2021
TIER III GRANT APPLICATION
DIRECTIONS & TIPS

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GETTING STARTED

- ✓ **Eligibility**
    - Your organization must have received eligibility approval from the SCFD office prior to applying for funds.
    - If your organization has not received funding from SCFD for **3 consecutive years**, you must reapply for eligibility. Eligibility will reopen in the summer of 2021, check www.scfd.org for more information.
- ✓ **Final Grant Report**
    - Organizations must submit a Final Grant Report for funds received prior to applying for further funding. If you have not submitted a Final Grant Report, your application for funding will not be accepted.
        - *This does not apply to first time applicants.*
- ✓ **County Funding Guidelines**
    - Please familiarize yourself with your specific county funding guidelines and requirements. Many counties made changes to their 2021 guidelines which can be found here: **https://scfd.org/grantmaking/funded-organizations/tier-iii/**
- ✓ **Late/Incomplete Application Submissions**
    - Will not be accepted - no exceptions. Please double-check your attachments before submitting.
- ✓ **Read These Directions Before Calling SCFD**
    - SCFD recommends reading these directions in their entirety before beginning your application and before calling SCFD staff.

2020 APPLICATION DUE DATES

Multi-county Applicants: Due MARCH 2, 2021 by 4pm

Any organization applying to **more than one county** (multi-county applicants) will need to submit an online application to SCFD by **March 2, 2021**.
The multi-county application consists of a single application that includes a grant request for each of the counties to which you wish to apply.

Single County Applicants

Any organization applying to **only one county** (single-county applicants) must submit an online application to SCFD by the following 2021 deadlines by **4pm**:

Mar. 5, 2021	**Denver** County Grant Deadline
Mar. 9, 2021	**Arapahoe** County Grant Deadline
Mar. 12, 2021	**Jefferson** County Grant Deadline
Mar. 16, 2021	**Boulder** County Grant Deadline
Mar. 19, 2021	**Adams** County Grant Deadline
Mar. 26, 2021	**Broomfield** County Grant Deadline
Mar. 26, 2021	**Douglas** County Grant Deadline

2021 Tier III GRANT APPLICATION

Organizations must use the Fluxx online grants management portal to submit their Grant Application. If you are having difficulties with the online system, please try using a different web browser (Chrome is recommended).

TO ACCESS

1. Go to the SCFD website for all instructions and to access Fluxx:
   https://scfd.org/grantmaking/funded-organizations/tier-iii/
   Or click this link to go directly to the application:
   https://scfd.fluxx.io

   SCFD has sent the organization's primary and secondary contacts an email with information on how to login into your Fluxx grant management account. Follow these directions and contact SCFD staff if you are having any problems. You do not need to "Create an account."

2. Log into your Fluxx Account by inputting your username and password and click "Sign in".

   If you do not remember your username or password, click "Reset or create password." You will be prompted for your email address. If your email address is registered to an active account in Fluxx, you will receive an email prompting you to reset your password.

   If you do not receive a password reset email from Fluxx, your email address might not be registered in our system. Contact the SCFD office for assistance.

3. If you have **forgotten your user login email**, please contact the SCFD office. **Do not** create a new user account with a different email address as grants are associated with your email used when first logged into the system.

   Please Note: Each person who logs in on behalf of an organization will have their own user profile. Only one user can access the report at a time.

NAVIGATING THE GRANT APPLICATION PORTAL
After you are logged into the Fluxx grantee portal, use the navigation menu on the left side of the page.
1. If not already done, click on "Organizations" in the navigation menu on the left side of the page. Review your organizational information and complete your statutory discipline, focus area, and board approved mission statement by clicking "Edit". Be sure to "save" your updates.
   - Note: If you need to update any of the following in your Organization Profile, email scfd@scfd.org.
       - Organization Legal Name
       - Organization Legal Doing Business As
       - Tax ID
       - Tax Class

2. From the **Welcome page** (the first page you come to after logging in, also located under Information on the grey side bar) scroll down the page and **click on the green button "Apply for Tier III Funding"** which will take you to the full grant application.
    *   Click the **"Save and Close"** button to save any information entered into the application.
    *   The portal does not autosave; therefore, you must click the **"Save and Close"** button to ensure your data tables calculate and all information entered will not be lost.

