



Colorado Creates Grant Handbook

Definitions

Creative Districts: The term “Creative Districts” used in these guidelines refers to the Creative Districts currently accepted into the program managed by Creative Industries.

Independent Component: A program of an organization, college/university or a unit of local government that is both programmatically and administratively distinct from its parent organization.

Collaboration: For the purpose of *Colorado Creates*, collaboration will be understood as multiple 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.

Cultural Heritage: Cultural heritage encompasses objects/arts/crafts, celebrations, creative occupation, oral expressions, visual and performing artistic traditions rooted in and reflective of the cultural life of a community. Community members may be defined through common ethnic heritage, cultural mores, language, religion, customs or geographic region.

Cultural heritage and its artistic traditions are preserved, reinvigorated and shaped by values and standards of excellence that are passed from generation to generation, most often through conversation and hands-on learning such as demonstration and practice. Though based in the traditional, expressions can document and explore contemporary issues relevant to the culture and its members.

Financial Definitions

Fiscal Year: 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.

Earned Revenue: Cash revenue including such items as ticket sales, fundraising revenue, fees for service, memberships, concessions, funds from organizational budget.

Public Support Revenue (Grants/Contracts): Cash contributed revenue from public agencies including federal, state, city, county, SCFD. Include grants or contract with public agencies.

Private Support Revenue: Cash contributed revenue from individuals, foundations, corporations

In-Kind Contributions: Goods/services donated and value, e.g. free rental space, printing, supplies, equipment. Total should match In-Kind Expenses.

Salaries and Wages: Cash expense for staff salaries, wages and benefits, full or part time. Do not include contractors here.

Direct Artistic/Program Expenses: Cash expenses, including fees and travel for contracted artists, performers, technical support as well as program expenses such as exhibit or production expenses, supplies and materials, program fees, royalties, program space rental at outside facilities.

Administrative Expenses: Cash expenses for office supplies, maintenance, insurance, legal or accounting fees, marketing, advertising, staff professional development, travel and lodging.

Operations and Facilities: Cash expense for facilities rent (home base of operations-not special program expense), operations, maintenance, insurance.

Earned Revenue Expenses: Cash expense for special events/fundraising, merchandise, concessions expense.

In-Kind Expenses: Value of goods/services donated that would need to be purchased if not provided by donation. The value should match Value of In Kind Contributions in the Revenue section.

Colorado Creates Frequently Asked Questions

1. Do I apply through the Colorado Creates “Full Application” or am I eligible to submit the Colorado Creates “Mid-Cycle Report”

The Mid-Cycle Report is for organizations who are eligible for the second year of funding for the two-year period beginning in CCI fiscal year 2017. Only a limited number of organizations are eligible for this second-year funding in this cycle.

All other applicants must apply through the full application process. If an organization is funded, the funding period will be for two years, depending on availability of funds and grantee fulfilling grant requirements.

2. How much money can my organization request for this grant?

Grant awards--for general operating support--are flat amounts based on the size of the applicant’s cash operating income for the organization’s most recently completed fiscal year. Read the Full Application Colorado Creates guidelines, including the amount for which you should apply.

3. How and when are application reviewed?

Colorado Creative Industries reviews grants based on the National Endowment for the Arts peer review process. Grants are reviewed by region. Three to five peer experts with diverse backgrounds are selected based on qualifications that include knowledge of a variety of art forms and expressions as well

as a diverse representation of the region. Regional panel meetings are open to the public and a schedule is announced annually in July.

4. What criteria are used to review applications?

Applications are reviewed using the following criteria: Artistic Excellence and Merit (40%), Community Involvement and Benefit (30%), and Implementation Capacity (30%). A review rubric used by grant panelists is included in the Grantee Handbook.

5. What are the word limits in the narrative?

Each question in the online application allows for 3,000 characters (including spaces and punctuation). We strongly recommend that you type your narrative in a word processing document to make sure it does not exceed the limit and then paste it into the application sections.

