



Scientific & Cultural
Facilities District

Making It Possible.

2010 Boulder County SCFD Grant Application Guidelines

Application deadline: All applications for GOS and Project grants must be received at the Commissioner's office by **4:00 PM, Fri, Mar 26th**, according to the time stamp of the Commissioner's clerk. An electronic copy of each application and all attachments must also be emailed to the SCFD office at grantapplications@scfd.org by the above time and date. Applications received after this deadline will **not** be considered.

1) **Eligibility must be established through the SCFD office in Denver before an organization may submit an application to the Boulder County Cultural Council (BCCC).** See the SCFD web site for details about applying for SCFD eligibility (www.scfd.org). **Eligibility does not guarantee funding.** Additionally, only Boulder County activities are considered -for funding by the BCCC.

2) **Boulder County Tier III Formula Funds grants:** (most eligible organizations should apply for either (a) or (b)).

The total SCFD Tier III combined GOS and Project grant amount requested by an applicant should not exceed 20% of the applicant's operating expenses or revenues, whichever is less, for the most recently completed fiscal year. No total request may exceed \$25,000. Please be advised that funding could be denied to organizations in continuing deficit situations.

- a. **General Operating Support (GOS):** The maximum GOS award is the lesser of \$25K or 20% of your most recent completed Fiscal Year operating expenses or revenues, whichever is less.
- b. **Project:** A project grant is available for special, one-time projects. The maximum award is \$5K or 20% of project budget whichever is the lesser. If you apply for both GOS and Project support, you must not include your project expenses in your GOS expenses. You may apply for only one project. All project applicants will be required to submit a project budget and organizational financials.
- c. **Organizations based outside of Boulder County** with programming and/or activities held within Boulder County and designed to benefit the citizens of Boulder County may apply for a Project or a GOS grant, but not both. For either type of grant the maximum award is \$5K or 20% of the organization's Boulder County budget, whichever is less. (If the project includes activities in more than one county, only the activities that take place in Boulder County may be considered for funding).

3) **Discretionary Funds Grants:** Additional grants are available in Boulder County, and may be applied for at any time. Applications are reviewed monthly, and funds awarded quarterly. Please see the Discretionary Funds Guidelines for further information.

- i. **Collaborative Project**
 - ii. **Presentation Grants**
 - iii. **Technical Assistance**
 - iv. **Community Project**
- 4) A qualified representative from each organization is expected to attend one district-wide grant workshop. The best way we know to ensure that your grant meets guidelines, is prepared properly, and that you are informed of changes and receive feedback about past problems on grants submitted is for the person who will prepare the grant to attend one of the scheduled grant workshops. 2010 District Wide Grant Workshops are: January 9, January 21, and February 21. For more information see <http://www.scfid.org/?page=tierIII&sub=6>.
- 5) Attendance at the interview is mandatory and failure to attend will affect funding. Check <http://www.scfid.org/?page=tierIII&sub=5> for dates of interviews. Applicants will be notified of interview times, as well as check distribution dates via email. It is the responsibility of the applicant to provide accurate contact information, and to contact the County Liaison if you have not received this information within 2 weeks of the application deadline. The person(s) who completed the grant and financials should be in attendance at the interview. Grants should stand on their own merits.
- 6) Grant applications for GOS and Projects must be properly submitted using the interactive PDF. Directions for obtaining a PDF application can be found at www.scfid.org. Applications must be organized, neatly compiled, collated and stapled. If applying for both GOS and Project funds, please do NOT staple both applications together. Failure to include required attachments with grant applications will affect funding. Supplemental materials may be brought to the grant interview meeting and left for the Committee. Please do not attach any supplemental materials not specifically requested in the grant application. Applications should not be submitted in folders or plastic covers.
- 7) An applicant whose proposal involves performing a program for a school or at a popular venue must submit letters from the school or venue expressing interest and/or intent to schedule the program along with the grant application.
- 8) To foster public awareness, all recipients are required to utilize the SCFD Bear logo in **all** publicity, including web sites. The Bear logo will be provided to Tier III recipients for their use.
- 9) All requests for funding should demonstrate the following qualities:
 - a. Artistic or scientific value;
 - b. Benefit to the residents of Boulder County;