3. **Continuing/editing your Grant Application**
    *   **Once an application has been started it will be located under REQUESTS**.
    *   To go back to your application at any time, go to REQUESTS then DRAFT, and click on your draft request. Then click the **"Edit"** button on the top right of your application.

4. **Application Attachments – New in 2021!**
    Fluxx accepts attachments in Word, Excel, and PDF formats. Please ensure your attachment is properly labeled and includes your organization name and attachment title.

Hint: **bolded** fields in the application are required, and you must complete in order to submit your application.

All attachments must be completed. Any application missing information will be considered incomplete and will not be accepted.

If you need help after reading the directions and watching the tutorial(s) located on the Tier III webpage, call/email SCFD staff for support.

ORGANIZATION INFORMATION

1. **Confirm your Organization Information in your Fluxx Organization Profile.**
2. **IMPORTANT: Organizational audit documents are <u>not required</u> at this time.**

NARRATIVE

Check the character limit!
- All narrative sections have a **2,000-character limit** including spaces. This equates to around half a page of text.
- Please note text boxes will expand as you type/paste.
- If pasting information from another document, ensure your information is accurate and complete.
- Please do not type in ALL CAPS.

ORGANIZATION HISTORY Please provide a brief history of your organization.

PROGRAM EVALUATION/ IMPACT MEASUREMENT This could be quantitative, qualitative, or both.

PANDEMIC CHALLENGES Identifying challenges and providing information on how you plan to tackle them demonstrates your capacity for strategic planning and decision making. Provide details regarding how COVID-19 impacted your organization.

EDUCATIONAL PROGRAMS AND COLLABORATION(S) Focus on the areas that pertain directly to your organization. You do not need to discuss both areas if they do not all apply to your organization. Example: An organization that focuses more on Education than Collaboration can use more space to answer Education and less on Collaboration.

DIVERSITY, EQUITY, INCLUSIVENESS, AND ACCESSIBILITY (DEIA) What is your organization doing to address and evaluate diversity, equity, inclusiveness, and accessibility within all aspects of the organization? This is a priority for SCFD and will be evaluated by the Cultural Councils.

BOARD, VOLUNTEER, STAFF

PROVIDE AN OVERVIEW OF YOUR CURRENT BOARD AND KEY STAFF MEMBERS.
For each board and staff member please include name, position/title, expertise, whether they are full-time/part-time/volunteer/contractor/board member, and whether anyone who is both paid staff and board. If any members of your organization serve as both paid staff and a board member, please describe what policies are in place to ensure that transparency and nonprofit best practices are upheld.

ACTIVITIES AND ATTENDANCE ATTACHMENT

For the purposes of this grant application, Activities and Attendance are defined as:

Activities: Programming that is <u>open to the public</u> and <u>fulfills the organization's mission</u>, i.e. exhibits, performances, educational programs, workshops, and lectures. **Do not include** rehearsals, fundraisers, board meetings, private events, parades and fairs, and events that take place during religious services. See Appendix B for more examples.

Attendance: The total number of people who attended/are projected to attend an organization's activities. See Appendix B for more examples.

Attendees: Individual audience members who attended/are projected to attend the organization's activities. **Do not include** members of the organization itself (e.g. musicians, singers, actors, docents). See Appendix B for more examples.

Attachment: ACTIVITIES AND ATTENDANCE ATTACHMENT (REQUIRED) Organizations must submit a detail of activities record attachment for the Most Recently Completed Fiscal Year (MRCFY).

- New in 2021! You must use the **SCFD template provided** for recording activities information.
    - You can access the template on the Tier III webpage.
- Activity and attendance totals will auto calculate based on your entries into the spreadsheet.
    - As you complete the spreadsheet, please EXACTLY MATCH all County names to the table.

Here are some examples:

Example 1
For any activity outside the SCFD but in Colorado enter "Colorado not SCFD" into the County cell - <u>not the county name</u>, such as Weld or El Paso.

Example 2
For any activity outside of Colorado enter "Outside CO" into the County cell not the name of the County and State.

