



Scientific & Cultural
Facilities District
Making It Possible.

2010 JEFFERSON COUNTY TIER III FUNDING GUIDELINES AND PROCEDURES

Obtaining SCFD eligibility is the first step for new organizations seeking SCFD funding. Tier III Eligibility Applications are accepted between June 1 and October 31. The eligibility application can be found by visiting www.scfcd.org. If your organization has previously received SCFD funding, an eligibility application is not necessary unless the organization has changed its mission or has not received SCFD funding in the past three years. Please submit eligibility applications to Scientific and Cultural Facilities District, 899 Logan Street, Suite 500, Denver, CO 80203, ATTN: Eligibility Review.

JEFFERSON COUNTY Tier III Grant Application deadline: Wednesday, March 10, 2010, 4:00 p.m.

A grant application can be requested by contacting scfd@scfd.org. Please submit grant applications to Jefferson County Administration Building, 100 Jefferson County Parkway, Suite 2560 Golden, CO 80419, ATTN: Debbie Quinn. In addition, you will need to email the application and all attachments to the SCFD office at grantapplications@scfd.org.

General Guidelines for Jefferson County Tier III Application

1. Your organizations may submit only **one (1) grant per cycle**.

Funds are available for **either** general operating support (funding that supports the daily operations of an organization as well as on-going **activities**) or a project (funding for a specific program or **activity** that is not a part of the daily operations or on-going **activities**) – not both. SCFD funds may not be used to fund capital construction. Only organizations that demonstrate a majority (greater than 50%) of activities (excluding fundraising events and rehearsals) in Jefferson County may apply for general operating support.

Activity Definitions

- Activities are events open to the public such as: performances; open rehearsals; outreach performances to schools and community centers.
 - Classes and regular rehearsals are not open to the public and are not counted as activities.
 - Open rehearsals: must directly benefit the citizens of Jefferson County; 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.
2. All other qualifying organizations and agencies of local government will be considered for special project grants. The project for which the grant is requested must take place within Jefferson County or demonstrate significant participation by Jefferson County residents.
 3. Funds awarded for project grants must be spent within the applicable project year.
 4. **Late applications will not be accepted.**

5. **Incomplete applications will result in lower or no grant awards.** “Incomplete” is herein defined as “lacking any of the items listed on the “Checklist of Attachments” page of the application. Additions and amendments may only be submitted at the request of the Council.
6. One 15-minute interview session will be given to each applicant organization. The time will be used by the Cultural Council to ask questions. Any time remaining will be given to the organization to discuss their programs.
7. Applicants are encouraged to arrange with the Council for its members to visit performances or exhibits for which SCFD funds are used. The Council members will make an effort to attend performances and exhibits and to share their observations with other Council members.

Funding Evaluation Criteria

The Jefferson County Cultural Council will assess each grant proposal in three areas 1) Organizational Structure/Mission 2) Finances and 3) Programming. Areas of particular interest include:

- The organization shows evidence of self assessment and uses it to advance program effectiveness
- Policies and procedures are defined
- The grant is clearly and concisely written
- The organization has a diverse revenue stream and does not rely to heavily on SCFD
- Projected increase in programming and revenues are realistic. It is recommended that GOS requests do not exceed 35% of the previous year’s operating expenses or revenues, whichever is less, and that project requests do not exceed 35% of the projected project budget.
- The amount of funds requested is reasonable for the size of the intended impact
- Any changes made to a project after grant submission and/or funding must be approved by the Jefferson County Cultural Council. Failure to do so may result in a request for return of funds.