



## 2017 - 2018 CAREER ADVANCEMENT AWARDS

This document contains program guidelines only. New users will need to register for an account, and all users are required to login to the grant portal and complete a pre-qualification quiz. If you pre-qualify as eligible to apply, you will gain access to the full online application. If you are ineligible, you will receive an automatic email notification.

Application Deadlines:	Activity between:
May 2, 2017, 4:00 pm	July 1, 2017 – December 30, 2017
November 2, 2017, 4:00 pm	January 1, 2018 – June 30, 2018

### PURPOSE

**Career Advancement Awards** support Colorado creative entrepreneurs and artists to help stimulate their commercial creative business. The goal is that awardees will achieve tangible business benefits such as increased revenue, new audiences or improved management practices. The following list, while not inclusive of all activities for which support may be used, illustrates some possible areas of support:

- Participate in an exhibit, festival, vendor showcase or artist residency for which participants are chosen through a competitive process or by exclusive invitation
- Present at a conference or symposium for which presenters are chosen through a competitive process or by exclusive invitation
- Purchase equipment and materials to expand or improve an applicant's business
- Enroll in professional development workshops or engage consultants and coaches to build administrative and business skills
- Develop or upgrade technology related to business practices (e.g. online sales systems, website functionality, business analytics tools)
- Develop promotional materials such as electronic media kits with high resolution images

Awards range from \$500 - \$2,500 and funds are paid on a reimbursement basis upon receipt of a final report and expense receipts.

### ELIGIBILITY

At the time an application is submitted, an applicant must be:

- 18 years of age or older, and a resident of Colorado (must be prepared to submit copies of at least two of the following: driver's license, voter registration card, tax documents)
- An individual artist/creative entrepreneur or a creative sector business (commercial or for-profit only) registered in Colorado and in good standing with the Colorado Secretary of State. The creative sector includes design, film/media, literary/publishing, performing arts, visual

arts/crafts, and cultural heritage.

- Have not received funding from the Colorado Creative Industries within 12 months from the application deadline.

This is a competitive award program and not all eligible applications will be funded. The following criteria and weights are used by reviewers to evaluate and rank proposals:

**Artistic Merit (50%)**

- Artistic quality and merit of the creative business or organization’s products or services
- Qualifications, background and experience of applicant

**Career Impact (40%)**

- Clear and specific business goals and measurable benefits for the business or organization
- Unique or innovative approaches to business development or professional development

**Budget (10%)**

- Appropriateness of the costs associated with the proposed activity
- The purpose for which the awarded funds will be used

Applications addressing one of the Strategic Priorities for the grant cycle will receive additional points.

Applicants may apply for only one **Career Advancement Award** within a single year, and Colorado Creative Industries may limit the number of **Career Advancement Awards** to an individual or business over the course of multiple years. Applicants may not apply for a **Career Advancement Award** if they have outstanding final reports from previous Colorado Creative Industries grants or awards. Current employees of the State of Colorado are ineligible.

**CAREER ADVANCEMENT AWARDS DO NOT FUND**

- Activities focused exclusively on artistic skill building
- Funding to offset regular operating costs of a business
- Business start-up costs
- Funding to offset applicant’s regular salary or wages
- Cost of buildings or construction
- Academic degree or certificate programs
- Religious or sectarian organizations such as churches
- Debt reduction
- K-12 schools, colleges, or municipalities
- Reimbursement of fees paid prior to the application deadline

**SIZE OF AWARD AND MATCH**

Applicants may request up to \$2,500. The request must be matched one-to-one with cash from other sources. For example, if an applicant requests \$1,000, the total costs for the proposed activity must be at least \$2,000 and the applicant must provide evidence of a personal or donated contribution of at least \$1,000 in cash.

**APPLICATION PROCESS**

Applications are due on May 2 and November 2. Applicants will be notified within one month of the award deadline as to the award status. Payment will be made upon submission of expense receipts, evidence of cash match, and acceptance of a final report. Applications must be submitted online.

