



Application for Innovate Fort Collins Challenge Competition (IFCC)

Information and Eligibility

The City of Fort Collins has adopted ambitious goals to curb the effects of climate change and to ensure a safe, healthy and quality environment for our citizens and businesses to enjoy. The City knows it can't achieve these lofty goals alone. Community and local business engagement and participation have been—and will continue to be—essential. To that end, the City is pleased to launch a new initiative in 2017 entitled, *Innovate Fort Collins Challenge (IFCC)*. This competition seeks to engage the Fort Collins community by requesting innovative project solutions to help achieve the ambitious [climate action goals](#). This initiative will award funding for entities such as, community and neighborhood groups, public-entities, businesses and nonprofit agencies, who want to engage in the scale-up and development of new or existing projects, technologies or initiatives that can contribute to helping the City meet its climate-action objectives. Advancement of the City's climate-action objectives can be achieved primarily through programs, projects and technologies that can demonstrate Greenhouse Gas (GHG) emissions reductions and savings. Applications should focus on one or more of the following key areas:

- Accelerated uptake by city residents or businesses in conservation, efficiency and renewable **energy** (e.g. reduced energy use or increased alternative energy production);
- Increased utilization by city residents or businesses of **alternative transportation** options and behavior change vs. traditional automobile usage (e.g. reducing vehicle trips / reduced single-occupant travel in the city, etc.); and
- Reduction, reuse and **recycling of waste materials** by city residents or businesses.

Applicants are advised to read the application instructions fully before submission. It is the sole responsibility of the applicant to ensure that their application is complete and properly submitted. The City of Fort Collins may request supplemental materials from the applicant and such materials must be submitted within five business days of the request or the application may be rejected without further review.

ELIGIBILITY REQUIREMENTS:

Eligible applicants will be located within the United States and may include, but not be limited to, businesses, organizations, foundations, nonprofits, HOAs, academic institutions, at the City's sole discretion. Individuals and City of Fort Collins employees will not be eligible to be awarded funds. Eligible applicants will demonstrate:

- Clear alignment with targeted themes (see below)
- Clear articulation of project plan and schedule, budget, goals, metrics and data collection process
- Clear potential to reduce greenhouse gas reductions in Fort Collins
- Primary impact localized to Fort Collins (i.e. project benefits are within City limits)
- Sufficient, credible and current insurance, licensing and other documentation, as appropriate

FUNDING AMOUNTS AND DISTRIBUTION

Award amounts may range from \$5,000 to \$250,000 USD depending on project scope, project need, estimated impact to key areas mentioned below and approved budget. Up to one-third of the total project award may be distributed upon review of the project work plan, schedule and budget, final evaluation of the metrics and data collection plan. The remaining funds will be paid in installments, based on the successful completion of milestones to be established in the approved project workplan.

TARGETED THEMES AND PROJECT TYPES:

Targeted Themes

Qualified projects will be able to make progress and demonstrably achieve GHG reductions within the City of Fort Collins in one or more of three key areas. These key areas include energy, transportation and waste materials management.

1. Energy

In this target area, the City seeks to fund projects that will decrease the environmental and social impact of energy use. The IFCC encourages applicants with projects that can:

- Demonstrate direct changes in household or businesses energy efficiency and conservation (e.g. where homes and businesses focus efforts on using more energy efficient devices, appliance and infrastructure or use less energy through behavior change);
- Improve access to or allow for a switch to cleaner, renewable energy resources (e.g. those that emit negligible air emissions like solar or wind); and
- Provide energy education or awareness which would indirectly lead to reduced energy demand, increased energy efficiency and/or conservation and increased participation in clean energy programs and technology.

2. Transportation

The primary measure of performance for this area is Vehicle Miles Traveled (VMT). In this target theme the IFCC is looking to support innovative projects that can:

- Reduce traditional fuel use;
- Advance alternative modes of transportation including bikes, public transit (e.g. bus); and
- Change behavior related to single occupancy vehicle travel and walking.

3. Waste and Materials Management

This target area is intended to help reduce the wasting of materials (goods and food) consumed in the community in support of the City's adopted [Road to Zero Waste](#) goals. Keeping resources out of landfills when they are no longer useful (i.e., diversion) is one key strategy to achieving this goal. However, greenhouse gas emissions associated with waste and materials management occur all along the product "life cycle"- not only during use and disposal. Projects that reduce emissions from material consumption could focus on diverting waste from landfills and also on reducing waste at the source. In this project theme, the IFCC is looking to fund projects that can:

- Increase the reuse/repair/sharing of materials
- Process waste into value-added products (composting, upcycling, milling, etc.)
- Develop/expand local markets for waste materials
- Encourage sustainable consumption in the community

Project types

- **Pilot projects**- limited test or trial of a technology, strategy, application, etc.
- **Concept feasibility/demonstration**- test the impact and viability of a new idea
- **Education and awareness programs and campaigns**- educate community members, neighbors, employees or businesses in new or creative ways.
- **New product/service provision**- continued development of a new product or service that has already demonstrated viability.
- **Efforts to encourage behavior change**- mobilization efforts aimed at altering behaviors for businesses and residents.
- **Other**- please specify in Application Narrative

PREFERRED PROJECT ATTRIBUTES:

Projects that demonstrate one or more of the qualities below will be prioritized during the selection and judging phase.

Matching Funds: There are no matching funds or cost-share requirements but projects securing additional funding will be prioritized during the application phase. Projects with a 2:1 leverage (or more) will receive additional points in the review process.

