



Broomfield County Guideline

2025 Tier III SCFD Grant Application

Multi-County grant deadline: 4 p.m., Wednesday, March 5, 2025

Single-County grant deadline: 4 p.m., Wednesday, March 12, 2025

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 submit a new grant application. This is not a requirement for first-time applicant organizations.

HOW TO APPLY

All grant applications must be completed using [SCFD's online grants management system](#). Please read the [Grant Application Directions](#) in their entirety before contacting SCFD. Online Grant Tutorials are provided on the [SCFD website](#) for your reference and are highly recommended.

SUBMITTAL REQUIREMENTS

Incomplete applications will not be considered for funding, and revisions, amendments, and other required documents will not be accepted after the grant application deadline.

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 2025 are to be spent between October 2025 and December 31, 2026. A Final Grant Report for funds awarded during the 2025 cycle is due Wednesday, February 10, 2027.

GRANT AMENDMENTS

To request any amendments to your grant as awarded, please 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 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.

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

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: \$6,500

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.

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

EVALUATION PROCESS

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

Important Dates:

Monday, April 14	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, April 21	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, April 28	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 5	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, May 12	6:00 p.m.	Cultural Council Study Session to review grant applications (virtual)
Monday, June 2	6:30 p.m.	Grant Allocation Meeting to draft SCFD Funding Plan (virtual/hybrid)
Tuesday, July 8	6:00 p.m.	SCFD Funding Plan Submitted to Broomfield City Council (virtual/hybrid)