



# Boulder County Guidelines

## 2020 Tier III SCFD Grant Application

**Multi-County grant deadline:** 4:00 p.m., Tuesday, March 3, 2020

**Boulder County grant deadline:** 4:00 p.m., Tuesday, March 17, 2020

### OVERVIEW

The guidelines herein will provide instructions on how best to complete an application for Boulder County Tier III SCFD funding. Any application submitted should be in accordance with the guidelines herein. Applications will be evaluated based on the merits of the proposal, not historical funding trends. In total, \$14,209,103.05 has been awarded since 1990 to Tier III SCFD organizations serving Boulder County. Boulder County has the highest ratio of applicants to available funding, making it the most competitive of the seven counties in the SCFD District.

### 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. Organizations must have filed all Final Grant Reports to apply for funding for the next year.

### HOW TO APPLY

All grant applications must be completed using 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 2020 Grant Application Directions in their entirety before contacting SCFD.

### MINIMAL SUBMISSION REQUIREMENTS

Organizations must submit an application and all required attachments via the SCFD online grants system by the Boulder County deadline. The 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. Attendance at an SCFD Grant Workshop is recommended for all applicant organizations. See the [SCFD website](#) for workshop dates and locations.

### REQUIREMENTS OF FUNDING

Funds awarded in 2020 are to be spent between October 2020 and December 31, 2021. 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, & adjustments over 25% increase/decrease in project budget). Since SCFD funds are public tax dollars, Boulder County allocated SCFD funds are intended to benefit the residents of Boulder County. If awarded funding, an organization is required to submit a Final Grant Report by Friday, February 11, 2022 to report on how funds were used 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.**

## TYPES OF FUNDING AVAILABLE

**1. GENERAL OPERATING SUPPORT (GOS):** An unrestricted grant that helps the organization achieve its mission.

If Boulder County is your organization's home county and you are eligible to receive GOS operating support, you may not apply for a Project grant. Organizations may NOT apply for both GOS and Project funding.

To be eligible for general operating support (GOS), organizations must demonstrate that either a minimum of 51% of activities (defined as programming open to the public, excluding rehearsals, private classes, invitation-only fundraisers, and board meetings) or that a minimum of 51% of total attendance occur within Boulder County.

Boulder County GOS grants will be capped at the lesser of (a) \$35K or (b) 20% of the organization's most recently completed fiscal year revenue. Funding may be less depending on the funding allocated to Boulder County and the number of applications received.

**PLEASE NOTE:** Organizations should not provide a GOS monetary request on the application. Maximum awards amounts will be calculated for each organization based on county guidelines.

**2. PROJECT GRANT:** A restricted grant given to support a specific event or connected set of activities that are unique to, and occurring within, Boulder County. The project must have a beginning and an end date, explicit objectives and a predetermined cost.

Out-of-county organizations and Boulder County-based organizations that do not meet the 51% activities or attendance requirement may apply for a Project Grant.

**PLEASE NOTE:** Organizations may NOT apply for both GOS and Project funding.

A "project" refers to programming or activities held within Boulder County that benefit the citizens of Boulder County. A single project grant request and budget should be submitted which may cover multiple events and venues within Boulder County. We are seeking organizations offering unique projects and/or culturally diverse programming not provided by Boulder County organizations receiving GOS grants.

The maximum award is \$5,000. If the project includes activities in more than one county, the budget may be inclusive for all counties, but the percent of the total for each county must be specified.

## INTERVIEWS

The Boulder County Cultural Council (BCCC) will interview each applicant organization in the spring. Applicants will have approximately eight minutes to respond to questions about the application. *Board members are encouraged to attend; at a minimum, the person(s) who completed the application and organization financials should attend.* Responses to questions during this part of the process informs council scoring.

## EVALUATION PROCESS

For consistency in the evaluation process, the BCCC uses specific criteria when scoring applications. We encourage applicants to review the 2020 Evaluation Rubric when developing applications. Please see the Boulder County Cultural Council website for the 2020 Evaluation Rubric.