



Arapahoe County Guidelines For the 2019 Tier III SCFD Grant Application

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

Arapahoe County grant deadline: 4:00 p.m., Tuesday, March 12, 2019
No paper copies are 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 at 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 through SCFD grants management program. Please contact scfd@scfd.org or 303-860-0588 for technical assistance (including login information). Please read the 2019 Grant Application Directions thoroughly before contacting SCFD.

Minimal Submittal Requirements

Organizations must submit an application and all required attachments via the SCFD grants management program by the Arapahoe County deadline Tuesday, March 12, 2019, or by March 5, 2019, if submitting a Multi-County application. 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 or webinar is recommended for all applicant organizations. See the [SCFD website](#) for dates and locations.

Requirements of Funding

Funding requests per organization are limited only to GOS and one project, or two projects if no GOS is requested. 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 12, 2021, 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](#) must be submitted if there are modifications to the scope of a project, e.g. changes to venue, date/time, content of programming, projected audience and 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:

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

Arapahoe County Funding Criteria

Types of Funding Available:

GOS: These funds are available for organizations whose programming benefits the residents of Arapahoe County. The GOS funding request may not exceed 30 percent of the previous year's expenses or revenues (calculated on the lesser amount) or up to \$5,000 (whichever is greater). Organizations that are based in Arapahoe County or have at least 40 percent Arapahoe County resident attendees will get higher priority as funding requests are considered. Attendance calculations will be based upon the most recently completed fiscal year attendance numbers.

Project: A project grant is for a specific planned event, activity or materials that is not part of the organization's normal scope of activities and is not a recurring event. The funding request may not exceed more than 50 percent of the total project budget.

Discretionary (including public art): Not available in Arapahoe County.

Letters of Intent/Commitment:

Letters of intent are not required.

Interviews:

Organizations must schedule an interview either at a workshop or online on the [SCFD website](#). Interview requests must be submitted and interviews scheduled by March 14, 2019. Interviews take place in March, April, and May, and are limited to one interview per organization. Organizations failing to appear at their scheduled date and time will forfeit their opportunity for an interview and will not be rescheduled. It is advisable to bring a copy of the grant application to the interview. Please be prepared to discuss financial and other questions related to the content of the application.

When evaluating grant applications, the Arapahoe County Cultural Council will consider the financial health of an organization. Overreliance upon SCFD funding is discouraged. The Council encourages organizations to obtain funding from a variety of sources and demonstrate financial stability. Arapahoe County Cultural Council looks favorably upon organizations that provide the greatest benefit to Arapahoe County residents.

ORGANIZATIONS ARE NOT AUTOMATICALLY ENTITLED TO SCFD FUNDS DISTRIBUTED THROUGH THE ARAPAHOE COUNTY CULTURAL COUNCIL. PRIOR FUNDING DOES NOT GUARANTEE FUTURE FUNDING.