



# Douglas County Guidelines

## 2024 Tier III SCFD Grant Application

**Multi-County grant deadline:** 4:00 p.m., Wednesday, March 6, 2024

**Single County grant deadline:** 4:00p.m., Wednesday, March 13, 2024

### 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](mailto: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 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

The Cultural Council will discuss applications during online public study sessions. Applicant organizations will have the opportunity to listen in on study sessions and provide written responses to any questions from the cultural council.

### TIMELINE FOR USE OF FUNDS

Funds awarded in October 2024 are to be spent between October 2024 and December 31, 2025. A Final Grant Report for funds awarded during the 2024 cycle is due February 11, 2026.

### GRANT AMENDMENTS

To request any amendments to your grant as awarded, see the [Grant Amendment](#) section on the SCFD Tier III web page.

**By statute, SCFD funding cannot be used for scholarships, pass-through funding for other entities, capital expenses, to retire debt, or 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.

# Douglas County Funding Criteria

## TYPES OF FUNDING AVAILABLE

**GENERAL OPERATING SUPPORT GOS:** An unrestricted grant that helps the organization achieve its mission.

To be eligible for General Operating Support, an organization must meet **both** of the following criteria:

- Demonstrate at least 51% of activities of most recently completed fiscal year activities (defined as programming open to the public, excluding rehearsals, private classes, invitation-only fundraisers, and board meetings) occur within Douglas County; **and**
- Be geographically located in Douglas County **or** whose principal office address (as listed by Colorado Secretary of State) is within Douglas County.

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 2024 grant application will be made using financials from the organization's most recently completed fiscal year.

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

**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.

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. Project funding may not exceed 100% of the requested amount.

**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.**

## EVALUATION PROCESS

For consistency in the evaluation process, SCFD has implemented universal scoring criteria which will be used by all cultural councils beginning with the 2024 grant cycle. We encourage applicants to review the new scoring criteria on the SCFD [website](#) when developing applications.