



# 2019 TIER III APPLICATION DIRECTIONS & TIPS

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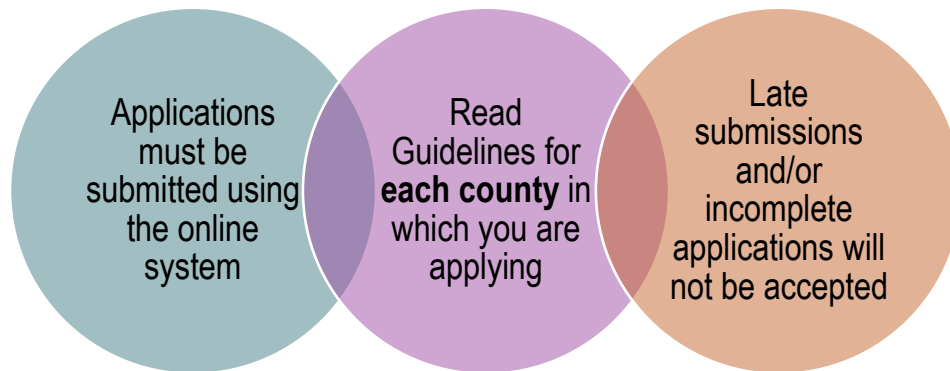
## GETTING STARTED

**Organizations must have received eligibility from SCFD office prior to applying for funds.**

Organizations that have **not** applied for SCFD funds for 3 years **must reapply for eligibility.**

Organizations **may not** apply for funds if they have any outstanding Final Grant Report(s).

Applicants should familiarize themselves with specific county funding guidelines/requirements. Guidelines can be found here: <http://scfd.org/p/grant-app.html>



Please read through the directions in their entirety before beginning your application

## IMPORTANT DEADLINE REMINDERS

### SINGLE VS. MULTI COUNTY

#### Multi-county Applicants

- Any organization applying in **more than one county** (multi-county applicants) will need to submit an online application to SCFD by **March 5, 2019**, which consists of a single application that includes a grant request for each of the counties to which they wish to apply. **Please note paper copies are NOT REQUIRED by any county.**

**March 5, 2019**  
Multi-County Deadline

#### Single-county Applicants

- Any organization applying to **only one county** (single-county applicants) must submit an online application to SCFD by the following deadlines:

**March 08, 2019** - Denver County  
**March 12, 2019** - Arapahoe County  
**March 15, 2019** - Jefferson County  
**March 19, 2019** - Boulder County  
**March 22, 2019** - Adams County  
**March 29, 2019** - Broomfield County  
**March 29, 2019** - Douglas County

**Please note paper copies are NOT REQUIRED by any county.**

# GRANT APPLICATION

Organizations must use the internet-based reporting process. If you are having difficulties with the online application, please try using a different web browser.

*\*The recommended web browser for submitting your grant application is Google Chrome.*

1. Go to the SCFD website, <http://www.scfcd.org/p/grant-app> to access the application  
Or Click this link to go directly to the application: <https://app.wizehive.com/appform/login/scfdtierlllapp19>

**Note: This is a new workspace and is a different workspace than the 2018 Grant Application.**

2. If it is your **first time logging in** to the 2019 Tier III Grant Application, **sign up** by entering your email address and password.

If you have **already created an account** for the 2019 Tier III Grant Application, please login to review/edit your application or fill in other requested information.

If you have created an account, but **forgot the password**, please click the “Forgot Password” button.

If you have **forgotten your login email**, please contact the SCFD office at [scfd@scfd.org](mailto:scfd@scfd.org) or 303.860.0588 and we can inform you of the email address you used to create an account. **SCFD staff cannot reset your password for you.**

3. Once logged in, you will be taken to the first page of the application.



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## **TIP: Navigating in the Application**

At the top of the page you can navigate between different sections of the application by clicking on the sections listed. This tool bar is on all sections of the application, making it easy for you to navigate between sections.


