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1. Communication Guidelines

Congrats on receiving a GOCO grant! We are now partners in the important effort to spread the news to the public about your grant and project. To assist, GOCO offers suggestions, tools, and templates on its website under the Communication Resources page to help.

Important documents hosted on GOCO's website include:

- GOCO Brand Standards
- GOCO Communications Guidelines
- Press Release Template

1.1. EVENTS

GOCO enjoys celebrating your project with you! Please notify your assigned grants officer at least 30 days in advance, when possible, of any ground-breaking, dedication, or grand opening events. We will do our best to send a GOCO representative.

1.2. SIGNAGE

To help spread the word about how Colorado Lottery and GOCO help provide outdoor recreation opportunities for communities across the state, we require grantees to install signage at your project site. Signs are provided for free. Please request enough signs to place at all entrances/exits to your project. Common signage locations include: information kiosks, fee stations, customer service facilities, trailheads, etc. Proof of signage is required before GOCO will make final payment.

Signage Request Form

If you would like to create custom signage at your own expense, please request a GOCO logo and send final graphic designs for approval to info@goco.org.
2. Grant Agreement

Upon award, GOCO will electronically send the primary contact listed in your grant application our standard Grant Agreement for review and signature. Please contact staff prior to signing the agreement should you like to request modifications to the language. You will receive a copy of the contract once all signatures are in place.

If you prefer to sign and mail a hard copy of the agreement, you can download the grant agreement via the electronic DocuSign request. Please print and sign two copies of the grant agreement and mail them to:

Great Outdoors Colorado  
Attn: Grants Officer  
1900 Grant St, Ste 725  
Denver, CO 80203

For the Grant Agreement to be fully executed, all exhibits pertaining to the contract must be incorporated. These include:

- Project summary (provided by GOCO)
- Approved budget (provided by GOCO)
- Resolution (see section 2.1)
- If applicable, Inter-governmental Agreement (IGA) or Memorandum of Agreement (MOA) (see section 2.2)

If the primary contact needs to reassign signing privileges after receiving the DocuSign envelope, follow the steps below:

- Click “Review Document.”
- Click “Other Actions” and then “Assign to Someone Else.”
- Enter the new signer’s name and e-mail address, enter an optional message on why the envelope is being reassigned, and click “Assign to Someone Else.”

The new signer will get an email from DocuSign and then proceed to sign the document following the on-screen instructions. The original signer will be added to the DocuSign envelope as a cc.
2.1. RESOLUTION
First, review the resolution that was submitted with your grant application. If that resolution designates the person who is eligible to sign the grant agreement and the use of funds for project completion, then you can simply repurpose that resolution for the purposes of the grant agreement. If the resolution submitted with your application does not satisfy those criteria, then you will need to secure another one.

GOCO hosts sample resolutions on its website. Please seek approval from GOCO staff should you need to make significant changes to the template.

- Local Government Grants – Resolution Template
- Land Conservation/Restoration Grants – Resolution Template

2.2. THIRD-PARTY BENEFICIARIES
If the grantee is sponsoring a project for a third-party beneficiary such as a school or nonprofit, then the grantee needs to enter into an agreement with that third party to bind them to the terms and obligations of the GOCO grant agreement. The most common agreements used in this case are an inter-governmental agreement (IGA) or memorandum of agreement (MOA). GOCO hosts a sample IGA on its website. This language can be modified for a MOA. This document needs to be signed before the grant agreement can be executed.

- Inter-governmental Agreement Template

The eligible entity, (local government or nonprofit land trust) is considered the grantee. All GOCO funds will be disbursed to the eligible entity and if applicable, they then can pass on to the third-party beneficiary, as outlined in their IGA or MOA.
3. Payments & Reporting

GOCO’s competitive grant payments are made on a reimbursement basis. GOCO offers multiple payment methods as outlined in the grant agreement. All payments are made via wire transfer. A formal letter from the grantee’s bank verifying routing and beneficiary account information is required.

The most up-to-date versions of all reporting and payment forms can be downloaded from GOCO’s website under the Grant Administration Forms page.

All questions and reports should be submitted to your assigned grants officer. GOCO has 30 days to review and respond to all reports and payment requests. GOCO schedules two wire transfer dates per month. Your grants officer will let you know when to expect receipt of the wire.

We understand there may be situations when a reimbursement grant creates financial hardship for a grantee. If that’s the case, please reach out to your grants officer to discuss flexibility with our payment options. We consider these situations on a case-by-case basis.

We think you will find GOCO’s reporting requirements to be quite straightforward, and we provide the templates and instructions necessary to make it so. We ask you to please review reporting requirements before beginning work on your project. It is most efficient for you to collect and organize invoices during the course of the project as opposed to waiting until the project is complete.

