



Colorado Creative Industries (CCI) Career Advancement Award

COLORADO CAREER ADVANCEMENT AWARD FY20 GUIDELINES

DEADLINE AND PROJECT PERIODS

Funding Cycle:	Application Live:	Project Period:	Final Report Due:
Rolling Deadline	October 1, 2019 at 4:00 PM MTN	November 1, 2019 – June 30, 2020	July 31, 2020

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. coloradocreativeindustries.org

ABOUT CAREER ADVANCEMENT AWARD

This grant award supports Colorado creative entrepreneurs and artists to help support career growth and enhance their commercial creative business. The goal of funding is to assist awardees in achieving tangible business benefits such as increased revenue, new audiences/consumers or improved management practices. This award is considered a **mid-career opportunity**; startup costs to create a new business or career pathway are not eligible. The following list, while not inclusive of all activities for which support may be used, illustrates some possible areas of support:

- Participation in an exhibit, festival, vendor showcase or artist residency for which participants are chosen through a competitive process or by exclusive invitation
- Presentations at a conference or symposium for which presenters are chosen through a competitive process or by exclusive invitation
- Purchase of equipment and materials to expand or improve an applicant's business:
 - Requests to purchase **laptops, computers, iPads, etc.** are not eligible. Funding for software or specific upgrades needed for those devices may be eligible.

- Enrollment in professional development workshops or the engagement of consultants or coaches to build administrative and business skills
- Acquisition or upgraded technology related to business practices (e.g. online sales systems, website functionality, business analytics tools)
- Development of promotional materials such as electronic media kits or creation of high resolution images

***Please reference Appendix A for more detailed eligibility examples.**

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. Only the proposed activity approved in the original application will be reimbursable.

ELIGIBILITY

At the time an application is submitted, an applicant must meet the following requirements:

- 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 Colorado Creative Industries within 12 months of the application deadline.
- Current employees of the State of Colorado are ineligible.
- Nonprofit organizations, religious or sectarian organizations, K-12 schools and institutions of higher education are ineligible.

CAREER ADVANCEMENT AWARDS DO NOT FUND

- Activities focused exclusively on artistic skill-building
 - These funds support business or career development. This opportunity is not for creation of artwork. Exceptions include residency and exhibition opportunities. These funds are for the purpose of advancing what has already been created.
- Funding to offset regular operating costs of a business
 - CCI will not directly fund the regular operating costs of creating art, but will fund expenses used to advance the creative business once content is created.

- **Example:** If you are creating an album, you can request funds for business costs once the album is complete, not the regular operating costs to create and record the music.
- Business start-up costs
 - Equipment requests must be upgrades, not initial equipment needed to begin a creative career.
- Funding to offset applicant's regular salary or wages
 - Applicant should not include expenses to compensate for personal time spent on the project.
- Cost of buildings or construction
 - Funds cannot cover the cost of maintenance on an existing building or for the construction of a new studio or additional space.
- Reimbursement of expenses paid prior to **November 1, 2019 – June 30, 2020.**

Colorado Creative Industries supports a diverse array of creative work but if you are unsure if your project is eligible, please contact CCI before applying. Contact: Taylor Tschida, Program Manager at taylor.tschida@state.co.us or (303) 892-3832.

NUMBER OF AWARDS

Applicants may apply for only one **Career Advancement Award** within the CCI Fiscal Year (July 1 – June 30). For example, an applicant approved for funding from the CCI on November 2, 2019, is not eligible to apply again until November 2, 2020. CCI may limit the number of **Career Advancement Award** to an individual or business over the course of multiple years.

PLEASE NOTE: CCI reserves the right to deny or delay funding if there are significant questions about or issues with the summary information submitted at the conclusion of the project.

PAYMENT PROCESS

Awards are paid on a reimbursement basis after the proposed activity is complete and a final report and receipts documenting expenses are approved by CCI. Only the activities specified in the original application are reimbursable and the reimbursement can only apply to actual expenses paid during the course of the project period (November 1, 2019 – June 30, 2020). **REMEMBER to save all of your original receipts for proof of expenditures.**

AWARD CRITERIA

This is a competitive award program and, generally, not all applications are funded.

Career Impact (40%)

- Clear and specific business goals and measurable benefits for the business or project
- Applicants are encouraged to forecast specific quantitative and qualitative benefits. Strong proposals will use analytics and account for how they will measure the impact.
- Unique or innovative approaches to business or professional development
- If appropriate, the identified consumer need or desire for the product or service

Artistic Merit (40%)

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

Budget (20%)

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

NARRATIVE OR OPTIONAL VIDEO RESPONSES

All applicants will respond to a set of questions about their project (see Appendix A in this document). Applicants may choose to submit a video that responds, in order, to the questions in the online application instead of submitting written responses to all questions. In the OPTIONAL video, applicants should respond to every question. Video submissions must be no longer than **5 minutes**.

