



## Douglas County Tier III Grant Guidelines

2010 – 2011

**Note: Applications will not be accepted after the deadline: 1<sup>st</sup> Monday in May at 4 PM**

Applications are accepted from organizations that have been granted Tier III eligibility by SCFD, meet all other requirements established by the SCFD, comply with the Douglas County Guidelines and are submitted by the deadline established by Douglas County Cultural Council.

The criteria and requirements for eligibility can be found by going to [www.scfid.org](http://www.scfid.org) and clicking the “How to Apply” tab. SCFD accepts eligibility applications from June through October of each year. Generally, establishing eligibility is retained by the organization and need not be resubmitted except in special circumstances. SCFD requires a review of eligibility when an organization changes its mission or has not received SCFD funding for the past three years. Contact SCFD with questions related to eligibility.

**Douglas County Tier III Grant Application Deadline:** 1<sup>st</sup> Monday in May at 4:00 pm. Contact SCFD at [scfd@scfd.org](mailto:scfd@scfd.org) to request a copy of the Tier III Grant Application. Only electronic applications will be accepted and are to be sent to the SCFD District Office at [grantapplications@scfd.org](mailto:grantapplications@scfd.org). Submit three hard copies of the grant application to Douglas County Board of Commissioners, 100 Third Street, Castle Rock, CO 80104, ATTN: Douglas County Cultural Council.

### **General Guidelines for Douglas County Tier III Grant Application**

1. Grants given by the Douglas County Cultural Council (DCCC) will be for no more than fifty (50) percent of project cost or operating expense.
2. DCCC will not award grants for debt financing or deficit reduction.
3. Activities must be targeted to Douglas County residents or take place within Douglas County SCFD District.
4. General Operating Support (GOS) is limited to organizations with the principal office in Douglas County. Project grants may be submitted by SCFD eligible organizations throughout the SCFD District. Scoring for project grants is weighted toward Douglas County Organizations. Douglas County organizations are encouraged to submit project requests in GOS.
5. Applicants for GOS funds must include activity report entries documenting activities for all items referenced as a part of their program description.
6. DCCC reserves the right to reject incomplete applications or applications that do not adhere to the Douglas County Tier III Grant Guidelines.
7. DCCC encourages collaborative or interdisciplinary projects. Letters of commitment from collaborating organizations/schools/venues, within the SCFD District in Douglas County, ***must be submitted with the application. The letters must be a commitment for the upcoming year’s activities.*** The name of a school or library where the applicant intends to perform must be explicitly named (It is not sufficient to indicate “Douglas County Schools”

or “Douglas County Libraries”.) The application will not be considered without evidence of community support.

8. Venues within the town limits of Castle Rock and Larkspur are not within the SCFD District. Activities and attendance at events in these two towns must be reported as “Colorado, Outside the District”. All other venues in Douglas County are within the District. Refer to the County website for map. <http://www.douglas.co.us/countyadmin/documents/SCFD.pdf>
9. DCCC asks that all applicants become familiar with the goals and priorities of the Douglas County Cultural Plan. Applicants are also asked to indicate – by reference to the application goal(s) within the Cultural Plan – how the proposed programs or activities within the grant application support the goal(s) of the Cultural Plan. To obtain a copy of the Plan, please visit [www.douglas.co.us/countyadmin/document/Cultural\\_Council.html](http://www.douglas.co.us/countyadmin/document/Cultural_Council.html).
10. DCCC requests that recipients of SCFD funding notify the Cultural Council of any changes to event dates or performance venues by an email to [hcarrell@douglas.co.us](mailto:hcarrell@douglas.co.us).
11. DCCC may or may not require an interview as part of the grant evaluation process. New applicants for Douglas County Tier III funds should expect to be interviewed.
12. One copy only of electronic media such as videos, slides and CDs may be delivered to the County with your grant application. These may not be submitted to SCFD (please identify the examples you have submitted and state that it is intended for review by DCCC, not SCFD or County officials). One 3 minute/10 slides will be previewed by DCCC’s study session, therefore please plan accordingly.
13. The DCCC asks that all applicants review the following Grant Rating Assessment Protocol for a greater understanding of the Council’s grant content expectations from all grant applicants.