6. How do I print a copy of my application?

To print a copy of your application, log in to the grant portal, select “My Applications” and select the printer icon. This will generate a PDF of the application that you can either print or save as a file on your computer.

7. What attachments should be included with the applications?

For a complete list of items required in the grant application please refer to the Guidelines, beginning on page 6. For tips on selecting work samples please review the Colorado Common Grant handbook and the “Tips and Requirements for Selecting work samples” in the Grantee Handbook. DO NOT include additional attachments not specified in the grant guidelines.

8. What is a DUNS number and how do I get one?

A DUNS number is a unique nine-character number used to identify your organization. This number is required by the NEA for CCI’s annual reporting. <http://www.dnb.com/duns-number.html>

9. On the three-year financial summary, is the current year financials column year-to-date?

Current year financials should be *projections* of the end of the current fiscal year. See a sample completed three-year financial summary in the Grantee Handbook.

10. What is my fiscal year?

Fiscal Year (FY) is a term that is used to differentiate an organization's budget or financial year. Your organization determines its own fiscal year. A fiscal year usually starts at the beginning of a quarter; however, some organizations' fiscal year also coincides with the calendar year. You will fill out the financial forms using your own fiscal year, be it starting in January, July, October, etc.

11. When will I be notified of the funding decisions?

12. Notifications are sent out via email to the person listed as the main grant contact after the mid-September quarterly Creative Industries Council meeting. A grant cycle timeline is included in the grant guidelines for your reference.

13. If my organization is funded, when will we receive our check?

If an organization is funded, you will receive a grant award letter along with paperwork to establish an Electronic Funds Transfer (EFT). No paper checks will be issued.

14. As I'm working on the online grant system, my computer shows an error message "Visual force error".

Clean out your computer's temporary internet files. For instructions see the Technical Tips section of the Grantee Handbook.

15. I forgot my password.

Visit <https://oedit.secure.force.com/ccj> and click the "Forgot Your Password?" link. You will receive an email containing your username/email and a temporary password.

16. How can I write a competitive grant?

All applicants should read the guidelines thoroughly and take care to follow all instructions outlined. We provide a number of resources to help organizations write a competitive grant, including a recorded webinar, annotated sample grants, tips for selecting work samples and technical tips, all available in the Grantee Handbook located in the Application Tools section of our website. In addition, since the Colorado Creates narrative is based on a customized version of the Colorado Common Grant narrative it is helpful to reference the Common Grant Handbook.

17. How can I find the National Endowment for the Arts (NEA) codes?

A listing of codes is included in the Grantee Handbook. There is also a link to the codes in the online application.

Creative Industries staff is available to answer questions, but *please read the guidelines thoroughly and look through the Grantee Handbook prior to calling our office.*

Sample One-page Inventory Sheet

XYZ Organization one-page inventory sheet

1. One-page inventory
2. Required 3 year financials (and project budget if applicable)
3. Signed W-9
4. Certificate of Good Standing
5. Web links – 1. 2013 Nutcracker Performance at XYZ Studios; 2. XYZ Organization Promo video
6. EXAMPLE: Board List
7. EXAMPLE: Key staff and artistic bios
8. EXAMPLE: Press clippings
9. EXAMPLE: Excerpt from strategic plan

NOTE: Although linked support materials can be placed in a word processing document and included as one attachment titled Web Links, each link counts as one of the allowable work samples. Be sure to include a brief description of each web link in the inventory sheet.

Requirements and Tips for Selecting Support Materials

Requirements for applicants in specific disciplines

- *Performing arts applications* **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 illustrating the quality of live performance.
- *Visual arts or crafts applications* **must provide** up to 20 images of artists' work.
- *Literary applications* **must provide** a sample cover/homepage, table of contents, and short excerpts from up to 3 print or online publications.
- *Film and media applications* **must provide** audio (radio broadcasts) or video/media samples of work up to 5 minutes in length.
- *Service organizations* **must provide** up to 5 examples of the services that they provide. These can be in multiple formats and could include agendas of workshops, instruction videos, bios of instructors, membership roster, or feedback from participants.