- c. Ability to complete the grant in the specified time period
- 10) Innovative programs intended to reach new, underserved, or special audiences are encouraged.** These audiences or participants may include youth, elderly, disabled, culturally or economically diverse, or geographic populations that are not presently served by existing programs.
- 11) Financial statements:** We would like to see broad summaries of your basic annual financial statements (profit/loss, balance sheet, and budgets). These should be as transparent as possible, and each should preferably fit on a single page, if properly summarized. Please consider the following when preparing your financial statements:
- d. **Do not include in-kind contributions:** Your financial statements should include only **cash** revenue and expenses, and should **not** include in-kind receipts or expenses. You can report in-kind receipts in your narrative, as evidence of community support, but they may not be included in your cash revenue accounting.
 - e. **Only Boulder County based programming can be supported:** If significant portions of your expenses are incurred in other counties, we will consider only that portion incurred in Boulder County. For example, if your total expenses are \$100K, but only \$40K is spent in Boulder County, then your maximum eligible Boulder County Tier III GOS support is \$10K (25% of \$40K). If you do not provide a break down of where expenses are incurred, we will base our estimate on the proportion of your Boulder County program service recipients (e.g., audiences) to your total audience.

SCFD funds shall be used to stimulate an organization's present revenue-generating activities rather than as a substitute for fund-raising (ie: a balance in sources of financial support is desired). No organization or project's existence should be dependent upon SCFD support.

- 12) References and resources:** Your volunteer Boulder County Cultural Council's biggest headache is understanding and interpreting the myriad of home-brew financial statement formats that we receive in each year's batch of grant applications. It would be helpful to us (and fairer to all) if financial reporting standards were followed. While there will naturally be some variance between organizations depending upon operations and missions, here are few resources for your consideration:

BOOKS

Not-for-Profit Accounting Made Easy by Warren Ruppel (Wiley, 2002)

Bookkeeping for Nonprofits: A Step-by-Step Guide to Nonprofit Accounting by Murray Dropkin & James Halpin (Jossey-Bass, 2005)

Wiley Not-for-Profit GAAP 2006: Interpretation and Application of Generally Accepted Accounting Principles for Not-for-Profit Organizations ("Wiley Not for Profit GAAP") by

Richard F. Larkin & Marie DiTommaso (Wiley, 2006)

Financial and Accounting Guide for Not-for-Profit Organizations by Malvern J. Jr. Gross, John H. McCarthy & Nancy E. Shelmon (Wiley, 2005)

INTERNET

Better Business Bureau's "Wise Giving Alliance" standards:

<http://www.bbb.org/us/Standards-Charity/>

Charitable Choices "Combined Federal Campaign" accountability standards:

http://www.charitablechoices.org/cfc_stand.asp

Charity Navigator methodology:

<http://www.charitynavigator.org/index.cfm/bay/content.view/catid/2/cpid/33.htm>

Projects Or Activities That Are Not Eligible For Funding

- 1. Scholarships or grants made to third parties.**
- 2. Projects already completed.**
- 3. Art therapy programs (please see definition below).**
- 4. Refreshments, food and travel costs.**
- 5. Fundraising costs or activities.**
- 6. Licensing fees of any kind.**
- 7. Real property purchases.**
- 8. Debt, interest on loans, fines, penalties, or costs of litigation.**
- 9. Projects that are primarily designed to advance political or religious causes.**
- 10. Capital purchases for sponsored organizations and individuals.**

List of Definitions of Terms:

General Operating Support - funding that supports the daily operations of an organization as well as on-going **activities**

In-kind Contributions - goods and/or services that are donated and not paid for by the applicant organization; generally accepted accounting principles will apply in regard to in-kind support; members of an organization who volunteer time are not considered in-kind donations for the purposes of this grant application

Outreach - programs intended to reach new, underserved, special or non-traditional audiences; programs addressing a broad-based community need (i.e.) if a school district has cut funding for arts education programs, an outreach program may be created to offset this deficit

Project - funding for a specific program or **activity** that is not a part of the daily operations or on-going **activities**

