



Broomfield County Guidelines

2021 Tier III SCFD Grant Application

Multi-County grant deadline: 4:00 p.m., Tuesday, March 2, 2021

Broomfield County grant deadline: 4:00 p.m., Friday, March 26, 2021

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 SCFD 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 submit a new grant application. This is not a requirement for first-time applicant organizations.

HOW TO APPLY

All grant applications must be completed through SCFD grants management system: <https://scfd.org/grantmaking/funded-organizations/tier-iii/>. Please read the Grant Application Directions in their entirety before contacting SCFD. Online tutorials are provided on the SCFD website above for your reference and are highly recommended.

SUBMITTAL REQUIREMENTS

Incomplete applications will not be considered for funding and revisions after the grant application deadline will not be accepted.

CULTURAL COUNCIL STUDY SESSIONS-NEW IN 2021

The County Cultural Council will discuss applications during study sessions. Applicant organizations will receive further communication regarding this change from SCFD Staff. *Interviews will no longer take place.*

TIMELINE FOR USE OF FUNDS

Funds awarded in October 2021 are to be spent between October 2021 and December 31, 2022. A Final Grant Report for funds awarded during the 2021 cycle is due Friday, February 10, 2023.

GRANT ADMENDMENTS

To request any amendments to your grant as awarded please email scfd@scfd.org.

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 for other entities, capital expenses, to retire debt, or for political or religious purposes.

Broomfield County Funding Criteria

Types of Funding Available:

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.

Maximum Grant Request: \$30,000*

***Ordinance Mandate:** 25% of the total funds available are allocated to the Arts and History Division per city ordinance #1710.

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.

Maximum Grant Request: \$5,000

Discretionary Funds: Up to 5% of SCFD funds may be retained for discretionary purposes and special projects to be determined by the Cultural Council.

Follow-up Information Requested: Broomfield County no longer has interviews. If follow-up information is requested, please respond **WITHIN THREE BUSINESS DAYS**.

Important Dates:

Monday, April 19	6:00 p.m.	Cultural Council Study Session to review grant applications
Monday, April 26	6:00 p.m.	Cultural Council Study Session to review grant applications
Monday, May 3	6:00 p.m.	Cultural Council Study Session to review grant applications
Monday, May 10	6:00 p.m.	Cultural Council Study Session to review grant applications
Monday, May 17	6:00 p.m.	Cultural Council Study Session to review grant applications
Monday, May 24	6:30 p.m.	Grant Allocation Meeting to draft SCFD Funding Plan
Tuesday, July 13	6:00 p.m.**	SCFD Funding Plan Submitted to Broomfield City Council

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
- For events, activities and/or programs that are open to the public to attend or participate in, how will you communicate about or promote your events to Broomfield residents?
- 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