



2010-11 ADAMS COUNTY CULTURAL COUNCIL FUNDING CRITERIA AS REVISED NOVEMBER 2009

ELIGIBILITY

The basic requirements to qualify for SCFD funds are set forth in the Colorado Revised Statute # 32-13-107(3)(c)(I)(A) and (B) as follows:

- (A) Any such facility shall be a nonprofit organization that has a determination letter in effect from the internal revenue service confirming that the organization meets the requirements of section 501(c)(3) of the federal "Internal Revenue Code of 1986" as amended, whose primary purpose is to provide for the enlightenment and entertainment of the public through the production, presentation, exhibition, advancement, or preservation of art, music, theater, dance, zoology, botany, natural history or cultural history, or shall be an agency of local government that has such primary purpose.
- (B) Any such facility shall have its principal office within the district, shall conduct the majority of its activities within the state of Colorado, and shall principally benefit the residents of the district.

All applicants must have established SCFD eligibility prior to submitting an application. Eligibility is established through the SCFD district office 899 Logan Street, Suite #500, Denver, Colorado 80203. The SCFD telephone number is (303) 860-0588. Eligibility Applications are available at www.scfid.org.

Eligibility for Gross Operating Support (GOS) requires that the organization's primary office must be in Adams County and shall be defined as the address of the organization's registered agent as recorded in the office of the Colorado Secretary of State. Such organization's activities must be conducted within the State of Colorado and must principally benefit the residents of the SCFD.

All applications are expected to be complete and accurate at the time of submittal. No applications will be accepted after the deadline date and time.

INELIGIBILITY

- Any applicant which has abused or misused SCFD funds previously granted to it, including, but without limitation, any applicant which has spent SCFD grant monies for other than council-approved or permitted uses; any applicant which has retained grant monies unspent for longer than one year without council approval; any applicant which has used grant monies to replace governmental funding in support of cultural and scientific activities and facilities will be deemed ineligible to apply for SCFD funding through the ACCC for a minimum of one funding cycle and must petition the SCFD and ACCC to have eligibility reinstated.
- For at least one year in which the application or documentation was submitted or the year it was discovered by the council to be defective/incomplete, any applicant which submits to the council an application, documentation, or accounting containing any significant misstatement or omission of fact will be deemed ineligible for that funding cycle.

- Adams County does not fund sponsorships or pass-throughs.
- Organizations with delinquent final reports after the grant submission deadline will be ineligible for further SCFD funding. No exceptions will be made.
- Organizations may not use funding for debt, interest on loans, fines, penalties, costs of litigation or for monies that are primarily designed to advance political or religious causes.
- Late and/or incomplete applications will not be considered for funding without exception.

FUNDING

Applications for 2010 grant cycle are available to eligible organizations by contacting the SCFD office at scfd@scfd.org. Distributions of funds will occur in the fourth quarter of the calendar year for use in the following year.

The ACCC awards funds for four categories of funding from its distributed Formula Funds: Small (up to 10%) and Large Project Funds (50% or greater); GOS Funds (up to 20%), Permanent Visual Art Funds (up to 20%) and uses its Discretionary Funds as designated. Any unallocated funds from one category may be transferred to another, at the discretion of the council. No more than two (2) project requests (regardless of size) and no more than one (1) visual arts request may be submitted by an organization during one funding cycle, and no more than 20% of any project funding available shall be allocated to an individual organization during a grant cycle.

Projects Funds

No more than two (2) project requests (regardless of size) may be submitted by an organization during one funding cycle.

Small Projects not exceeding \$5,000 (Up to 10% of each annual distribution)

Large Projects exceeding \$5,000 (50% or more of each annual distribution)

- An organization can request no more than 60% of each total project budget.

Evaluation

Each project submitted will be evaluated by each member of the cultural council. Both Small and Large Projects will be evaluated using these six criteria areas:

- Achievable promotion of culture/science in Adams County (5 points); impact on, and outreach to, residents of Adams County (5 points); cost efficiency in relation to funding available, size/scope of applicant organization, number of persons served by program (5 points for all); creativity demonstrated by the submitting organization for this program (5 points); evidence that the submitting organization can complete the project successfully (5 points); overall quality of this program proposal (10 points). Total is 35 points.