Example 3
For virtual activities – to the best of your ability - enter the location of where the activity was hosted/recorded and indicate with a Y in the column provided.

TIP: This table shows you whether you are eligible to apply to a County per their guidelines. This is a tool for you too!

Please follow the instructions on the attachment template and be sure to include:
- the name of your organization
- your most recently completed fiscal year

Date(s)	Name of Activity(ies)	Location of Activity(ies)	COUNTY	# Activities/ Occurrences	Was this virtual/online? Y/N	Total Attendance
01/15/2020	Outreach Performance	W Middle School, Aurora	Arapahoe	2	Y	123
06/15/2020	Broadway Sings at School	X High School, Littleton	Arapahoe	3	N	56
09/16/2020	Baroque Performance	Y High School, Colorado Springs	Colorado not SCFD	1	Y	56
12/16/2020	Holiday Songs Workshop	Z Middle School, Colorado Springs	Colorado not SCFD	3	Y	100
07/14/2020	Broadway Sings at School	W Elementary, Broomfield	Broomfield	4	N	115
08/14/2020	Broadway Sings at School	X Elementary, Austin, TX	Outside Colorado	1	Y	35
09/14/2020	Baroque Performance	Y High School, Laramie, WY	Outside Colorado	1	N	56
11/14/2020	Baroque Performance	Z Middle School, Highlands Ranch	Douglas	3	Y	100
12/14/2020	Holiday Songs Workshop	Z Middle School, Castle Rock	Colorado not SCFD	2	Y	144

Tip: Recommend finalizing your data in another spreadsheet or different tab and then copying the final version into the supplied template.

Open an Excel file in a Google Sheet

- Upload the Excel file to your Google Drive. Open Google Drive, click "New," and then click "File Upload". Navigate to your file and then click "Open."

Convert Google Spreadsheet to Excel

- From Google Drive, right-click on the spreadsheet, and choose the Download option. Sheets will automatically convert this to an Excel spreadsheet format file.

Detailed Activities Record should include:

- **Date(s)-** This can include an individual day or a series of dates.
- **Name of Activity(ies)-** Provide a detailed title for the activity.
- **Location of Activity(ies)-** Provide the name of the venue where the activity took place. If your programming was virtual, this is the location of where it was recorded, streamed, or created from. If your virtual creation is from multiple locations, you must make a reasonable determination of its origin (e.g., where MOST of it took place).
- **County-** Indicate the county where the activity(ies) took place. If outside of SCFD, only enter either Colorado outside SCFD or Outside Colorado.
- **Number of Activities -** Enter the total number of activities that occurred in each county.
- **Was this virtual/online? Y/N –** If it was online programming enter **Y,** if in-person enter **N**. If your program was a hybrid (i.e., both online and in-person), list the program twice noting one for online and one for in-person and split attendance accordingly. If you have several days of virtual attendance programming then each day is counted as one (e.g., if you leave a program up for 4 days of viewing, then you can count 4 activities).
- **Total Attendance at Activities-** Enter the total attendance where the activities took place. For virtual activities, list the total number of participants to the best of your ability.

For reporting courses/classes/workshops- Include the number of people enrolled. Do not include the person's attendance at each class. For example, if a person is enrolled in a five-day

course and attends all five classes, that person counts as ONE not five.

TRACKING ATTENDANCE Use the text box to explain how your organization tracks attendance. Examples may include participant evaluation surveys, asking at the door, zip code tracking with ticket orders or by other means. Include virtual attendance tracking in this section. Use this section to describe how your organization meaningfully engages its patrons/the public via online or virtual programming. Bullet format is acceptable.

TIP: Cultural Councils are eager to understand how you track your attendance! They want to know how many people come from their county to attend your programming. This question is often discussed and is reported in your final grant report. Track early! Record your programming as it is undertaken throughout the year.

DETAIL OF CONTRIBUTORS

CONTRIBUTORS TABLE Enter TOTAL dollar amounts for the following contributed revenue categories: Corporate, Foundation, SCFD, Government (Non SCFD) and Individuals for your organization's **most recently completed fiscal year.**

> **Attachment: LIST OF MAJOR CONTRIBUTORS for Most Recently Completed Fiscal Year (Required).** Include the name of the funder and the amount awarded. Major funding amounts differ by organization – there is not a set amount per organization.

