



## 2015 BROOMFIELD COUNTY GUIDELINES

**Multi-County grant deadline:** 4:00 p.m., Tuesday, March 10, 2015  
(Reminder: paper copies are due by individual county deadlines)

**Broomfield county grant deadline:** 4 p.m., Friday, April 3, 2015

### Eligibility

All applicants must have received SCFD eligibility prior to submitting a grant application. Eligibility requirements are listed on the [SCFD website](http://scfd.org). Please contact SCFD staff about eligibility questions [scfd@scfd.org](mailto:scfd@scfd.org). Applicants must continually maintain compliance with all eligibility requirements. Eligibility does not guarantee funding.

### Final Grant Reports

Organizations with any outstanding Final Grant Reports will not be able to apply for funding.

### How to Apply

All grant applications must be completed through Grants Online™ at [scfd.culturegrants.org](http://scfd.culturegrants.org). Please contact [scfd@scfd.org](mailto:scfd@scfd.org) or 303-860-0588 for technical assistance (including login information). Please read the 2015 [Grant Application Directions](#) in their entirety before contacting SCFD.

### Minimal Submittal Requirements

Organizations must submit an application and all required attachments via Grants Online™ AND submit 2 complete paper copies (including all required attachments) to **Broomfield Cultural Affairs Division** located at the **Mamie Doud Eisenhower Public Library, 3 Community Park Rd, Broomfield, CO 80020** by the Broomfield County deadline **Friday, April 3 at 4 p.m.**

The electronic copy of the grant application is considered the master copy, required paper copies are submitted to the county as a courtesy for volunteer Council Members reviewing grants. SCFD office will determine if an application meets the minimum submittal requirements. Incomplete applications will not be considered for funding. Revised applications, revised financials, and other required documents will not be accepted after the grant deadline.

### SCFD Grant Workshop

Attendance at a free SCFD Grant Workshop is strongly recommended for all applicant organizations. See the [SCFD website](http://scfd.org) for dates and locations.

### Requirements of Funding

Funds awarded in 2015 are to be spent between October 2015 and December 31, 2016. If awarded funding, an organization is required to submit a Final Grant Report by February 10, 2017 to report on how funds were used to benefit the residents of the District. Funding must be used as outlined in the grant application. For project grants, a [change request form](#) will need to be submitted if there are modifications to the scope of a project, e.g. changes to venue, date/time, content of programming, projected audience, & significant adjustments to the project budget (over 25% increase/decrease in project budget). SCFD funds are public tax dollars and are intended to benefit the residents of the District. **By statute, SCFD funding cannot be used for scholarships, pass-through funding for other entities, capital expenses, to retire debt, or for political or religious purposes.**

## Definitions

**General Operating Support (GOS):** unrestricted grant that helps the organization achieve its mission. By statute, SCFD funding cannot be used for scholarships, pass-through funding for other entities, capital expenses, to retire debt, or for political or religious purposes.

**Project:** restricted grant given to support a specific event or connected set of activities, with a beginning and an end, explicit objectives and a predetermined cost.

### Other Definitions:

**Collaborations:** Encouraged and defined in Broomfield County as two or more SCFD Funded organizations, one which is based in Broomfield, delivering joint programs to the community.

## Broomfield County Funding Criteria

### Types of Funding Available:

**General Operating Funds:** These funds support organizations based in Broomfield whose primary offices (as listed by the IRS) are located in Broomfield County. Broomfield organizations should **ONLY** apply for General Operating Funds.

**Maximum Grant Request:** \$30,000 (based on our best estimate of 25% of the funds available, subject to revision)

**Ordinance Mandate:** 25% of the total funds available is allocated to the Cultural Affairs Division per city ordinance #1710.

**Project Funds:** Organizations that are **NOT** Broomfield-based may apply for funding for **ONE** project taking place in Broomfield County or outside the county where participation by Broomfield citizens can be documented. Project is defined as one or more activities that are linked by content, audience or venue.

**Maximum Grant Request:** \$5,000

**Discretionary Funds:** Up to 5% of SCFD funds may be retained for discretionary purposes and special projects to be determined by the Cultural Council.

### Letters of Intent/Commitment:

Letters of Intent are required for Project Grants only. Email versions of letters of intent/commitment are acceptable as PDF attachments in the Grants Online System.

### Interviews:

Monday, May 4	5:30 p.m.	SCFD Grant Applicant Interviews* (by appointment)
Monday, May 11	5:30 p.m.	SCFD Grant Applicant Interviews* (by appointment)
Monday, May 18	5:30 p.m.	SCFD Grant Applicant Interviews* (by appointment)
Tuesday, May 26 (alternate)	5:30 p.m.	SCFD Grant Applicant Interviews* (by appointment)
Monday, June 1	6:30 p.m.	Grant Allocation Meeting to draft SCFD Funding Plan
Tuesday, July 14	6:00 p.m.**	SCFD Funding Plan Submitted to Broomfield City Council
Tuesday, October 20	6:00 p.m.**	Broomfield County SCFD Check Distribution and Reception

### Evaluation Process:

The Broomfield Cultural Council will look with favor on requests from organizations that receive *less than 50%* of their total funding from all SCFD sources in addition to evidence of responsible stewardship. Diversification of funding is critical.

All applicants need to thoroughly explain how the organization or project will benefit the City and County of Broomfield. Applicants also need to demonstrate and measure how they are reaching Broomfield citizens with their project/programs. Since the Cultural Council has new members each year, applicants should thoroughly explain the organization history and impact in Broomfield. See the Grant Opportunities on the [broomfieldculturalcouncil.com](http://broomfieldculturalcouncil.com) website for the scoring rubric.