



# Denver County Guidelines

For the 2019 Tier III SCFD Grant Application

**Multi-County grant deadline:** 4:00 p.m., Tuesday March 5, 2019

**Denver County grant deadline:** 4:00 p.m., Friday March 8, 2019

## 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](mailto: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's Online Grant System. Please contact [scfd@scfd.org](mailto:scfd@scfd.org) or 303-860-0588 for technical assistance (including login information). Please read the [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 for Denver County. Denver County deadline is March 8, 2019, 4:00 p.m. The electronic copy of the grant application is considered the master copy for Denver County. 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

Attending 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 12, 2021 to report on how funds were used to benefit the residents of Denver County and the District.

**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.**

# Denver County Funding Criteria

## General Operation Support (GOS)

The Denver County Cultural Council (DCCC) accepts grant applications for only general operating support. Recipients must be committed to benefitting the broad diversity of Denver tax-paying citizens. Organizations should show how they support the implementation of IMAGINE 2020, Denver's Cultural Plan by referring to the plan's seven vision elements and how these are reflected in their mission, programming and initiatives. <http://artsandvenuesdenver.com/imagine-2020-creating-a-future-for-denvers-culture/>.

Grant applications will be evaluated based on the information submitted to the Denver County Cultural Council. Failure to meet minimum requirements will disqualify the application. **Available SCFD funding, total overall requests, and assigned scores are used to determine individual awards.**

Minimum Requirements for GOS funding in Denver County:

- Denver County applicants may submit only one general operating support grant per organization by the deadline.
- Requests for general operating support must be for a minimum of \$500 and cannot exceed \$85,000. Requests may not be for more than 15% of the organization's prior year expenses or revenues, whichever is less, except in cases in which the request is to meet the minimum of \$500. At the discretion of the Council, awards may exceed the request limits.

To qualify for funding, the majority of an organization's activities must take place within the boundaries of the City and County of Denver. ACTIVITIES are events open to the public such as: performances, fundraisers and outreach performances to schools and community centers. Only classes/workshops that are available to the public are counted as activities. Open rehearsals are not considered an eligible activity when determining if a majority of activities occur in Denver County.

If you have any questions regarding your organization's activities, please contact [scfd@scfd.org](mailto:scfd@scfd.org) or 303-860-0588.

**In its discretion, the DCCC may ask for additional information from an organization to clarify the nature and number of activities reported to ensure compliance with the Denver City Council's Majority of Activities rule.**

**Discretionary Funding** – Organization Development and Innovative Collaboration grants are available to eligible organizations through a separate application process. Please visit <http://artsandvenuesdenver.com/> for guidelines and application form.

## Letters of Intent/Commitment:

Not required

## Interviews:

DCCC interview sessions are held each spring from the beginning of April through June. Applicants will have an opportunity to address the Council and respond to questions about the application and their organizations. Interviews are highly recommended, but are optional. Interviews will be scheduled by Denver Arts & Venues and organizations will be notified of the scheduled date and location. For more information on the interview schedule, please visit <http://artsandvenuesdenver.com/> or contact Patricia Abraham Muhammad at [Patricia.AbrahamMuhammad@denvergov.org](mailto:Patricia.AbrahamMuhammad@denvergov.org)

## **Evaluation Process:**

Grant applications will be judged on how the funding request assists an organization in fulfilling its stated mission and whether the proposal adheres to DCCC guidelines. All organizations must demonstrate the ability to responsibly administer SCFD grant monies if awarded funds. In addition, please keep in mind that the SCFD and grant recipients are accountable to tax-paying citizens of the district. Therefore, the DCCC is most interested in understanding how the citizens of Denver benefit from an organization's programs and how it supports IMAGINE 2020, Denver's Cultural Plan url: <http://artsandvenuesdenver.com/imagine-2020-creating-a-future-for-denvers-culture/>. Submitting a grant application does not guarantee funding.

General Operating Support is an unrestricted grant that helps the organization achieve its mission. The DCCC evaluates how the organization, as a whole, serves the residents of Denver County based upon the following characteristics:

## **WHO YOU ARE:**

### ***Mission & History***

- Does the organization's mission reflect its programs and activities and vice versa?
- Other than fundraising, what are the administrative and organizational challenges the organization is encountering in fulfilling its mission?

### ***Organizational Structure***

- What is the composition and qualifications of the Board, volunteers, and staff?
- What are the responsibilities of the Board and Board Members?
- How is the organization structured?
- What goals have been established by the organization that address diversity, inclusion, and equity?
- How does the organization exhibit its commitment to diversity, inclusion and equity within its Board, volunteers, and staff?

### ***Fiscal Responsibility***

- What kind of progress is the organization making related to its finances? What are the expectations for the upcoming year compared to what was experienced in prior years?
- Are financial reports accurate, complete, and presented in an accounting format?
- How consistent are financials in the application with attached financials and the organization's 990 filing?
- If a deficit has occurred, does the organization explain how it happened and how the organization is resolving the situation?
- Why is the organization a good investment for taxpayer dollars?
- How does the Board exercise financial responsibility?
- Could the organization continue if SCFD funding disappeared? Is its funding diversified?
- What strategies has the organization developed around structural and fiscal sustainability?

## **WHAT YOU DO:**

### ***Programs***

- How does the organization's programming fulfill its mission?
- Referencing specific IMAGINE 2020 vision elements, how does the organization align with and support the implementation of Denver's Cultural Plan?
- How does the organization measure success?
- Does the organization collaborate with SCFD Tier I, II, or III organizations or with other community groups or organizations?
- How does the organization provide educational programs to students at a

- school or at other facilities?
- Does the organization provide other types of informal educational programs such as community workshops or professional development training?
- How does the organization serve Denver residents in accordance with the SCFD intended mission?
- How does the organization serve the entire Denver community; or make efforts to serve the community as a whole?
- Does the organization provide opportunities for free or reduced cost admission?
- Does the organization engage or provide programming to Denver County's underserved communities?
- How is the organization engaging and building relationships with the community? How do people who live in the neighborhoods engaged benefit from the organization's programs?
- How is the organization inclusive and equitable in its practice, recognizing the city's diversity?
- How does the organization recognize Denver's diversity and exhibit inclusiveness and equity within its artistic operations and programming?

## DEFINITIONS:

**Diversity:** The recognition and representation of individual and community differences based upon dimensions of race, ethnicity, gender, sexual orientation, country of origin, socio-economic status, age, ability, religious beliefs, political beliefs, and/or other ideologies.

**Inclusion:** The creation of an environment in which any individual or group will feel welcomed, respected, and supported, and whose perspective is valued in a manner that allows for the full participation and contribution of that individual or group within an organization.

**Equity:** The fair treatment, access, opportunity, and empowerment of many individual perspectives while striving to identify and eliminate barriers that have prevented the full participation of some groups. Improving equity involves increasing justice and fairness within the protocols, processes, practices and policies of institutions or systems, as well as in their distribution of resources. Confronting and tackling equity issues requires an understanding of the root causes of outcome disparities within our society. Equity is closely tied to actions and outcomes that address historical disparities.