**The “Next” button at the bottom of the page will save any entered information and take you to the next page.**

**The “Save Draft” button will save what you are working on and you will remain on the same page.**

The application automatically saves after approximately every five minutes of inactivity, however it is always best to click “Save Draft” when you are finished working.



## **TIP: Help is Built into Application!**

**Hover** over yellow question marks  for more information regarding a section/question. After referring to help text, call/email SCFD staff for more clarification on any question.

## SECTION 1:

# ORGANIZATION INFORMATION

All required information is noted with a red asterisk (\*).

- **Home County:** Select the county in which your physical office location is located. This should match CO Secretary of State.
- **Type of Application:** Check whether this is a single county or multi-county application.
- **Statutory Discipline:** Choose the SCFD statutory discipline(s) that best fits your organization. Check all boxes that apply or check one that most closely aligns
- **Focus Area:** Choose the art form or scientific field that best fits your organization. Check all boxes that apply.
- Once all required information has been completed, click “**Next**” at the bottom of the page. All information will be saved and you will be taken to the next section.

## SECTION 2:

# NARRATIVE

Most questions have a set word count which is indicated under each text box. If you exceed the count, the word count will turn red. The program does not underline misspelled words in red. If pasting from another document, formatting will adjust to the application's formatting settings. Formatting will be lost if you go above the word count. All bullets will transfer to the form, but other formatting such as bold, italicize, or underline will not transfer to the form. Please do not type in ALL CAPS.

### QUESTION #1: MISSION STATEMENT

Please provide the mission statement for the organization. If your mission statement has changed since your last application, please provide both the former and current statements.

### QUESTION #2: ORGANIZATION HISTORY

Please provide a brief history of your organization.

### QUESTION #3: EVALUATE THE QUALITY/IMPACT OF PROGRAMS

This could be quantitative, qualitative, or both.

### QUESTION #4: CHALLENGES

Identifying challenges and providing your response to them demonstrates your capacity for strategic planning and decision making.

### QUESTION #5: EDUCATIONAL PROGRAMS AND COLLABORATION

Focus on the areas that pertain to your organization. You do not need to discuss both areas if they do not all apply to your organization. **Example:** An organization that focuses more on Education than Collaboration can use more space to answer Education and less on Collaboration.

### QUESTION #6: DIVERSITY, EQUITY, AND INCLUSIVENESS (DEI)

What is your organization doing to address and evaluate diversity, equity, and inclusiveness within all aspects of the organization?



#### TIP: How to Best Utilize Text Boxes

Each text box has a word count below the box that will alert you as to how many words remain as you type. If you exceed the count, the word count will turn red. The program does underline misspelled words in red.

## BOARD, VOLUNTEER, STAFF

### QUESTIONS #7, #8, #9, #10:

- **Board of Directors:** Attach your Board of Directors List. Board list must be a .pdf and include (in order): Name, Position on the Board, and Profession/Expertise they bring to your organization. (**TIP:** Best practices suggest that Boards meet at least quarterly.)
- **Staff:** Please attach a .pdf that lists key staff members (Directors, development, program, volunteers etc.). Please include if they are full-time, part-time, contract or volunteer.

## ACTIVITIES AND ATTENDANCE

For the purposes of this grant application, the terms Activities and Attendance are defined as:

- **Activities:** Programming that is open to the public and fulfills the organization's mission; i.e. exhibits, performances, educational programs, workshops, and lectures.
  - This does not include: rehearsals, fundraisers, board meetings, private events, parades and fairs, and events that take place during religious services.
- **Attendance:** The total number of people who attend an organization's activities.
- **Attendees:** Individual audience members who attend the organization's activities. Do not include members of the organization itself e.g. musicians, singers, actors, docents, etc.

### QUESTIONS #11A, #11B, #11C: DETAIL OF ACTIVITIES RECORDS

Organizations must submit a Detailed Activities .pdf attachment for the organization's A) most recently completed fiscal year, B) current fiscal year and C) upcoming fiscal year.

