



Adams County Guidelines For the 2019 SCFD Tier III Grant Application

Multi-County grant deadline: 4:00 p.m., Tuesday, March 5, 2019 (Reminder: paper copies are due by individual county deadlines)

Adams County grant deadline: 4:00 p.m., Friday, March 22, 2019

0 paper copies required

Eligibility

All applicants must have received SCFD eligibility prior to submitting a grant application. Eligibility requirements are listed on the [SCFD website](#). Please contact SCFD staff about eligibility questions scfd@scfd.org. Applicants must continually maintain compliance with all eligibility requirements. Eligibility does not guarantee funding.

Final Grant Reports

Organizations with any outstanding Final Grant Reports will not be able to apply for funding.

How to Apply

All grant applications must be completed using SCFD's online grant system. Please contact scfd@scfd.org or 303-860-0588 for technical assistance. Please read the 2018 [Grant Application Directions](#) in their entirety before contacting SCFD.

Minimal Submittal Requirements

Organizations must submit an application and all required attachments online. No paper copies are required. The electronic copy of the grant application is considered the master copy. SCFD office will determine if an application meets the minimum submittal requirements. Incomplete applications will not be considered for funding. Revised applications, revised financials, and other required documents will not be accepted after the grant deadline.

SCFD Grant Workshop

Attendance at an SCFD Grant Workshop is recommended for all applicant organizations. See the [SCFD website](#) for dates and locations.

Requirements of Funding

Funds awarded in 2019 are to be spent between October 2019 and December 31, 2020. If awarded funding, an organization is required to submit a Final Grant Report by Friday, February 16, 2022 to report on how funds were used to benefit the residents of the District. Funding must be used as outlined in the grant application. For project grants, a [change request form](#) will need to be submitted if there are modifications to the scope of a project e.g. changes to venue, date/time, content of programming, projected audience, & large adjustments to the project budget (over 25% increase/decrease in project budget). SCFD funds are public tax dollars and are intended to benefit the residents of the District.



Definitions

General Operating Support (GOS): unrestricted grant that helps the organization achieve its mission.

Project: restricted grant given to support a specific event or connected set of activities, with a beginning and an end, explicit objectives and a predetermined cost.

Other Definitions:

Any applicant which has abused or misused SCFD funds previously granted to it, including, but without limitation, any applicant which has spent SCFD grant monies for other than council-approved or permitted uses; any applicant which has retained grant monies unspent for longer than one year without council approval; any applicant which has used grant monies to replace governmental funding in support of cultural and scientific activities and facilities will be deemed ineligible to apply for SCFD funding through the ACCC for a minimum of one funding cycle and must petition the SCFD and ACCC to have eligibility reinstated.

By statute, SCFD funding cannot be used for scholarships, pass-through funding for other entities, capital expenses, to retire debt, or for political or religious purposes.

Adams County Funding Criteria

Types of Funding Available:

GOS-

Eligibility for General Operating Support (GOS) requires that the organization's primary office must be in Adams County and shall be defined as the address of the organization's registered agent as recorded in the office of the Colorado Secretary of State. Such organization's activities must be conducted within the State of Colorado and must principally benefit the residents of the SCFD.

It is the goal of the ACCC to consistently encourage applying organizations to have in place development and/or fundraising, which produce revenue from the business, professional, industrial sectors and the community at-large. Therefore General Operating Support (GOS) grants (a) help organizations become less dependent upon SCFD funds for enhancement opportunities, and (b) are rewards for the initiative provided by citizen volunteers to supplement SCFD tax support.

Recipient organizations must complete the section on General Operating Support (GOS) to be considered for funding. ACCC will then take the organizations TOTAL REVENUE in the Financial Overview (Section 15) and subtract the SCFD funding from DETAIL OF CONTRIBUTORS (Section 14). This new amount of revenue will be used for funding the organizations pro-rated percentage of funds available for all qualified GOS organizations.

