



2020 FINAL GRANT REPORT DIRECTIONS

GETTING STARTED

Final Grant Reports must be completed using the online system

Late submissions will not be accepted

Deadline: Friday, February 14, 2020 at 4pm

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

**The recommended web browser for submitting your final grant report is Google Chrome.*

1. The link to access the online report can be found on SCFD's website:
<https://scfd.org/grantmaking/funded-organizations/tier-iii/>

Note: This is a different link than the 2019 Final Grant Report.

2. If it is your **first time logging in** to the 2020 Final Grant Report, **sign up** by entering your email address and password.

If you have **already started** your 2020 Final Grant Report, 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 or 303-860-0588 and they should be able to inform you of the email address you used to create an account.

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

TIP: Help is Built into Application!

Hover over yellow question marks  for more information regarding a section/question.

SECTION 1: ORGANIZATION INFORMATION

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

- **Statutory Discipline:** Choose the SCFD statutory discipline(s) that best fits your organization. Check all boxes that apply.
- **Focus Area:** Choose the art form or scientific field that best fits your organization. Check all boxes that apply.
- **Primary Address:** the organization's physical location. This should match what is filed with CO Secretary of State.
- **Secondary (Mailing) Address:** the organization's mailing address, e.g. P.O. Box.

The “**Next**” button will save any entered information and go to the next page.

The “**Save Draft**” button will save entered information and stay on that page.

SECTION 2: NARRATIVE

There is a limited word count for most questions, which is located under each text box. If pasting from another document, formatting will adjust to the application's formatting settings. All bullets will transfer to the form, but you are unable to bold, italicize, or underline any wording. Please do not type in ALL CAPS.

Reminder: Funds received in October 2018 are used through 2019 and reported on in 2020.

GRANT AWARD(S) SUMMARY TABLE

List all SCFD funds received by County Cultural Councils **in 2018**, including GOS, Project, & Discretionary Grants. In Type of Grants Received, input if you received GOS, Project, and/or Discretionary; do not include the title of the project. If you received multiple grants from one county, enter total amount for that county in the space provided in column 3.

Note: Enter full amount of award including cents. Do not use commas in dollar amounts.

NARRATIVE

Please indicate which counties you received funding in and give a brief summary of what you accomplished. Also, please indicate if any major changes occurred with the funded projects that were different from the grant application.

NEW: In Question #6, provide a great story that you would love to share with the public about your impact on the community.

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 underlines any misspelled words in red.

SECTION 3: INCOME AND EXPENSES

Please provide income and expenses for your organization's most recently completed fiscal year. Due to organizations having different fiscal years, it is understood that the financials provided **may or may not** coincide with the funding/programming reported in section 1.

Tax Information: Fill in the amount of State, Federal and occupational privilege taxes paid. IMPORTANT - This includes payroll and withholding. If you have part-time or full-time paid staff this must be filled out.

Government organizations: Only include taxes for the department that has SCFD eligibility. DO NOT include taxes for the entire municipality.

Note: Do not use commas in dollar amounts.

SECTION 4: STAFF AND ATTENDANCE

Staff and Volunteer: Please provide information on staff/volunteers to the best of your ability. Ensure that the status of all full-time, part-time, and contract employees is compliant with Federal and State labor laws. If you are unsure of how to classify individuals, refer to what you have done in previous final grant reports.

REMINDER:

Account for a person's attendance in only one category.

Attendance: Report organization's overall attendance numbers for the most recently completed fiscal year. Use actual attendance numbers, NOT impressions or occurrences.

Note: Do not use commas in amounts.

- **Visitor Information:** Please account for all people attending or participating in programming, performances or exhibits. "Youth" includes anyone your organization classifies as a youth who buys a single ticket or attends an event.
 - **Classes and Workshops:** Attendance in 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.
 - **School Information:** Based on all the schools your organization provided programming for, count each school once i.e. no repeats, and type the total into the field. If you do not work directly with schools, public, private or home schools, do not complete this section.
- NEW: Question #20 Optional:** If you have demographic data regarding school children served (gender, race, free lunch etc.), please provide that information.
- **Attendance by County:** Please break down your total attendance by county, to the best of your ability. Fill in the chart with the number of attendees, not percentages. This is important information! The total in Question #21 should match the total in Question #18.

- **Indirect Attendance:** In addition to attendance reported in questions 18-21 please provide the estimated number of people your programming indirectly engaged for your most recently completed fiscal year. Indirect engagement includes mission-related activities where the organization does not provide face-to-face programming with its audience, or the patron was exposed to your programming secondarily. Please see below definitions. **Indirect programming should not be counted in your attendance numbers.**
 - **Public Art-** If your organization had art on display in a public venue, estimate the number of people who viewed the work.
 - **Radio-** If your organization had mission based radio broadcast programming, provide the number of listeners. Do not include radio advertisements.
 - **Television Programming-** If your organization had mission based television programming, provide the number of viewers. For example: a feature on PBS, a broadcast of the organizations performance, etc. Do not include televised advertisements.
 - **Online Programming-** If your organization had mission-based programming offered to the public online (i.e. streaming performances, educational tools), provide the number of patrons served. Do not include website visits or social media interactions.
 - **Other Public Engagements-** Examples include: A choir singing the national anthem at the Broncos game, performance in a parade, etc.

SECTION 5: ASSURANCES

All organizations 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 Final Grant Report.
- You will then be taken to the entire report to review and make edits, if needed.

SECTION 6: REVIEW

In the Review Section, your organization’s entire Final Grant Report can be viewed and edited. After you have completed all required information and have carefully proofread all content, 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 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.

Organizations with any outstanding Final Grant Reports that are not submitted by the February 14th deadline will NOT be allowed to apply for Tier III funding during the 2020 grant cycle.

THERE WILL BE NO EXCEPTIONS.

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 and start the process early.