



TIER III GRANT APPLICATION DIRECTIONS & TIPS

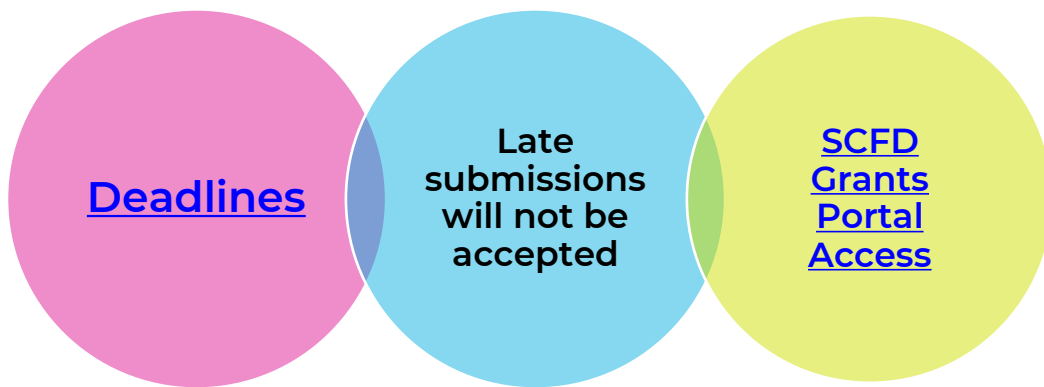


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WHAT TO KNOW

Eligibility

- The 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 **three consecutive years**, you must reapply for eligibility. Eligibility reopens in May every year. Review the [SCFD website](#) for more information.

Final Grant Report

- Organizations must submit a Final Grant Report for funds received prior to applying for additional funding. If the organization is not current with all reporting requirements, its application will not be accepted.
 - *This does not apply to first-time applicants.*

County Funding Guidelines

- Familiarize yourself with the specific [county grant application guidelines](#) and requirements. Councils review these annually, so changes may occur.

Late/Incomplete Application Submissions

- Will not be accepted - no exceptions. Review all attachments before submitting them.

Read the Directions and Watch the Tutorials Before Contacting SCFD

- SCFD recommends reading these directions in their entirety and watching the tutorials before beginning your application or contacting SCFD staff with questions.

APPLICATION TYPES

Multi-county Applicants

Any organization applying to **more than one county** (multi-county applicants). The multi-county application consists of a single application that includes a grant request for each county to which you wish to apply.

Single County Applicants

Any organization applying to **only one county** (single-county applicants).

GETTING STARTED

LOGGING IN

Organizations must use the SCFD Grants Portal in Fluxx to submit their grant application. If you experience an issue using the system, ensure your browser is updated to the most recent version to resolve any problem. The system supports the following browsers: Chrome, Firefox, Safari (Apple only), Microsoft Edge, and Opera.

1. Navigate to the [SCFD Tier III web page](#) for all instructions and access the SCFD Grants Portal in Fluxx or access the [SCFD Grants Portal](#) directly.
2. To log into your account, input your login credentials and click **Sign in**.
 - **Forgot your 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 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.
 - **Forgot your user login email?** Contact the SCFD office. Do not create a new user account with a different email address as grants are associated with the email you used when you first logged into the system.

First time logging in? Contact SCFD staff to ensure you are set up with a username. Do not click **Create an account** on the login landing page.

Need to add/remove organization contacts? Contact SCFD staff to update.

IMPORTANT: 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 PORTAL

After you are logged into the grantee portal, use the navigation menu on the left side of the page to navigate around the grant portal.

STARTING, EDITING, AND SUBMITTING AN APPLICATION

1. Click on Organizations in the navigation menu on the left side of the page. Review to confirm all areas are complete. Click **Edit** to update any information. **Save and Close** when finished.
 - Home County – in which County is the Primary Address located?
 - Website URL
 - Statutory Discipline – use the arrows to move the selection to the right box.
 - Focus Area – use the arrows to move the selection to the right box.
 - Mission Statement – auto-populates into the grant application.
 - Primary Address – matches what is listed on Colorado Secretary of State, verifies SCFD and county guidelines eligibility, and used to mail award check if a secondary address is not provided.

- Secondary (Mailing) Address – used to mail the award check if different from the Primary Address.

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

Organization audit documents are not required at this time.