The maximum amount of funding that one organization can receive in GOS funds is \$30,000.00. GOS funds may be utilized by the recipient organization for general operating support, including expenditures not necessarily related to a specific project or program; to supplement any program or project that is not fully funded by the cultural council; capital expenditures may be allowed at the council's discretion; no GOS funds may be utilized to purchase real property or buildings or to repair, restore, or alter a building, or preserve a historical site.



Project- Two categories: Large and Small

No more than two (2) project requests (new, ongoing, or a combination, regardless of size) may be submitted by an organization during one funding cycle. No more than 20% of any project funding available shall be allocated to an individual organization during a grant cycle.

Small Projects do not exceed \$10,000.00 in total expenses (Up to 10% of each annual distribution). Large Projects exceed \$10,000.01 in total expenses (50% or more of each annual distribution).

An organization can request no more than 60% of each total project budget.

If visual artwork can be created, completed and installed during a one-year SCFD funding cycle or an already commissioned piece of art can be acquired immediately, the requesting organization can choose to either apply for the funds under Project funds or as a Visual Public Arts grant request described below (see Visual Public Arts below).

Discretionary (including public art)-

Visual Public Art Projects:

No more than one (1) visual public arts request may be submitted by an organization during one funding cycle.

Realizing that certain projects require substantial commitments, and compelled by a desire to instill a sense of pride throughout the various communities by the creation and installation of public art, the ACCC may allocate up to 20% of monies in each funding cycle for the placement of permanent, visual art that will be created in the future, as set forth:

- Any SCFD Tier III qualified Adams County-based organization may make application to utilize any part or all of the available funding in proposing a project of permanent, visual art.
- If a visual public arts grant request is approved, the organization will receive 75% of the total award in the regular grant cycle (i.e., October of the grant request year).
- The remaining 25% of the total award will be allocated upon written and photographed documentation of completion of project in accordance with the project proposal presented to and approved by the council.
- All visual arts projects will ideally be completed within one year and must be completed within no more than 3 years from the time of award in the regular grant cycle.
- Organizations that do not complete the visual arts project within the mandatory 3 year time limit for completion must return 100% of the funds received.
- Such art must finally be placed or installed permanently in a public location in Adams County, including property owned by the county, municipal, public education facility or special district entities (i.e. city hall, courthouse, services building, justice center, recreation complex, library, golf course, park, public arts center, museum).
- A final accounting of the funds expended for the visual arts project must be presented to the ACCC within two (2) months following project completion. In addition to the total funds expended, the final accounting shall include the location of the installation as well as a photograph of the final installed artwork. If the final cost of the project is less than the funds received from ACCC, the organization shall return the balance of unused funds to ACCC at the time of final accounting.

The ACCC will utilize, but not be limited to, the following basic criteria for evaluating permanent, visual public art proposals:

a. Quality - highest priority is the inherent quality of the work; overall creativity and vision of the project; maximum exposure to the public upon placement and into the future; professional background and demonstrated ability of the artist(s); securing of participatory funds and contributions and/or submitting organization financial commitment to the project IN THE MINIMUM AMOUNT OF ONE-THIRD OF THE TOTAL COST; economic feasibility and cost efficiency of the project; compatibility of the project with the proposed public location; perceived impact of the project upon future generations; track record and supporting resources of an applying organization to initiate and complete a major project; geographic or community location in relationship to other major permanent, visual public art projects funded most recently by the ACCC.

Visual Public Arts Funding Application Requirements:

If the total cost of the proposed visual arts project exceeds \$25,000 (including participating funds raised in the community, allocations by the applicant, grants, etc.), the applying organization must submit to the ACCC a completed visual arts application form and the following:

- an already prepared, written "Call for Entries" competition prospectus that will be mailed, distributed, and publicized to local and/or regional artists;
- said prospectus will include, but not be limited to the following: complete description and outline of the significance of the project; inspiration and long-term vision of the submitting organization for planning and undertaking the project; itemized proposed budget for the project; the manner in which artists are to submit sketches, proposals, and samples for the project; carefully defined selection criteria for the project; an outline of the selection process to be utilized in determining the chosen artist; proposed timelines, deadlines, and payment schedules for the project; a draft wording for the attached signage, plaque or other means of identifying the piece and recognizing its sponsors;
- supportable existing data estimating the number of citizens who will actually be exposed annually to the public art in the location in which it is proposed for placement;
- percentage and breakdown of participating funds to be sought in the community through grants and contributions and/or allocation by the applying organization. A MINIMUM of onethird of the total cost shall be participating funds raised in the community, allocations by the applicant, grants, etc.; the ACCC will determine final percentages of participation required for the grant to be approved for funding;
- "letter of intent" with the public entity where the project may be placed, stating the public entity is willing to accept responsibility for maintenance, repairs (insurance costs, if applicable) and future "ownership" of the public art;
- in certain situations (i.e. the recent recast of an original piece of art or the identification of a piece of art already produced) and the total cost exceeds \$25,000, the cultural council, at its discretion, may make an exception to the "open competition" or "Call for Entries" process. In such situations, applying organizations must supply information in their application to satisfy all preceding criteria. In addition, the organization will provide: slides, photos, or visuals of the original art to be recast or the art identified for purchase; location of the original art or identified art; date of execution of the art; and cost of the original art piece that is being recast or purchased.

If the total cost of the visual art project is \$25,000 or less (including participating funds raised in the community, allocations by the applicant, grants, etc.), the applying organization must submit a visual arts application form and the following:

- a written description, of at least two typewritten pages, outlining the inspiration and vision for the project including a draft wording for the attached signage, plaque or other means of



identifying the piece and recognizing its sponsors;

- detailed budget, itemizing all of the costs of the project, including design, execution, site development, installation costs;
- percentage and breakdown of participating funds to be sought in the community through grants and contributions and/or allocation by the applying organization. A MINIMUM of one-third of the total cost shall be participating funds raised in the community, allocations by the applicant, grants, etc.; the ACCC will determine final percentages of participation required for the grant to be approved for funding;
- point-by-point criteria the organization will use (or has used) to select an artist;
- if an artist has been identified, submissions of work, examples of work, including locations, media, and dates of execution should be provided;
- copy of a proposed agreement with identified artist, including schedule for starting and completing work, and payment schedule;
- “letter of intent” with the public entity where the project may be placed, stating the public entity is willing to accept the responsibility for maintenance, repairs (insurance if applicable) and future “ownership” of the public art. Appropriate consideration will be given to structural and surface integrity, permanence and protection against theft, vandalism, weathering, and excessive maintenance and repair costs.

The ACCC is receptive to a broad definition of art and encourages the imaginative interpretations of various media. Works of art may include, but are not limited to, the following:

- a. Sculpture: in the round, bas relief, mobile, fountain, kinetic, and electronic, in any material or combination of materials.
- b. Painting: all media, including portable and permanently affixed works, such as murals.
- c. Graphic Arts: printmaking and drawing which are accompanied by a reasonable and appropriate plan for public display.
- d. Mosaics: which are accompanied by a reasonable and appropriate plan for public display.
- e. Photography: accompanied by a reasonable and appropriate plan for public display.
- f. Crafts: in clay, fiber and textiles, wood, metal, plastics, stained glass, and other materials, both functional and nonfunctional, accompanied by a reasonable and appropriate plan for public display.
- g. Mixed media: any combination of forms or media, including collage, accompanied by a reasonable and appropriate plan for public display.
- h. Earth works and environmental installations which are accompanied by a reasonable and appropriate plan for public display.

The ACCC, at its discretion, may negotiate revisions and/or alterations with an applicant, as deemed necessary, and may choose to fund a project in more than one funding cycle due to availability of funds, and may stipulate future requirements that are to be met for a project, prior to the recommended release of funds. Funds are held in trust by the SCFD until said authorized release of funds by the ACCC.

