



Douglas County Guidelines

For the 2021 Tier III SCFD Grant Application

Multi-County grant deadline: 4:00 p.m., Tuesday, March 02, 2021

Douglas 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 at 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 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 the 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 Grant 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 Cultural Council will discuss applications during public 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 February 10, 2023.

GRANT AMENDMENTS

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

DEFINITIONS

General Operating Support (GOS): An unrestricted grant fund that helps the organization achieve its mission.

Project: A 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: Venues with the town limits of Castle Rock and Larkspur are not within the SCFD. Activities and attendance at events in these two towns must be reported as “Colorado, Outside the District.” All other venues in Douglas County are within the District. Refer to the County website for a map. Note: Some venues with a Castle Rock address are

within the SCFD (e.g. venues in Castle Pines North or unincorporated Douglas County may have a Castle Rock address but they are within SCFD).

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

Douglas County Funding Criteria

Types of Funding Available

GOS: General Operating Support is limited to organizations whose principal office is in Douglas County. These organizations are encouraged to apply for GOS requests; they may also additionally apply for one project grant per the guidelines below.

Grant requests should not exceed thirty percent (30%) of operating expenses. At the County's discretion, the Council may allocate more funding to organizations greater than the amount requested. This is acceptable if a majority vote of the Council deems it is appropriate and is in the best interest of the constituents of Douglas County.

GOS funding decisions for the 2021 grant application will be made using pre-Covid financials (i.e. 2019 financials).

Project: Eligible organizations may submit only one project request per funding period.

All activities for which funding is requested must be based in Douglas County or for events outside of Douglas County, applicant must prove that 51% of attendance is from Douglas County residents.

Grant requests should not exceed forty percent (40%) of the total project cost. The Council may allocate additional funding to organizations greater than the amount requested at the Council's discretion. This is acceptable if a majority vote of the Councils deems it appropriate and it is in the best interest of the Douglas County constituents.

Evaluation Process

For consistency in the evaluation process, the Douglas County Cultural Council uses specific criteria when scoring applications. We encourage applicants to review the 2021 scoring criteria which is available on the [SCFD website](#). Applications that do not comply with the Douglas County Tier III Grant Guidelines will not be accepted.

The mission of the Douglas County Cultural Council (DCCC) is to serve a diverse citizenry through access, research, and communication, thereby facilitating the development of cultural opportunities in the arts, science, and history. DCCC's goals are to identify cultural priorities for Douglas County citizens and communities; expand the awareness of arts, sciences, and history in the County; create a countywide environment for arts, sciences, and history to flourish, preserve and enhance the unique character of Douglas County.

The Council determines its final recommendations for grant allocations at the Funding Allocation Meeting. Recommendations are then presented to the Board of Douglas County Commissioners and then the SCFD Board for final approval. Please note that eligibility does not guarantee funding.

Evaluation of applications are based upon, but not limited to, the following factors and criteria:

I. Organizational Contributions to the Douglas County Community

The following are some of the items given consideration:

- Programs offered to a wide range of audiences, taking into account Douglas County's demographics (youth, seniors, persons with disabilities, etc.) available at www.douglas.co.us/about-us/demographics/population-and-development-report.
- Organizations whose principal offices, facilities, and programs are within the physical boundaries of the Douglas County SCFD.
- Unique offerings that broaden the cultural experience (for example, sciences.)
- Collaborations with other SCFD organizations.
- Collaborations with the Douglas County community.

II. Fiduciary Stability and Financial Documentation

The application must demonstrate:

- Funding from multiple sources (public, membership, corporate, etc.) not just SCFD.
- The applicant's ability to administer grant monies (budget tables and financial reports must be presented logically and the math must be correct and consistent throughout the application.
- General operating expenses, including remuneration for artists and staff salaries must be reasonable and appropriate. Good documentation and justification of project expenses must be included.
- The application must demonstrate financial stability.

III. Overall Quality of Information Provided through the Grant Application Process

- Applications must be coherent, concise, and convincing.
- Applications are evaluated on documentation provided and interview process.
- It is the responsibility of the organization to provide sufficient, clear, and easily accessible information for grant reviewers.