Center.

Boettcher Foundation  
600 Seventeenth Street  
Suite 2210 South  
Denver, Colorado 80202-5422

## GIVING CATEGORIES

The following pages describe the organizations within the four primary categories to which grants were awarded during 2004:

- [Arts & Culture](#)
- [Community & Social Service](#)
- [Education](#)
- [Healthcare](#)

SELECTION CRITERIA

GUIDELINES

GIVING CATEGORIES

Arts & Culture

Community & Social Service

Education

Healthcare

Geographic Distribution

TEACHER PROGRAMS

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[info@BoettcherFoundation.org](mailto:info@BoettcherFoundation.org)



Red Feather Lakes Community Library (Red Feather Lakes, CO) - Construction of the Red Feather Lakes Community Library

Boettcher Foundation  
600 Seventeenth Street  
Suite 2210 South  
Denver, Colorado 80202-5422

## COMMUNITY & SOCIAL SERVICE

The following pages describe the organizations within Community & Social Service to which grants were awarded during 2004.

### ARKANSAS VALLEY RESOURCE CENTER (LA JUNTA)

Renovation of existing facilities | \$15,000

### CITY OF CREEDE (CREEDE)

Construction of a new Visitor Information Center | \$25,000

### FAMILIES FIRST (DENVER)

Construction of a new Family Center and renovation of the existing Children's Center | \$100,000

### GOLDEN PLAINS RECREATION CENTER (HOLYOKE)

Renovation of the Peerless Community Center | \$15,000

### GRAND COUNTY LIBRARY DISTRICT (GRANBY)

Construction of the Granby Library | \$25,000

### GRAND VALLEY CATHOLIC OUTREACH (GRAND JUNCTION)

Acquisition and renovation of the new Grand Valley Catholic Outreach facility | \$100,000

### HOMEAID (DENVER)

Toward the cost of supporting the shelter development program in Colorado | \$250,000

### LITTLE RED SCHOOLHOUSE (THE) (BRECKENRIDGE)

Expansion of the daycare center | \$25,000

### MERCY HOUSING COLORADO (DENVER)

Toward the development of Family Learning Centers at Mercy Housing's new Colorado affordable housing communities | \$450,000

### NORTHWEST COLORADO YOUTH FOR CHRIST (GLENWOOD SPRINGS)

Renovation of youth facility | \$25,000

SELECTION CRITERIA

GUIDELINES

GIVING CATEGORIES

Arts & Culture

Community & Social Service

Educational

Health

Geographic Districts

TEACHER PROGRAMS

CULTURAL LEADERSHIP PROGRAMS

OPPORTUNITY AWARDS

RESOURCES

**RAMPART LIBRARY DISTRICT (FLORISSANT)**  
Construction of the new Florissant Library | \$25,000

**RED FEATHER LAKES COMMUNITY LIBRARY (RED FEATHER LAKES)**  
Construction of the Red Feather Lakes Community Library | \$15,000

**RUBY M. SISSON MEMORIAL LIBRARY (PAGOSA SPRINGS)**  
Expansion and renovation of the Ruby M. Sisson Memorial Library | \$25,000

**SILVERTON FAMILY LEARNING CENTER (SILVERTON)**  
Construction of a new Childhood Learning and Care Facility | \$25,000

**SOUTH CENTRAL COUNCIL OF GOVERNMENTS (TRINIDAD)**  
Construction of a new Early Childhood Learning Center | \$25,000

**TENDERFOOT CHILD & FAMILY DEVELOPMENT CENTER (GUNNISON)**  
Construction of a new Tenderfoot Childcare Center | \$25,000

**TINY TIM CENTER (LONGMONT)**  
Construction of a new Tiny Tim Childcare Center | \$75,000

**TOWN OF ORDWAY (ORDWAY)**  
Construction of the new Ordway Public Library | \$25,000

**URBAN PEAK COLORADO SPRINGS (COLORADO SPRINGS)**  
Acquisition and renovation of a new facility | \$75,000

**WELD FOOD BANK (GREELEY)**  
Construction of a new warehouse and food storage facility | \$75,000

**WEST CUSTER COUNTY LIBRARY DISTRICT (WESTCLIFFE)**  
Expansion and renovation of the West Custer County Library | \$25,000

**YMCA OF THE ROCKIES (ESTES PARK)**  
Rehabilitation of the Mountainside Lodge | \$25,000

**COMMUNITY & SOCIAL SERVICE 2004 CAPITAL GRANTS TOTAL | \$1,470,000**

**Heritage Tourism Pilot Projects**  
Colorado Tourism Office (State)

# Colorado

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## **Request For Proposal: Heritage Tourism Pilot Projects**

Colorado Tourism Office

This project is partially funded by a State Historical Fund grant award from the Colorado Historical Society.

