

Frequently Asked Questions:
About the SCFD Tier III Final Grant Report Due 1/30/2009

QUESTIONS RELATING TO “USE OF GRANT FUNDS”:

- On questions 1 through 6, is it ok if I use bullet points, or a list of main ideas, to answer the question?
 - Yes! We want these answers to thorough, but as concise, and to the point as possible.
- On questions 1 through 6, can we attach photos or pictures that relate to the question?
 - No, we would like these questions to be answered with text only.

QUESTIONS RELATING TO “CONTRIBUTED INCOME” INFORMATION:

- Are questions 7 through 79 for SCFD awarded funds/projects only?
 - No, these questions relate to your entire organization’s budget from your previously completed fiscal year. Please note that it is important to try to be as concise as possible on this section. All the information that is recorded here is given to the Colorado Business Committee for the Arts (CBCA), for their bi-annual Economic Activity Study of Metro Denver Culture. CBCA is a nonprofit organization whose mission is to be a catalyst for Colorado’s business community to leverage the arts for greater economic vitality. Every year, the study’s success is dependant upon YOUR data, and therefore it is best to be as accurate and realistic with your answers as possible, especially for those questions that may be difficult for your organization to quantify. This study, and the information you record here, is meant to help you promote your organization, and is also important for purposes of SCFD reauthorization. Some of the numbers recorded here may be different from those on your Grant Application, which is fine. This section is for use by the CBCA and SCFD staff, and is typically not viewed by the County Cultural Councils.
- If our organization receives a matching grant from a corporation, are those dollars recorded under #8, “Corporate Sponsorship”?
 - Yes, any funds received from a corporation, such as Target or Walmart, would be recorded under #8. However, please note the difference between “Corporate Sponsorship”, and #11, “Foundation Corporate”. If your funds came from a corporate foundation, please record those dollars here. Also, if you received half of a matching grant from a corporation, and the other half from a private individual, you need to record half of those dollars under #7, “Individual/Private” contributed income.
- If my organization is a city entity, should I include the entire city entity’s budget?
 - No, you should only include the cultural arm of the city entity.
- Where should I record contributed income from tax supported funds?
 - Record any funds your organization receives from tax funds under “Other Government”, #13.

QUESTIONS RELATING TO “EARNED INCOME” INFORMATION:

- What is the difference between #18 and #20?
 - Earned income from “Admissions”, #18, refers to the income from the number of single tickets purchased for all events, whereas, “Subscriptions”, #20, refers to the income from the number of subscriptions, or series of tickets, to events sold. Although purchasing a subscription may include four tickets, it counts only as one subscription. Also, income from subscriptions should not overlap with income from single tickets purchased under #18.
- Where do I record income contributed from a gala or fundraiser?
 - Record income contributed from individuals at a gala or fundraiser under #7.
- Where would I record income contributed from selling ads in a program or from selling choreography or scenery for a show?
 - Record income contributed from these sources under #24, “Other Earned Income”.

QUESTIONS RELATING TO “EXPENSE” INFORMATION:

- Why is the expense section so limited?
 - CBCA does not request detailed information on Expenses.

QUESTIONS RELATING TO “IN-KIND CONTRIBUTIONS”:

- Should I record volunteer hours under “In-Kind Contributions”?
 - No, this section is for specialty services or goods donated to an organization that can not be fulfilled by a volunteer. For example, if an accountant donates their time and expertise to your organization, estimate the value of their service, and record it under “Services”. Remember that “Goods” can include rent, and other “things”, while “Services” generally denotes an action performed by an individual.

QUESTIONS RELATING TO “CAPITAL INCOME/EXPENDITURES” INFORMATION:

- Where should I record capital depreciation?
 - If your organization has depreciation accounts set up, and records depreciation to capital on an annual basis, record this information under #40, “Other Contributed Income”. If your organization does not keep track of capital depreciation, leave this section blank.

