



Career Advancement Awards 2018 - 2019 Grant Guidelines

This document contains program guidelines only. All applications are submitted through the online grant portal. New users will need to register for an account, for which approval may take up to 48 hours.

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

ABOUT CAREER ADVANCEMENT AWARDS

This grant award supports Colorado creative entrepreneurs and artists to help support career growth and enhance their commercial creative business. The goal is that awardees will achieve tangible business benefits such as increased revenue, new audiences/consumers or improved management practices. This award is considered a **mid-career opportunity**; initial 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 B for more detailed eligibility examples.

DEADLINES AND PROJECT PERIODS

Funding Cycle:	Application Deadlines:	Activity Between:	Final Report Due:
Cycle 1	June 1, 2018, 4:00 pm	July 1, 2018 – December 31, 2018	January 31, 2019
Cycle 2	November 1, 2018, 4:00 pm	January 1, 2019 – June 30, 2019	July 15, 2019

Note: all expenses must be incurred between **July 1, 2018** and **December 31, 2018** (cycle 1) and between **January 1, 2019** and **June 30, 2019** for (cycle 2). Final Reports are due no later than **January 31, 2019** (cycle 1) and **July 15, 2019** (cycle 2).

AWARD AMOUNTS

Awards range from \$500-\$2,500 and are paid on a reimbursable basis. Applicants will be reimbursed 50% of documented, eligible cash expenses, up to \$2,500 for cash expenses of \$5,000 or more. Regardless of the funded amount, the reimbursement can only apply to actual expenses paid during the course of the project period. For example, if the total costs for the project are \$2,000, the applicant may request reimbursement for up to \$1,000 for eligible expenses. Please note, in-kind donations are not an eligible expense.

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. Consider these post-creation funds to advance what has already been created.
- Funding to offset regular operating costs of a business
 - CCI will not fund regular operating costs of the creative business, but will fund expenses used to advance the business once content is created.
- Business start-up costs
 - Costs to engage expertise in business structure or financial management to start a creative business or 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.
- Academic degrees or certificate programs
- Debt reduction or loan repayment
- Reimbursement of expenses incurred prior to **July 1, 2018** (cycle 1) or **January 1, 2019** (cycle 2).

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: Sydney Clapp, Program Administrator at sydney.clapp@state.co.us or 303-892-3832.

NUMBER OF AWARDS



Applicants may receive for only one **Career Advancement Award** annually. For example, an applicant approved for funding from the CCI deadline on November 2, 2018, is not eligible to apply again until November 2, 2019.

Colorado Creative Industries may limit the number of **Career Advancement Awards** to an individual or business over the course of multiple years.

AWARD CRITERIA

This is a competitive award program and, generally, not all applications funded. Reviewers evaluate and rank proposals using the following criteria and weights:

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

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. **REMEMBER to save all of your original receipts for proof of expenditures.**



If awarded in either of these two cycles, awardees **must not** incur project expenses prior to **July 1, 2018** (cycle 1) or **January 1, 2019** (cycle 2). Any purchases made prior to the each cycle's project start date are not eligible for reimbursement.

If needed, an awardee may submit a request for a short extension. The request for an extension must be submitted and approved in advance. Approval of an extension is at the discretion of CCI staff and may be granted for no more than two months past the project end date.

APPLICATION PROCESS

Applications are due no later than the date and time noted in this document. No extensions will be granted. Applicants will be notified within one month of the award deadline as to the award status. Payment will be made upon submission of expense receipts, evidence of cash match, project documentation and acceptance of a final report.

ONLINE APPLICATION PROCESS

Only online applications will be accepted. **New users will need to register for an account on the [Community Grants Portal](#). All users are required to log into the portal and complete the online application.** All support materials will be uploaded into the online system. You will be required to download one financial form titled **"Career Advancement Award Budget Summary"** and then submit the form online as a part of your support materials. For additional help on using the online grant system, contact Sami Wells at (303) 892-3840 or sami.wells@state.co.us.

You may save and return to the application as many times as you need **before it is submitted and/or before the deadline**. After it is submitted and after the deadline, you will no longer be able to work on the application.

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**. Videos must be submitted as a link in a document uploaded with the



attachments in the application, e.g. a link to You Tube, Vimeo, Dropbox, Google Drive. Private videos must include a password in the document.

ATTACHMENTS

- OPTIONAL VIDEO RESPONSE: Submit your short video that responds to the narrative questions (no longer than 5 minutes)
- REQUIRED: Career Advancement Award Budget Summary (FORM DOWNLOADED, saved and uploaded when complete)
 - Please include URL links to specify cost range of equipment or other expenses when applicable.
- REQUIRED: Applicant's resume if applying as an individual artist/sole proprietor or a document with a short summary of your business
- REQUIRED: One work sample highlighting your creative work
- Up to 2 additional work samples (upload as attachment) – a work sample could be a hyperlink to website (personal/business website, YouTube, Soundcloud, electronic press kits, etc.) embedded in a Word or PDF document – **WORK SAMPLE UPLOADS MUST BE 5MB OR SMALLER**
- If applying for costs of participating in an exhibit, festival or vendor showcase, provide letter of acceptance or evidence of exclusive invitation
- If requesting a consultant, provide consultant's professional bio or resume and signed Letter of Commitment on letterhead from proposed consultant

FINAL REPORT

You will be required to submit expense receipts and evidence of cash match with your final report to receive payment. **The FINAL REPORT must be submitted within 30 days of the completion of your activities. The Final Report for Cycle 1 is due no later than January 31, 2019 and the Final Report for Cycle 2 is due no later than July 15, 2019.** Log back into the [CommunityGrants Portal](#), click on the Career Advancement tile, go to EDIT/VIEW MY APPLICATIONS and click on the orange icon next to your application to access the Final Report.

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 when applicable:



- **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.



APPENDIX A - APPLICATION QUESTIONS

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

Career Impact

- This is my creative business or project and I need funds for the following:
- If I get funding, the following will happen for my business:
 - a. Examples include estimated new revenue, increase in customers or website hits, national recognition by increased invitations to present, sales of work/products in new markets.
- Measurable examples of how this funding will advance my business are:
 - a. Example: “This will increase my _____ by ____%” (List up to three examples)
- This funding will also advance my business by:
 - a. Example: “If I get these funds _____ will happen” (List up to three examples)
- This is my proposed timeline with benchmarks:
 - a. Project start date:
 - b. Benchmark Goals & Dates:
 - c. Project end date:
- This is not a normal cost of doing business because:

Artistic Merit

- I have been pursuing my creative career for the following number of years:
- My professional training/learning includes:
- My next overall career goal is:

Budget

- This is a summary of my projected expenses:
 - a. In a brief narrative description, estimate costs, noting consultant or service provider fees, travel costs, equipment purchases. Provide details and web links in the Budget Summary form.



Please double check that your Summary Budget has been saved after filling out the information and before uploading the document into your application. Include the following information:

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

See the Sample Budget Sheet in Appendix C



APPENDIX B – 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.



ATTACHEMENT C – SAMPLE CAREER ADVANCEMENT BUDGET SUMMARY

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

