

Colorado Creative Industries Colorado Creates Grant Awards CCI Fiscal Years 2018-2020 Guidelines



**Application Guidelines for Operations Occurring
October 1, 2017 – September 30, 2018 and October 1, 2018—September 30, 2019**

NOTE: These grants provide funding for a two-year period, dependent on CCI funding and grantees meeting all conditions of the grant.

Applications must be submitted online by 4:00 p.m. on Thursday, June 1, 2017.

ABOUT COLORADO CREATIVE INDUSTRIES

Colorado Creative Industries is a division of the Colorado Office of Economic Development and International Trade. Established to capitalize on the immense potential for our creative sector to enhance economic growth in Colorado, the mission of Colorado Creative Industries is to promote, support and expand the creative industries to drive Colorado's economy, grow jobs and enhance our quality of life. www.coloradocreativeindustries.org

ABOUT COLORADO CREATES GRANTS

The purpose of Colorado Creates, Creative Industries' largest annual competitive grant program, is to provide support that helps nonprofit arts and cultural organizations produce and present arts and cultural activities, bringing jobs to their communities and enhancing the quality of life. All grants are for General Operating Support.

Project Grants, formerly available for organizations whose primary purpose and mission are not specific to arts or cultural heritage, are not available this grant cycle.

PRIOR YEAR APPLICANTS

A limited number of organizations approved for funding in last year's (2016-2017) Colorado Creates cycle are required to submit the **Colorado Creates Mid-Cycle Report** instead of the full application.

APPLICANT ELIGIBILITY CRITERIA

Colorado Creates grants are open only to Colorado-based 501 (c) 3 organizations **with a primary purpose that supports arts and/or cultural heritage as reflected in their organizational mission.** This includes visual, performing, media and literary arts organizations and organizations that support traditional and folk arts expressions. It precludes organizations whose stated mission is not specific to arts and culture.

Independent components (a program of a college or university or unit of government that is both programmatically and administratively distinct from its parent organization) may be eligible and should contact Colorado Creative Industries staff prior to beginning an application.

Additional eligibility requirements:

- Applicants must provide an IRS federal tax-exempt award letter that is dated before the Colorado Creates application deadline, or independent components of public colleges/universities or cities/municipalities. **(See APPENDIX A – DEFINITIONS)**
- Applicants must have been **providing public programs in arts or cultural heritage in Colorado for at least three years** by the application deadline.
- Organizations may not apply using a fiscal agent.
- Colorado Creates applicants are required to sit out for one year after two consecutive years of funding. [Click here to see if your organization is required to sit out this year.](#) These organizations may apply again at the June 2018 deadline for a two-year cycle.
- Applicant organizations must have a minimum cash operating budget of \$25,000 for their last completed fiscal year.
- Churches, sectarian societies and sectarian purposes are excluded from eligibility by Article 9, Section 7 of the Colorado Constitution.
- Applicant must be registered as a Colorado business and its primary business location must be in the state of Colorado.
- To be eligible for a grant, a nonprofit organization will be required to prove it is in “good standing” with the Colorado Secretary of State’s office, including being current in annual corporate reports and charitable solicitation registration.
- Applicants must be current in Creative Industries reporting. Applicants delinquent in prior final reports will be disqualified.
- Public and private K-12 schools and school districts are not eligible.

FUNDING RESTRICTIONS

- **Organizations currently Certified as Colorado Creative Districts through the CCI-designated program are not eligible to apply for the Colorado Creates grant.** Other creative/arts/cultural districts that meet all other Colorado Creates eligibility criteria may apply for this funding. In the event that a district becomes Colorado-Certified, they will no longer be eligible for Colorado Creates funding.

Colorado Creates grants, if awarded, may not be used for:

- Capital improvements, new construction, renovation or restoration or purchase of major equipment
- Debt and deficit reduction
- Out of state activities or travel outside the state of Colorado
- Social activities, entertainment costs, receptions, not directly associated with a cultural event

- Commercial (for-profit) enterprises or activities; although, applicants are encouraged to involve appropriate businesses in the planning of their project
- Professional training or scholarships in degree-granting institutions or work toward academic degrees
- Research that is directed primarily to academic purposes or scholarly projects
- Fundraisers, benefits or prize money unrelated to the organization’s mission
- Art teacher positions in schools
- Re-granting of grant funds is not permitted

DEADLINE & TIMELINE

Only online applications will be accepted. You must hit the “submit” button by 4:00 p.m. on Thursday, June 1, 2017. No extensions will be granted.