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

Selecting support materials

- When you are choosing items, think about the *review criteria*, so that you provide evidence of artistic excellence/merit, community benefit, and implementation capacity in your support materials.
- Support materials illustrate and expand upon what you have told us in your narrative. In fact, you **must reference** each support item in the narrative so the panel can understand why you have included it.
- *Representative support materials:* In addition to discipline-specific work samples described below, include such items as artists' and administrators' bios, board of directors list, strategic plan, press clippings, survey forms and findings, letters of support.
- *Quality is more important than quantity.* The lengthier the items you submit, the less likely that the reviewers will notice and remember key points.
- *If education is an important part of your proposal,* provide samples of instructor and student work, as well as sample curricula or lesson plans.

- All applicants must submit at least *one item that demonstrates the quality of the artwork proposed*, created within the past two years.

NOTE: Test your work samples prior to submission and make sure they are not password protected. If reviewers cannot access your work samples, it will negatively affect your score.

Review Criteria

Panelist review matrix

The following criteria and weights are used by reviewers to evaluate and rank proposals: Artistic excellence and merit of proposed activities (40%); Community involvement and benefit of your project or your organization (30%); Implementation capacity such as effective planning, management and budgeting of the organization and the project (30%). Below is a rubric provided to grant evaluators as a guide for application review:

Artistic Excellence & Merit (40 % total)	High Recommend highly 10 – 8	Medium Recommend with some reservations 7 - 6	Low Do not recommend 5
Artistic samples submitted	Artistic samples clearly show evidence of high accomplishment and skill, high quality audience experience and/or qualified leadership. Samples directly support applicants proposed project or mission. Samples are appropriate to discipline (e.g. performing arts has video/audio and/or critical reviews, visual arts has high quality images)	Artistic samples show evidence of accomplishment and skill, quality audience experience and/or qualified leadership. Samples support applicants proposed project or mission. Samples are appropriate to discipline (e.g. performing arts has video/audio and/or critical reviews, visual arts has high quality images)	Artistic samples are not included, do not show evidence of artistic accomplishment and skill, or show poor audience experience. Samples do not support the applicant’s proposed project or mission
Mission and goals	Programs or project is clearly aligned with organization’s mission; goals are clearly described and measurable. Program or project is clearly described and includes detail (e.g. population, numbers served, expected results)	Programs or project is aligned with organization’s mission; goals are described and measurable. Program or project has some detail and good description of expected outcomes	Programs are not aligned with the organization’s mission; goals are incomplete and/or not measurable. Program or project description is difficult to understand
Quality or leadership in proposed project or general operating support request	Qualifications of artists and/or professionals involved in projects are high. Samples demonstrate strong and meaningful involvement of artists & stakeholders in planning	Qualifications of artists and/or professionals involved in projects is evident. Samples demonstrate involvement of artists & stakeholders in planning	Lacks evidence of qualified artists and/or professionals involved. Samples lack meaningful involvement of artists & stakeholders in planning

Community Involvement & Benefit (30 % total)	High Recommend highly 10 – 8	Medium Recommend with some reservations 7 - 6	Low Do not recommend 5
Collaboration	Collaborations are highly diverse, nature of collaboration is specified and shows meaningful and demonstrate mutual benefit	Collaborations are varied, nature of collaboration is alluded to, and demonstrate some mutual benefit	Collaborations are limited, superficial and demonstrate little benefit for one or more parties
Inclusiveness	Organization demonstrates a high level of inclusiveness within multiple stakeholders, e.g. board, staff, programs and volunteers	Organization demonstrates some inclusiveness within one or more stakeholder group, e.g. board, staff, programs and volunteers	Organization demonstrates little or no inclusiveness within board, staff, programs and volunteers
Accessibility	Program is highly accessible due to location, appropriate costs, and/or ability to serve those with special needs	Program is accessible due to location, appropriate costs, and/or ability to serve those with special needs	Program is not accessible due to location, appropriate costs, and/or ability to serve those with special needs
Population served	Applicant clearly defines community served by project or organization. Programs are planned with identified community, and program clearly reaches self- defined intended audience	Applicant defines community served by project or organization. Programs involve some outreach to identified community, and program reaches self- defined intended audience	Applicant does not define community served by project or organization. Program is not planning with targeted audiences, and program reach is not well defined and limited in scope
Community support	Clear evidence programs and services fulfill community needs and/or community interest. In-kind shows a strong connection to community through donated goods or services	Evidence programs and services fulfill community needs and/or community interest. In-kind shows a connection to community through some donated goods or services	Little or no evidence programs and services fulfill community needs and/or interest. Little or no evidence of connection to community. Lack of in kind support

