



SCIENTIFIC AND CULTURAL FACILITIES DISTRICT 2016 ELIGIBILITY APPLICATION

Eligibility applications must be received no later than
5 p.m. on September 9th 2016.
Late or incomplete applications will not be considered or processed

CITIZENS MAKING IT POSSIBLE

PRINCIPAL COUNTY – SELECT LEGAL COUNTY OF RESIDENCE AS FILED WITH THE CO. SEC. OF STATE

- Adams Arapahoe Boulder Broomfield Denver Douglas Jefferson

DISCIPLINE – SELECT ALL THAT APPLY

- Art Music Theater Dance Zoology Botany Natural History Cultural History

APPLICANT INFORMATION

Organization's Full Legal Name, also list any official "doing business as (dba)"/trade name

Organization's Official Address, City and Zip Code

Organization's physical address, if different from above

Organization's Phone Number

Fax

Organization's Email Address (required)

Organization's Website

Federal EIN

Primary Contact, Title

Primary Contact Email (required)

Primary Contact Phone

ATTACHMENTS

Attach the following **required** information to the previous cover page in numerical order and clearly label with tabs or dividers. **Applications missing any of the listed required documents will not be accepted or processed.** Please see the eligibility directions for clarification on any attachments.

Qualifying/Primary Purpose

1. Compliance Statement & (if applicable) Identified Barriers Statement
2. Mission Statement
3. Articles of Incorporation/ Bylaws/ Board Meeting Minutes
4. Activities List (Use template provided in Eligibility Directions).

Exempt Tax Status Requirement

5. IRS Letter of Determination (nonprofits) **OR** Official Resolution (local governments)

Organizational and Financial Capacity

6. Finances

For nonprofit organizations (include **all** of the following)

- 990EZ or 990 filed per IRS requirements, for most recently completed fiscal year (MRCFY). 990N and 990 extensions will not be accepted in lieu of MRCFY filing. Include all schedules and 990-T if applicable.
- Financial Documents for most recently completed fiscal year (**Based on organization size, see pg. 4 of Directions for Requirements**)
- Current fiscal year (FY) Statement of Activities (P&L) showing actual year-to-date revenue and expenses compared to current FY budget
- Current FY Statement of Financial Position (Balance Sheet)

If the organization is an Agency of Local Government

- Statement of Activities (P&L) for the most recently completed FY
- Current fiscal year (FY) Statement of Activities (P&L) compared to current FY budget
- Documentation of any related governmental entity and/or foundation that provides in kind or other support to the organization, if applicable

7. Board of Directors List **AND** "Advancing Mission" Description
8. Staff List

Public Benefit Requirement

9. Advertisement examples (Include no more than three examples per year).

Geographic Requirements (No attachments are required. Requirement is determined by organization's primary address and activities and other filing requirements).

Non Discrimination Requirement

10. Non Discrimination Statement and date of adoption