For successful applicants, the 2-year funding period will begin on October 1, 2017 and run through September 30, 2019. **A Mid-Cycle Report is required to access the second year of funding.**

<p>February-May June 1, 2017 July July/August September Oct. 1, 2017 – Sept. 30, 2019</p>	<p>Grant information & staff support available Online application submit deadline – 4:00 p.m. Panel dates announced on website Review panels evaluate applications Council reviews recommendations; funding announced Funding period</p>
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NUMBER OF APPLICATIONS ACCEPTED

No organization may be the lead applicant on more than one application. In an effort to ensure that state and federal funds are broadly distributed, the lead applicant may not be a recipient of another Creative Industries award during the same grant year.

An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization is not eligible to apply if the affiliated organization submits its own application. This prohibition applies even if each organization has its own 501(c) (3) status. For example, the “Friends of ABC Museum” may not also apply if the ABC Museum applies.

GRANT AMOUNTS

Grant awards are flat amounts based on the size of the applicant’s cash operating income for the organization’s most recently completed fiscal year (as of the grant deadline date). All applicants in the same budget range who are recommended for funding will receive the same dollar amount. The continuation of a second-year grant is contingent upon available funds.

Although indirect costs are not allowed, a portion of the administrative costs directly associated with the proposed operations is allowable.

Please refer to the budget chart below for grant request information.

If your cash operating income in your most recently completed fiscal year was:	You will request:
\$1 million or more	\$10,000
\$500,000-999,999	\$8,500
\$250,000-499,999	\$7,500
\$100,000-249,999	\$6,500
\$25,000-99,999	\$4,000

REVIEW CRITERIA & PROCEDURES

The following criteria and weights are used by reviewers to evaluate and rank proposals (See **APPENDIX B – NARRATIVE QUESTIONS**) for additional information:

- Artistic excellence and merit of proposed activities (40%)
- Community involvement with and benefit of your organization’s activities (30%)
- Implementation capacity such as effective planning, management and budgeting of the organization and its activities (30%)

The review process incorporates peer specialists in a variety of artistic disciplines, education, nonprofit management, community development and business who review, score and rank the application and support materials. Check the [Creative Industries’ website](#) in early July for a list of panel meeting dates and times. Panel recommendations are not final until approved by the Creative Industries Council in September. Applicants will be notified via email in mid-September of the result of the funding recommendations.

ONLINE APPLICATION SUBMISSION

Applications must be submitted online by 4:00 p.m. on Thursday, June 1, 2017.

This document contains program guidelines only. **New users will need to register for an**

account on the Community Grants Portal, and all users are required to login to the portal, update Account Profile and complete the online application.

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.

For additional help on using the online grant system, use the 'Resources' section of the community grants portal.

REQUIRED NARRATIVE QUESTIONS

Colorado Creates uses a customized version of the Colorado Common Grant Application form. The narrative questions are generally the same as on the Common Grant Application but reordered into three sections to match Colorado Creates' scoring criteria. There are two additional questions that address artistic excellence and financial variances. Attachments cited in the Colorado Common Grant Application instructions are NOT required, but support materials as noted below are required.

Each question in the online application allows for 3,000 characters (including spaces and punctuation). You should prepare answers to the narrative questions in a word processing or notepad document, **check the character count** and then cut-and-paste into the online application. **Please see APPENDIX B – NARRATIVE QUESTIONS.**

We also highly recommend that applicants review the [Colorado Common Grant Application User's Guide](#) for advice on preparing an effective grant application.

FINANCIALS & SUPPORT MATERIALS

All applicants are required to submit financial information and support materials as described below. Omission of any required support materials may make your application ineligible for panel review:

- **REQUIRED:** A one-page inventory list of all work samples. **Do NOT include links to work samples within this inventory list.**
- **REQUIRED:** The **Three Year Financial Summary**. (This document is in the 'Resources' section of the grant portal) **You must save the Excel form to your desktop, complete it and upload it to the online system as part of your support materials.** The spreadsheet should follow the required naming convention as outlined below.
- **REQUIRED:** A statement of your organization's cash operating expenses for *your most recently completed fiscal year*, signed by your board president or treasurer.
- **REQUIRED:** Current version of the organization's W-9. (Name on W-9 MUST match name on IRS tax-exempt letter)
- **REQUIRED:** Current Certificate of Good Standing from the Colorado Secretary of State.

