



# Adams County Guidelines

## 2024 SCFD Tier III Grant Application

**Multi-County grant deadline:** 4 p.m., Wednesday, March 5, 2024

**Single-County grant deadline:** 4 p.m., Wednesday, March 12, 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 at [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 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. Interviews will no longer take place. Applicant organizations are highly encouraged to attend but will not be invited to comment. Further information and schedule will be provided.

### 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 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.

## Adams County Funding Criteria

### TYPES OF FUNDING AVAILABLE

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

Eligibility for General Operating Support (GOS) requires the organization's primary office be in Adams County, as recorded with the Colorado Secretary of State, **or** that 51% of the organization's activities take place in Adams County. All activities must be conducted within the State of Colorado and must principally benefit the residents of the SCFD.

The formula for GOS funding takes Total Revenue in the Financial Overview (Section 15), subtracts SCFD funding from the Detail of Contributors (Section 14), and multiplies a pro-rated percentage (maximum 30%), factoring scores applied by the Council. The maximum amount of GOS funding that one organization can receive is \$65,000.00.

GOS funds may be utilized for any general operating expenses, not necessarily related to a specific project or program or to supplement any program or project. Please contact SCFD if you have questions about restrictions on GOS expenses.

**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.

Small Projects do not exceed \$20,000.00 in total expenses. Large Projects exceed \$20,000.01 in total expenses.

Organizations can apply for up to two (2) project requests during one funding cycle at no more than 50% of each project's total budget.

*If visual artwork can be created and installed or an already commissioned piece can be acquired during one SCFD funding cycle, organizations can apply for the funds through a Project or a Discretionary Visual Public Arts grant request but not both.*

**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; VISUAL PUBLIC ART:** A restricted grant to support a specific public art installation, with explicit objectives and a predetermined cost.

Realizing certain projects require substantial commitments and compelled by a desire to instill a sense of pride throughout the various communities through the creation and installation of public art, the ACCC may allocate up to 20% of monies in each funding cycle for the placement of permanent, visual art.

### **Visual Public Art Application Requirements:**

- Adams County-based SCFD organizations may apply for up to one (1) project of permanent visual art during one funding cycle.
- No more than 2/3 of the total project budget may be requested.
- All visual arts projects must be completed within 3 years from award.
- Organizations that do not complete the visual arts project within the mandatory 3-year time limit must return 100% of the funds received.
- Using Colorado artists when possible is recommended by the Cultural Council.
- Artwork must finally be installed permanently in a public location in Adams County, including property owned by the county, municipal, public education facility or special district entities (i.e. city hall, courthouse, services building, justice center, recreation complex, library, golf course, park, public arts center, museum). Change of permanent location or decommissioning previously funded projects must be notified to the Adams Cultural Council.
- Documentation, photographs and a final accounting of expended funds for the completed project must be sent to the ACCC within two (2) months following project completion. If the final cost of the project is less than the funds received from ACCC, the organization shall return the balance of unused funds.

Visual Arts Applications must submit the following with their application:

- Prepared project vision and inspiration; itemized budget with proposed funding sources; method of submission, selection criteria and process; timelines, deadlines, and payment schedules; draft wording for installation and recognition signage;
  - Projects exceeding \$25,000 must conduct an open competition Call for Entry
- “Letter of intent” from the public entity where the project may be placed, outlining responsibility for maintenance, repairs, insurance *when applicable*, and future “ownership” of the public art;
- Supportable data estimating annual exposure, engagement and interaction in the proposed location;
- If an artist has been identified, a portfolio and resume should be provided, with a copy of a proposed agreement with identified artist, including timeline, and payment schedule, detailed budget and cost itemization, including design, execution, site development and installation plan.

The ACCC is open to a broad definition of art and encourages imaginative interpretations of various media, accompanied by a suitable plan for display. Works of art may include but are not limited to:

- a. Sculpture: in the round, bas relief, mobile, fountain, kinetic, and electronic, in any material or combination of materials
- b. Painting: all media, including portable and permanently affixed works, such as murals
- c. Graphic Arts: printmaking and drawing
- d. Mosaic
- e. Photography
- f. Crafts: in clay, fiber and textiles, wood, metal, plastics, stained glass, and other materials, both functional and nonfunctional,
- g. Mixed media: any combination of forms or media, including collage
- h. Earth works and environmental installations

## **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.