TIP: You can group all individual donors into one line item. You do not need to individually list their contributions by donor name.

FINANCIAL OVERVIEW

The following section will require financial information, including operating revenues and expenses from the most recently completed and upcoming fiscal years. Do not include revenue or expenses related to capital campaigns.

Total Revenue and Expenses along with Total Surplus/Deficit from each year will auto-calculate once you hit the **"Save and Close"** button at the bottom of the page.

REVENUE Breakdown the organization's revenue between earned and contributed for the two years.

- **Earned revenue:** Include totals from programming earnings such as tickets and admission fees.
- **Contributed revenue:** Include totals from all Corporate, Foundation, Government, SCFD, and Individual donors (from Detail of Contributors section). This may also include revenue from special events or fundraisers.

EXPENSES Breakdown the organization's expenses among program, administrative, and fundraising for the two years.

- **Program Expense**: A cost that is directly related to an organization's programming.

- **Administrative Expense**: A cost that indirectly impacts an organization's programming.
- **Fundraising Expense**: All expenses related to soliciting contributions, grants, gifts, etc. should be summarized in the boxes provided.

EXPLANATION

Use these textboxes to explain your financials, as necessary. Please take the opportunity to explain if your organization experienced or is planning a deficit or if there is any significant percentage changes of revenue or expenses year-to-year. Be sure to include if your organization is navigating any financial disruptions.

NEW Question: Please describe the organization's plan for navigating financial disruptions and ensuring resiliency of the organization. This question relates directly to the impacts COVID-19 has had on your organization and what plans you have to navigate future challenges and build financial resiliency into your organization.

TIP: This textbox is an important tool for you to explain specific financial information to County Cultural Councils and may be your only chance to convey your explanation to them.

FINANCIAL ATTACHMENTS

Based on the budget/organizational criteria below determine the financial attachments required for your organization.

All attachments must be **.pdf** and **attached as a single document**.

NON-PROFIT ORGANIZATIONS

BUDGETS LESS THAN $500,000
- **Profit & Loss Statement/Statement of Activities** and **Balance Sheet** for fiscal year end 2020.

BUDGETS BETWEEN $500,000 and $750,000
- **Financial review** for fiscal year end 2020. For more information about financial reviews **click here**.
  - *If your organization does not have your completed financial review for year-end 2020, upload the following as one combined .pdf document:*
    - *previous year financial review*
    - *MRCFY Profit & Loss*
    - *MRCFY Balance Sheet*

BUDGETS OVER $750,000
- **Financial audit** for fiscal year end 2020. For more information about audits **click here**.
  - *If your organization does not have your completed financial audit for year-end 2020, upload the following as one combined .pdf document:*
    - *previous year financial audit*
    - *MRCFY Profit & Loss*
    - *MRCFY Balance Sheet*

AGENCIES OF LOCAL GOVERNMENT

- Profit & Loss Statement/Statement of Activities for fiscal year end 2020.

TIP: For more financial guidance and tips, please see Appendix A: "Financial Tips & Red Flags" on page 13.

REQUEST DOCUMENTS (SECTION TO INCLUDE ATTACHMENTS)

Attach the following documents
- Detail of Activities for Most Recently Completed Fiscal Year (per the instructions above)
- List of Major Contributors for Most Recently Completed Fiscal Year (per the instructions above)
- Fiscal Year End 2020 Financials (per the instructions above)

To upload your documents, click on the "+" on the right-hand side of page, click "add files" button, then add the file from your computer documents. Once upload is complete, hit the "x" to go back to the grant application. Repeat these steps for each required document.

TIP: As documents are uploaded, the document requested will disappear from the list indicating which ones still need to be uploaded and move under 'Submitted Documents'. You can preview, delete, and replace documents easily in Fluxx by hovering over the icons on the right of the attachment name.

INDIVIDUAL COUNTY REQUESTS

Select all the counties in which your organization is applying then click the arrow to expand the county accordion to see the county specific grant questions. Please note that the types of grants issued by each county varies. Please refer to **the individual county guidelines and "Guidelines Matrix"** to determine what types of grants each county accepts and to ensure your organization meets all the requirements to apply.