2. To begin a Tier III application, make sure you are on the Welcome page. Scroll down the page and click on the green **Apply for Tier III Funding** button. This will open a new application in edit mode. Note: doing this step more than one time will create more than one application.
 - Use the **Save** button regularly to save your progress as you complete the application. *The portal does not autosave.*
 - Use the **Save and Close** button when you are done working on the application. This will remove you from the editable version of the application.
 - The **Cancel** button will not save any changes made to the application and remove you from the editable version of the application.
3. Assign an organization contact into each category. The assigned contacts will have access to the Final Grant Report.
 - Primary Contact: primary contact to answer questions about the application and is responsible for the content with the application and assurances.
 - Primary Signatory: secondary contact to answer questions about the application.
4. Once an application has been started and saved it will be located under **Requests – Drafts** on the left side navigation menu. **Do not** create a new application by clicking “Apply for Tier III funding” once you have created an application for the current year.
 - Use the **Edit** button on the top right of your application to continue editing your application.
5. After you have completed the application and clicked **Save and Close**, review the final application to ensure all sections are complete. In this screen, the system will show you total calculations and notify you if there are any compliance issues (e.g., Total Revenue budgets should equal Total Expenses for project budget.)
6. Use the **Submit** button to submit the application to SCFD. After submission, your application will appear on the left side navigation menu under **Submitted Requests**.

IMPORTANT: You cannot edit the application after you hit the submit button.

Note: Fields in the application marked with an asterisk indicate they are required and must be completed to submit your application.

UPLOADING AND VIEWING DOCUMENTS

The system supports the following file types: Word, Excel, and PDF. Ensure your attachment is properly labeled and includes your organization name and attachment title. *E.g., Activities and Attendance 2023_SCFD Training Org*

If an attachment contains multiple pages, combine all pages into a single document before uploading.

How to Upload a Document:

1. Click on the green + sign to the right of the required document.
2. An upload window will appear, drag-and-drop a document into the window or click the **Add files** button at the bottom left corner.
3. Click **Start upload**.
4. A green checkmark icon appears under 'Status' when complete.
5. You may now close the upload window.
6. The uploaded document will move under the Submitted Documents box.

How to Preview an Uploaded Document:

1. Hover over the Document Name you would like to preview. Three icons will appear to the right.
2. The magnifying glass icon on the left is for Previewing the document. The blue paper/pencil icon is used to edit the document type, and the red '-' is for deleting the document.

COMPLETING THE APPLICATION

ORGANIZATION INFORMATION

Confirm your current organizational mission with either yes or no from the dropdown menu.

NARRATIVE

Narrative text box guidance:

- All narrative sections have a **2,000-character limit** including spaces. This equates to about half a page of text.
- Text boxes will expand as you type/paste.
- If pasting information from another document, ensure your information is accurate and complete.
- Do not type in ALL CAPS.
- Hyperlinks can be used to navigate to videos or webpages to highlight your programming.

ORGANIZATION HISTORY: Provide a brief history of your organization.

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

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.

EQUITY, DIVERSITY, INCLUSIVENESS, AND ACCESSIBILITY (EDIA): Describe how the organization is investing in the following areas and what progress has been made toward achieving those goals. ****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 include the following:

- Name
- Position/title
- Expertise
- Employment Status (e.g., full-time, part-time, volunteer, contractor, or board member)
- Whether anyone is both paid staff and a voting member on the board of directors. If any members of your organization serve as both paid staff and board member, describe what policies are in place to ensure that transparency and nonprofit best practices are upheld.

Provide examples of how the organization has implemented equity, diversity, inclusiveness, and accessibility (EDIA) practices to increase representation of its board, staff, contractors, volunteers, and patrons to better serve all the residents of the diverse district.

ACTIVITIES AND ATTENDANCE

TRACKING ATTENDANCE Describe how the organization tracks in-person attendance. Examples may include participant evaluation surveys, asking at the door, zip code tracking with ticket orders or by other means. If a hybrid program was produced, only include the in-person attendance. 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.

Definitions:

- **Activities:** Programming that is open to the public, meaningfully engages the participant, and fulfills the organization's mission, e.g., 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 an organization's activities. See Appendix B for more examples.
- **Attendees:** Individual audience members who attended an organization's activities. **Do not include** members of the organization itself (e.g., musicians, singers, actors, docents). See Appendix B for more examples.

