



Opportunity Zone Mini-Grants **Applicant Instructions:**

Opportunity Zone Mini-Grants are designed for communities to utilize professional services, such as lawyers, financial advisors, and marketing experts to support their Opportunity Zone efforts and projects in a streamlined and efficient manner. The mini-grants are for a maximum of \$2,000 to be spent with a self-selected vendor within 90 days after the application is approved.

Potential Professional Service Categories Include:

- Legal Assistance
- Accounting, financial services and investment banking
- Economic development and Planning
- Investment Facilitation
- Measurement and Evaluation
- Community Engagement and Input
- Marketing and Design
- Other miscellaneous services

The awarded mini-grantee can receive a maximum amount of \$2,000 to contract with a service provider. It is the responsibility of the grant awardee to select and set service agreement with the chosen vendor.

Eligibility Requirements:

- Applications must be submitted by elected leaders or local economic development organization (or equivalent, like chamber of commerce, municipality, EDO, etc.)
- The project seeking technical assistance must be in a designated Opportunity Zone. To verify the location of the project is in a designated Opportunity Zone Census tract, please utilize the interactive map on the [OEDIT OZ webpage](#).
- Projects should be driven by Opportunity Fund capital, and reasonably well-developed by the time of application.
- The community must certify their willingness to complete survey at the end of the grant.
- Projects can be private or publicly funded and/or organized, but they must have broad community support.

Selection Criteria:

The applications will be vetted by the Opportunity Zone program team on a rolling time frame and awarded on as-needed basis based on need, feasibility and impact of Opportunity Zone project. We aim to provide an application decision within 5 business days.

Instructions:



- Please answer all application questions in the online portal. Application questions can be referred to below.
- In the narrative part of your application, you will fill in the text boxes under each question. These are short answer questions please do not exceed 5,000 characters.
- We suggest you compose your narrative answers in your word processing program and then cut and paste into the text boxes.

Partner Opportunities:

[Department of Local Affairs \(DOLA\) Grant Funds](#): If communities are still in the planning phase, they should first look at DOLA grant funds. If they do not qualify for DOLA funding then a community can still apply for an OEDIT OZ Technical Support Grant.

OEDIT Technical Support Grants: If you are requesting more than \$2,000, please apply to our Technical Support Grant Program.

Online Portal Instructions:

- Please answer all application questions in the [online portal](#) (<https://oedit.secure.force.com/oedit/>). Click on the Opportunity Zone Tile to access the online application.
- To access the online portal, you will need to create an online account. Below are tips for the online application system:
 - Your Username is your Email.
 - Each user needs their own login and password.
 - If you are a new user, the system administrator will need to approve your request. This may take up to 48hrs. Please check back into the portal to confirm activation as you will not receive an email.
 - Use one of the preferred browsers; Google Chrome, Mozilla Firefox or Safari. Internet Explorer and Edge are NOT supported.
 - To reset your password click on Forgot Your Password? hyperlink located below the Username and Password fields. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password.
 - If you are getting a “blank screen” or "error message" you need to clean out your Temporary Internet Files and Cache.

Application Questions:

Application questions can be referred to below. In the narrative part of your application, you will fill in the text boxes under each question. There is a maximum of 5,000 characters per question. We suggest you compose your narrative answers in your word processing program and then cut and paste into the text boxes.

1. Please describe the project that you are seeking funding for
2. Please describe how much funding you are seeking and what the funding will be used for



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3. Select the category of technical assistance that most closely matches what you are looking for (legal assistance; accounting, financial services and investment banking; economic development and planning; investment facilitation; measurement and evaluation; community engagement and input; marketing and design; other)
4. Please describe how this project aligns with your economic development goals, and how the initiative will help you achieve these goals
5. Please describe relates to Opportunity Zones, and the role that Opportunity Zone capital will play
6. Please share the names and biographies of the main project leaders (including engagement with other similar projects), and describe the role they will play in the project
7. Please share the names of other community members or groups that support this project
8. Please include at least 2 letters of support demonstrating community buy-in
9. Please explain why grant funding is needed (as opposed to other sources of funding)

Questions?

If you have questions please contact Jack Tiebout at 303-892-3854 or jack.tiebout@state.co.us.