# Colorado

## Heritage Tourism Program: Pilot Project RFP

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# Colorado

## Heritage Tourism Program: Pilot Project RFP

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### **Background**

Heritage travelers are explorers of Colorado's authentic cultural and historic landscapes. They are discoverers of tangible histories who engage historically significant places and people with diverse traditions. These travelers represent one of the fastest growing segments of the tourism industry. With a ten year growth rate approximately twice that of national travel overall, heritage tourism is a promising economic driver. Communities looking to celebrate their cultural life, honor historical sites and legacies, and preserve those natural, cultural, and historical qualities that contribute to their uniqueness and character can benefit from heritage tourism.

Colorado's Heritage Tourism Program is the result of a partnership between the Colorado Historical Society and the Colorado Tourism Office. The program was launched with funding from a State Historical Fund grant. At the start of 2005, the Colorado Tourism Office commissioned a comprehensive market study of heritage travel in Colorado, began including heritage-based materials in the state's marketing efforts, and undertook a statewide heritage tourism strategic planning process. Now, a competitive process will select up to four heritage tourism pilot projects with anticipated awards of \$55,000 per project and maximum awards of \$75,000 possible. This request for proposal (RFP) seeks applicants who can advance heritage tourism in Colorado through regionally based projects that build on the strategies set forth in *A Strategic Plan for Colorado Heritage Tourism Enhancement*. Applicants are required to provide a minimum cash match of 25% of the total project budget.

### **Heritage Tourism Defined**

Heritage tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present, (*National Trust for Historic Preservation*).

### **Goals of the Pilot Projects**

The establishment of pilot projects serves four goals of the Heritage Tourism Program. These are:

1. Support regional heritage tourism development efforts.
2. Establish broad partnerships around heritage tourism development.
3. Link regional efforts to state efforts.
4. Build capacity for heritage tourism.

Establishing pilot projects with a regional focus and awarding funding to regional entities supports a grassroots effort essential to building capacity and momentum for heritage tourism across the state. Regional involvement also insures local commitment to resource protection and sustainability, and engages local expertise.



# Colorado

## Heritage Tourism Program: Pilot Project RFP

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### Application Requirements

Applicants responding to this RFP will address three requirements in their proposal. These requirements are: (1) define region, (2) identify heritage assets, (3) describe project objectives.

#### Requirement One: Define Region

Pilot project applicants will define their region, offering explanation in their proposal for their region's geographic boundaries. It is important to note that the use of the word "region" **does not** necessarily correlate to the seven Colorado travel regions identified by the Colorado Tourism Office. Rather, the word refers to geographic areas that exude a regional identity and coincide with traveler behavior. This regional identity may stem from a distinct shared history, political boundaries, geographic features, cultural identities, economies, infrastructure links, or the like. Regions will contain multiple communities.

#### Requirement Two: Identify Heritage Assets

Pilot project applicants will identify key heritage assets known to draw or thought to have the potential to draw travelers to their region. Assets include sites, settings, and activities that are:

1. *Significant*  
Sites, settings, and activities should draw travelers because of their significance to local, state, national, and/or world history.
2. *Authentic*  
Sites, settings, and activities must reflect a high degree of authenticity.

Visitor readiness is an important consideration regarding the sustainability of heritage travel. Applicants marketing heritage assets through this pilot project initiative, in order to guarantee sustainability, must insure that those assets are:

1. *Accessible*
2. *Interpreted*
3. *Protected*

# Colorado

## Heritage Tourism Program: Pilot Project RFP

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### Requirement Three: Describe Project Objectives

Pilot project applicants will describe the objective(s) of their proposal. These objectives will be based on their region's own unique heritage tourism development needs. Pilot project objectives will advance heritage tourism in manners consistent with *A Strategic Plan for Colorado Heritage Tourism Enhancement*. These objectives should build on existing heritage tourism efforts and serve broad, long-range development strategies. Examples of objectives might include:

1. *Strategic Planning*  
Applicants in the early stages of heritage tourism development, with multiple regional needs, might choose heritage tourism strategic planning as their principal objective.
2. *Improving Visitor Readiness*  
Applicants with regional heritage sites that are significant and authentic but lack interpretation, are not well protected, or are not easily accessible (e.g. limited hours of operation) might focus on helping sites become more "visitor ready."
3. *Conducting Market Research*  
Applicants needing better data collection around their visiting demographic might establish new data collection measures. Applicants that need to convey the value of heritage assets (open space, historic preservation, traditional industries, heritage events, etc.) to a region's tourism economy might commission studies that quantify the value of these assets.
4. *Improving Visitor Services Infrastructure*  
Directional signage to heritage sites, restroom facilities, quality eating and sleeping accommodations that will appeal to heritage travelers—these services are an important aspect of tourism economies. A need for these essential services might inspire infrastructure development plans linked to regional heritage tourism development. (Note funding limitations. See "What Pilot Project Grant Funds Can Be Used For.")
5. *Marketing*  
Applicants with heritage assets that are accessible, interpreted, and protected, might develop and execute marketing plans to increase or sustain visitation to their area.

