



# ELIGIBILITY APPLICATION DIRECTIONS & TIPS

# WE BELIEVE IN CULTURE FOR ALL

The Scientific and Cultural Facilities District's (SCFD) highest purpose is to bring arts, culture and scientific experiences within reach for every resident of the district. As part of our continued efforts to promote equity, diversity, inclusion and accessibility (EDIA) into our work, we've developed the following cultural equity statement:

**SCFD connects people to arts, culture, and scientific experiences in their communities by providing meaningful opportunities no matter who they are or where they live:**

- **By leveraging its funding resources to support a diverse and growing array of organizations,**
- **Supporting organizations that create an environment where all are welcomed and included,**
- **By continuing to understand inequities and barriers to access while actively working to remove them.**

Read more about the steps SCFD is taking to promote [Culture for All](#).



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## WHAT TO KNOW

### Eligibility

- The organization must receive eligibility approval from the SCFD office prior to applying for funds.

### Late/Incomplete Application Submissions

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

### Read the Directions and Watch the Tutorials Before Contacting SCFD

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

## APPLICATION DUE DATE

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Eligibility applications must be completed by the [deadline](#) listed on the SCFD website for determination prior to the following grant cycle.

## GETTING STARTED

Organizations must use the SCFD Grants Portal in Fluxx to submit their eligibility 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.

## ACCESS

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1. Navigate to the [SCFD Eligibility webpage](#) for resources, instructions and access to the [SCFD Grants Portal](#) in Fluxx.
2. Create an organization profile by clicking on **Create an account now**. If you already have an account, skip this section, and move to the Logging In section.
  - This will direct you to take an initial Eligibility Quiz. Complete the Eligibility Quiz by selecting the answers to the questions and click **Submit**.
3. If the organization meets the minimum requirements to submit an eligibility application, a new window will open to create an account by entering preliminary organizational information. Once you have completed all the requested information, click **Submit Request**.

## ORGANIZATION INFORMATION

*Required fields are denoted with an asterisk (\*).*

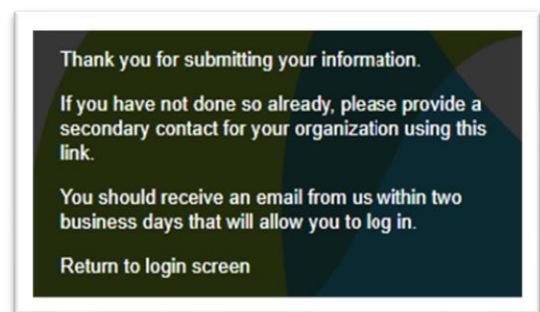
- **Organization Type:** \* Select the organization type from the drop-down menu.
- **GuideStar EIN Profile Lookup:** Enter the Federal Employer Identification Number (EIN) in the Guide Star EIN Profile Lookup. This is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. Fluxx will auto-populate the form

with the organization's registered profile information from GuideStar.

- If the organization does not have a profile listed in GuideStar, the EIN can be entered under the Tax ID.
- **Organization Legal Name:** \* Enter the Organization Legal Name. This should match Colorado Secretary of State's records.
- **Organization Legal Doing Business As (DBA):** Enter the Organization's Legal Doing Business As (DBA), if applicable. This should be registered with the Colorado Secretary of State as a tradename of the organization.
- **Website:** Enter the organization's website address here, if applicable.
- **Tax ID:** \* Enter the organization's Tax ID. This is the EIN and will be auto populated if the GuideStar EIN Profile Lookup is used.
- **Tax Class:** Select the organization's tax class. The organization must have a 501(c)(3) IRS classification to apply for SCFD eligibility. If the organization is an agency of local government, leave it blank.
- **Home County:** \* Select the organization's home county. This is the county associated with its registered primary address with the Colorado Secretary of State. This can be a PO Box but is typically a physical address.
- **Mission Statement:** Enter the organization's mission statement. Include date of adoption and most recent review by the board of directors.
- **Statutory Discipline:** Click on the statutory discipline(s) that best fits the organization and move them to the right-side column using the > arrow.
- **Focus Area:** Click on all focus areas that best fit the organization and move them to the right-side column using the > arrow.
- **Primary Address:** \* Enter the organization's principal street address. This should match the registered address with the Colorado Secretary of State. **Note: The street address must be a physical address and cannot be a post office box.** A post office box can be listed under the secondary (mailing) address.
- **Secondary (Mailing Address):** Enter the secondary (mailing) address, if applicable.
- **Primary Contact Info:** \* Enter the organization's primary contact information. The primary contact will receive all communication from SCFD.