#### Format for Detailed Activities Record:

- **Date(s)-** This can include an individual day or a series of dates.
- **County-** Indicate the county where the activity(ies) took place. REMINDER: Castle Rock and Larkspur are outside the SCFD district.
- **Location of Activity(ies)-** Provide the name of the venue where the activity took place.
- **Name of Activity(ies)-** Provide a detailed title for the activity.
- **Number of Activities-** Enter the total number of activities that occurred in each county.
- **Total Attendance at Activities-** Enter the total attendance where the activities took place. Include projected attendance for activities that have not taken place yet.
- **For reporting courses/classes/workshops:** Include the number of people enrolled; do not include the person's attendance at each class. For example, if a person is enrolled in a five-day course and attends all five classes, that person counts as ONE not five.
- **For multi-county applicants:**
  - **Include sub-totals** of activities/attendance for each county.
  - Provide an **All County Total** at the end of each fiscal year. The All County Total should correlate with the required "Activities/Attendance Percentage Chart" attachment template.

### QUESTION #12: ACTIVITIES/ATTENDANCE PERCENTAGE CHART EXCEL TEMPLATE

The data in this chart should be from your most recently completed fiscal year and correlate with your county totals from your attached "Detailed Activities Records." Please use the excel spreadsheet provided, which can be accessed by the blue "[CLICK HERE](#)" within this application section. Percentages in this chart will auto-calculate.

1. Total Number of Activities/Occurrences: Input the total number of activities for each county from the Detailed Activities Record attachment for your most recently completed fiscal year. The percent of Total Activities/Occurrences per County column will auto populate.
2. Total Attendance at Activities: Input the **total** attendance at the activity(ies) regardless of what county the attendees reside. The percent of Total Attendance at County's Activities column will auto-populate. **TIP:** Do not break down these attendance numbers by the county in which each attendee resides.
3. SAVE as a .pdf document and upload to your application.

**REMINDER:** Activities in Douglas County that take place in Castle Rock and Larkspur are “**Outside the District**” and should be recorded as such. Activities outside the District are not fundable by SCFD.

**QUESTION #13:** Use the text box to explain how your organization tracks attendance. Examples may include participant evaluation surveys, asking at the door, zip code tracking with ticket orders or by other means.

## SECTION 3:

# FINANCIAL OVERVIEW

## DETAIL OF CONTRIBUTORS

**QUESTION #14:** Fill in the **DETAIL OF CONTRIBUTORS** by providing information regarding your contributors in the categories outlined (Corporate, Foundation, SCFD, Government-Non SCFD, and Individuals) for your organization's **most recently completed fiscal year**.

- Enter *actual* dollar amount for each category. **Note: Do not use commas in dollar amounts.**
- Include an attachment listing **all major contributors** for the past year. Include name of funder and amount awarded. Note: You can group all individual donors into one category. You do not need to list their contributions by individual name.

## FINANCIAL OVERVIEW - REVENUES & EXPENSES

To complete the **Financial Overview tables**, include operating revenues and expenses from the most recently completed, current, and upcoming fiscal years. Round all totals to the nearest dollar. Each year's net profit/loss will auto-calculate. **Note: Do not use commas in dollar amounts.**

### QUESTION #15: REVENUE

**Breakdown the organization's revenue between earned and contributed for the three years.**

- **Contributed Revenue for most recently completed fiscal year:** Include totals from all Corporate, Foundation, Government, SCFD, and Individual donors (from Detail of Contributors section). This may also include revenue from special events or fundraisers.

### QUESTION #16: EXPENSES

**Breakdown the organization's expenses among program, administrative, and fundraising for the three years.**

- **Program Expense:** A cost that is directly related to an organization's programming.
- **Administrative Expense:** A cost that indirectly impacts an organization's programming.
- **Fundraising Expense:** All expenses related to soliciting contributions, grants, gifts, etc. should be summarized in the boxes provided.
- **In-kind Support:** Non-cash contributions of goods or services to your organization.

### QUESTION #17: DEBT/DEFICIT

If your organization experienced or is planning a deficit, question 17 is required. **This box is an important tool for you to explain specific financial information to County Cultural Councils.** If the organization did not experience a deficit or debt, please write "N/A" in the box.