Implementation Capacity (30 % total)	High Recommend highly 10 – 8	Medium Recommend with some reservations 7 - 6	Low Do not recommend 5
Financial information	Operating budget and/or proposed project is clearly feasible and shows a diversity of non-CCI funding; if applicable, required cash match is easily met; organization is financially stable; major swings in income and expense or one year of deficit are explained clearly	Operating budget and/or proposed project is feasible and shows some non-CCI funding; if applicable, required cash match is met; organization is financially stable or has plans for stability; major swings in income and expense or one to two years of deficit are explained	Operating budget and/or proposed project is not feasible and lacks diversity of funding; if applicable, required cash match is barely or not met; organization is financially unstable and has no articulated plans for stability; major swings in income and expense or one or more years of deficit are not explained
Accuracy	Application is accurate throughout and includes all required information; clarity and specificity of writing, lack of typos and other mistakes indicate a careful application	The majority of the application is accurate and includes required information; writing is adequate for panel understanding	The application has numerous inaccuracies, directions have not been followed, writing lacks clarity and required information is incomplete
Planning and management	Planning and goals are clear and based on sound, measurable evaluation techniques; key personnel are highly qualified and experienced	Planning and goals are adequate and based on evaluation techniques; key personnel are qualified and experienced	Planning and goals are not adequate and do not address evaluation results; qualifications of key personnel are not included
Board or advisory committee and volunteers	Number of board members, terms/rotation and composition is appropriate for the size and mission of organization; board is diverse and representative of the community and 100% contribute financially to the organization. Volunteer numbers and hours are provided and appropriate to organization's size	Number of board members, terms/rotation and composition of the board is adequate for the size and mission of organization; board is diverse and representative of the community and contributes financially to the organization. Strong evidence of volunteer participation is provided and adequate to organization's size	Number of board members and composition of the board (professions, skills, experience) is not appropriate for the size and mission of organization; terms and rotation are not defined; board is not diverse and/or representative of the community and demonstrates low commitment to the organization

Technical Tips

Cleaning out your cache and temporary internet files

For Chrome, follow these instructions:

1. Click the icon of the three stacked horizontal lines on the browser toolbar.
2. Select History.
3. Select Clear Browsing Data.
4. Use the menu at the top to select the amount of data that you want to delete. Select the beginning of time to delete everything.
In the dialog that appears, select the first four (4) checkboxes for the types of information that you want to remove.
5. Click Clear browsing data.

For Mozilla Firefox, follow these instructions - depending on your version:

1. Click the Firefox button and then choose Options.
Note: If you're using the menu bar, choose Tools and then Options instead.
2. With the Options window now open, click the Privacy tab.
3. In the History area, click the clear your recent history link.
Tip: If you don't see that link, change the Firefox will: option to remember history. You can change it back to your custom setting when you're done.
4. In the Clear Recent History window that appears, set the Time range to clear: to Everything.
5. In the list at the bottom of the window, uncheck everything except for Cache.
Note: If you wish to clear other kinds of stored data, feel free to check the appropriate boxes. They will be cleared with the cache in the next step.
Tip: Don't see anything to check? Click the button next to Details.
6. Click on the Clear Now button.
7. When the Clear Recent History window disappears, all of the files saved (cached) from your Internet browsing activities in Firefox will have been removed.