TIP: Be specific to each county. The Grant Request Detail section is where you provide the cultural councils with details of your request and make your case for funding. Include as many specifics as possible about your programming and how you are **specifically serving the residents of that county!**

GENERAL OPERATING SUPPORT (GOS) is an <u>unrestricted</u> grant that helps the organization achieve its mission. For a GOS request, describe how the funds will be used for the general operation of the organization, focusing on how the support will benefit the residents of the County where you are applying**. It is very important to outline the benefits to the county.**

PROJECT SUPPORT is a <u>restricted</u> grant given to support a specific event or connected set of activities, with a beginning and an end, explicit objectives, and a predetermined cost. Funds **must** be used for projects starting no earlier than **October 1, 2021 and ending no later than December 31, 2022**.

- Project activities/programs must address the organizations planned activities for the upcoming fiscal year.
- Project Budget**: Complete the revenue and expense tables on the grant application.**
- Project budgets must correlate with the overall organizational budget.
- Project budgets must balance. **Confirm that revenue and expense totals are equal.**
- County specific project budgets are required.

ASSURANCES

All applicants must complete the *Assurances*. The named primary contact on the organization record is responsible for the content in each assurance statement. This individual must read the completed application and review all attachments before submitting the document.

Read and answer all assurances for your organization.

FINAL: REVIEW and SUBMIT APPLICATION

After you have completed all required application information, carefully proofread all content and all uploaded attachments, then click the **"Submit To SCFD"** button.

TIP: Have another person read the application before it is submitted.

WARNING: **Once you click the "Submit To SCFD" button you will not be able to edit/correct any information! You are only able to read what was submitted.**

IMPORTANT: If your application was submitted successfully, you will see it in the "REQUESTS - Submitted Requests" section of the navigation menu of your grant portal. SCFD may review your application and release your grant request back to you (prior to the application deadline). It will then be located in the "REQUESTS - Requests to Edit" section of the navigation menu of your grant portal. Once your edits are made, resubmit your application before the grant application deadline. There is no guarantee that SCFD will be able to review your grant application.

REMINDER: Late/incomplete applications will not be accepted. SCFD recommends submitting as early as possible and encourages applicants to use the application checklist on page 17.

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 grant application procedures.

303.860.0588 ext 112	**Dana Manyothane**	Program Manager	dana@scfd.org
303.860.0588 ext 114	**Heather Porter**	Program Manager	heather@scfd.org
303.860.0588 ext 115	**Kendal Zimmermann**	Program Manager	kendal@scfd.org
303.860.0588 ext 111	**Jessica Kato**	Deputy Director	jessica@scfd.org

Please note: This document is intended to assist applicants but does not replace county guidelines nor is it meant to serve as professional accounting advice.

DEFINITIONS

- **Statement of Financial Position,** *also called a* **Balance Sheet**: This document is a snapshot of an organization's financial position and reports that financial position as of a specific date, *e.g.* July 31, 2015, rather than over a period of time. Items reported on the balance sheet are limited to assets, liabilities, and net assets or fund balance. A balance sheet records the status of an organization's resources at a given point in time (often at the fiscal year end date).
- **Statement of Activity,** *also called a* **Profit and Loss Statement**, *a Statement of Revenues and Expenditures, or an Income Statement*: This document shows an organization's activities over time, *e.g.* one month or one year, rather than at a particular moment in time. This document records the activities of earning revenue or expending resources. This document reports only two items: revenue and expenses; although it may compare budgeted to actual, e.g. budgeted revenue to actual revenue or budgeted expenses to actual expenses.
- **Please Note: These documents are required for your application to be complete**. If you are unsure your organization is recording financials in the above stated fashion, you can google these terms to find templates for comparison. All submitted financials must adhere to Generally Accepted Accounting Standards.