### QUESTION #18: EXPLANATIONS FOR ITEMS THAT MAY RAISE QUESTIONS IN ANY OF THE FINANCIALS PROVIDED.

Use this text-box to explain financials as necessary. This may include significant in-kind that may off-set revenue or significant percentage changes year-to-year. You will also want to use this text-box to explain if the financials you attach to the application do not match what has been entered in tables #15 and #16, and/or the 990. **This box is an important tool for you to explain specific financial information to County Cultural Councils!**

## FINANCIAL ATTACHMENTS

**QUESTIONS #19, #20:** Attachments are based on whether your organization is a non-profit organization or an agency of local government. Non-profit organizations are divided into three revenue categories and have different application requirements (outlined below). All attachments must be .pdf. **For more financial tips and guidance, please see Appendix A: "Financial Tips and Red Flags" on page 11.**

**REMINDER:** There are new financial requirements for certain organizations

### NON-PROFIT ORGANIZATIONS

*Please submit the following:*

1. Required Financial Documents are based on your organization's most recently completed fiscal year budget:
  - **Organizations with budgets less than \$500,000** must submit a Profit & Loss Statement/Statement of Activities and Balance Sheet for fiscal year end 2018. Submit these documents as a single .pdf document.
  - **Organizations with budgets between \$500,000 and \$750,000** must submit a financial review for fiscal year end 2018. For more information about a financial review, [click here](#).
    - *If your organization does not have your completed financial review for year-end 2018, upload your previous year financial review, MRCFY Profit & Loss, and MRCFY Balance Sheet in one combined PDF document.*
  - **Organizations with budgets over \$750,000** must submit a financial audit for fiscal year end 2018. For more information about audits, [click here](#).
    - *If your organization does not have your completed financial audit for year-end 2018, upload your previous year financial audit, MRCFY Profit & Loss, and MRCFY Balance Sheet in one combined PDF document.*
2. Most recently filed 990 or 990-EZ, per IRS requirements (**Note: 990N filings will no longer be accepted.**)
3. Proof of 990 extension (if applicable)

### AGENCIES OF LOCAL GOVERNMENT

*Please submit the following:*

1. Profit & Loss Statement/Statement of Activities for fiscal year end 2018.
2. Evidence that the *SCFD-funded scientific or cultural mission-based agency* has been created through the adoption of a formal resolution.
3. Optional: Other supporting financial documents detailing in-kind or related revenue which significantly impact organization's financials may be included.



**TIP:** Turn your files into.pdf for free:

<http://www.cutepdf.com/Products/CutePDF/writer.asp>



## SECTION 4:

# COUNTY GRANT REQUESTS

Select all of the counties in which your organization is applying to see the county specific grant requests. The types of grants issued by each county varies. **Please refer to [individual county guidelines](#) and [“Guidelines Matrix”](#) to determine what types of grants each county accepts and ensure your organization meets all requirements to apply.**

### GENERAL OPERATING SUPPORT (GOS)

An unrestricted grant that helps the organization achieve its mission. Under GOS request, describe how the funds will be used for the general operation of the organization **focusing on how the support will benefit the residents of the County where you are applying**. It is very important to outline the benefits to the particular county.

**Note: Do not use commas in dollar amounts.**

### PROJECT

A 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. Funds **must** be used for projects starting no earlier than **October 1, 2019 and ending no later than December 31, 2020**.

- Project activities/programs should correlate with the “Detailed Activities Records” attachment for the upcoming fiscal year.
- Project Budget: Provide a detailed description of the project’s revenues and expenses. You **MUST** include the SCFD funds you are requesting as part of the project budget revenue. Do **NOT** include in-kind in the budget. There is a separate text box to detail in-kind support for the project.
- Project budgets should correlate with (make sense in relation to) the overall organizational budget.
- Organizations should strive to submit county specific project budgets. If your organization has compelling reasons to submit a combined multi-county project budget, please contact SCFD prior to completing your grant application.

