



Douglas County Guidelines For the 2019 SCFD Tier III Grant Application

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

Douglas County grant deadline: 4:00 p.m., Friday, March 29, 2019
Zero 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 through the SCFD grants management program. Please contact 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.

Minimum Submittal Requirements

Organizations must submit an application and all required attachments via the SCFD grants management program by the Douglas County deadline March 29, 2019. 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

SCFD funds are public tax dollars and are intended to benefit the residents of the District. 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](#) 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, and large adjustments to the project budget (over 25% increase/decrease in project budget).



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:

Venues within the town limits of Castle Rock and Larkspur are not within the SCFD District. Activities and attendance at events in these two towns must be reported as “Colorado, Outside the District”. All other venues in Douglas County are within the District. Refer to the County website for map. Note: Some venues with a Castle Rock address are within the SCFD District (e.g. venues in Castle Pines North or unincorporated Douglas County may have a Castle Rock address but they are within SCFD).

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.

Douglas County Funding Criteria

Types of Funding Available:
<p>GOS- General Operating Support is limited to organizations whose principal office is in Douglas County. These organizations are encouraged to apply for GOS requests only with the exception of Art Encounters Project requests.</p> <p>Grant requests should not exceed forty (40) percent of operating expenses. At the County’s discretion, the Council may allocate more funding to organizations greater than the amount requested. This is acceptable if a majority vote of the Council deems it is appropriate and is in the best interest of the constituents of Douglas County.</p>
<p>Project-</p> <p>Eligible organizations may submit only one project request per funding period. Projects should be targeted for Douglas County residents or events within Douglas County's SCFD boundaries. Grant requests should not exceed forty (40) percent of the total project cost. The Council may allocate additional funding to organizations greater than the amount requested at the Council's discretion. This is acceptable if a majority vote of the Council deems it appropriate and it is in the best interest of the Douglas County constituents.</p>



Discretionary (including public art)-

Not available in 2019.

Letters of Intent/Commitment:

Not required.

Interviews:

All applicants must schedule an interview with the Council no later than Friday, April 5, 2019 by 5:00 p.m. Please note that interview requests will not be scheduled after the April 5 deadline. Failure to attend an interview may affect funding.

Evaluation Process:

Applications that do not comply with the Douglas County Tier III Grant Guidelines will not be accepted.

The Douglas County Cultural Council's (DCCC) mission is to serve a diverse citizenry through access, research, and communication, thereby facilitating the development of cultural opportunities in the arts, science, and history. DCCC's goals are to identify cultural priorities of Douglas County citizens and communities; expand the awareness of arts, sciences, and history in the County; create a countywide environment for arts, sciences, and history to flourish, preserve and enhance the unique character of Douglas County.

The Council determines its final recommendations for grant allocations at the Funding Allocation Meeting. Recommendations are then presented to the Board of Douglas County Commissioners and SCFD Board for final approval. Please note that eligibility does not guarantee funding.

Evaluation of applications are based upon, but not limited to the following factors and criteria:

I. Organizational contributions to the Douglas County community

The following are some of the items given consideration:

- Programs offered to a wide range of audiences, taking into account Douglas County's demographics (youth, seniors, persons with disabilities, etc.) available at www.douglas.co.us/about-us/demographics/population-and-development-report.
- Organizations whose principal offices, facilities, and programs are within the physical boundaries of the Douglas County SCFD.
- Unique offerings that broaden the cultural experience (for example, sciences).
- Collaborations with other SCFD organizations.
- Collaborations with the Douglas County community.

II. Fiduciary Stability and Financial Documentation

The application must demonstrate:

- Funding from multiple sources (public, membership, corporate, etc.) not just SCFD.
- The applicant's ability to administer grant monies (Budget tables and financial reports must be presented logically - the math must be correct and consistent throughout the application. General operating expenses, including remuneration for artists and staff salaries must be reasonable and appropriate. Good documentation and justification of



- project expenses must be included).
- The application must demonstrate financial stability.

III. Overall Quality of Information provided through the Grant Application and Interview Process Applications must be coherent, concise, and convincing. Applications are evaluated on documentation provided and interview process. It is the responsibility of the organization to provide sufficient, clear, and easily accessible information for grant reviewers.