



**Historic Denver, Inc.
Action Fund
2016 Application**

Lead Applicant: (Organization or Individual-Lead)

Mailing Address: _____ **City:** _____ **Zip:** _____

Phone: _____ **E-**

Mail: _____

Applicant Type: (please circle all that apply)

501c3 non-profit

Registered Neighborhood Org

Civic or Cultural Org

Educational Institution

5-Member Community Group with Endorsement

Please attach evidence of your status. Non-profits should provide an IRS-determination letter, RNOs can provide proof of registration with the City. 5-member Community Groups must include a list of the 5 members, including contact information, as well as an endorsement from an RNO, Denver City Councilperson or local non-profit organization.

I. Applicant Capacity

Please provide a description of your group, past projects you've completed, if any, and how the idea for the project proposed in this application came about.

II. Project Description

*Please provide a **detailed** description of your project, including your goals and a well-defined scope of work. How will the project enhance the city's unique identity? How will it strengthen the connection between past and present? How does it relate to the historic built environment?*

III. Implementation Plan

What steps are necessary to complete your project? Will you hire a consultant, harness volunteer power, etc. How will your organization work with Historic Denver to produce a successful project? Please provide project benchmarks and a tentative timeline.

IV. Proposed Budget

Please include a detailed cost-estimate for your project, including documentation of how you calculated the costs (if your proposal includes the use of a consultant or hard costs please include a bid or cost-estimate from proposed service provider). Historic Denver can recommend consultants to provide estimates if needed.

V. Matching Funds

For all selected partner projects Historic Denver will provide 75% of the funds needed to cover the budget included in this application. Applicant groups are required to provide the remaining 25%. Please describe how you propose to secure the matching funds. (Please note, the match should be in cash donations, rather than in-kind except in pre-approved circumstances).

VI. Community Support

Please describe the level of community support for the project. How many people are aware of this application? Is the Registered Neighborhood Organization or Councilperson aware and involved? Also discuss any relevant partnerships.

VII. Community Impact

Who benefits from this project? Does it impact a block, a neighborhood or the city at-large? How so?

VIII. Consultant Qualifications

Historic Denver must approve all consultants prior to initiating a project. If you are proposing the use of a specific consultant please provide a summary of their qualifications or a resume.

Historic Denver will accept applications once each year. In 2016 applications are due by 5:00 pm on September 1. Application can be e-mailed to info@historicdenver.org. or mailed or delivered to 1420 Ogden Street, Suite 202, Denver, CO 80218. Applications must include a completed application form, evidence of eligibility, and three letters of support.

Selection Criteria:

- Strong relationship to the historic built environment
- Innovative and creative approach
- Community impact
- Strong grassroots involvement and support
- Likelihood of successful implementation within a 24 month period
- Ability to generate matching funds
- Relationship to other Historic Denver initiatives and priorities

The Action Fund is not a grant program. Historic Denver will retain the funds for each project and release the funds directly to cover expenses related to the effort, such as consultant or contractor fees. Funds will not be given to private citizens or property owners.

A six member selection committee will review all applications and make a recommendation to historic Denver's board of trustees. Historic Denver retains the right to select projects at its sole discretion, and may elect to select no projects in any given year.

**Questions can be directed to Historic Denver, Inc. 303-534-5288 or
info@historicdenver.org.**