Once the form is completed with all the requested information, click **Submit Request**.

4. After submission, a new window will appear thanking you for your submission with a hyperlink "this link" to add a secondary contact person to the organization. If you do not have a secondary contact, the organization's account setup is complete. Proceed to Step 5.



#### ADDING A SECONDARY CONTACT

- a. **Organization Legal Name:** \* Enter the organization's legal name again as it appears in the initial registration to connect the secondary contact to the organization's profile.
- b. **Additional Contact:** \* Proceed with entering the information requested for the secondary contact. Click **Submit Request**.

5. SCFD staff will review the request. This may take up to two business days. You cannot make any changes to the account during this time.
  - If the account is validated, the account contact will receive an email from do-not-reply.grants07-us-east-1@fluxx.io to set up a password. Add this email address to your safe sender's list.

## LOGGING IN

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1. Return to the SCFD Grants Portal in Fluxx landing page.
2. To log into your account, input your login credentials and click **Sign in**.
  - **Forgot your password?** Click **Forgot 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 within 24 hours, 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 your email used when 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 edit the organization profile card at a time.

## NAVIGATING THE GRANT PORTAL

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After logging into the grantee portal, use the menu on the left side of the page to navigate around the grant portal.

### STARTING, EDITING, AND SUBMITTING AN APPLICATION

1. Click on the **People** tab in the navigation menu on the left side of the page. Review to confirm all areas are complete and current. Click **Edit** to update any information. **Save and Close** when finished.
2. To apply for eligibility, click the Apply for Eligibility tab on the landing page or the **Organization** tab in the navigation menu. Click the **Edit** button to update any fields under Organization Information and Address. If you need to update any of the following in your Organization Profile, email [scfd@scfd.org](mailto:scfd@scfd.org).
  - Organization Legal Name
  - Organization Legal Doing Business As
  - Tax ID
  - Tax Class

- Upload all required attachments under the **Organization Audit** section.
    - 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. After you have completed the application and clicked **Save and Close**, review the final application to ensure all sections are complete.
  4. Use the **Submit** button to submit the application to SCFD.

## UPLOADING AND VIEWING DOCUMENTS

The system supports the following file types: Word, Excel, and PDF. Ensure the attachment is properly labeled and includes the organization name and attachment title. *E.g., Current FY Budget\_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.

## NOTIFICATION OF ELIGIBILITY STATUS

Applicants will be notified of their eligibility status as follows:

- **Eligible for Funding:** SCFD will notify the organization via email confirming its eligibility. An organization may apply for funding in the upcoming grant cycle if it meets all eligibility criteria. Once eligibility has been granted, an organization should review one of the following webpages to become acquainted with the grant process the organization was approved for. **Eligibility does not guarantee funding.**
  - [Tier II](#)
  - [Tier III](#)

- **Ineligible for Funding:** If an organization *does not meet* all specified eligibility criteria, the organization will receive notification via email regarding the areas that do not meet SCFD criteria for eligibility. If the organization believes the determination was made in error, it should consult the [SCFD Board Eligibility Appeal Policy](#) found on the SCFD website.

## ELIGIBILITY CRITERIA

The SCFD statute outlines eligibility criteria applicable to all organizations seeking funding. **An organization must meet ALL the following criteria and upload all the following corresponding documents to the SCFD Grants Portal in Fluxx.**

### QUALIFYING/PRIMARY PURPOSE

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Colorado Revised Statute §32-13-107(3)(b)(I)(A): The primary purpose of scientific and cultural facilities shall be **"enlightening and entertaining the public through the production, presentation, exhibition, advancement, or preservation of visual arts, performing arts, cultural history, natural history, or natural sciences."**

The statute does not allow funding of:

- any agency of the state (including libraries)
- any educational institution, school, or educational foundation
- any radio or television broadcasting network or station
- any cable communications system
- any newspaper or magazine
- any organization that is engaged solely in the acquisition or physical restoration of historic buildings, structures, or sites

Key documents used to determine qualifying Primary Purpose:

#### 1. Compliance Statement

In your own words, state how the organization meets SCFD's statutory requirement that the organization's primary purpose is *"enlightening and entertaining of the public through the production, presentation, exhibition, advancement, or preservation of visual arts, performing arts, cultural history, natural history, or natural sciences..."* Include one or more examples of how the organization meets these criteria. **Do not use the language in the statute verbatim.**

**Also include the Identified Barriers Statement, if applicable:** If the organization was denied eligibility in the past or has lost eligibility status, provide a written statement specifically explaining how the organization has overcome each identified barrier to eligibility as stated in the previous denial or revocation letter.

