



Scientific & Cultural  
Facilities District

*Making It Possible.*

## ARAPAHOE COUNTY CULTURAL COUNCIL (ACCC)

General Instructions Regarding the Tier III Application for  
Scientific and Cultural Facilities District Funds  
Fiscal Year 2010-2011

**The Deadline for grant applications is 4:30 PM on Friday, March 5, 2010.** Late applications will not be accepted. Only electronic applications will be accepted and are to be sent to the SCFD District Office: [grantapplications@scfd.org](mailto:grantapplications@scfd.org). Applications are part of the public record. They are open for review by the general public at the Arapahoe County Community Resources Department during regular business hours from 8 AM until 5 PM, Monday through Friday. Applications will not be accepted from organizations not in compliance with the SCFD's reporting and review requirements. Any past due Final Grant Reports must be submitted to the SCFD District Office in order to apply for the new grant cycle. If you have any questions about compliance or Final Grant Reports, please call the SCFD office at (303) 860-0588.

- ❖ Your answers should be complete and yet succinct. Answers are limited to the space provided on the application. Contact the SCFD office with downloading problems.
- ❖ Failure to provide complete applications with all required attachments may result in disqualification.
- ❖ SCFD District Wide Grant Workshops will be held on Saturday, January 9; Thursday, January 21; and Sunday, February 21. Please check the SCFD E-mail Newsletter for details on locations and times. Attendance at one of these workshops is strongly recommended for all applicants.
- ❖ SCFD funds are distributed on an annual basis. Funds must be spent for the activities applied for in the applicable year. In this funding cycle, the activities will run from October 2010 through December 2011.
- ❖ Please see "Arapahoe County Cultural Council Criteria for Funds" on Page Two of this document.

### STATUTORY CRITERIA FOR FUNDS

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, or natural 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.

## **ARAPAHOE COUNTY CULTURAL COUNCIL CRITERIA FOR FUNDS**

- ❖ 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. Applications are available at [www.scfid.org](http://www.scfid.org).
- ❖ The Arapahoe County Cultural Council does not accept the “mini-grant” application.
- ❖ Organizations may apply for funding in the following two categories: General Operating Support (GOS) and/or Projects. GOS is a grant written to further the general purpose or work of an organization; its mission, its on-going programming, and its overall goals (e.g., season support or equipment). Under this definition, most grant requests will be GOS. A Project grant is for a specific event, activity or materials that are not part of the organization’s usual day to day operations or activities.
- ❖ The grant application will stand as received by the deadline.
- ❖ Organizations must schedule an interview either at a workshop or by calling Pam DeBoth at the Community Resources Department at (303) 738-7926. Interviews will be in April and May and limited to one interview per organization, regardless of how many applications the organization has submitted. Organizations failing to appear at their scheduled interview date and time will forfeit their opportunity to an interview and will not be rescheduled.
- ❖ The Arapahoe County Cultural Council must be notified in advance of any proposed changes between the time of application and the actual use of the funds. Notification of these changes must be done by contacting Pam DeBoth at the Community Resources Department at (303) 738-7926 and requesting an Arapahoe County Grant Proposal Change Form.
- ❖ The funds requested shall benefit the residents of Arapahoe County.

**THERE ARE NO AUTOMATIC ENTITLEMENTS TO SCFD FUNDS DISTRIBUTED THROUGH THE ARAPAHOE COUNTY CULTURAL COUNCIL.**