- For the purposes of this application, matching funds are defined as cash contributions to the total project cost. Matching funds do not flow through City of Fort Collins administration in any way. By definition, matching funds are managed or administered by the awardee or project

partners who provided the funds, as part of the total project budget and project administration, and will be verified by written certification from a licensed accountant, CPA or executive leadership of the partnering organization.

- Prior investments that the partnering organization may use to indirectly support a proposed innovation project (e.g., tools, computers or vehicles) will not be considered to be matching funds for purposes of this application.

Inclusive Project Management: Projects that support authentic engagement from underrepresented populations (including but not limited to women, people of color, seniors (ages 55+) or people experiencing disabilities) in a leadership role (e.g., project manager, inventor, founder, etc.) are highly encouraged.

Social Equity: Projects that demonstrate an authentic equity component (i.e., impact of, integration with, or outreach) to underrepresented populations, including but not limited to women, people of color, people experiencing disabilities, youth and seniors, are highly encouraged.

Focused Collaboration: Projects demonstrating a regional collaboration with able partners, located in or around the Front Range, will be prioritized as long as the estimated GHG reductions are focused primarily in Fort Collins.

Scalability: The IFCC is squarely focused on projects and programs that have the potential for long-term impact and/or replication and scalability. Applicants are strongly encouraged to clearly explain long-term viability and potential impact.

PROPRIETARY AND LEGAL INFORMATION

Please note, project applications are subject to disclosure by the City of Fort Collins under statutory open records laws; they are not confidential. Please do not include proprietary information or other materials that cannot be publically disclosed within the application. Submitted concept videos may be used to promote the program and/or the community 'pitch-night' event. Any proposed changes to the transportation right-of-way would require City review and approval. Applicants are advised to consider all City, County and Federal laws, ordinances, zoning regulations and codes and other legal constraints, prior to submission.

Application Instructions

APPLICATION PROCESS AND TIMELINE:

Applicants should note that the full application process runs from April to July. The Letter of Intent (LOI) serves as the initial screening for applicants. Only applicants who receive notice from the City selection committee that their LOI has merited an invitation to submit a full application will be reviewed for funding. Please see the following graphic for deadlines and additional information:



Application submissions at any phase, including the LOI and the Full Application, must be emailed to the City of Fort Collins (innovate@fcgov.com) **no later than 5:00 p.m. MDT on the deadline dates** (listed above). Application materials received after the deadline will not be considered.

Applicant Phase 1: Submission of a Letter of Intent

All applicants for the IFCC will be required to complete and submit a LOI detailing how the project or idea will help the City of Fort Collins reach its climate action goals (i.e., reducing greenhouse gas emissions) in the areas of waste/materials management, energy, and transportation. Once submitted, the LOI will be evaluated to determine project fit and feasibility. A selected number of LOI applicants will then be invited to submit a full application for review. **Only LOI applicants who are invited to submit a full application will be evaluated for full or partial funding.**

Applicant Phase 2: Full Application Submission (after LOI submission and by invitation only)

Submission of a full and complete application consists of four parts, listed below.

PART 1. Concept Video: Applicants must submit a self-narrating video presentation of five minutes maximum. Examples include but are not limited to a narrated PowerPoint, Prezi, pitch video or other creative style. To submit a concept video, applicants may upload the video file to YouTube or Vimeo and include the link in the application email. The presentation or video could include the following elements:

- Identification of the challenge to be addressed and its importance;
- Description of the project and how it is both innovative and viable;
- Identification of the barriers to success and project risks and how those will be addressed;
- Brief explanation of the GHG reduction estimates (kWh per household reduction, VMT per person reduced, etc.).

PART 2. Application Form: Applicants must submit a completed Application Form for review.

PART 3. Supporting documentation in PDF format including:

- Project work-plan with milestones and schedule;
- Project budget;
 - Please note that expenses incurred prior to award and execution of the contractual agreement with the City of Fort Collins will not qualify as part of the project budget. All Applicants should reserve an appropriate portion of their budget for the collection of data and monitoring the performance of their project.
- Proof of insurance to cover projects, if applicable;
 - Please note that the City may request proof of such insurance at the City's discretion.
- Letters of support from key stakeholders (optional); and
- One-page summary of past-performance (optional).

AWARD PROCESS AND FINAL SELECTION

As part of the final award process, finalists will be asked to prepare and present at a public pitch-night event. This event will be held with City staff, businesses, and local residents in Fort Collins. Finalists will be given additional details about the event and time to prepare. Final awardees will be notified in summer 2017.

RESOURCE LIST

City Energy Policy :

- http://www.fcgov.com/utilities/img/site_specific/uploads/Fort_Collins_2015_Energy_Policy.pdf

Road to Zero Waste Resources:

- <http://www.fcgov.com/recycling/publications-resources.php>

Climate Action in Fort Collins:

- <http://www.fcgov.com/environmentalservices/climateaction.php>

Economic Health Strategic Plan:

- <http://www.fcgov.com/business/pdf/economic-health-strategic-plan-2015.pdf>

Transportation Master Plan and Fort Collins Moves:

- <http://www.fcgov.com/transportationplanning/tmp.php>
- <http://www.fcgov.com/planfortcollins/pdf/tmp.pdf>

APPLICATION SUBMISSION

Completed applications, including all required documentation, should be submitted to innovate@fcgov.com with the subject line "IFCC Application." To submit the concept video applicants may upload the video file to *Youtube* or *Vimeo* and must include the link in the application email submission. Do not attach a video file with your application, it may cause your email to be rejected. All applications will receive an electronic confirmation of receipt from City of Fort Collins staff.

ACKNOWLEDGEMENTS:

The City of Fort Collins would like to thank City of Boulder staff for their assistance and resources in developing this application process.