



## Colorado Creates Fiscal Year (FY) 2020\* Grant Guidelines

### Application Guidelines for Operations Occurring

**During Colorado Creative Industries' Fiscal Years 2020-2021 and 2021-2022**

**\*January 1, 2020 – June 30, 2021 and July 1, 2021—June 30, 2022**

**NOTE:** These grants provide funding for a two-year period, dependent on available funds and grantees meeting all conditions of the grant. \* **For this grant cycle only**, an 18-month funding period will begin on January 1, 2020 and run through June 30, 2022. **A Mid-Cycle Report, due in 2021, is required to access the second year of funding.**

**ALL FUTURE COLORADO CREATES CYCLES will run from July 1 – June 30, aligned with CCI's fiscal year.**

**DEADLINE: Applications must be submitted online by 4:00 p.m. on Monday, September 23, 2019.** No extensions will be granted.

### **ABOUT COLORADO CREATIVE INDUSTRIES**

Colorado Creative Industries (CCI) 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](http://www.coloradocreativeindustries.org)

### **ABOUT COLORADO CREATES GRANTS**

The purpose of Colorado Creates, Creative Industries' largest annual competitive grant program, is to provide support to nonprofit arts organizations who produce and present arts and cultural activities. All grants are for General Operating Support.

### **APPLICANT ELIGIBILITY CRITERIA**

Colorado Creates grants are open only to Colorado-based, arts-focused 501 (c) 3 organizations or *independent components*, such as programs of a college or university or unit of government **with a primary purpose to support the arts as reflected in their organizational mission.** This includes visual, performing, literary and media arts organizations.

This eligibility criterion precludes organizations whose stated mission is not specific to the arts. Organizations that have other goals but include some arts programming are not eligible.

*Independent components* must be both programmatically and administratively distinct from their parent organization. Please contact Colorado Creative Industries staff prior to beginning an application if you fall into this category.

**(See APPENDIX A – DEFINITIONS)**

Additional eligibility requirements:

- Applicants must have been **providing public programs in the arts in Colorado for at least three years** by the application deadline.
- Applicants may not apply using a fiscal agent.
- Organizations are required to sit out for one year after two consecutive years of Colorado Creates funding. Click [here](#) to see if your organization is required to **sit out** this year. These organizations may apply again at the June 2020 deadline for a two-year cycle.
- Applicants must have a minimum cash operating budget of \$25,000 for their last completed fiscal year.
- Article 9, Section 7 of the Colorado Constitution, excludes churches, religious/sectarian organizations and sectarian purposes from eligibility.
- Applicants must be registered with the Colorado Secretary of State 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 is required to show 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.
- **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.
- Public and private K-12 schools and school districts are not eligible.

## **FUNDING RESTRICTIONS**

Ineligible uses of grant funds are:

- Capital improvements, new construction, renovation or restoration or purchase of major equipment
- Debt and deficit reduction

- Re-granting of grant funds

**DEADLINE & TIMELINE**

August 2019 <b>Monday, September 23, 2019</b> October/November 2019 December 2019 January 1, 2020 – June 30, 2022	Grant information & staff support available <b>Online application submit deadline – 4:00 p.m.</b> Review panels evaluate applications Council reviews recommendations; funding announced Funding period
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**NUMBER OF APPLICATIONS ACCEPTED**

No organization may be the lead applicant on more than one application.

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 revenue 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 <b>cash operating revenue</b> 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**)

- 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 late September for a list of review panel meeting dates and times. Panel recommendations are not final until approved by the Creative Industries Council in December. Applicants will be notified via email in December of the result of the funding recommendations.

## ONLINE APPLICATION SUBMISSION

**Applications must be submitted online by 4:00 p.m. on Monday, September 23, 2019.**

This document contains program guidelines only. **New users will need to register for an account on the CCI Grants Portal** (*link coming soon*).

All users are required to log into the portal and complete the online application. All support materials are uploaded into the online system. No hard copies or emailed copies of the application or support materials will be accepted. We recommend that applicants register in the portal and review the online grant system with plenty of time before the deadline to allow staff proper time to assist with any questions or issues.

For additional help on using the online grant system, contact Sami Wells at (303) 892-3840 or [Sami.Wells@state.co.us](mailto:Sami.Wells@state.co.us).

## NARRATIVE QUESTIONS

Each narrative question in the online application allows for 350 words. You should prepare answers to the narrative questions in a word processing or notepad document, **check the word count** and then cut-and-paste into the online application.

## FINANCIALS & SUPPORT MATERIALS

Applicants are required to submit financial information and support materials as described below. **Omission of any required support materials will make your application ineligible for panel review.**

- **REQUIRED:** The **Three-Year Financial Summary**. This document is based on YOUR organization's most recently completed fiscal year, YOUR projection of your current fiscal year, and your anticipated budget for your next fiscal year.
- **REQUIRED:** A statement of your organization's cash operating revenues for *your most recently completed fiscal year*, signed by your board president or treasurer. **(Please do not send a balance sheet; use a profit and loss statement or a signed list of expenditures from your financial system)**
- **REQUIRED:** Current Certificate of Good Standing from the Colorado Secretary of State.
- **REQUIRED:** A 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 5 additional work samples. **TIP:** Reference attached work samples within the narrative where appropriate.