3.1. ACTUAL EXPENSE WORKSHEET

The Actual Expense Worksheet provides a financial breakdown of your actual expenses to date and assists GOCO staff in locating corresponding financial documentation within your progress (see section 3.2) and final reports (see section 3.3). The Actual Expense Worksheet should include all GOCO and match expenses for the full length of the project, even if you submitted some expenses with a progress report. The order of expenses within the worksheet should correspond with the order of invoices presented in in your reporting documentation. We suggest listing these chronologically. Please double check that each invoice total matches the total of that invoice as presented in the Actual Expense Worksheet. A disorganized report, missing invoices, and discrepancies in values between the report form, Actual Expense Worksheet, and invoices will delay grant payment. Again, to expedite payment please begin organizing documentation as soon as your project gets underway.

Actual Expense Worksheet ✎
3.2. PROGRESS REPORT

Grantees may seek one progress payment on project costs incurred before project completion. Using the Progress Report form, grantees may request up to 50% of the total grant amount or the maximum percentage of funds GOCO can expend for the project based on the program’s matching requirements, whichever is less. The remaining 50% is released once the project is complete and final documentation has been submitted.

Program matching requirements include:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>MINIMUM CASH MATCH (%)</th>
<th>MINIMUM OVERALL MATCH (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini</td>
<td>10%</td>
<td>25%</td>
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<tr>
<td>Planning</td>
<td>10%</td>
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</tr>
<tr>
<td>LPOR</td>
<td>10%</td>
<td>25%</td>
</tr>
<tr>
<td>Connect Initiative</td>
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<td>10%</td>
<td>25%</td>
</tr>
<tr>
<td>Habitat Restoration</td>
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<td>25%</td>
</tr>
<tr>
<td>Conservation Excellence</td>
<td>12.5%</td>
<td>25%</td>
</tr>
</tbody>
</table>

Progress Report Form ⚫

3.3. FINAL REPORT

Grantees may seek one final payment upon project completion. Using the Final Report form, grantees may request up to 100% of the total grant amount or the maximum percentage of funds GOCO can expend for the project based on the program’s matching requirements (see section 3.2), whichever is less.

If applicable, final payment requests must include all the information presented in a progress payment request. You will see that the progress and final payment request requirements are nearly identical so this shouldn’t be a burden.

Final Report Form ⚫
4. Grant Status

GOCO grants do not have mandatory reporting requirements other than the payment requests. That said, we love to hear about significant milestones and, as previously noted, of any public dedications or celebrations. Your assigned grants officer is also a great resource should you run into barriers to project completion.

4.1. PROJECT MODIFICATION REQUEST

Per our grant agreement, the grantee is required to complete the project as originally proposed in the application. We recognize there will be times when the scope of your project needs to change. Significant modifications to your original project scope need to be requested to GOCO in writing. Please contact your grant officer if you are unsure if/when a project modification warrants a formal request to GOCO. Staff evaluates modification requests on a case-by-case basis and uses its discretion to determine if the proposed modification is appropriate. Staff considers factors including whether the modified project will provide the same benefit and meet the same need as the approved project scope. GOCO has 30 days to review and respond to all requests.

Examples of when a request is necessary:
- Removal of a significant project component
- Final design recommendations come back significantly different from how they were originally described

Examples of when a request is not necessary:
- If you save on one component and allocate those funds towards another
- If you add additional components to your original scope of work

Project Modification Request Form
5. Project Extension

GOCO understands there are unforeseen circumstances that may interfere with a grantee’s ability to complete a project by the project completion date. As outlined in GOCO’s Overdue Grants Procedure, grantees have two options to extend a grant deadline if needed. Both options require the grantee to submit a Project Extension Request Form. GOCO has 30 days to review and respond to all requests.

- Staff Extension: Staff can grant an extension for at least six months from the original expiration date of the grant up to the date of the next scheduled GOCO Board meeting. A grantee may only receive one staff extension per project. We encourage grantees to request the full allowance regardless of the project state.

- Board Extension: If the grantee needs more time to complete the project following a staff extension, the grantee can request a board extension. Grantees with extenuating circumstances may request a second board extension, but staff recommends grantees request a more realistic initial extension in lieu of making two requests. The board can approve an extension for any amount of time.

Project Extension Request Form

6. Competitive Grant Program Procedures

The Competitive Grant Program Procedures are intended to explain the steps taken and the authority needed to make decisions to implement policies of GOCO’s competitive grants.

Competitive Grant Program Procedures