



## Arapahoe County Guidelines For the 2020 Tier III SCFD Grant Application

**Multi-County grant deadline:** 4:00 p.m., Tuesday, March 03, 2020

**Arapahoe County grant deadline:** 4:00 p.m., Tuesday, March 10, 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 at [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 SCFD grants management program. Please contact [scfd@scfd.org](mailto:scfd@scfd.org) or 303-860-0588 for technical assistance (including login information). Before contacting SCFD, please read the 2020 Grant Application Directions thoroughly.

### Minimal Submittal Requirements

**Organizations must submit an application and all required attachments via the SCFD grants management program by the following: Multi-County application deadline of Tuesday, March 03, 2020 or the Arapahoe County deadline Tuesday, March 10, 2020.** 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 an SCFD Grant Workshop or webinar is highly recommended for all applicant organizations. See the [SCFD website](#) for dates and locations.

### Requirements of Funding

Funding requests per organization are limited to only GOS and one project, or two projects if no GOS is requested. 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 Arapahoe County. Funding must be used as outlined in the grant application. For project grants, a [Change Request Form](#) must be submitted if there are modifications to the scope of a project, e.g. changes to venue, date/time, content of programming, projected audience and 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 Arapahoe County.

### 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

**By statute, SCFD funding cannot be used for scholarships, pass-through funding to other entities, capital expenses, debt retirement, or political or religious purposes.**

## Arapahoe County Funding Criteria

### Types of Funding Available:

**GOS:** These funds are available for organizations whose programming benefits the residents of Arapahoe County. The GOS funding request may be up to 25 percent of the previous year's expenses or revenues (calculated on the lesser amount). Higher priority will be given to funding requests from those organizations that are based in Arapahoe County and/or have attendees of which at least 40 percent are Arapahoe County residents.

- Support your requests by explaining your activities and tying these to the benefits to Arapahoe County residents. Use specific examples whenever possible.
- Provide evidence of how you serve Arapahoe County by using attendance data.
- Base your attendance calculations upon the most recently completed fiscal year attendance numbers.
- Clearly explain any increase in funding requests over the previous year.

**Project:** A project grant is for a specific planned event, activity or materials that is not part of the organization's normal scope of activities and is not a recurring event. The funding request may not exceed more than 50 percent of the total project budget. The project must demonstrate that it benefits the residents of Arapahoe County.

**Discretionary (including public art):** Not available in Arapahoe County.

### Interviews:

Organizations must schedule an interview either at a workshop or online on [the SCFD website](#) or by calling Nicole Russ at Arapahoe County on 303-738-7922 – also email via [nruss@arapahoegov.com](mailto:nruss@arapahoegov.com). Interview requests must be submitted, and interviews scheduled by March 19, 2020. Interviews take place in March, April, and May, and are limited to one interview per organization. Organizations failing to appear at their scheduled date and time will forfeit their opportunity for an interview and will not be rescheduled. It is advisable to bring a copy of the grant application to the interview. Please be prepared to discuss financial and other questions related to the content of the application.

Arapahoe County Cultural Council looks favorably upon organizations that provide the greatest benefit to Arapahoe County residents. When evaluating grant applications, the Council will consider the organization's capacity to carry out their activities and their financial health. Overreliance upon SCFD funding is discouraged. The Council encourages organizations to obtain funding from a variety of sources and demonstrate financial stability. NOTE: Prior funding does not guarantee future funding.

Thank you for your application. We appreciate the work you have done and want your organization to succeed. We encourage and support your efforts.