GENERAL TIPS

- Make sure all figures used in application correspond with attached financial reports (P&L and Balance Sheet) and are correct. Re-submitted financials or other documents **will not be permitted** after the grant deadline.
- Be aware of the % that revenue/expenses are budgeted to increase/decrease from year-to-year.
- On the financial overview certain council members like to see: diversified revenues, balance between public and private funding (What is the breakdown between earned and contributed revenue?), majority of expenses as programmatic, some funds spent on marketing, innovative funding, etc.
- Profit/Loss, Income/Expense report should be easy to read. Separate out the income and expense line items. Dollar amounts should be in aligned columns. Provide detailed breakdown of revenue and expenses (see definition above).
- Balance sheet needs to balance (see definition above). Council members often look at the opening balance equity and compare to current balance. Many members also look closely at short-term and long-term debt. Having some cash on hand is also important.
- If operating expenses exceed operating revenues for any of the two years you must answer the narrative question pertaining to if the organization had a deficit.

FINANDICAL OVERVIEW TIPS

- **Money collected in previous years (reserves) should not be included in budgets.** This money has already been counted in previous years and should not be counted twice. It is fine to use reserves to cover any shortfalls, but you should use textboxes to explain this instead of including reserves in actual budgets.
- **Program Expense** – Generally, if an expense is directly related to programming it should be categorized as a program expense. A good way to clarify if a salary is directly related to your programming expenses is to ask yourself, "If a person's position went away would a program completely dissolve?" If so, then you should include these wages (or a portion of) under program expenses.
- **Administrative Expense** – A cost that does not directly impact an organization's programming should be categorized as an administrative expense. Salaries and wages can often be divided into direct and indirect expenses (meaning those that are not directly linked to your programming); therefore, such indirect expenses should be categorized as administrative.
- **Fundraising Expense** – All expenses related to soliciting contributions, grants, gifts, etc. should be summarized in the boxes provided.
- What is the percentage breakdown between program, administrative and fundraising expenses?
- For project requests, what % is the request to the total project budget? What % is the total project budget compared to upcoming expenses/revenues?
- **Additionally, financials reported in the application and financial attachments must correlate.**

RED FLAGS

- **Expenses higher than income**: This is a sign of operational deficit or shortfall. Avoid this situation, if possible. If you have encountered a shortfall you must explain in the narrative question pertaining to if the organization had a deficit and use the textboxes at the end of the Financial Overview -Revenues and Expenses.
- **Significant Upcoming Fiscal Year Growth**: Given the challenging financial climate, growth above 10% in the upcoming fiscal year will be questioned by the Cultural Councils. Ask yourself, "is this projection realistic?" and be prepared to answer questions regarding your projections.
- **Significant changes year-to-year in revenue or expense categories**: Watch for significant variation in categories across fiscal years. For example, if revenue from ticket sales decreased by 50% in the current fiscal year this could indicate a downward trend at the organization. Use the textboxes to explain the decrease and any other out of the ordinary occurrences.
- **High request compared to budget**: Leniency will be given in the 2021 grant cycle and SCFD maintains that reliance on a single funder is scrutinized and not recommended as a non-profit best practice. Typically, total SCFD request at 25%-30% of budget or less are valid. When calculating the percentage of budget, remember to include amounts requested from ALL counties. Total SCFD requests nearing 50% of an organization's overall budget indicates too heavy dependency on SCFD funds. What percentage is this request compared to the organization's previous year's expenses and revenues? Is this amount reasonable and healthy?

Please note that these are general tips only. Please see specific County Guidelines in regard to activities/attendance as some counties differ in requirements.

REMINDERS

Include only public activities in which your organization engages and only include patrons/participants in your attendance numbers. Volunteers and members of your organization are not to be included in these counts, however, can be mentioned in the narrative of the grant application.

EXAMPLES

Use the chart below in correlation with provided examples.

