



Broomfield County Guideline

2023 Tier III SCFD Grant Application

Multi-County grant deadline: 4 p.m., Wednesday, March 1, 2023

Single-County grant deadline: 4 p.m., Wednesday, March 8, 2023

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 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 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 Cultural Council will discuss applications during public study sessions. Applicant organizations will receive further communication regarding study sessions from SCFD Staff.

TIMELINE FOR USE OF FUNDS

Funds awarded in October 2023 are to be spent between October 2023 and December 31, 2024. A Final Grant Report for funds awarded during the 2023 cycle is due Wednesday, February 12, 2025.

GRANT AMENDMENTS

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

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. Read [SCFD Statutory Exclusions for Use of Funds](#) for more information.

DEFINITIONS

Activities: events that are open to the public, such as performances, exhibits, or outreach performances. Events that are not considered activities include classes that are not open to the public, rehearsals, and fundraising.

Educational Programming should be inclusive of the community. It does not refer exclusively to Title I schools. This may also include adult education.

Broomfield County Funding Criteria

TYPES OF FUNDING AVAILABLE:

GENERAL OPERATING SUPPORT (GOS): An unrestricted grant that helps an organization achieve its mission.

For GOS, virtual attendance/activities for the most recently completed fiscal year will not be included to determine compliance.

These funds support organizations based in Broomfield whose primary offices (as listed by the Colorado Secretary of State) are located in Broomfield County. Broomfield-based organizations can only apply for either General Operating **OR** Project Fund grants in Broomfield.

Maximum Grant Request: \$50,000*

***Ordinance Mandate:** 25% of the total funds available are allocated to the Arts and History Division per city ordinance #2163.

PROJECTS: A restricted grant to support a specific event or connected set of activities, with a beginning and an end, explicit objectives, and a predetermined cost.

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.

Broomfield-based organizations can only apply for **EITHER** General Operating **OR** one Project Fund grant in Broomfield. 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 residents can be documented. The project is defined as one or more activities that are linked by content, audience or venue.

Maximum Grant Request: \$7,500

Follow-up Information Requested: If follow-up information is requested, please respond **WITHIN THREE BUSINESS DAYS.**

Important Dates:

Monday, April 24	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 1	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 8	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 15	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 22	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, June 5	6:30 p.m.	Grant Allocation Meeting to draft SCFD Funding Plan (virtual/hybrid)
Tuesday, July 11	6:00 p.m.	SCFD Funding Plan Submitted to Broomfield City Council (virtual/hybrid)

EVALUATION PROCESS:

All applicants need to thoroughly explain how the organization or project will benefit the City and County of Broomfield. Applicants must also demonstrate and measure how they reach Broomfield residents 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 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.

GOS

- 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

PROJECT

- 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