**Note: Do not use commas in dollar amounts.**



#### **TIP: Be Specific and Detailed**

The Grant Request Detail section is where you provide the cultural councils with details of your request and make your case for funding. Include as many specifics as possible about your programming and how you are **servicing the residents of that county!**

**Double Check**

## SECTION 5:

# ASSURANCES

**All applicants** must complete the Assurances page. The authorizing official, who is named at the bottom of the webpage, is responsible for the content in each assurance statement. The authorizing official should read the completed application and review all attachments before submitting the document.

- Read and answer all assurances that apply to the organization.
- Sign and date, then click “NEXT” to review and submit your application.
- You will then be taken to the entire application to review and make edits, if needed.

## SECTION 6:

# REVIEW AND SUBMIT APPLICATION

In the Review Section, your organization's entire grant application is able to be viewed and edited. After you have completed all required application information, carefully proofread all content and uploaded all required attachments, click the "Submit" button.

**WARNING:** Once you click the "Submit" button you will not be able to change/correct any information!

**IMPORTANT:** If you do not receive an auto-reply email message (from SCFD Staff [applications@wizehize.com](mailto:applications@wizehize.com)) after submitting your grant application, your application was NOT received. Call the SCFD office immediately and **prior** to the deadline for help at 303.860.0588. The email is automatically sent to the email address that was used to log in. If you are unsure of what email address you used to create the log in, contact SCFD at 303.860.0588.

# PRINTING APPLICATION & SAVING TO YOUR COMPUTER

To print your application, click on "Print" in the middle of the screen. This will take you to your printer settings page. Then click "Print". You will need to print your attachments from the saved documents on your computer.

TIP: If you would like to print the application prior to submittal, right click within the document and select "Print". This will give you the application only. It will not print any attachments.

Call the SCFD office if you are having difficulty.

# PAPER COPIES REQUIREMENT

**PLEASE NOTE PAPER COPIES ARE NOT REQUIRED BY ANY COUNTY.**

# QUESTIONS

SCFD Staff is available to help! Please contact the SCFD office at **303.860.0588** if you have any questions or concerns regarding SCFD reporting or grant application procedures. Office hours are **Monday-Friday, 8:30am-5:00pm.**

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**TIP:** If you wait to contact us with questions the day or two prior to a grant deadline you are less likely to get an immediate response as contact volumes increase tremendously. Do yourself a favor, start the application process early.

## FINANCIAL TIPS AND RED FLAGS

### RED FLAGS:

- **Expenses higher than income:** This is a sign of operational deficit or shortfall. Avoid this situation, if possible. If you have encountered a shortfall you must explain in question #17 and use the textboxes at the end of the Financial Overview - Revenues and Expenses.
- **Significant Upcoming Fiscal Year Growth:** Given the challenging financial climate, growth above 10% in the upcoming fiscal year may be a red flag. Ask yourself, "is this projection realistic?"
- **Significant changes year-to-year in revenue or expense categories:** Watch for significant variation in categories across fiscal years. For example, if revenue from ticket sales decreased by 50% in the current fiscal year this could indicate a downward trend at the organization. Use the textboxes to explain the decrease and any other out of the ordinary occurrences.
- **High request compared to budget:** Typically, total SCFD request at 25%-30% of budget or less are valid. When calculating the percentage of budget, remember to include amounts requested from ALL counties. Total SCFD requests nearing 50% of an organization's overall budget indicates too heavy dependency on SCFD funds. What percentage is this request compared to the organization's previous year's expenses and revenues? Is this amount reasonable and healthy?

