



2020 Tier I Certification Report Directions & Tips

Deadline

5:00 p.m., Friday, May 1, 2020

Presentations to SCFD Board:

1:00 p.m., Thursday, May 28, 2020 at Denver Botanic Gardens

GETTING STARTED

SCFD receives reports via an online system. If you are having difficulties with the online report, please try using a different web browser. **The recommended web browser for submitting your grant report is Google Chrome.**

1. Go to Website

Go to the SCFD website to access the report:

<https://scfd.org/grantmaking/funded-organizations/tier-i/>

Or click this link to go directly to the report: <https://app.wizehive.com/apps/scfdcert2020>

2. Sign Up for a New 2020 Report

If it is your **first-time logging into the 2020** Tier I Certification Report, **sign up** by entering your email address and password.

If you have **already created an account for the 2020** Tier I Certification Report, please **login** to review/edit your report.

- If you have created a report, but have **forgotten 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 we can inform you of the email address you used to create an account however SCFD staff cannot reset your password for you.

3. Navigating the Report

At the top of the page you can navigate between the different sections of the report by clicking on each section listed.

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

The **“SAVE DRAFT”** button will save any information entered into the report and you will remain on the same page. Please be sure to regularly click the “SAVE DRAFT” button.

All sections and all attachments must be completed. Any report missing information will be considered incomplete and will not be accepted.



Help is built-into the report! Hover over the question mark buttons for more detailed information regarding a section/question/attachment.

If you still need help after hovering over the question mark, refer to the directions or call/email SCFD staff for support at **303.860.0588**.

4. Report Attachments

All attachments except for School List must be submitted in .pdf file format. **School List must be in an Excel spreadsheet.** Free online programs that convert documents (such as financial documents, excel files, and word documents) to **.pdf** include:

<https://smallpdf.com/> and <https://topdf.com/>

SECTION 1: ORGANIZATION INFORMATION

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 or that most closely align to your programming.

Primary and Internal Financial Contact Names: These contacts will be who SCFD Staff will contact throughout the year. *If you have staff changes or you move offices during the year, please update SCFD staff immediately.*

Most Recently Completed Fiscal Year Start and End: Please double-check this! This is not the fiscal year you are currently in. It is the most recently completed fiscal year.

Click the "NEXT" button to save your information and move onto the next section.

Check the word limit!

- Most sections have a word limit indicated below each text box on the left. If you exceed the word limit, you will lose all formatting.
- If pasting information from another document, formatting will adjust to the settings on the certification report.
- Bold, italicize, and underline **will not transfer** to the form.
- Please do not type in ALL CAPS.

SECTION 2: NARRATIVE

QUESTIONS #2 & #6: The report form contains two boxes in which SCFD staff will enter the amount of actual funds your organization received or that you are projected to receive for the current year. Your breakdown of these funds should equal the pre-populated fund amounts above each of the boxes.

SCFD Funds Received in 2019
(for SCFD admin use only)

QUESTIONS #7 & #8: The topics of Diversity and Regional Service are two focus areas for the SCFD Board of Directors.

SECTION 3: INCOME & EXPENSES

NOTE: Do not use commas in dollar amounts.

SECTION 4: STAFF & ATTENDANCE

Please report organization's overall attendance numbers for the most recently completed fiscal year. We are looking for actual numbers, *NOT* impressions.

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

NOTE: Do not use commas in amounts.

- **GENERAL VISITOR:** Please account for all people attending or participating in programming, performances or exhibits. Do NOT include classes/workshops or school events on this line. "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. i.e. impressions. 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:** This attendance can be tied directly back to a school or home school. There is space for you to indicate both the number of children and adults served.

QUESTION #25: 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 #26 (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 number of attendees, not percentages. This is important information. The total in Question #27 should match the total in Question #24.
- **INDIRECT ATTENDANCE:** In addition to attendance reported in question 24, 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 must primarily serve the residents of the district and engage the public in your mission. **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-** If your organization had mission-based television programming, provide the number of viewers. For example: a feature on PBS, a broadcast of the organization's 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: ATTACHMENTS

Attachments Instructions:

- To upload the **SEVEN** required documents listed below, click the "SELECT A FILE" button. Search and click on the file you are attaching. Click "OPEN." The file will start to download into the grant. You will need to do this for each document.
- When materials are uploaded correctly, they will appear in a blue box with the name of the pdf and "Upload Complete."
- If an attachment requires multiple documents; combine and upload as one PDF document.
- If the wrong document is uploaded, re-upload the correct document over it.

Required Attachments:

1. Key Staff List
2. School List (**in Excel format**) - include, at minimum, full name and county of each school served
3. Most recently completed Fiscal Year Audit
4. IRS Forms for same year as submitted audit: 990 (public version) with all schedules; 990T, if applicable; or copy of Form 990 Request for Extension of Time, if not available
5. Current Fiscal Year Budget
6. Most recent Annual Report (Optional) or Board/City Council List if Annual Report is not applicable/available
7. Stories of interest; photos of programs, activities or exhibits (limit to no more than three stories).

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 must read the completed report 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 the Certification Report.
- You will then be taken to the entire report to review and make edits, if needed.

SECTION 6: REVIEW & SUBMIT

In the Review Section, your organization's entire Certification Report can be viewed and edited. After you have completed all required report 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) after submitting your certification report, your report 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.

FINAL: PRINT REPORT & SAVE TO YOUR COMPUTER

After the report has been submitted, a screen will appear with “Thank you for completing your Certification Report. Your report has been submitted.” This screen provides the opportunity to “**PRINT**” the report for your records and to “**LOGOUT**”. Printing the report will not print any attachments but will only print the completed Certification Report form. You may log in at any time to print the report.

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

QUESTIONS & CONTACT INFORMATION

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 Certification Report procedures. Office hours are **Monday-Friday, 8:30am-5:00pm**.

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