These examples highlight objectives that meet needs faced by some heritage tourism providers. They are by no means all-inclusive. An applicant's objectives should meet the needs of their own particular region and not be limited by these examples.

# Colorado

## Heritage Tourism Program: Pilot Project RFP

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### **Obligations**

In addition to undertaking the scope of work outlined in their project objectives, successful applicants will be responsible for meeting other obligations. These will include:

- submission of detailed schedule of all phases of pilot project
- submission of regular reports detailing pilot project progress and tracking
- submission of all materials developed with pilot project funding
- submission of detailed financial reports

Additional obligations may also include collaboration with the state in the following areas:

- inventory/assessment of heritage products
- development/evaluation of quality standards criteria
- creation of state heritage marketing materials

### **Who Can Apply**

#### Eligible Applicants

Only public entities and non-profit organizations may apply. A public entity, as defined in Colorado law, includes "...the county, city and county, incorporated city or town, school district, special improvement district, agency, instrumentality, or political subdivision of the state organized pursuant to law...." Non-profit organizations must be registered as such with the Internal Revenue Service or the Colorado Secretary of State's Office. Applicants should demonstrate local government support by providing letters of support from municipal, county, or state representatives.

#### Ineligible Applicants

Private individuals, for-profit organizations, federal agencies, state government agencies, and the municipal governments of Colorado gaming towns are not eligible to apply directly but may partner with an eligible applicant. Private consultants may be employed to prepare proposals on behalf of eligible organizations. However, the consulting fees associated with proposal preparation cannot be reimbursed through pilot project funds or any associated matching funds if the project is awarded funding. Once awarded funding, the recipient can use funding for professional consultation services—marketing, development, or otherwise.

# Colorado

## Heritage Tourism Program: Pilot Project RFP

### What Pilot Project Grant Funds Can Be Used For

Funding for these pilot projects has been made available through a State Historical Fund grant. Pilot project grant funding must be used in manners consistent with *State Historical Fund Grant Program Guidelines*. Well leveraged funding will develop, interpret, and/or promote place-based historic resources of local, state, and/or national significance for the purpose of heritage travel.

### What Matching Funds Can Be Used For

(Note: A minimum cash match of 25% of the total project budget is required. Certified local government grants, Colorado Tourism Office grants, and State Historical Fund grants cannot be used as matching dollars.)

Matching funds must be used for the proposed project. Unlike traditional cash matches for State Historical Fund grants, pilot project matching funds can be used to develop, interpret, and/or promote heritage assets that are not connected to place-based historic resources but are of critical importance in attracting heritage travelers and/or in helping them gain a greater understanding of Colorado's heritage. Examples include:

- Events
- Arts and Cultural Venues
- Natural Landscapes
- Visitor Services (food, dining, lodging, shopping)

### RFP Schedule

RFP Release Date:	Friday, January 13, 2006
Public Question and Answer Period:	January 16 to February 16, 2006 (Meeting notices will be posted @ <a href="http://www.colorado.com/industry">www.colorado.com/industry</a> ; Q&A will be posted no later than February 20.)
RFP Response Deadline:	Monday, March 13, 2006 (Applications must be received no later than 5:00 p.m.)
Notification of Finalists:	Monday, March 27, 2006
Call for additional Materials:	Monday, March 27, 2006
Oral Presentations:	Week of April 10, 2006
Final Selection and Notification:	Week of April 17, 2006

# Colorado

## Heritage Tourism Program: Pilot Project RFP

### Selection Criteria

The pilot project initiative will encourage and reward regional undertakings that demonstrate entrepreneurial aptitudes, create effective public/private partnerships, foster intergovernmental efforts, and garner public and political support for heritage tourism. Successful applicants will recognize heritage tourism not only as an economic development tool, but as an important tool to protect and manage resources and a way to imbue an ethic of conservation and preservation stewardship within communities and among the visiting public.

The following factors and their assigned weights will form the basis for evaluating proposals. Finalists in the written proposal evaluation process will give oral presentations to a pilot project selection panel. Presentations are to last no more than 15 minutes and will be followed by questions from the panel. The oral presentations (including questions and answers) will be evaluated and scored. Applicants with the highest combined (written and oral) point scores will be eligible for pilot project awards.