- **REQUIRED:** A document containing the link to your organization’s website.
- **REQUIRED:** Current Board of Directors list with affiliations.
- **REQUIRED:** Staff bios document with qualifications.
- **REQUIRED:** *At least one artistic support material attachment is required to avoid an applicant’s disqualification.*
- **Optional:** In addition, applicants may submit up to five (5) additional work samples in the order listed on the inventory sheet. **TIP:** Reference attached work samples within the narrative where appropriate.

REQUIREMENTS FOR APPLICANTS IN SPECIFIC DISCIPLINES

- **Performing arts organizations must provide** at least one audio or video sample of up to 5 minutes of actual performance. Still images may be included to complement these samples but are not a substitute for live performance.
- **Visual arts or crafts organizations must provide** up to 20 images of artists’ work. Samples should be provided as one document in a .pdf or .ppt format.
- **Literary organizations must provide** a sample cover/homepage, table of contents, and short excerpts from up to 3 print or online publications.
- **Film and media organizations must provide** audio (radio broadcasts) or video/media samples of work up to 5 minutes in length.
- **Multidisciplinary organizations should provide a balance of appropriate samples as described above.** A variety of samples will be beneficial to your application.
- **Service organizations must provide** up to 5 examples of their services. These can be in multiple formats and could include agendas of workshops, instruction videos, bios of instructors, membership roster, or feedback from participants.

ADDITIONAL WORK SAMPLE INFORMATION

- An “item” may be an audio file, video file, a web link, a PDF, a Word document or an Excel spreadsheet. **A PDF version of Word or Excel documents is preferred.**
- Maximum file size for each item is 5 MB (megabytes).
- If you have an existing audio or video file online (e.g. YouTube, Vimeo or SoundCloud), we recommend hyper-linking to the website rather than uploading into your application.
- **Web links must be hyperlinked in a Word document or PDF titled “Web Links”. Each link counts as one of your support material items.** Each link should include a brief description. **TIP:** Be sure web links are active and are not password protected.
- The following naming convention is required for all work samples:
 - Financials: The file name of the uploaded spreadsheet should be titled with the organization’s name (example: “Colorado Art Museum.xls”). Likewise, the “Applicant Name” field within the spreadsheet should be completed with the organization’s name.

- Work samples: Uploaded work samples should be saved and uploaded with an appropriate file name that indicates its contents.

NOTE: Failure to provide the above work samples may eliminate your application from review.

GRANTEE REPORTING REQUIREMENTS & GRANT CANCELLATIONS

Grant recipients will be required to submit a **Mid-Cycle Report** for the 2nd year of Colorado Creative Industries grant funding. Grant recipients who do not submit reports are ineligible for further Creative Industries funding.

Creative Industries has the right to withhold, reduce or cancel grants if an applicant does any of the following:

- Misses deadlines for grant reports
- Does not notify the CCI of changes in project collaborators or other significant management changes or changes in the project
- Fails to comply with the terms of the grant award requirements
- Demonstrates inadequate financial management and oversight
- Does not properly credit CCI support

APPEAL PROCESS

Applicants may appeal the Council's decision concerning a grant application. However, dissatisfaction with the denial is not sufficient reason for an appeal. Grounds for appeal are evidence that:

- The stated review process was not followed; or
- The Council's Conflict of Interest policy was violated.

A written appeal, describing the grounds for appeal and a desired remedy, must be sent to the Chair of the Colorado Creative Industries no later than three (3) weeks from the date of the notification of denial. The Council will reconsider its decision at its next regularly scheduled meeting after receipt of the written appeal.

