



# Jefferson County Guidelines

## 2020 Tier III SCFD Grant Application

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

**Jefferson County grant deadline: 4:00 pm., Friday, March 13, 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](mailto: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 website](#). 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 SUBMITTAL REQUIREMENTS

Organizations must submit an application and all required attachments via SCFD website by the Jefferson County deadline Friday, March 13, 2020, 4:00 p.m. 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 or webinar is 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 Friday, 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, & large 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.

### 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**

**Activities-** events that are open to the public, such as performances, exhibits, or outreach performances. Events that are not considered activities include classes that are not open to the public, rehearsals, and fundraising.

**Educational Programming** should be inclusive of the community. It does not refer exclusively to Title I schools. This may also include adult education.

**Inclusiveness and Outreach** should consider ALL members of the community. It does not exclusively mean low-income and/or economically disadvantaged. SCFD funds are intended to benefit ALL CITIZENS OF JEFFERSON COUNTY. No one should be excluded for any reason.

**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.**

**Jefferson County Funding Criteria**

**TYPES OF FUNDING AVAILABLE**

**GOS**

GOS grant requests must not exceed 25% of the previous year’s operating expenses or revenues, whichever is less.

Only organizations that demonstrate a majority (greater than 50%) of activities in Jefferson County, excluding fundraising events and rehearsals, may apply for GOS. This “greater than 50%” threshold is determined by the percentage of activities taking place in Jefferson County in the previous fiscal year, not by the attendance of Jefferson County residents. The activities table in your grant MUST reflect this “greater than 50%” activity level.

Requests can be made for EITHER General Operating Support (GOS) OR one (1) Project Grant (as defined below) NOT BOTH.

Minimum grant request amount is \$500.

**PROJECT**

The council will consider only one (1) project request per organization. Organizations that intend to provide multiple cultural events in Jefferson County may consider these combined events as one (1) project.

All SCFD-eligible agencies of local governments will only be considered for one project grant, not GOS.

All activities for which funding is requested must be conducted within Jefferson County. Activities outside of Jefferson County are no longer eligible for funding.

Requests can be made for EITHER General Operating Support (GOS) OR one (1) Project Grant NOT BOTH.

A project request must not exceed 25% of the projected Jefferson County portion of the project's budget for operating expenses or revenue, whichever is less. Project budget request must be for no longer than 12 months.

For multi-county applicants, applying to Jefferson County, a Jefferson County-only project budget is requested.

Minimum grant request amount is \$500.

## **INTERVIEWS**

One (1) ten-minute interview session will be scheduled for each applying organization. Each organization is asked to make a 5-minute presentation to the Cultural Council highlighting important aspects of their application or organizational/programming changes from the prior year, which will be followed by a 5-minute period for the Cultural Council to ask clarifying questions. Interviewees should be well prepared to answer both program and financial questions. Organizations should sign up for an interview, preferably at a SCFD grant workshop/webinar, or by contacting Diane Keathley, Deputy Clerk to the Board at [dkeathle@jeffco.us](mailto:dkeathle@jeffco.us) or 303.271.8174. Additionally, organizations must sign up for an interview by Friday, March 20, 2020. Organizations may change their interview date two weeks prior to their scheduled interview, but no later. If unable to attend your scheduled interview, the Council will make every effort to reschedule; but complete failure to attend an interview could affect funding.

## **EVALUATION PROCESS**

Approximately two-thirds of Jefferson County SCFD funds will be available for General Operating Support (GOS) and approximately one-third of Jefferson County SCFD funds will be available for Projects.

The JCCC appreciates the contribution of all organizations that submit proposals targeted for the community of Jefferson County. Our guidelines are the means to ensure the JCCC will serve the community we represent.

Revised applications, revised financials, and other required documents will not be accepted after the stated deadline unless specifically requested by the Jefferson County Cultural Council.

Applicants are encouraged to arrange for council members to visit performances or exhibits for which SCFD funds are used. Council members will make an effort to attend performances and exhibits; they will share their observations with other council members.

Stewardship of public tax dollars is a role that members of the Jefferson County Cultural Council take very seriously. As such, the council considers a variety of broad-based activities that benefit ALL citizens of Jefferson County. The Jefferson County Cultural Council will assess each grant proposal in four key areas:

1. Organizational Structure/Mission
2. Finances
3. Programming
4. Benefit to ALL citizens of Jefferson County

Areas of particular interest include:

- Organization shows evidence of self-assessment and uses it to advance program effectiveness
- Policies and procedures are defined
- Grant is clearly and concisely written
- Organization has diverse revenue streams, does not rely too heavily on SCFD funding, and demonstrates financial viability.
- Projected increases in programming and revenues are realistic
- Amount of funds requested is reasonable for the size of the intended impact