Ranking

Each council member will give each project a total of 0-35 points. A preliminary point tally for each program or project will be made, and the council chair or acting chair and secretary will independently tally the points and compare results. All three must agree before the projects are ranked. "Compensating points" shall become part of the ranking process for any individual program whenever a council member (a) cannot participate in rating because of a conflict of interest with an organization submitting an application; (b) voluntarily withdraws due to unforeseen circumstances; (c) deems herself/himself disqualified or unqualified because of absence at meetings and/or public hearings. In such circumstances, the council staff person will calculate an average of the scores of those council members rating that individual program and said average score will be entered for the council member(s) not participating. In all situations, each individual program shall have the same number of persons rating it, including the average scores of non-rating members.

When the tally is agreed and final, the projects will be ranked from most points to least. The ranked list will be divided as equally as is arithmetically possible into three classifications for small and four classifications for large. For small projects, the

highest one-third will be denominated "superior" and have up to 70% of funds available and the next denominated "excellent" and funded at the discretion of the council. For large projects, the highest one-fourth will be denominated the "superior" category and have up to 50% of the available funds; the next denominated the "excellent" category will have approximately 30% of the funds; the third classification will be designated the "good" category and will have approximately 20% of the funds; the final tier is funded at the sole discretion of the council.

General Operating Support (Fund Raising Match)

It is the goal of the ACCC to consistently encourage applying organizations to have in place development and/or fundraising, which produce revenue from the business, professional, industrial sectors and the community at-large. Therefore General Operating Support (GOS) grants (a) help organizations become less dependent upon SCFD funds for enhancement opportunities, and (b) are rewards for the initiative provided by citizen volunteers to supplement SCFD tax support. Recipient organizations must check the GOS box on the application in order to be considered for a GOS grant award. The ACCC will review the provided financial information on the application, specifically looking at all reported community-generated funds from memberships, sponsorships, contributions, ticket sales, unrestricted grants, and nets from fundraisers. In-kind contributions of any form will not be utilized as a basis for calculating General Operating Support grants. A complete accounting of the previous year's GOS Grant expenditures will be provided by an organization before additional General Operating Support will be allocated.

Distribution Procedures and Other Terms and Conditions of General Operating Grants

- Community-generated funds set forth above will be totaled by the cultural council and each qualifying organization will receive a pro-rated percentage of the funds available with \$30,000 the maximum amount granted to any single organization in a funding cycle for this category.
- GOS funds may be utilized by the recipient organization for general operating support, including expenditures not necessarily related to a specific project or program; to supplement any program or project that is not fully funded by the cultural council; capital expenditures may be allowed at the council's discretion; no GOS funds may be utilized to purchase real property or buildings or to repair, restore, or alter a building, or preserve a historical site.

Visual Public Art

No more than one (1) visual arts request may be submitted by an organization during one funding cycle.

Realizing that certain projects require substantial commitments, and compelled by a desire to instill a sense of pride throughout the various communities by the creation and installation of public art, the ACCC may allocate up to 20% of monies in each funding cycle for the placement of permanent, visual art that will be created in the future, as set forth:

- Any SCFD Tier III qualified Adams County organization may make application to utilize any part or all of the available funding in proposing a project of permanent, visual art.
- If an artist(s) can create a work of visual public art during a one-year SCFD funding cycle or an already commissioned piece of art can be acquired immediately, the requesting organization can submit a visual arts grant request under the large or small project grant guidelines. If the grant request is approved, the organization will be granted the award in the regular grant cycle (i.e., October of the grant request year).
- Such art must finally be placed or installed permanently in a public location, including property owned by the county, municipal, public education facility or special district entities (i.e. city hall, courthouse, services building, justice center, recreation complex, library, golf course, park, public arts center, museum).
- The ACCC will utilize, but not be limited to, the following basic criteria for evaluating permanent, visual public art proposals:
 - a. Quality - highest priority is the inherent quality of the work; overall creativity and vision of the project; maximum exposure to the public upon placement and into the future; professional background and demonstrated ability of the artist(s); securing of participatory funds and contributions and/or submitting organization financial commitment

to the project IN THE MINIMUM AMOUNT OF ONE-THIRD OF THE TOTAL COST; economic feasibility and cost efficiency of the project; compatibility of the project with the proposed public location; perceived impact of the project upon future generations; track record and supporting resources of an applying organization to initiate and complete a major project; geographic or community location in relationship to other major permanent, visual public art projects funded most recently by the ACCC.

