



Broomfield County Guidelines

2022 Tier III SCFD Grant Application

Multi-County grant deadline: 4 p.m., Wednesday, March 2, 2022

Single-County grant deadline: 4 p.m., Wednesday, March 9, 2022

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 apply for funding.

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

The County Cultural Council will discuss applications during study sessions. *Interviews will no longer take place.*

TIMELINE FOR USE OF FUNDS

Funds awarded in October 2022 are to be spent between October 2022 and December 31, 2023. A Final Grant Report for funds awarded during the 2022 cycle is due Friday, February 10, 2024.

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*

For General Operating Support, virtual attendance/activities from most recently completed fiscal year can be included to determine compliance. This is only for application year 2022.

***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: \$6,000

For Project Grants, virtual programming will not be accepted. For hybrid programming, the project request budget can only reflect the in-person portion of the program.

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 18	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, April 25	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 2	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 9	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 16	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 23	6:30 p.m.	Grant Allocation Meeting to draft SCFD Funding Plan (virtual)
Tuesday, July 12	6:00 p.m.	SCFD Funding Plan Submitted to Broomfield City Council (virtual)

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.

Use the following Evaluation Criteria Questions to guide in grant preparation:

1. Use of program evaluation tools to improve and measure impact

- Describe what types of program evaluation tools are used
- Describe how the results are gathered from the program evaluation tools
- Describe how the measurable outcomes of the program evaluation tools are used to improve the organization

2. Clearly defines education programs and activities and/or collaborations with other organizations

- Describe any program, including educational programs, workshops and training, and the impact they have on attendees
- Describe collaborations with other organizations and how those partnerships strengthen your programs

3. Demonstrates how DEIA practices are embedded within the organization, how diverse populations are impacted and/or involved, and how progress is evaluated or gauged

- Describe the DEIA practices that have been implemented or incorporated into the organization's mission and activities.
- Identify the diverse populations impacted and/or involved and how they are reached.
- Describe how DEIA efforts are being (or have been) increased to provide accessibility to the board, staff, volunteers, patrons/participants, and/or job applicants.
- Describe how DEIA efforts are evaluated or measured to identify ways to improve.

4. Provides details of how attendance/participation is documented and how digital platforms are used to engage with patrons/participants.

5. Describe how the organization exercises financial responsibility and ensures resiliency.

- Describe how the organization exercises financial responsibility and ensures resiliency: how are costs reduced to ensure the impacts of programs and activities are maximized?
- Describe the organization's various revenue sources outside of SCFD

6. Funding is reasonable

- 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)

7. Organizations or project plans demonstrate how they fill a special programming niche, who is participating and how it is made accessible to and promoted to Broomfield residents.

- Describe how funds are used for the general operation of the organization
- Describe how your organization provides programming that is unique from other Broomfield organizations
- Describe how the organization activities benefit Broomfield and its residents
- Describe general demographics of activity participants
- Describe where activities take place and how access is provided to Broomfield residents
- Describe how your organization and related activities are communicated or promoted to Broomfield residents

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- Describe plans in detail and how the programs or activities were chosen
 - Describe how your organization provides programming that is unique from other Broomfield organizations
 - Describe how the programs or activities benefit Broomfield and its residents
 - Include participant general demographics
 - Describe how events and activities are located in or near Broomfield and how access is provided to Broomfield residents
 - Describe how you will communicate about or promote public events to Broomfield residents