Change of Permanent Location/Decommissioning of Previously Funded Visual Public Arts Projects:
The funded organization has the responsibility to provide best care and display at the permanent location stipulated in their application. The funded organization has the responsibility of maintaining an inventory of the artwork and its locations. Should the organization wish to move the artwork from the approved location indicated in the application, the organization must first notify and obtain approval from the Adams County Cultural Council prior to making such move.
Should the funding organization determine that they wish to permanently decommission/remove an



SCFD-funded artwork, the funded organization shall notify and return the said artwork to the Adams County Cultural Council for alternative placement or disposition.

Letters of Intent/Commitment:
Suggested, if feasible, but not required.

Interviews:
Required.

Evaluation Process:
Small and Large Projects Evaluation
Each project submitted will be evaluated by each member of the cultural council. Both Small and Large Projects will be evaluated using these seven criteria areas:

**** Further breakdown of each category is explained in the ACCC Scoring Rubric****

- 1) Achievable promotion of culture/science in Adams County. (0-10 Points)
- 2) Impact on, and outreach to, residents of Adams County communities served. (0-10 Points)
- 3) Evidence of financial stability and project budget viability. (0-10 Points)
- 4) Enterprise and creativity demonstrated by the submitting organization for this project. (0-10 Points)
- 5) Evidence that the submitting organization can complete this project successfully. (0-10 Points)
- 6) Overall quality of this project proposal. (0-10 Points)
- 7) Quality of the interview. (0-10 Points)

**** Further breakdown of each category is explained in the ACCC Scoring Rubric****

The total maximum points each project score be allocated is 70 points. Each Council member will independently score each project and submit their completed scoring for all projects to the ACCC Secretary and Cultural Affairs Liaison.

The Secretary and Cultural Affairs Liaison will tally the points in the allocation spreadsheet. Each project will be given an average score.

The project will be ranked from most points to least points using the average score of all participating Council Members. At the allocation meeting, the Council will determine which projects fall into the following categories based on that ranking.



Small Projects: A percentage of awarded funding will be allocated into each category at the discretion of the Council.

1. Superior
2. Excellent
3. Good
4. Not Funded

Large Projects: A percentage of awarded funding will be allocated into each category at the discretion of the Council.

1. Superior
2. Excellent
3. Enterprising
4. Good
5. Not Funded

Visual Public Arts Project Evaluation:

Each Visual Arts Project submitted will be evaluated by each member of the cultural council and will be evaluated using these seven criteria areas:

**** Further breakdown of each category is explained in the ACCC Scoring Rubric****

- 1) Compatibility of the project with the proposed location. (0-10 Points)
- 2) Economic feasibility and cost efficiency of the project. (0-10 Points)
- 3) Exposure to the public upon placement and in the future. (0-10 Points)
- 4) Track record and supporting resources of an applying organization to initiate and complete a major project. (0-10 Points)
- 5) Perceived impact of the project upon future generations. (0-10 Points)
- 6) Geographic or community location in relationship to other major long-term art projects previously funded by the Adams County Cultural. (0-10 Points)
- 7) Quality of the interview. (0-10 Points)

**** Further breakdown of each category is explained in the ACCC Scoring Rubric****

The total maximum points each project score be allocated is 70 points. Each Council member will independently score each project and submit their completed scoring for all projects to the ACCC Secretary and Cultural Affairs Liaison.

The Secretary and Cultural Affairs Liaison will tally the points in the allocation spreadsheet. Each



Visual Arts Project will be given an average score.

The project will be ranked from most points to least points using the average score of all participating Council Members. At the allocation meeting, the Council will determine a percentage of awarded funding that will be allocated for each Visual Arts Project at the discretion of the Council.

Additional Funding

In all situations, the ACCC reserves the right to REDUCE the amount of a request for a Small or Large Project, Visual Arts Project and GOS allocation, during any part of the allocation process of Adams County SCFD funding.

ACCC will fund in the order of Small Projects, Large Projects, Visual Arts Projects and GOS. Our intended goal is to fund all organizations that qualify and try and meet all organizations request to the best of our ability with the funding that we have been allocated.

No applicant may rely solely upon SCFD grants to function and carry out the program(s) for which they are requesting.