### **ONLINE APPLICATION SUBMISSION**

Only online applications will be accepted. All support materials will be uploaded into the online system. No hard copies of the application or support materials will be accepted. You will be required to download one Excel form for your financial information and then submit the form online as a part of your support materials.

To access supplemental forms and application tools, locate the 'Resources' section in the grant portal from the main navigation dropdown menu. You may save and return to the application as many times as you need **before the deadline**. After the deadline, you will no longer be able to work on the application.

### **APPLICATION QUESTIONS**

The questions below are only a reference for drafting your proposal and do not include all of the information that will be required from you in the online application. We recommend drafting your responses to these brief narrative questions in a word processing document and cutting and pasting the answers into the online application where appropriate.

#### **Artistic Merit**

1. Provide a brief description of the proposed activity. In describing the activity, include specific information on program providers, program website, dates, times locations, etc. If purchasing equipment or materials, describe the necessary items. If requesting a consultant, provide a detailed timeline including both the start and end dates of the project and expected dates for key lessons/topics covered. If undertaking a promotional activity, describe type of promotional piece and target audience. [200 word maximum]
2. Describe the qualifications, background and experience of the applicant. Be sure to discuss the applicant's commitment to creativity and high artistic standards and include any special recognition or grants previously received. [200 word maximum]
3. Include up to 4 work samples (**5MB or under**) that support the proposed project which could include photographs, recordings, letters of support, etc (see page 4 for details).

#### **Career Impact**

1. What significant gains to the work or career of the applicant will this opportunity provide? Describe goals for the activity and specify the hoped-for measurable benefits for the business. Examples include estimated new revenue, increase in customers or website hits, national recognition by increased invitations to present or sales of work/products in new markets. [200 word maximum]
2. What makes this opportunity unique and/or why this is an innovative or unique approach to business development or professional development? [200 word maximum]


**Activity Budget** – Submission of the budget summary form is required.. You must save the form to your desktop, complete it and upload it to the online system as part of your support materials. Include the following information (sample form attached):

- List of detailed expenses for proposed activity
- Travel expenses, if any
- Total amount requested from Career Advancement
- Source(s) and amounts of matching funding for your activity

**Required Attachment Checklist:**

- Applicant’s resume if applying as an individual artist/sole proprietor
- Up to 4 work samples (upload as attachment) – a work sample could be a hyperlink to website (personal website, YouTube, Soundcloud, etc) embedded in a word document – **WORK SAMPLE UPLOADS MUST BE 5MB OR SMALLER**
- If applying for costs of participating in an exhibit, festival or vendor showcase, provide letter of acceptance or evidence of exclusive invitation
- If requesting a consultant, provide consultant’s professional bio or resume and signed Letter of Commitment on letterhead from proposed consultant

**FINAL REPORT**

You will be required to submit expense receipts and evidence of cash match. **The FINAL REPORT must be submitted within 30 days of the completion of your activities.** Log back into the CommunityGrants Portal, go to MY APPLICATIONS and you will see  COMPLETE a REPORT: When visible, click this icon beside the selected application under Actions to fill out a Report.

**SEE SAMPLE BUDGET SUMMARY SHEET BELOW**



**Career Advancement Award  
Budget Summary**

**Project Expenses:**

Salaries, Wages or Honoraria \_\_\_\_\_  
(applicant's regular salary or wages not eligible)

Supplies & Materials \_\_\_\_\_

Travel \_\_\_\_\_

Other Expenses (Explanation Required) \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

**Project Income:**

Career Advancement Award Request \_\_\_\_\_

Earned Income \_\_\_\_\_  
(Ticket or admission sales, product or service fees)

Contributed Income \_\_\_\_\_  
(Grants, gifts, fundraising)

Personal or Business Funds \_\_\_\_\_

Other Income (Explanation Required) \_\_\_\_\_

**Total Cash Income:** \_\_\_\_\_