For Safari, follow these instructions:

1. Click on Safari or Edit and choose Empty Cache OR
2. Click on Safari or Edit and choose Reset Safari. Uncheck Close All Safari windows. Keep in mind that once you hit the Reset button there is no turning back.

Colorado Common Grant User's Guide

The Colorado Creates grant is based on a customized version of the Colorado Common Grant. **Please note:** Applicants DO NOT need to include all of the attachments required by the Common Grant. Please see the Colorado Creative Industries guidelines and checklist located on the last page of the guidelines for required attachments.

- [Colorado Common grant User's Guide](#)

Working with PDF files

- [Combine PDF's in to one document](#)
Use this to save multiple PDF's into one document
- [Extract Pages from PDF](#)
Only need to show certain pages or sections from your PDF
- [Compressing PDF's](#)
File size over the 5MB limit on the online grant system? This free online tool can help you
- [Convert Word, Excel, PowerPoint, Images, Web Pages and other files to PDF](#)

Working with photo and video files

- [Paint.Net Tutorial](#)
Free image and photo editing software and tutorial on how to resize your photos
- [Handbrake](#)
Converts video from a DVD into a movie file or similar

National Endowment for the Arts Code Worksheet

Colorado Creative Industries is required to report the following statistical information to the National Assembly of State Arts Agencies (NASAA) and the National Endowment for the Arts. In no way is this data used in the evaluation process for any grant. Please determine the appropriate codes and transfer them to the appropriate spaces on the Proposal Profile.

Colorado Creative Industries is required to report the following statistical information to the National Endowment for the Arts. In no way is this data used in the evaluation process for any grant. Please determine the appropriate codes and transfer them to the appropriate spaces in the online Community Grants system.

Applicant Status

01 Individual

02 Organization - Non-Profit

03 Organization - Profit

04 Government - Federal

- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

Applicant Institution

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15ArtsCenter
- 16 Arts Council/Agency
- 17 Arts Service Organization

- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)

- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

Disciplines (Applicant & Project)

01 Dance

- A Ballet
- B Ethnic/Jazz
- C Modern

02 Music

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular

H Solo/Recital

I Orchestral

03 Opera/Musical Theatre

A Opera

B Musical Theatre

04 Theatre

A General

B Mime

D Puppet

E Theatre for Young Audiences

F Storytelling

05 Visual Arts

A Experimental

B Graphics

D Painting

F Sculpture

06 Design Arts

A Architecture

B Fashion

C Graphic

D Industrial

E Interior

F Landscape Architecture

G Urban/Metropolitan

07 Crafts

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

08 Photography

09 Media Arts

- A Film
- B Audio
- C Video
- D Technology/Experimental

10 Literature

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

11 Interdisciplinary

12 Folklife/Traditional Arts

- A Folk/Traditional Dance

- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

13 Humanities

14 Multidisciplinary

15 Non-Arts/Non-Humanities

NEA Primary Strategic Outcome

- A Creation
- B Engagement
- C Learning
- D Livability
- E Understanding

Type of Activity

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment

- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance

35 Web Site/Internet Development

36 Broadcasting

37 Public Art/Percent for Art

99 None of the Above

Arts Education

01 50% or more of funded activities are arts education

02 Less than 50% of funded activities are arts education

99 None of this project involves arts education

Populations Benefited by Race/Ethnicity

A Asian

B Black/African American

H Hispanic/Latino

N American Indian/Alaska Native

P Native Hawaiian/Pacific Islander

W White

G No single race/ethnic group listed above made up more than 25% of the population directly benefited.

Populations Benefited by Age

01 Children/Youth (0-18 years)

02 Young Adults (19-24 years)

03 Adults (25-64 years)

04 Older Adults (65+ years)

99 No single age group listed above made up more than 25% of the population directly benefited.

Populations Benefited by Distinct Groups

D Individuals with Disabilities

I Individuals in Institutions

P Individuals below the Poverty line

E Individuals with limited English proficiency

M Military veterans/Active duty personnel

Y Youth at risk

G No single distinct group listed above made up more than 25% of the population directly benefited