CAREER ADVANCEMENT AWARD APPLICATION QUESTIONS

NARRATIVE QUESTIONS:

1. Provide your “elevator pitch” in a sentence or two, e.g., what you do and why you need funds (350 word limit)
2. If I get funding, the following will happen for my business:
 - a. **Examples include:** If I get these funds ____ will happen. E.g., estimated new revenue, increase in customers or website hits, national recognition by increased invitations to present, sales of work or products in untapped markets.
3. Measurable examples of how this funding will advance my business are:
 - a. **Example:** “This will increase my ____ by ____%” (Please provide up to three examples)

4. This is my proposed timeline:
 - a. Project Start Date:
 - b. Benchmark Goals & Dates:
 - c. Project End Date:
5. This is not a normal cost of doing business because (350 word limit)

ARTISTIC MERIT:

1. I have been pursuing my creative career for the following number of years, and received training or education from: (Please provide up to three examples, 350 word limit)
2. Share a highlight of your professional career in your current discipline (350 word limit)

BUDGET:

1. In a brief narrative description, please estimate costs, e.g., consultant or service provider fees, travel costs, equipment purchases. Provide details and URL's in the provided 'Budget Summary Form'.

Required and Optional Attachments

The following attachments are to be submitted.

- **REQUIRED:** Career Advancement Award Budget Summary (FORM PROVIDED in Appendix B)
- **REQUIRED:** Applicant's Resume if applying as an individual artist/sole proprietor or a document with a short summary of your business
- **REQUIRED:** You must submit at least one work sample, but may submit up to three work samples or support materials you would like CCI to see.
- **REQUIRED:** Certificate of Good Standing from the Colorado Secretary of State, within the last 3 months. *Universities and municipalities are exempt from this requirement.*
- 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 the consultant's professional bio or resume and signed 'Letter of Commitment' on letterhead from proposed consultant

Failure to submit any of the required attachments may be grounds for the rejection of the application and denial of funding.

Reporting and Conditions of Funding

By submitting an application, you and/or your organization agrees to all Conditions of Funding. For details, click here: [Career Advancement Grant Award Conditions of Funding](#).

FINAL REPORT

You will be required to submit expense receipts and evidence of cash match with your final report to receive payment. **The FINAL REPORT must be submitted 30 days of the completion of your activities. The Final Report is due no later than July 31, 2020.**

CREDIT/ACKNOWLEDGMENT

Grantees agree 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.

Applicant must certify that to the best of its knowledge and belief that it is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from receiving funding from a federally-funded program.

(Check debarment status at the System for Award Management (SAM) at <https://sam.gov/SAM/pages/public/searchRecords/search.jsf>.)

APPENDIX A – DETAILED USE OF FUNDS

Eligible Use of Funds

- **Participate in an exhibit, festival, vendor showcase or artist residency for which participants are chosen through a competitive process or by exclusive invitation**
 - **Eligible:** art supplies, registration, lodging expenses, airfare, booth rental
 - **Ineligible:** food/beverage expenses, companion expenses
- **Present at a conference or symposium for which presenters are chosen through a competitive process or by exclusive invitation**
 - **Ineligible:** food/beverage expenses, companion expenses
- **Purchase equipment and materials to expand or improve an applicant's business**
 - Quantify the business advancement this equipment will provide.
 - Requested equipment should not be a major start-up cost of doing business (i.e., a photographer requesting a camera, a live music venue requesting sound equipment, a graphic designer requesting Adobe Creative Cloud, etc.)
 - Funds will not be distributed for laptops, computers, iPads, etc. CCI funds software needed for those devices but not the device itself.
 - Updating equipment or software could be considered eligible.
- **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**
- **Expenses that are not a regular part of doing business**
 - **Example:** If you are creating an album, you can request funds for business costs once the album is complete, not the regular operating costs to create the music, including recording and mixing.

APPENDIX B – SAMPLE CAREER ADVANCEMENT BUDGET SUMMARY

Colorado Creative Industries
Colorado Creates Project Budget

Career Advancement Award Budget Summary		
Applicant Name:		
INCOME		
		Descriptions or URL link (if needed)
Project Cash Expenses		
1	Supplies & Materials (Itemize below)	
	e.g. Lighting Equipment or camera lens	\$300
	Total Supplies & Materials	\$300
2	Travel (Itemize below)	
	e.g. Airfare or travel	\$1,500
	Total Travel	\$1,500
3	Other Expenses (Explanation Required)	
	e.g. Photo Shoot, Independent Contractor	\$200
	Total Other Expenses	\$200
4	TOTAL EXPENSES (Total should match total income)	\$2,000
Project Cash Income		
5	Career Advancement Award Request	\$1,000
6	Earned Income (Ticket or admission sales, product or service fees)	\$300
7	Contributed Income (Grants, gifts, fundraising) (In-kind donations not eligible)	\$0
8	Personal or Business Funds	\$700
9	Other Income (Explanation Required)	
10	TOTAL INCOME (Total should match total expenses)	\$2,000