DETAIL OF ACTIVITIES RECORD MOST RECENT FISCAL YEAR ATTACHMENT (REQUIRED)

- Applicants must use the [SCFD Activities and Attendance template](#) provided on the Tier III webpage.
- Activity and attendance totals will auto calculate based on the entries inputted into the spreadsheet.
 - County names must exactly match the County names in the Summary Table. Ensure there are no extra spaces before or after the county name.

How to Open the Activities and Attendance Template using Google Sheets

1. 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**.
2. 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.

Completing the Attachment Template:

Follow the instructions here and on the attachment template. To begin, input:

- the organization legal name
- the organization’s most recently completed fiscal year

Guidance, Tips, and Examples:

- For any activity outside the SCFD but in Colorado, enter “Colorado not SCFD” into the County cell - not the county name, such as Weld or El Paso.
- For any activity outside of Colorado, enter “Outside Colorado” into the County cell, not the name of the County and State.
- **Do not include virtual activities** in the spreadsheet. These can be discussed in the narrative section of the application.
- **Do not include** indirect/passive attendance (see Addendum B for examples).

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

Examples (See Addendum B for more)

Dates(s)	Name of Activity(ies)	Location of Activity(ies)	County	# of Activities/ Occurrences	Total Attendance
MM/DD/YY	Name of Activity	Venue - City, State, if not CO	County Name	Insert #	Insert #
2/14/2023	Booth at Jefferson County Fair	Jefferson County Fairgrounds, Golden	Jefferson	1	35
8/2/2023	Baroque Performance	Y High School, Colorado Springs	Colorado not SCFD	1	56

8/14/2023	Broadway Sings at School	X Elementary, Austin, TX	Outside Colorado	1	35
10/12/2023-11/12/2023	Voice Lessons (hybrid)	SCFD Training Org, Denver	Denver	12	24

TIP: Finalize your data in another spreadsheet or different tab, then copy the final version into the supplied template.

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. If the activity was a hybrid, include that in this cell.
- Location of Activity(ies): Provide the name of the venue where the activity took place.
- County: Indicate the county where the activity(ies) took place. If outside of SCFD, only enter either Colorado not SCFD or Outside Colorado.
- Number of Activities: Enter the total number of activities that occurred in each county.
- Total Attendance at Activities: Enter the total attendance where the activities took place.
- **Report on in-person activities and attendance only.** If a hybrid program was produced, only list the in-person portion. Virtual programming can be described in the narrative sections on the grant application.

Courses/classes/workshops reporting: 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.

DETAIL OF CONTRIBUTORS

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

LIST OF MAJOR CONTRIBUTORS FOR MOST RECENTLY COMPLETED FISCAL YEAR ATTACHMENT (REQUIRED)

The definition of a major contributor can differ by organization. Include those that the organization classifies as a major contributor.

The attachment must include at minimum the following:

- Organization Legal Name
- Most recently completed fiscal year
- Name of the contributor/donor
- Amount awarded

TIP: Combine all individual donors into a single line item. They do not need to be listed individually.

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 current fiscal year operating financials, in-kind revenue or expenses, or those related to capital campaigns.*

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

REVENUE Break down the organization's revenue between earned and contributed for both years.

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

EXPENSES Break down the organization's expenses among program, administrative, and fundraising for both years.

- **Program Expense:** A cost 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.

EXPLANATION Use these textboxes to explain your financials, as necessary. Take the opportunity to explain if your organization experienced or is planning a deficit or if there is a significant percentage change in revenue or expenses year-to-year. Be sure to indicate whether your organization is navigating any financial disruptions and how it plans to ensure resiliency of the organization.

TIP: These textboxes are 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 ATTACHMENT (REQUIRED)

Based on the budget/organizational criteria below, determine the financial attachments required for your organization. If attachments include multiple pages, combine pages into a single document before uploading.

NON-PROFIT ORGANIZATIONS

Total Revenue Less than \$500,000

- **Profit & Loss Statement/Statement of Activities** and **Balance Sheet** for most recently completed fiscal year (MRCFY).

Total Revenue Between \$500,000 and \$750,000

- **Financial review** for most recently completed fiscal year (MRCFY). Learn more about independent [financial reviews](#).

- *If the organization does not have a completed financial review for the MRCFY:*
 - *previous year financial review*
 - *MRCFY Profit & Loss and MRCFY Balance Sheet*

Total Revenue-Over \$750,000

- **Financial audit** for most recently completed fiscal year (MRCFY). Learn more about [financial audits](#).
 - *If the organization does not have a completed financial audit for the MRCFY:*
 - *previous year financial audit*
 - *MRCFY Profit & Loss and MRCFY Balance Sheet*

AGENCIES OF LOCAL GOVERNMENT

- Profit & Loss Statement/Statement of Activities for most recently completed fiscal year.