*Upload both the compliance statement and identified barriers statement as one document.*

#### 2. Governance

##### Nonprofit Organizations

- a. Articles of Incorporation



- b. Bylaws
- c. Past 12 months of Board Meeting Minutes

Provide a copy of the organization's current articles of incorporation, current bylaws, any amendments to either, including the date of adoption, and all minutes from board meetings that occurred within the last 12 months.

**Agencies of Local Government**

- a. Provide documentation of the organization's structure and relationship with any related government entity
- b. Not required
- c. Board meeting minutes, if in existence

**3. Activities and Attendance Attachment**

Use the required [activities and attendance template](#) found on the Is SCFD for You? webpage under Step 1: Start collecting information.

Follow the instructions on the attachment template and include the name of the organization and the most recently completed fiscal year.

- List **all** the organization's public and private activities during the last five fiscal years in chronological order starting with the oldest.
  - Do not include board meetings.
- The submitted list must demonstrate that the organization has been serving the public through public activities for at least the past **60 months** as of the eligibility deadline. Also, list any planned/projected activities through the end of the current fiscal year.
  - Include any canceled programming due to COVID. Simply write CANCELED in column E (number of activities/occurrences).
- Additional information regarding the event attendees' county of residence may be requested to determine statutory compliance.
- Upload the Activities and Attendance Attachment as an **Excel spreadsheet**.

Detailed Activities and Attendance Attachment should include:

- **Date(s)** - This can include a single day or a series of dates.
- **Name of Activity(ies)** - Provide a detailed title and description for the activity.
  - **Public activities should be noted with an asterisk (\*).** Examples of activities that are open to the public, meaningfully engage the participant, and fulfill the organization's mission include exhibits, performances, educational programs, workshops, lectures, outreach to schools and community centers, and classes.
  - Examples of activities not considered mission-based or open to the public include rehearsals, private events or parties, events during religious services, weddings/funerals, fundraising events, etc. These types of events should be detailed in the application; however, as non-public events, **they should not be noted with an asterisk**. Board meetings should not be included on the activities list.
  - **A thorough description of each event must be provided.** Also, indicate if any events are collaborations and the name(s) of any collaborating organization(s).
- **Location of Activity(ies)** - Provide the name of the venue where the activity

took place. If the programming was virtual- to the best of your ability - enter the location where the activity would have taken place or the location of the intended audience.

- **County** – Indicate the county where the activity(ies) took place. If outside of SCFD, only enter either “Colorado outside SCFD” or “Outside Colorado.”
- **Number of Activities** - Enter the total number of activities that occurred in each county.
- **Was this virtual/online? Y/N** – If it was online programming, enter **Y**, if in-person, enter **N**.
  - **Hybrid programming** (both online and in-person), list the program twice, noting one for online and one for in-person, and split attendance accordingly. If you have several days of virtual attendance programming then each day is counted as one (e.g., if you leave a program up for 4 days of viewing, then you can count 4 activities).
- **Total Attendance at Activities** - Enter the total attendance where the activities took place. For virtual activities, list the total number of participants to the best of your ability.

### Example Activities and Attendance Attachment

Date(s)	Name of Activity(ies)	Location of Activity(ies)	County	# Activities/ Occurrences	Was this virtual/ online? Y/N	Total Attendance
<i>MM/DD/YYYY</i>	<i>Name of Activity with brief description</i>	<i>Venue – City, State, if not CO</i>	<i>County Name</i>	<i>Insert #</i>	<i>Insert Y or N</i>	<i>Insert #</i>
01/15/2024	Outreach Performance – collaboration with Colorado Ballet – free performance for Title 1 schools.	W Middle School, Aurora	Arapahoe	2	Y	123
04/20/2024	Kids Hour Sing-along	ABC Auditorium	Broomfield	Canceled	N	0
06/15/2024	Broadway Sings at School (hybrid)	X High School, Littleton	Arapahoe	3	N	56
06/15/2024	Broadway Sings at School (hybrid)	X High School, Littleton	Arapahoe	3	Y	168
09/16/2024	Baroque Performance	Y High School, Colorado Springs	Colorado not SCFD	1	Y	56
07/14/2024	Broadway Sings at School	W Elementary, Broomfield	Broomfield	4	N	115
08/14/2024	Broadway Sings at School	X Elementary, Austin, TX	Outside Colorado	1	Y	35
09/14/2024	Baroque Performance	Y High School, Laramie, WY	Outside Colorado	1	N	56
11/14/2024	Baroque Performance	Z Middle School, Highlands Ranch	Douglas	3	Y	100
12/14/2024	Holiday Songs Workshop	Z Middle School, Castle Rock	Colorado not SCFD	2	Y	144

