



2020 BROOMFIELD COUNTY GUIDELINES

Multi-County grant deadline: 4 p.m., Tuesday, March 3, 2020

Broomfield county grant deadline: 4 p.m., Friday, March 27, 2020

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. Organizations that receive Broomfield SCFD Tier III funding are ineligible to apply for Broomfield Arts, Culture and Science grant funding in the same year.

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 using SCFD's online grant system. Please contact scfd@scfd.org or 303.860.0588 for technical assistance (including login information). Please read the 2020 [Grant Application Directions](#) in their entirety before contacting SCFD.

Minimal Submittal Requirements

Organizations must submit an application and all required attachments online by the Broomfield County deadline **Friday, March 27 at 4 p.m.**

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 a free SCFD Grant Workshop is strongly recommended for all applicant organizations. See the [SCFD website](#) for dates and locations.

Requirements of Funding

Funds awarded in 2020 are to be spent between October 2020 and December 31, 2021. If awarded funding, an organization is required to submit a Final Grant Report by February 11, 2022 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, & significant 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. **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.**

Definitions

General Operating Support (GOS): unrestricted grant that helps the organization achieve its mission. 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.

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:

Collaborations: Encouraged and defined in Broomfield County as two or more organizations, one which is based in Broomfield, delivering joint programs to the community.

Broomfield County Funding Criteria

Types of Funding Available:
<p>General Operating Funds: These funds support organizations based in Broomfield whose primary offices (as listed by the IRS) are located in Broomfield County. Broomfield organizations should ONLY apply for General Operating Funds.</p> <p>Maximum Grant Request: the lesser of \$30,000 or 30% of revenue*</p> <p>*Ordinance Mandate: 25% of the total funds available are allocated to the Arts and History Division per city ordinance #1710.</p>
<p>Project Funds: Organizations that are NOT Broomfield-based may apply for funding for ONE project taking place in Broomfield County or outside the county where participation by Broomfield citizens can be documented. Project is defined as one or more activities that are linked by content, audience or venue.</p> <p>Maximum Grant Request: \$5,000</p>
<p>Discretionary Funds: Up to 5% of SCFD funds may be retained for discretionary purposes and special projects to be determined by the Cultural Council.</p>

Interviews Are NOT Required: Interview are no longer required in Broomfield County. If follow-up information is requested, please respond **WITHIN THREE BUSINESS DAYS**.

Important Dates:		
Monday, April 20	10:00 p.m.	Cultural Council Study Session to review grant applications
Monday, April 27	10:00 p.m.	Cultural Council Study Session to review grant applications
Monday, May 4	10:00 p.m.	Cultural Council Study Session to review grant applications
Monday, May 11	10:00 p.m.	Cultural Council Study Session to review grant applications (if needed)
Monday, May 18	10:30 p.m.	Grant Allocation Meeting to draft SCFD Funding Plan
Tuesday, July 14	10:00 p.m.**	SCFD Funding Plan Submitted to Broomfield City Council
Monday, October 26	10:00 p.m.	Broomfield County SCFD Check Distribution & Reception

Evaluation Process:

All applicants need to thoroughly explain how the organization or project will benefit the City and County of Broomfield. Applicants also need to demonstrate and measure how they are reaching Broomfield citizens with their project/programs.

Since the Cultural Council has new members each year, applicants should thoroughly explain the organization history and impact in Broomfield. The Broomfield Cultural Council will look with favor on requests from organizations that receive less than 50% of their total funding from all SCFD sources in addition to evidence of responsible stewardship. Diversification of funding is essential.

Use the following Evaluation Criteria Questions to guide in grant preparation:

1. Clear mission and goals, which are aligned with the organization's programs and activities

- Provide clear and concise statements of the organization's mission and goals
- Describe how the organization's programs and activities fulfill its mission and goals

2. Use of self-assessment tools to improve

- Describe what types of self-assessment tools are used (e.g. questionnaires, surveys, data collection, observation)
- Describe how the results of the self-assessment tools are used to improve the organization, its programs and activities
- Describe the organization's plan for improving the use of self-assessment tools

3. Clearly defines outreach programs and activities; demonstrates how diverse populations are impacted.

- Describe any outreach activities at schools or other facilities, including educational programs, workshops and training
- Describe any populations that are targeted (e.g. in regards to culture, socio-economics, gender identity, age, disability)
- Describe how activities and programs are tailored to the targeted populations (if applicable), and how success in reaching them is measured

4. History of financial stability and success

- Describe how previous budgets did or did not align with previous program and activity plans: were you able to fulfill your plans within/below/above budget and what contributed to the success or shortcomings?
- Provide a detailed description of how previous budgets were adequate to support programs and activities, and describe any financial shortfalls and how they were (or will be) remediated in future years
- Describe how the organization exercises financial responsibility: how are costs reduced to ensure the impacts of programs and activities are maximized (e.g. the use of volunteers, reasonable salaries, low cost options)?

5. Diversity of funding; organization does not overly rely on SCFD

- Describe the organization's plan for funding outside of SCFD (e.g. ticket sales, donors, fundraising, other funding entities)
- If there is a high reliance on SCFD funding, describe the plan for transitioning to a less-SCFD focused funding plan

6. Innovative/Fills a Special Programming Niche that is aligned with Creative Broomfield

- Describe how your organization provides programming that is unique from other Broomfield organizations
- Describe how your organization's programs are aligned with Creative Broomfield's Goals and Guiding Principles
- Describe how the programs or activities were chosen, and describe them in detail

7. Funding is reasonable

(e.g. funding amount is truly needed versus wanted, and is comparable to similar groups or projects)

- Understanding that SCFD funding can rarely fully fund all of the various funding requests, describe how your funding request is reasonable for the proposed program and activity plans
- Describe any significant increases in funding as compared to previous years

- Provide a detailed breakdown and descriptions for funding (e.g. personnel, rental space, materials, marketing)

8. Events and/or activities are available and are actively marketed to Broomfield residents; attendance is documented

- Describe how events and activities are located in or near Broomfield, how access is provided to Broomfield residents, and how Broomfield residents are made aware of them
- Provide an estimate of how many Broomfield residents are likely to participate in, or attend, the events or activities
- Describe how the programs or activities benefit Broomfield and its residents