**Remember some counties have a request cap that cannot be exceeded (see county guidelines).**

### DEFINITIONS:

- **Statement of Financial Position, also called a *Balance Sheet*:** This document is a snapshot of an organization's financial position and reports that financial position as of a specific date, e.g. July 31, 2015, rather than over a period of time. Items reported on the balance sheet are limited to: assets, liabilities, and net assets or fund balance. A balance sheet records the status of an organization's resources at a given point in time (often at the fiscal year end date).
- **Statement of Activity, also called a *Profit and Loss Statement*, a *Statement of Revenues and Expenditures*, or an *Income Statement*:** This document shows an organization's activities over time, e.g. one month or one year, rather than at a particular moment in time. This document records the activities of earning revenue or expending resources. This document reports only two items: revenue and expenses; although it may compare budgeted to actual, e.g. budgeted revenue to actual revenue or budgeted expenses to actual expenses.

**Please Note: These documents are required for your application to be complete.** If you are unsure your organization is recording financials in the above stated fashion, you can google these terms to find templates for comparison. All submitted financials must adhere to Generally Accepted Accounting Standards.

### GENERAL TIPS:

- Make sure all figures used in application correspond with attached financial reports (P&L, Balance Sheet & 990) and are correct. Re-submitted financials or other documents will **not** be allowed after grant deadline.
- Be aware of the % that revenue/expenses are budgeted to increase/decrease from year-to-year.
- On the financial overview certain council members like to see: diversified revenues, balance between public and private funding (What is the breakdown between earned and contributed revenue?), majority of expenses as programmatic, some funds spent on marketing, innovative funding, etc.
- Profit/Loss, Income/Expense report should be easy to read. Separate out the income and expense line items. Dollar amounts should be in aligned columns. Provide detailed breakdown of revenue and expenses (see definition above).
- Balance sheet needs to balance (see definition above). Council members often look at the opening balance equity and compare to current balance. Many members also look closely at short-term and long-term debt. Having some cash on hand is also important.
- If operating expenses exceed operating revenues for any of the 3 years you must answer #17.
- Upcoming Fiscal Year Activities should correlate with "GOS and/or Project Requests".
- Did the organization have a deficit or surplus in most recent fiscal year? What are the organization's assets compared to liabilities?

## DETAIL OF CONTRIBUTORS TIPS:

The following are examples that may be used in #14 "Detail of Contributors":

- **Corporate:** Donations from local or national businesses, legal, financial, healthcare, etc.
- **Foundation:** Target Foundation, Gates Family Foundation, The Denver Foundation etc.
- **Government – Non SCFD:** Colorado Creative Industries, Arts and Venues Denver, National Endowment for the Arts, local city government contributions, etc.

## FINANCIAL OVERVIEW TIPS:

- **Money collected in previous years (reserves) should not be included in budgets.** This money has already been counted in previous years and should not be counted twice. It is fine to use reserves to cover any shortfalls, but you should use textboxes to explain this instead of including reserves in actual budgets.
- Use provided textboxes in the application to explain any possible financial red flags. This may include significant in-kind that may off-set revenue, significant percentage changes year-to-year, or any other irregularities that may be occurring.
- **Program Expense** – Generally, if an expense is directly related to programming it should be categorized as a program expense. A good way to clarify if a salary is directly related to your programming expenses is to ask yourself, "If a person's position went away would a program completely dissolve?" If so, then you should include these wages (or a portion of) under program expenses.
- **Administrative Expense** – A cost that does not directly impact an organization's programming should be categorized as an administrative expense. Salaries and wages can often be divided into direct and indirect expenses (meaning those that are not directly linked to your programming); therefore, such indirect expenses should be categorized as administrative.
- **Fundraising Expense** – All expenses related to soliciting contributions, grants, gifts, etc. should be summarized in the boxes provided.
- What is the percentage breakdown between program, administrative and fundraising expenses?
- For project requests, what % is the request to the total project budget? What % is the total project budget compared to upcoming expenses/revenues?

**Additionally, financials reported in Application, financial attachments and 990 should correlate.**

*\*This document is intended to assist applicants but does not replace county guidelines nor is it meant to serve as professional accounting advice\**

## ACTIVITY/ATTENDANCE TIPS AND EXAMPLES

### IMPORTANT CHANGE

- The Activities Percentage Chart is no longer within the grant. It is a **REQUIRED** attachment.