## TAX STATUS

4. **Letter of Determination** Colorado Revised Statute §32-13-107(3)(b)(I)(A) or (3)(c)(I)(A):  
 “Any such facility shall be a nonprofit organization that has a determination letter in effect from the IRS confirming §501(c)(3) status under the federal IRS Code of 1986”

- **Tier II:** IRS Letter of Determination certifying 501(c)(3) must have been issued or re-issued within the last five years and the effective date of exemption must be at least **seven** years prior to date of eligibility application submission. *Any time spent under the fiscal sponsorship of another organization does not count toward this requirement.*
- **Tier III:** IRS Letter of Determination certifying 501(c)(3) must have been issued or re-issued within the last five years and the effective date of exemption must be at least **five** years prior to date of eligibility application submission. *Any time spent under the fiscal sponsorship of another organization does not count toward this requirement.*

SCFD does accept eligibility applications from organizations with a **national affiliation that cannot acquire an in-state 501(c)(3) status**. If you believe the organization falls under this category, contact SCFD to confirm.

Organizations that fall under this category must satisfy all the following:

- Incorporation in Colorado
- Governed by a local board
- Provide proof of individual 990 tax filings
- Not otherwise able to obtain an individual tax status

**Local Government Entities:** Provide the following documentation of status as an agency of local government whose primary purpose qualifies.

- The formal resolution that created the *cultural* or *scientific* agency
- Documentation of a special revenue fund (or similarly segregated fund) separate from the city/county's general fund
- The agency's purpose

The resolution adoption date must be at least **five** years prior to the date of eligibility application submission for Tier III and **seven** years for Tier II.

## ORGANIZATIONAL AND FINANCIAL CAPACITY

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### 5. Organizational and Financial Capacity Requirements

Colorado Revised Statute §32-13-106(2)(k) allows the SCFD Board to consider, for initial and ongoing eligibility purposes, an organization's financial and organizational capacity to expend tax dollars to serve the public and achieve the mission of the organization.

**Upload the following required financial documents based on the organization type listed:**

For Nonprofit Organizations with revenue **under \$500,000**

- a) Statement of Activities (P&L) for most recently completed fiscal year (MRCFY)\* and Statement of Financial Position (Balance Sheet) for MRCFY\*. Submit these two documents as a **single** document.
- b) Current FY Statement of Activities (P&L) showing actual year-to-date revenue and expenses compared to Current FY Budget and Current FY Statement of Financial Position (Balance Sheet). Submit these two documents as a **single** document.

\*See Appendix A of this application for financial definitions.

For Nonprofit Organizations with revenue **between \$500,000 - \$750,000**

- a) A Financial Review for the most recently completed fiscal year (FY) compiled by an independent third party that includes Statement of Activities (P&L) and Statement of Financial Position (Balance Sheet) for MRCFY\*.
- b) Current FY Statement of Activities (P&L) showing actual year-to-date revenue and expenses compared to Current FY Budget and Current FY Statement of Financial Position (Balance Sheet). Submit these two documents as a **single** document.

\*See Appendix A of this application for financial definitions.

For Nonprofit Organizations with Revenue **over \$750,000**

- a) An Independent Audit for the most recently completed fiscal year (FY) compiled by a third party that includes Statement of Activities (P&L) and Statement of Financial Position (Balance Sheet) for MRCFY\*.
- b) Current FY Statement of Activities (P&L) showing actual year-to-date revenue and expenses compared to Current FY Budget and Current FY Statement of Financial Position (Balance Sheet). Submit these two documents as a **single** document.

\*See Appendix A of this application for financial definitions.