OTHER CONDITIONS OF FUNDING

As a condition of the grant, Colorado Creative Industries requires the recipient of public funds to comply with all state and federal laws and regulations pertaining to the following:

- **Fair Labor Standards** – including minimum wage and working conditions.
- **Nondiscrimination** – including statutes prohibiting discrimination on the basis of age, race, sex, color, creed, religion, national origin, sexual orientation, gender identity, ancestry or marital status.
- **Audit** – All applications accepted for funding become official records of the State of Colorado and are subject to an audit. CCI requires open access to accounting records for

funds expended under the terms of contract award for the purpose of audit examination, reference or transcription.

- **Drug-Free Work Place** – compliance to the extent applicable with the Drug-Free Work Place Act of 1988.
- **Fair Language** – In compliance with Title VI of the Civil Rights Act of 1964, grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to programs, activities and services.
- **Access for People with Disabilities**– Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against persons with disabilities. All events funded by the Creative Industries must be accessible to persons with disabilities, including those with visual, hearing, mobility and learning impairments. Questions about the Americans with Disabilities Act may be directed to VSA arts of Colorado at 303-777-0797.
- **Credit/Acknowledgment** – Grantee agrees that a current CCI logo will be included in all announcements and promotional materials and efforts will be made to publicly credit CCI support in any public events related to the funding program and activities.

RESOURCES

- W-9 Form
Request for Taxpayer Identification Number
- Grantee Handbook
A comprehensive resource guide - includes definitions, annotated sample financials and grant applications, tips and requirements for selecting work samples, NEA codes and technical tips for working with PDF's, editing work samples, etc.

APPENDIX A – DEFINITIONS

501 (C) 3 ORGANIZATIONS WITH A PRIMARY PURPOSE THAT SUPPORTS ARTS AND/OR CULTURAL HERITAGE are organizations whose stated—and board adopted—mission is specific to visual, performing, media and literary arts and/or traditional and folk arts expressions.

Examples of specific non-profit organizations that may qualify include art museums, visual arts centers, ceramic studios, photographic studios, community arts councils, orchestras and choral societies, opera societies, music festivals, theatre groups, film festivals, dance organizations, creative writing programs, tribal cultural organizations, quilting and fiber arts organizations, ethnic crafts, saddle-making and cowboy poetry festivals.

This definition precludes organizations whose stated mission is not *specific* to arts and culture, including history museums, botanic gardens, preservation organizations, economic development and planning agencies and therapeutic and social service agencies.

AN INDEPENDENT COMPONENT is a program of an organization, college/university or a unit of government that is both programmatically and administratively distinct from its parent organization. To qualify as an independent component, the following must be in place:

- A community-based independent board or advisory committee that has substantial responsibility for oversight and management;
- A distinct and separate mission from its parent organization;
- Dedicated staff and volunteers for the programs of the independent component;
- A budget separate from the parent organization (the independent component **MUST** produce a distinct set of financials as a part of the grant application); and
- If affiliated with a university or college, the independent component must provide programs or services open to the public and must document that the activities serve 50% or more non-student or faculty audiences

For example, a university academic program that primarily serves students, offers a major or minor, and have very little external funding would not be eligible for Colorado Creates funding. However, if the university seeks funding for its art museum, which serves the public, possesses organizational permanency, has programmatic autonomy, is managed by a dedicated staff, is fiscally independent of other academic units, and has its own advisory board, the art museum would qualify as an eligible applicant.

Another example of an independent component is a department or division of a city or municipality that is overseen by an advisory board, develops its own arts or cultural heritage programming and has a line item for financial support in the city or county budget. These eligible applicants might include a cultural office or a performing arts center.

The following **DO NOT** qualify as independent components:

- Academic departments/schools of colleges and universities;

- Programs or projects of organizations, e.g. “friends of” groups sponsored by the organization but are actually programs or fundraising bodies, not independent components; or
- General city or county governments.

Organizations that believe they qualify as Independent Components should contact CCI staff prior to starting an application.

FISCAL YEAR (FY) is a term that is used to differentiate an organization's budget or financial year. A fiscal year usually starts at the beginning of a quarter, such as April 1, July 1 or October 1. However, some organizations' fiscal year also coincides with the calendar year, which starts January 1.

COLLABORATIONS, for the purpose of *Colorado Creates*, will be understood as organizations working together with a shared vision to achieve a shared goal. Collaborating organizations should also be able to show mutual investment of funds or other resources to the activity. This is different than cooperation, which typically refers to individual organizations providing resources to each other they wouldn't otherwise have. Although commonly used interchangeably, the terms collaboration and cooperation represent fundamentally different ways of contributing to a project.