## **Grant Rating Assessment Protocol**

### **Introduction**

A scoring protocol is used to assess the relative ranking among all grants submitted. Grants will be funded by rank at The Final Grant Review and Allocation Meeting. **Eligibility does not guarantee funding.**

## **Grant Ratings Assessment Categories**

### **I. Support Douglas County Cultural Plan**

Applicants hoping to be awarded a grant in Douglas County must understand the goals and objectives of the Douglas County Cultural Plan and demonstrate support for these goals and objectives in the grant application. Additionally, the grant application must reflect the Mission and Goals of the Douglas County Cultural Council. The Cultural Plan is available online at [www.douglas.co.us/countyadmin/document/Cultural\\_Council.html](http://www.douglas.co.us/countyadmin/document/Cultural_Council.html).

## **II. Contribution to Douglas County Communities**

- A. Workshops, symposiums, and educational programs offered and oriented to the public are considered a plus.
- B. Organizations whose principal offices, facilities, and programs are within the physical bounds of the Douglas County SCFD District are considered a plus.
- C. Formal programs by local artists or by experts who provide programs that develop artistic or professional growth are considered a plus.
- D. Unique programs that broaden the cultural experience are considered a plus.
- E. Collaborations with other SCFD Organizations are considered a plus.
- F. Providing a current schedule of events to the County is considered a plus.

## **III. Quality of Performances, Exhibitions, or Products Offered from the Public Standpoint**

- A. An applicant will provide persuasive documentation that describes or characterizes its quality from the perspective of the consuming public (not from a “peer review” perspective).
- B. An applicant will provide persuasive documentation that it provides an exceptional contribution in its area of expertise.

## **IV. Fiduciary Stability and Financial Documentation**

- A. The application must demonstrate funding from multiple sources, (public, membership, corporate, etc.) not just SCFD.
- B. Budget tables and financial reports must be presented rationally, the math must be correct and consistent throughout the application, and should be understandable.
- C. The application must demonstrate that general operating expenses, including remuneration for artists and staff salaries are reasonable and appropriate. Good documentation and justification of project expenses must be presented.

## **V. Overall Quality of Grant Application**

- A. The application must be coherent, concise, and convincing. The text must convey the information indicated in the title of the grant application.
- B. Estimates of attendance must be realistic and verifiable.

### **Scoring Protocol**

1. All grants submitted under the SCFD Douglas County Tier III program are based upon the above categories. Each category will have a scoring possibility of 0 to 5. The maximum possible score is 20.
2. “Quality” is addressed generally and subjectively by giving the organization itself the responsibility for demonstrating and documenting its “quality”. Since quality is subject to

multiple viewpoints, the responsibility for documenting and justifying quality is placed with the applicant organization.

3. The information obtained to assess the application rating is obtained from the documentation provided by the organization in the grant. It is the responsibility of the organization to provide sufficient, clear, and easily accessible information for grant reviewers. Applications will receive lower scores if required information is not documented, is inadequate, or ambiguous.
4. The need and credibility of the grant request will be determined based on fiduciary stability of the applicant (See category IV above.); if the request is logical, justified, and well documented; if the request adheres to the Douglas County Cultural Council grant guidelines; if the grant demonstrates the applicants ability to administer grant monies; and the request conforms to the organization's mission statement.
5. Applications must reflect support for the Douglas County Cultural Council's Mission and Goals. DCCC's Mission is: *To serve a diverse citizenry through access, research, and communication, thereby facilitating the development of cultural opportunities in the arts, sciences and history.* DCCC's goals are to: Identify cultural priorities of Douglas County citizens and communities; expand the awareness of arts, sciences, and history in the county; create a countywide environment for arts, sciences, and history to flourish; and preserve and enhance the unique character of Douglas County.

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