For **Agencies of Local Government**

- a) Statement of Activities (P&L) for cultural or scientific agency's MRCFY (local government general ledger or larger department financials will **NOT** be accepted for this requirement). Agency must provide P&L for their designated special revenue fund.
- b) Current fiscal year (FY) Statement of Activities (P&L) compared to Current FY Budget.

**6. Board of Directors**

**Non-profit Organizations**

Attach the Board of Directors list. The Board list must include all members with addresses and a description of the expertise each member brings to the organization. Indicate if any board members are compensated, related to each other or to staff, or reside in the same household.

**Agencies of Local Government**

Attach the City Council list or advisory board.

## 7. Staff

List key staff members, their titles, email addresses, and a brief description of each person's expertise and responsibilities. For smaller organizations with no paid staff, include key volunteer positions. Indicate if any staff members are related or reside in the same household as other staff or board members.

## NONDISCRIMINATION STATEMENT

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### 8. Nondiscrimination Requirement

The organization must have a *board approved* nondiscrimination policy that is at least as inclusive as SCFD's nondiscrimination statement (see below). These protections should extend to all individuals with all organizational stakeholders (employee, volunteer, program participant, patron, visitor, or other). **Indicate the date of adoption and its most recent review by the board of directors.**

**The Scientific & Cultural Facilities District does not discriminate against any person or organization based on age, race, sex, color, creed, religion, national origin, native language, sexual orientation, transgender status, gender identity, gender expression, genetic information, ancestry, marital status, gender, veteran status, military status, political service, affiliation, or disability.**

## OTHER REQUIREMENTS

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No attachments are required for Public Benefit or Geographic requirements.

### 9. Public Benefit Requirement

Colorado Revised Statutes §32-13-107(3)(b)(I)(B) and 107(3)(c)(I)(A): Funding must be used to support accessible programs and events with direct and measurable impact and must *principally* benefit the residents of the district. Public Benefit requirement is determined based on the organization's activities list, online presence, etc.

### 10. Geographic Requirements

Colorado Revised Statutes §32-13-107(3)(b)(I)(B) and 107(3)(c)(I)(B): The geographic requirement is determined based on the organization's primary address and activities list.

To be eligible, an organization must:

- Have its principal office physically located within the district, which excludes the towns of Castle Rock and Larkspur. A P.O. Box does **not** qualify as a physical address; and
- Conduct a majority of its activities within the state of Colorado; and
- Offer activities that are accessible to and principally benefit the residents of the district.

## ASSURANCES

All applicants must complete the Assurances section under the Audit Documents. Check the boxes to affirm. The authorizing official is responsible for the content in each assurance statement.

## REVIEW

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 submission.

**WARNING:**

- After submission, the application will not be editable during SCFD's review process.
- **Late/incomplete applications will not be accepted.** There will be no exceptions. SCFD encourages organizations to submit early.

## QUESTIONS AND INFORMATION

SCFD Staff are available to help! [Contact us](#) if you have any questions or concerns regarding your eligibility application.

### WHAT NOW?

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The SCFD staff will perform an in-depth analysis of the organization in accordance with the SCFD statute. All aspects of the application are evaluated in their entirety and required documentation may be used to determine multiple eligibility factors. SCFD may request updated or additional information. Review [Step 4: What Now?](#) for more information.

Tools that SCFD uses to gauge organizational and financial capacity include:

- IRS regulations and filing requirements
- The Colorado Nonprofit Corporation Act
- The Colorado Secretary of State Business and Licensing Divisions' filing requirements
- The Colorado Nonprofit Association's Principles & Practices for Nonprofit Excellence in Colorado
- Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)

# APPENDIX A: FINANCIAL DEFINITIONS

## 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., December 31, 2024, 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 and expending resources. This document reports only two items: revenue and expenses, although it may compare budgeted revenue to actual revenue or budgeted expenses to actual expenses.
- **Financial Review:** Conducted by an independent auditor, the objective of a financial review is to examine and determine whether a nonprofit's financial statements are consistent with generally accepted accounting principles. A review shares the goals of an audit; however, a review is not conducted with the same level of investigation, analysis, or cost as an independent audit.
- **Independent Audit:** An independent audit is an examination of the financial records, accounts, business transactions, accounting practices, and internal controls of a charitable nonprofit by an independent auditor.

**Note: All financial documents are required for the application to be considered complete.** If you are unsure if your organization is recording financials according to nonprofit standards, search these terms on the internet to find templates for comparison. All submitted financials must adhere to GAAP.