TIP: For more financial guidance and tips, see Appendix A: Financial Tips & Red Flags. Organizations who fail to have proper financial documents outlined above may be deemed ineligible to apply for funding. Consult with SCFD staff early if you are unsure.

REQUEST DOCUMENTS

Upload all the required attachments in this section:

- Detail of Activities for Most Recently Completed Fiscal Year
- List of Major Contributors for Most Recently Completed Fiscal Year
- Financials for Most Recently Completed Fiscal Year

Ensure all attachments are properly labeled and include the organization name and attachment title. *E.g., Detail of Activities Record 2024_SCFD Training Org*

To upload and preview a document, follow the instructions under Navigating the Portal section above. After the documents have been uploaded, the document will move to the Submitted Documents box.

INDIVIDUAL COUNTY REQUESTS

Select all the counties in which the organization is applying, then select the funding type in each selected county. County-specific grant questions will appear after each selection. Please note that the types of grants issued by each county varies. Refer to the [individual county guidelines and Guidelines Matrix](#) to determine what types of grants each county accepts and to ensure the organization meets all the requirements to apply. SCFD checks for county eligibility compliance.

TIP: Be specific to each county. The Grant Request Detail section is where details of the request are provided to the cultural councils which make funding decisions for their county(ies). Include as many specifics as possible about the programming and how it will **serve the residents of that county**.

GENERAL OPEARTING SUPPORT (GOS) is an unrestricted 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 said County.

PROJECT SUPPORT is 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. **Funds must be used for projects starting no earlier than October 1, 2024, and ending no later than December 31, 2025.**

- Project activities/programs must address the organization’s planned activities for the upcoming fiscal year.
- Project Budget: **Complete the revenue and expense table(s) on the grant application.**
- Project budgets must correlate with the organization’s upcoming fiscal year budget.
- Project budgets must be balanced. **Confirm that revenue and expense totals are equal.**
- County-specific project budgets are required.
- The Project Grant Request Amount must match the SCFD Project Request line item in the Project Revenue.

ASSURANCES

All applicants must complete the Assurances section. The authorizing official is responsible for the content in each assurance statement.

REVIEW

To review the final application, click **Save and Close**. Carefully proofread the content, ensure all required information is complete, all attachments have been uploaded, and all assurances have been answered. Click the **Submit** button.

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

WARNING: You will not be able to edit the report after submission.

Reminder: Your submitted report can be found under the Submitted Requests folder.

- SCFD may review your application for completeness and release it back to you (prior to the deadline) if there are documents missing or incomplete. If the grant request is sent back, it will then be in the “Requests - Requests to Edit” folder. Once edits are made, resubmit the application before the grant application deadline. There is no guarantee that SCFD staff will be able to review your grant application.

Late/incomplete applications will not be accepted. There will be no exceptions. SCFD encourages organizations to submit early.

QUESTIONS

SCFD Staff are available to help! Contact us if you have any questions or concerns regarding SCFD reporting or grant application procedures.

ADDENDUMS

ADDENDUM A: FINANCIAL TIPS & RED FLAGS

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, 2023, 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.
- **Note: These documents are required for your application to be complete.** If you are unsure if your organization is recording financials in the above stated fashion, you can perform a web search using these terms to find templates for comparison. All submitted financials must adhere to Generally Accepted Accounting Principles (GAAP).

GENERAL TIPS

- Make sure all figures used in the application correspond with attached financial reports (P&L and Balance Sheet) and are accurate. Re-submitted financials or other documents **will not be permitted** after the grant deadline.
- Be aware of the percentage that revenue/expenses are budgeted to increase/decrease from year to year.
- On the financial overview, council members like to see diversified revenues, balance between public and private funding (the breakdown between earned and contributed revenue), a 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 a detailed breakdown of revenue and expenses (see definition above).
- Balance sheets need to balance (see definition above). Council members often look at the opening balance equity and compare it to current balance. Many members also look closely at short-term and long-term debt. Having cash on hand is 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.