### REMINDERS

- The 3 years of activities/attendance records are a **REQUIRED** attachment.
- Organizations should only report patrons/audience members in the activities records. If your organization has internal participant numbers you would like to share with the council, please include them in your narrative.
- Attendance in activities such as courses/classes/workshops is the number of people registered/enrolled. Do not include the person's attendance at each class. For example, if a person is enrolled in a five-day course and attends all five classes, that person counts as ONE enrollment, not five. This recording method is what is used on the Final Grant Report.

### EXAMPLES:

Use the chart below in correlation with provided examples.

| Date(s)                 | County   | Location of Event (Venue)        | Activity               | Number of Activities/<br>Occurrences | Total Attendance |
|-------------------------|----------|----------------------------------|------------------------|--------------------------------------|------------------|
| 1/1/2014 -<br>5/31/2014 | Arapahoe | Arapahoe Elementary<br>Schools   | School Arts Program    | 12                                   | 1,200            |
| 6/1/2014 -<br>6/30/2014 | Arapahoe | Littleton Town Hall              | Art Exhibit            | 30                                   | 2,000            |
|                         |          |                                  | Arapahoe County Totals | 42                                   | 3,200            |
| 4/1/2014 -<br>5/15/2014 | Adams    | Northglenn Rec Center            | Kid Art Classes        | 6                                    | 15               |
|                         |          |                                  | Adams County Totals    | 6                                    | 15               |
| 9/1/2014 -<br>9/5/2014  | Boulder  | The Dairy Center for the<br>Arts | Fall Choir Concert     | 5                                    | 750              |
|                         |          |                                  | Boulder County Totals  | 5                                    | 750              |
|                         |          |                                  | All County Totals      | 53                                   | 3,965            |

- In the first example, "School Arts Education Program", the organization made one presentation at **twelve** different schools reaching a total of **1,200** different students.
- In the second example, "Art Exhibit", the organization had one event that was open to the public for **30** days, reaching a total of **2,000** people (Again, the number of attendees each day varied, but the total over 30 occurrences of the same art exhibit totaled 2,000).
- In the third example, "Kid Art Classes," the organization offered one art class comprised of **six** sessions. There were 15 kids enrolled who participated in the class all six sessions. The total audience for this activity is **15**.
- In the fourth example, "Fall Choir Concert", 750 people bought tickets to one of the 5 performances. The Choir is comprised of 50 choir members. Those members are **NOT** included in the attendance totals, but may be mentioned in the narrative questions.
- At the end of the activities pages for each year you **MUST** provide an "All County Total" of activities (attendance and occurrences). In the example, after factoring in Arapahoe, Adams, and Boulder County events, a total of 3,965 people attended 53 activities (occurrences).

### GENERAL TIPS:

- Make sure to provide subtotals of activities/attendance for each county
- Limit your report to only activities taking place during your organization's 12-month fiscal year.
- Do **NOT** include activities such as parades/fairs/public appearances in your organization's activities records. While it may be a great marketing tool for your organization to be a part of the St. Patrick's Day parade, the 20,000 people there came for the parade, not your organization. Another example, is if your choir sang the national anthem at a Broncos game. The thousands of people were there for the Broncos and are the Broncos attendance numbers, not your choir's attendance numbers.

- Include only public activities in which your organization engages. Do not include board meetings, fundraising activities, performances at private events and the like where there is no mission-based component Example: Do not include bingo nights, concession sales at other events, etc. as your organization's programming. These are great ways to get the word out about your organization but are not themselves, mission-based activities.
- Programming taking place during a religious or worship service is not considered public activity. It is acceptable to use churches, synagogues, and other places of worship as venues when an activity takes place outside of worship services and is advertised to the general public beyond the congregation.
- Rehearsals do not count as public activities. See individual County Guidelines for further information.
- Ensure you list only your organization's activities. Do not include activities of a single person within the organization that take place outside and independent of your organization's budget and programming.

***These are general tips.***

***Please see specific County Guidelines in regard to activities/attendance as some counties differ in requirements.***