



Scientific & Cultural
Facilities District
Making It Possible.

DENVER COUNTY TIER III GRANT GUIDELINES

Submission Deadline: 4:30pm, Tuesday, March 15, 2010

No Exceptions Possible

Deliver to Denver Tier III Program Administrator

899 Logan, Suite 500, Denver, CO 80203

Grant Rating Assessment Protocol 2010 Grant Cycle

Denver County applicants may submit only one general operating support proposal per organization. The Denver County grant request for general operating support may be **15%** of the organization's prior year cash expenses **with a maximum of \$40,000, and a minimum of \$500 (if 15% is less.)** The Denver County Cultural Council will accept only the full 2010 SCFD Tier III Grant Application. Contact scfd@scfd.org to receive a copy of the form.

Introduction

All grant applications reviewed by the Denver County Cultural Council (DCCC) are subject to guidelines set forth by Denver City Council. They are:

- The majority of an organization's activities must take place within the boundaries of the City & County of Denver. (See activity definition below.)
- Grants received from SCFD may be used for general operating expenses but may not be used to retire debt or for capital expenses.
- Recipients should endeavor to foster a commitment to cultural and ethnic diversity within their organizational activities and must formally adopt the City of Denver's anti-discrimination policy and accessibility resolutions.
- Grants will be made to new and emerging as well as stable and established organizations.

All grant requests for general operating support will be judged on how the funding request assists an organization in fulfilling its stated mission and how the overall financial request conforms to DCCC guidelines. It is incumbent on all organizations to show they have the ability to responsibly administer grant monies if they are granted SCFD funds. In addition, please keep in mind that the DCCC is interested in knowing how the citizens of Denver benefit from an organization's programs.

The Denver County Cultural Council will assess each grant application around two basic themes: "**Who You Are**" (organizational structure) and "**What You Do**" (programming). All grant applications will be reviewed and graded accordingly in the following:

Who You Are - total possible 25 points

Mission & History (5 points)

- Briefly describe the mission of the organization.
- Briefly describe the history of the organization.

Organizational Infrastructure (5 points)

- How does the board monitor and evaluate ongoing and emergent programming? Please be specific about qualitative and/or quantitative methodologies used. Also, indicate if the organization would be willing to share its evaluation experience / mechanisms with other Tier III organizations.
- Other than fundraising, what are the challenges, both programmatic and structural, the organization is encountering? (Challenges the organization is facing are not considered a negative, so please be honest with your response.)

Finances (15 points)

- How is the organization doing in its fundraising and ticket sales efforts? Please indicate expectations for 2010 as compared to what was experienced in 2009.
- Are financial reports accurate, complete and presented in an accounting format?
- If showing a deficit, does the applicant provide information on how the organization is resolving the situation.

What You Do - total possible 30 points

Programs (30 points)

- How does the organization's programming address / fulfill its mission?
- Does the organization collaborate with SCFD organizations - either Tier I, Tier II or Tier III? With other community groups? (On the 2009 activities page indicate any activity that was a collaboration with another organization.)
- Does the organization provide opportunities for free or reduced cost admission?
- Does the organization serve or provide programming to Denver's diverse communities?
- What percentage of annual activities takes place within the City and County of Denver?
- Does the organization provide educational programs for schools and, if so, are they provided at the school or at other facilities?
- Does the organization provide community workshops or professional development training?
- Does the organization provide programs to underserved communities?

Activity Definitions

"Activities are events open to the public such as: performances; fundraisers; open rehearsals; outreach performances to schools and community centers. All classes that are open to the public are counted as activities". Adopted September 13, 2009

- Open rehearsals: must directly benefit the citizens of Denver; must be promoted and advertised to the general public via flyers, email or other publication (website postings alone are discouraged unless the website is actively promoted by the organization to the general public). Additionally, records of attendance must be maintained (i.e. sign-in sheets that include the attendees' residential zip code) for each open rehearsal. **Documentation of advertising and promotion associated with open rehearsals, and the records of attendance are required as part of the grant application only if the grantee is utilizing open rehearsals for eligibility purposes.** Adopted October 16, 2005

- At the discretion of the Denver County Cultural Council, a twenty-four (24) month time frame may be used to satisfy the majority Activities Rule. Adopted August 17, 2001

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