FINANCIAL 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

again. It is fine to use reserves to cover any shortfalls, but you should use the narrative text boxes 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 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.
- For project requests, what percent is the request to the total project budget? Your project request amount should be aligned with your overall organizational budget. Project requests should not exceed the maximum allowed by the county guidelines. 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 text boxes at the end of the Financial Overview section.
 - Exceptions include a planned deficit, like a large production that dedicated reserves will cover the costs of or spending down large reserves on mission-based programming.
- **Significant Upcoming Fiscal Year Growth:** Growth above 10% in the upcoming fiscal year will be questioned by the Cultural Councils. Ask yourself, “Is this projection realistic?”
- **Significant changes in year-to-year revenue or expense categories:** Watch for significant variation in categories across fiscal years. For example, if revenue from ticket sales decreased by 50% from one year to the next, this could indicate a downward trend in the organization. Use the text boxes to explain the decrease and any other unusual occurrences.
- **High request compared to budget:** Typically, total SCFD requests at 25%-30% of the budget (or less) are reasonable. When calculating the percentage of the budget, remember to include amounts requested from all counties. Total SCFD requests nearing 40% of an organization’s overall budget may indicate an overreliance on SCFD funding. Ask yourself, “What percentage is this request compared to the organization’s previous year’s expenses and revenues? Is this amount reasonable and healthy?”

ADDENDUM B: ACTIVITY/ATTENDANCE TIPS & EXAMPLES

Please note that these are general tips only. See the specific County Guidelines regarding activities/attendance as some counties differ in requirements.

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

Use the chart below in correlation with provided examples.

Date(s)	Name of Activity(ies)	Location of Activity(ies)	County	# Activities/ Occurrences	Total Attendance
01/01-05/31/2023	School Arts Program	Arapahoe Elementary Schools, Littleton	Arapahoe	12	1200
06/01-06/30/2023	Art Exhibit	Littleton Town Hall, Littleton	Arapahoe	30	2000
04/01-05/15/2023	Youth Art Classes	Northglenn Rec Center, Northglenn	Adams	6	15
09/01-09/05/2023	Fall Choir Concert	The Dairy Center for the Arts, Boulder	Boulder	5	750
9/14/2023	Baroque Performance	Z Middle School, Highlands Ranch	Douglas	3	250
9/19/2023	Collaborative Music Performance with XYZ Children's Choir	AI Theater, Littleton	Arapahoe	Canceled	0
12/14/2023	Holiday Songs Workshop	Z Middle School, Castle Rock	Colorado not SCFD	2	58
12/30/2023	Holiday Concert in collaboration with 2 Step Ballet Company	AI Theater, Littleton	Arapahoe	1	350

1. "School Arts Program"

- a. The organization made one presentation at **12** 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, 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. "Youth Art Classes"

- a. The organization offered one art class comprised of **six** sessions. There were 15 youth enrolled who participated in the class for all six sessions.
 - i. The total attendance for this activity is **15**.

4. "Fall Choir Concert"

- a. **750** people bought tickets to one of the **five** performances conducted. 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 – only include patrons you have had direct and meaningful engagement with at your booth.
 - Example 1: 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.
 - Example 2: Your choir sang the national anthem at a Broncos game. The many thousands of people there for the Broncos game would not be included in your choir's attendance numbers.
 - Example 3: If the organization had a booth at the Renaissance Faire and 126 people came to your booth on a single day to engage with your programming, this could be counted. The 15,000 people that attended the faire that day could not be counted.
- Do not include board meetings, fundraising activities, or performances at private events 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 that takes place during a religious service is not considered a 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, not just 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 occur 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. Read [SCFD Statutory Exclusions for Use of Funds](#) for more information.

ADDENDUM C: TIER III GRANT APPLICATION CHECKLIST

LOGIN INFORMATION

Username: **Your email address**

Password: _____

Application Narrative Information

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

Attachments

- Have the attachments been properly labeled? (Attachment Title_Org Name)
 - E.g., Details of Activities Record_SCFD Training Org
- Detail of Activities Record**
 - Double-check that the counties are correctly labeled on your activities chart.
 - SCFD accepts attachments in Word, Excel, and PDF formats.
 - **TIP:** Use the 'wrap text' feature to ensure all information fits into the cell.
- List of Major Contributors**
- Financials**
 - Are you submitting the appropriate financial attachments for the organization's operating budget?
 - Are all required financial documents included in the attachment?
 - Double-check that the financial attachments are for the most recently completed fiscal year.

Individual County Requests

- Are your requests compliant with County Guidelines?
- Does the narrative refer specifically to the County you are applying to?
- Does the project budget balance? I.e., Is the total income the same as the total expenses?

Assurances

- Have all assurances been checked?