Criteria	Written	Oral
1. Project objectives advance heritage tourism in manners consistent with <i>A Strategic Plan for Colorado Heritage Tourism Enhancement</i> .	30	60
2. Heritage assets in the defined project region are significant and authentic.	20	40
3. Proposal adequately defines the region in ways that reflect a regional identity and coincide with traveler behavior.	20	40
4. Proposed project encourages intelligent partnerships that extend the breadth and depth of heritage tourism development.	15	30
5. Proposed project identifies ways to measure outcomes that can be reported at the end of the pilot period (i.e. tracking measures).	15	30
6. Sufficient regional, financial, and organizational commitment exists to ensure that the project will continue to provide benefit beyond the pilot period.	15	30
7. Organization administering the project demonstrates strong leadership, organizational capacity, and financial health.	10	20
8. Proposed project timeline can be completed in 18 months or less.	10	20

# Colorado

## Heritage Tourism Program: Pilot Project RFP

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### **Applicant Resources**

Pilot Project applicants should familiarize themselves with the documents: *A Strategic Plan for Colorado Heritage Tourism Enhancement*, *Colorado's Heritage Tourism Travel Year 2003*, and *Colorado Travel Year 2004*. These documents are available on the CTO website:

[http://www.colorado.com/static.php?file=industry\\_partners](http://www.colorado.com/static.php?file=industry_partners)

Application resources also include *State Historical Fund Grant Program Guidelines*. These can be found on the Colorado Historical Society's website:

<http://www.coloradohistory-oahp.org/publications/pubs/1412a.pdf>

Properties listed on the national and state registers of historic places can also be found on the Colorado Historical Society's website:

<http://www.coloradohistory-oahp.org/programareas/register/1503/cty.htm>

*The Economic Benefits of Historic Preservation* (a series of reports) can also be found on the Colorado Historical Society's website:

<http://www.coloradohistory-oahp.org/publications/1620.htm>

Additional heritage tourism resources, including online components of *Share Your Heritage: Cultural Heritage Tourism Success Stories* and *Getting Started in Heritage Tourism* can be found on the National Trust for Historic Preservation's Heritage Tourism website:

<http://www.culturalheritagetourism.org/stories.htm>

# Colorado

## Heritage Tourism Program: Pilot Project RFP

### Application Instructions

Proposals must address the items on this checklist in a *narrative format*. Proposals should be *no more than eight pages* (not including attachments). Please complete this checklist and include it with *ten copies of your proposal including all attachments* to Colorado Tourism Office, attn.: Heritage Tourism Pilot Projects, 1625 Broadway, Suite 1700, Denver, CO 80202. Proposals must be received before 5:00 p.m. on Monday, March 13, 2006.

### Organizational Background

History  
Mission, goals  
Accomplishments, awards

### Project Description

Overview of project (address application requirements one, two, and three)  
Funding amount requested (anticipated project funding amount is  $\leq$  \$55,000; applicants may request up to \$75,000)  
Timeline for project implementation and completion (18 months or less)  
Long term vision—how the project will continue to provide benefit beyond the pilot period  
Partners in planning and execution  
Sources of matching funds (a cash match of 25% or more of the total project budget is required)

### Evaluation

Desired outcomes  
Evaluation methodology—tracking measures  
Qualitative analysis—methods to be employed  
Quantitative analysis—methods to be employed

### Attachments

1. Organizational summary sheet (provided)
2. Detailed project budget (highlighting use of both project and matching funds)
3. Letter(s) of support from municipal / county / state representative(s)
4. Annual report **or**
4. Mission statement, current organizational operating budget, and list of board of directors / lead staff

# Colorado

## Heritage Tourism Program: Pilot Project RFP

### Organizational Summary Sheet

Organization Legal Name (Applicant): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ TIN/FEIN#: \_\_\_\_\_

Type of Organization:

Not-for-Profit Organization: Please attach IRS Determination Letter

Government Agency: Please provide Federal Tax ID number

Lead Project Administrator and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Contact: \_\_\_\_\_

Project Title: \_\_\_\_\_

Was an outside consultant used in preparing this proposal? \_\_\_\_\_

(If yes, then...)

Consultant Name: \_\_\_\_\_ Organization/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Contact: \_\_\_\_\_

Role of Consultant in Executing Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# Colorado

## Heritage Tourism Program: Pilot Project RFP

Description of Region Encompassed by the Proposal (less than 150 words):

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Total Project Budget: \$ \_\_\_\_\_

Amount of Funding Requested: \$ \_\_\_\_\_ (up to \$75,000)

Matching Funds: \$ \_\_\_\_\_ (% \_\_\_\_\_ of total project budget)

Annual Operating Budget \$ \_\_\_\_\_  
(for the applicant organization)

Brief Description of Project (less than 200 words): \_\_\_\_\_

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# Colorado

## Heritage Tourism Program: Pilot Project RFP

### Organizational Summary Sheet: Partnering Organizations (if applicable)

Partnering Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Contact and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Partnering Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Contact and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Partnering Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Contact and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Partnering Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Contact and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_