FUNDING

If the total cost of the proposed visual arts project exceeds \$25,000 (including participating funds raised in the community, allocations by the applicant, grants, etc.), the applying organization must submit to the ACCC a completed visual arts application form and the following:

- an already prepared, written "Call for Entries" competition prospectus that will be mailed, distributed, and publicized to local and/or regional artists;
- said prospectus will include, but not be limited to the following: complete description and outline of the significance of the project; inspiration and long-term vision of the submitting organization for planning and undertaking the project; itemized proposed budget for the project; the manner in which artists are to submit sketches, proposals, and samples for the project; carefully defined selection criteria for the project; an outline of the selection process to be utilized in determining the chosen artist; proposed timelines, deadlines, and payment schedules for the project; a draft wording for the attached signage, plaque or other means of identifying the piece and recognizing its sponsors.
- supportable existing data estimating the number of citizens who will actually be exposed annually to the public art in the location in which it is proposed for placement;
- percentage and breakdown of participating funds to be sought in the community through grants and contributions and/or allocation by the applying organization. A MINIMUM of one-third of the total cost shall be participating funds raised in the community, allocations by the applicant, grants, etc.; the ACCC will determine final percentages of participation required for the grant to be approved for funding.
- "letter of intent" with the public entity where the project may be placed, stating the public entity is willing to accept responsibility for maintenance, repairs (insurance costs, if applicable) and future "ownership" of the public art.
- in certain situations (i.e. the recent recast of an original piece of art or the identification of a piece of art already produced) and the total cost exceeds \$25,000, the cultural council, at its discretion, may make an exception to the "open competition" or "Call for Entries" process. In such situations, applying organizations must supply information in their application to satisfy all preceding criteria. In addition, the organization will provide: slides, photos, or visuals of the original art to be recast or the art identified for purchase; location of the original art or identified art; date of execution of the art; and cost of the original art piece that is being recast.

If the total cost of the visual art project is less than \$25,000 (including participating funds raised in the community, allocations by the applicant, grants, etc.), the applying organization must submit a visual arts application form and the following:

- a written description, of at least two typewritten pages, outlining the inspiration and vision for the project including a draft wording for the attached signage, plaque or other means of identifying the piece and recognizing its sponsors.
- detailed budget, itemizing all of the costs of the project, including design, execution, site development, installation costs;
- percentage and breakdown of participating funds to be sought in the community through grants and contributions and/or allocation by the applying organization. A MINIMUM of one-third of the total cost shall be participating funds raised in the community, allocations by the applicant, grants, etc.; the ACCC will determine final percentages of participation required for the grant to be approved for funding.

- point-by-point criteria the organization will use (or has used) to select an artist;
- if an artist has been identified, submissions of work, examples of work, including locations, media, and dates of execution should be provided;
- copy of a proposed agreement with identified artist, including schedule for starting and completing work, and payment schedule;
- “letter of intent” with the public entity where the project may be placed, stating the public entity is willing to accept the responsibility for maintenance, repairs (insurance if applicable) and future “ownership” of the public art.

Appropriate consideration will be given to structural and surface integrity, permanence and protection against theft, vandalism, weathering, and excessive maintenance and repair costs.

The ACCC is receptive to a broad definition of art and encourages the imaginative interpretations of various media. Works of art may include, but are not limited to, the following:

- Sculpture: in the round, bas relief, mobile, fountain, kinetic, and electronic, in any material or combination of materials.
- Painting: all media, including portable and permanently affixed works, such as murals.
- Graphic Arts: printmaking and drawing which are accompanied by a reasonable and appropriate plan for public display.
- Mosaics: which are accompanied by a reasonable and appropriate plan for public display.
- Photography: accompanied by a reasonable and appropriate plan for public display.
- Crafts: in clay, fiber and textiles, wood, metal, plastics, stained glass, and other materials, both functional and non-functional, accompanied by a reasonable and appropriate plan for public display.
- Mixed media: any combination of forms or media, including collage, accompanied by a reasonable and appropriate plan for public display.
- Earth works and environmental installations which are accompanied by a reasonable and appropriate plan for public display.

The ACCC, at its discretion, may negotiate revisions and/or alterations with an applicant, as deemed necessary, and may choose to fund a project in more than one funding cycle due to availability of funds, and may stipulate future requirements that are to be met for a project, prior to the recommended release of funds are held in trust by the SCFD until said authorized release of funds by the ACCC.

ADDITIONAL FUNDING TERMS AND CONDITIONS

In all situations, the ACCC reserves the right to REDUCE the amount of a request for a project prior to the ranking process.

Up to 10 percent of total available funds are allocated for use by the cultural council at its discretion for areas including program enhancement, collaboration, innovation, education, promotion, and accessibility.

Projects using SCFD funds to award monetary prizes, scholarships or similar disbursements must state so in the application and have recipients sign a document stating that the funds will be used to further their arts/science education, supplies for these endeavors or other activities that comply with the vision of the SCFD.

No applicant may rely solely upon SCFD grants to function and carry out the program(s) for which it is asking.