#### **REQUIREMENTS FOR APPLICANTS IN SPECIFIC DISCIPLINES**

*Failure to include work samples as described below may disqualify your application.*

- **Performing arts organizations must provide at least one (1)** audio or video sample of *up to 3 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 (in a single document).** Samples should be provided as in a PDF format.
- **Literary organizations must provide** a sample cover/homepage, table of contents, and short excerpts from *up to 3* print or online publications in a PDF format.
- **Film and media organizations must provide** audio (radio broadcasts) or video/media samples of work *up to 3 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.

**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** in order to receive the 2<sup>nd</sup> year of Colorado Creates 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 significant management changes or instances of fraud or embezzlement
- 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. Those terms and conditions can be found [here](#).

**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. Recipients may also use the current National Endowment for the Arts logo if desired.

Grantee agrees to send a letter to their state legislators, informing them of the importance of State funding.

## APPENDIX A – DEFINITIONS

**501 (C) 3 ORGANIZATIONS WITH A PRIMARY PURPOSE THAT SUPPORTS ARTS** are organizations whose stated—and board adopted—mission is specific to visual, performing, media and literary arts.

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.**

**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 from cooperation, which typically refers to individual organizations providing resources to each other they would not 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.

**DIVERSITY AND INCLUSIVITY** is defined in varying ways by organizations. For guidance in answering the questions in this application related to CCI’s values around this topic, we offer these broad definitions:

***Diversity*** refers to a range of perspectives and voices being present in an organization and enriching its decision-making and effectiveness. This includes different life experiences based on race, ethnicity, nationality, age, sexual orientation, gender identity, income, religion, geography, disability, and a range of other factors.

***Inclusivity*** refers to an environment in which any individual or group can be and feel welcomed, respected, supported, and valued to participate in the mission, life, and decision-making of an organization. By definition, an inclusive organization must be diverse, but a diverse organization may not necessarily be inclusive.

**DUNS NUMBER**, or a Data Universal Number System (DUNS) number, is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. Our NEA funding requires we collect this information. A good description of how to check to see if your organization has a DUNS number and how to obtain one can be found on the [Grants.gov website here](#).

**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.

**MEDIA ARTS** organizations include those that focus on film, television, radio, audio, video, online, interactive and mobile technologies. Competitive applications in this discipline should address the history of community involvement in the organization and the amount and quality of local or regionally developed or produced content in their work.

## APPENDIX B – NARRATIVE QUESTIONS

You will answer the following narrative questions in the online application. **Each question text box allows up to 350 words.**

### **Artistic Excellence and Merit (40%)**

**ORGANIZATION BACKGROUND.** Discuss the original issue or opportunity leading to the organization's founding or development and how that may have changed over time.

**GOALS.** Describe the organization's current goals (how you will achieve the organization's mission).

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

**ARTISTIC EXCELLENCE OR MERIT.** Describe how your organization commits to high artistic standards. How do you involve professional artists in planning and programming decisions? 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) Are the people you serve (or hope to serve) also involved in leadership roles within the organization?

**INCLUSIVENESS.** Discuss what diversity and inclusiveness mean to your organization. What are your organization's strengths and challenges concerning inclusiveness? How are you addressing the challenges?

**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 measures (data or information collected) by which the organization evaluates its program and operations and measures its impact.

**OUTCOMES.** Did you achieve the desired outcomes related to your goals? Summarize key evaluation results that demonstrate the organization's progress toward its goals or desired impact.

**BOARD ROLES.** Describe the role and responsibilities of the board of directors. 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.

## APPLICATION CHECKLIST

STEP 1: Read the Guidelines and Application Instructions thoroughly.

- Verify your eligibility. If you have questions about your eligibility, please contact a CCI staff member before starting the application.
- 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
- 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 350 words
- Uploads/Attachments
  - **Provide in the order listed and save using the following naming convention as a template – “ORGANIZATION NAME\_descriptive title.”**
  - Excess pages, items not listed in the guidelines or alternative formats are not acceptable.

STEP 4: Review your application thoroughly and submit the application.

- Call CCI staff with any questions at least a day or two prior to 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 CCI staff well in advance of the application deadline. Prior to contacting a staff member, applicants should read the guidelines thoroughly.

Colorado Creative Industries  
1600 Broadway, Suite 2500  
Denver, CO 80202  
Tel: 303-892-3840

Email: [ocedit\\_creativeindustries@state.co.us](mailto:ocedit_creativeindustries@state.co.us)  
Website: [www.coloradocreativeindustries.org](http://www.coloradocreativeindustries.org)

For General questions and assistance in using the online grant system:

Sami Wells  
303-892-3840  
[Sami.Wells@state.co.us](mailto:Sami.Wells@state.co.us)