Date(s)	Name of Activity(ies)	Location of Activity(ies)	COUNTY	# Activities/ Occurrences	Was this virtual/ online? Y/N	Total Attendance
01/01/2020- 05/31/2020	School Arts Program	Arapahoe Elementary Schools	Arapahoe	12	N	1200
06/01/2020- 06/30/2020	Art Exhibit	Littleton Town Hall	Arapahoe	30	Y	2000
04/01/2020 -05/15/2020	Kid Art Classes	Northglenn Rec Center	Adams	6	Y	15
09/01/2020- 09/05/2020	Fall Choir Concert	The Dairy Center for the Arts	Boulder	5	Y	750

1. **"School Arts Education Program"**
    a. The organization made one presentation at **twelve** different schools reaching a total of **1,200** different students.
2. **"Art Exhibit"**
    a. The organization had one event that was open to the public for **30** days online, reaching a total of **2,000** people.
        i. The number of attendees each day varied, but the total over 30 occurrences of the same art exhibit totaled 2,000.
3. **"Kid Art Classes"**
    a. The organization offered one art class comprised of **six** sessions conducted over zoom. There were 15 kids enrolled who participated in the class all six sessions.
        i. The total audience for this activity is **15**.
4. **"Fall Choir Concert"**
    a. **750** people bought tickets to one of the **five** performances conducted via a live stream that recorded the number of people watching. The Choir is comprised of 50 choir members however those members are **not** included in the attendance totals (but may be mentioned in the narrative questions).

DO NOT INCLUDE

- Do not include activities such as parades/fairs/public appearances in your organization's activities records – unless you have had direct and meaningful engagement with patrons at your booth.
  - While it may be a great marketing tool for your organization to be a part of the St. Patrick's Day parade, the 20,000 people there came for the parade, not your organization.
  - Another example is if your choir sang the national anthem at a Broncos game. The many thousands of people there for the Broncos are considered the Broncos attendance, not your choir's attendance numbers.
  - If your organization had a booth at the Renaissance Faire and 126 people came to your booth on a single day engaging with your programming, this could be counted. The 15,000 people that attended that attended the faire that day, could not be counted.
- Do not include board meetings, fundraising activities, performances at private events and the like where there is no mission-based component
  - Example: Do not include bingo nights, concession sales at other events, etc. as your organization's programming.
  - These are great ways to get the word out about your organization but are not themselves, mission-based activities.
- Programming taking place during a religious or worship service is not considered public activity.
  - It is acceptable to use churches, synagogues, and other places of worship as venues when an activity takes place outside of worship services and is advertised to the general public beyond the congregation.
- Rehearsals do not count as public activities.
- Ensure you list only your organization's activities.
  - Do not include activities of a single person within the organization that take place outside and independent of your organization's budget and programming.

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.

APPENDIX C: **2021 SCFD TIER III GRANT APPLICATION CHECKLIST**

LOGIN INFORMATION

Username: **YOUR EMAIL ADDRESS**   Password: _____

Application Narrative Information
- ☐ Is the contact information in your organization profile correct and up to date?
- ☐ Have each of the narrative sections been completed?

Attachments – New in 2021!
Fluxx accepts attachments in Word, Excel, and PDF formats. Please ensure your attachment is properly labeled and includes your organization name and attachment title.
- ☐ Have your attachments been properly labeled? (Org Name, Attachment Title)
    - o Example: ChorusOrg_Activties_CurrentFY
- ☐ **ACTIVITIES ATTACHMENT**
    - o Please double-check that the counties are correctly labeled on your activities chart.
    - o SCFD now accepts attachments in Word, Excel, and PDF.
    - o TIP: consider using 'wrap text' to ensure all information fits in cells.
- ☐ **FINANCIALS**
    - o Are you submitting the appropriate financial attachments for your operating budget?
    - o Are all required financial documents included in the attachment?
    - o Please double-check that the financial attachments are for the requested year.

County Specific Grant Request Detail
- ☐ Are your requests compliant with County Guidelines?
- ☐ Does your narrative refer specifically to the County you are applying to?
- ☐ Does your project budget balance? I.e. are the income and expense totals the same amount?

Assurances
- ☐ Have all assurances been checked?

Answers to most questions can be found in these directions or on the online tutorials. Please read the instructions and watch the online tutorials before calling SCFD Staff.

QUESTIONS & CONTACT INFORMATION

303.860.0588 ext 112	**Dana Manyothane**	Program Manager	dana@scfd.org
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303.860.0588 ext 115	**Kendal Zimmermann**	Program Manager	kendal@scfd.org
303.860.0588 ext 111	**Jessica Kato**	Deputy Director	jessica@scfd.org