QUESTIONS RELATING TO “TAX INFORMATION”:

- If my organization is a government entity, and therefore does not file an IRS form 990, how do I fill in #51 and #52?
 - If your organization is a government entity, use your year-end income statement for these questions.

QUESTIONS RELATING TO “PERSONNEL AND VOLUNTEER” INFORMATION:

- If during the year my organization experienced turn-over with respect to a full-time position, should I count each individual who worked this same position for question #53?
 - No, count only the number of positions, not the various individuals who may have worked that same position over the course of your fiscal year.
- If a lump sum of money was paid to a band that was contracted to perform at an event for my organization, should I count them as one contracted position?
 - No, you may include all the performers that participated in the band under #55. Remember that contracted positions generally refer to those individuals who receive an IRS 1099 form for their work.
- Do member on my Board of Directors count as volunteers?
 - Yes, you can count member from your BOD under #56.

QUESTIONS ABOUT “VISITOR INFORMATION”:

- Do I count the total number of people that attended programs for seniors under #58, or the total number of impressions (if one individual enrolled for a series of five classes on Pottery Making, does this count as one enrollment or five)?
 - Count only the number of people enrolled, not the number of impressions on that one person. This information differs from the information we ask for on your Grant Application, where the County Cultural Councils do want to see the total number of impressions.
- How do I obtain numbers for question #60?
 - This information is very important for the County Cultural Councils, and also for SCFD reauthorization purposes. While we know this information will not be exact, please try to give realistic estimates. Also, do not assume that just because an event is in Denver County, for example, all those that attend the event are from Denver County. Helpful hints for estimating these numbers include: having individuals fill out a survey at your show/event that includes information about what county they are from, or their zip code, having a volunteer stand around at an event and ask people as they come in, etc. We do not expect you to record numbers for large outdoor free events. This information is also helpful for you to have to help promote your organization or attract donors.

QUESTIONS ABOUT “ATTENDANCE” INFORMATION:

- If my organization is performing at a larger festival, can I include all people who attended the festival?
 - No, include only the people who came to see you specifically at the festival. For example, if you had a booth at the Dragon Boat Festival, you cannot include all two million people who attended the festival, only those that came to your booth.

- What does “Student” refer to?
 - “Student” includes anyone your organization classifies as a student who buys a single ticket or attends an event. Do not record schools events here, as that information is captured in another section.
- What is meant in question #74 by “venue”?
 - If your organization has its own venue, record only the days it was open to the public, not the total number of days you are open. A venue, therefore, does not include a private office or space that your organization may have. If your organization does not have its own venue, leave this question blank.

QUESTIONS ABOUT “SCHOOL INFORMATION”:

- For question #79, should I include schools services outside of the SCFD seven county districts?
 - Yes, you may include this information, but please separate these schools out from in district school information. For example, under a heading that reads, “Out of District Schools Served.” Also, we do not need the addresses of the schools or the dates you visited the schools, only the names of the school districts, and the individual schools served in each district.

OTHER QUESTIONS:

- How do I create a digital signature?
 - Please note that there are instructions at the bottom of the document that walks you through the creation of a digital signature. If you are still having trouble creating a digital signature after following these directions, contact SCFD Office Administrator, Sheila Mieger.
- Who should sign my organization’s Final Grant Report?
 - Please have someone who can verify and be accountable for all the information your organization provided sign your Final Grant Report. Typically, this would be the Executive Director or Artistic Director of your organization.
- Do I need to send any hard copies of my organization’s Final Grant Report?
 - Yes, if your organization received funds in Adams, Denver, or Jefferson counties, please sign a hard copy and send it to the address/addresses provided.
- I am having trouble submitting my document by email when I press the “Submit by Email” button.
 - If you have a browser such as Yahoo! or Gmail that you access from the internet, you need to save your Final Grant Report to on your computer, open up your internet, access your email account, and send the document as an attachment.
 - If you have any further questions, contact Office Administrator, Sheila Mieger at sheila@scfd.org or Nancy McCamey, Program Manager at nancy@scfd.org.