For example, an organization that offers free rental space at their facility to another arts or service organization would be considered cooperation in that it helps the implementation of that organization's project. A collaborative relationship would be characterized by the creation of something new through mutual investment.

APPENDIX B – NARRATIVE QUESTIONS

All Narrative Questions are answered in the online application process. **Each question text box allows up to 3,000 characters (including spaces and punctuation).**

Artistic Excellence and Merit (40%)

ORGANIZATION BACKGROUND. Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.

GOALS. Describe the organization's current goals.

CURRENT PROGRAMS. Describe the organization's current programs. Include population and numbers served.

ARTISTIC EXCELLENCE OR MERIT. Describe how your organization commits to high artistic standards. How are professional artists involved in planning and programming decisions and are they compensated?

Community Involvement

COLLABORATION. Describe one or two specific collaborations or cooperative efforts with other organizations or community members.

COMMUNITY. (a) Define, in your own terms, the “community” that you are serving or strive to serve. (b) How is the community involved in your organization or programs?

INCLUSIVENESS. Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers (e.g. age, gender, ethnicity, disabilities, geographic access).

VOLUNTEERS. How does the organization involve volunteers (other than the board of directors) in a typical 12-month period? Include number of volunteers and hours.

Implementation Capacity

EVALUATION. Describe one or two specific quantitative and/or qualitative measures by which the organization evaluates its program and operations and/or measures its impact.

OUTCOMES. Summarize key evaluation results that demonstrate the organization’s progress toward its goals or desired impact.

BOARD ROLES. Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are currently being addressed.

BOARD STRUCTURE. (a) How many members serve on the board? (b) What is the organization's policy regarding board terms? (c) What percentage of the board contributes financially to the organization?

PLANNING. Describe the challenges and opportunities facing the organization in the next three to five years. Describe how the organization engages in planning.

FINANCIALS. If you ended your most recent fiscal year with a deficit, describe the organization's plan to eliminate the deficit and reach fiscal stability. If your organizational financials show large increases or decreases in line items, please explain.

APPENDIX C – APPLICATION CHECKLIST

STEP 1: Read the Guidelines and Application Instructions thoroughly.

- Verify your eligibility
- Review the Guidelines and make special note of program requirements, funding criteria, required attachments and application deadline.

STEP 2: Complete required registrations and updates

- Register for a DUNS number (if your organization does not have a DUNS number)
- Create (or update) your Account information in the [online grant portal](#)

STEP 3: Prepare the Colorado Creates application

- Grant request information
- NEA classifications
- Narrative Questions
 - Prepare your answers in a word processing document, then cut and paste into online application. Each question text box allows a maximum of 3,000 characters (including spaces and punctuation)
- Uploads/Attachments
 - **Provide in the order listed and save using the following naming convention as a template ORGANIZATION NAME_descriptive title** (for example: ABC-Dance_weblinks)
 - Excess pages, items not listed in the guidelines or alternative formats are not acceptable

STEP 4: Submit the application

- Review your completed application thoroughly and print a pdf copy for your files
- Call CCI staff with any questions at least a day or two before the deadline
- Hit the “submit” button with plenty of time before the 4:00 p.m. deadline
No extensions will be granted.

Thank you for your time and effort in completing this application.

STAFF CONTACTS

Applicants seeking assistance are advised to contact grant counselors well in advance of the application deadline. Prior to contacting a grant counselor, applicants should read the guidelines thoroughly, and review all available Application Tools on the website.

<p>Colorado Creative Industries 1625 Broadway, Suite 2700 Denver, CO 80202 Tel: 303-892-3802 Email: ocedit_creativeindustries@state.co.us Website: www.coloradocreativeindustries.org</p>	<p>Grant Counselors:</p> <p>Ben Litwin 303-892-3822 Benjamin.Litwin@state.co.us</p> <p>Sheila Sears 303-892-3852 Sheila.Sears@state.co.us</p>
<p>For General questions and assistance in using the online grant system:</p> <p>Ben Litwin 303-892-3822 Benjamin.Litwin@state.co.us</p>	