



## Douglas County Tier III Grant Guidelines 2012

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 application deadline described below. The requirements for eligibility can be found at [www.scfid.org](http://www.scfid.org) and clicking the "How to Apply" tab. Contact SCFD with questions related to eligibility.

**Douglas County Tier III Grant Application:** Information on the Tier III grant application process can be found at [www.scfid.org](http://www.scfid.org). Applications and all attachments must be submitted through both email to the SCFD office ([grantapplications@scfd.org](mailto:grantapplications@scfd.org)) as well as in paper format to Douglas County. The Master Copy of the grant request is the electronic application submitted to SCFD. The application deadline date and time, and the required number of paper copies are stated on the last page of the grant application. The deadline for the Master Copy and the paper copies are the same. **Applications which fail to meet any of the minimum submittal requirements will not be considered.** Revised applications, revised financials, and other required documents will not be accepted after the stated deadline.

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

- Grant award will be for no more than fifty (50) percent of project cost or operating expense.
- Grant monies will not be used for debt financing or deficit reduction.
- Activities must be targeted to Douglas County residents or take place within Douglas County SCFD District.
- 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. Grants are weighted toward Douglas County Organizations. Douglas County organizations are encouraged to apply for GOS requests only.
- Application for GOS funds must include activity report entries documenting activities for all items referenced as a part of their program description.
- Applications that do not adhere to the Douglas County Tier III Grant Guidelines will not be accepted.
- Collaborative or interdisciplinary projects must include letters of intent from collaborating organizations/schools/venues, within the SCFD District in Douglas County and **must be submitted with the application. The letters must be a commitment for the current year.** 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.
- 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. Note: Some venues with a Castle Rock address are within the SCFD District (e.g. venues in Castle Pines North or unincorporated Douglas County may have a Castle Rock address but they are within SCFD).
- Recipients of SCFD funding commit to providing updated information when the listed events are rescheduled or cancelled.

### Grant Assessment

DCCC's Mission is: *To serve a diverse citizenry through access, research, and communication, thereby facilitating the development of cultural opportunities in the arts, science 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, preserve and enhance the unique character of Douglas County.

Grant allocation recommendations are made at the Final Grant Review and Allocation Meeting and presented to the Douglas County Commissioners for final approval. **Eligibility does not guarantee funding.**

Considerations in the assessment of a grant request include the following 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. The Cultural Plan is available online at [www.douglas.co.us/countyadmin/documents](http://www.douglas.co.us/countyadmin/documents).

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

The following items are given special consideration:

- Workshops, symposiums, and educational programs offered and oriented to the public;
- Organizations whose principal offices, facilities, and programs are within the physical bounds of the Douglas County SCFD District;
- Formal programs by local artists or by experts who provide programs that develop artistic or professional growth;
- Unique programs that broaden the cultural experience;
- Collaborations with other SCFD Organizations;
- Collaborations with the Douglas County Business Community; and
- Include a current schedule of events to the County. Estimates of attendance must be realistic and verifiable.

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

The applicant will provide persuasive documentation that:

- Describes or characterizes its quality from the perspective of the consuming public; and
- Provides an exceptional contribution in its area of expertise and organization's mission.

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

The application must demonstrate:

- Funding from multiple sources (public, membership, corporate, etc.) not just SCFD;
- The applicant's ability to administer grant monies (Budget tables and financial reports must be presented logically - the math must be correct and consistent throughout the application. General operating expenses, including remuneration for artists and staff salaries must be reasonable and appropriate. Good documentation and justification of project expenses must be included); and
- The application must demonstrate financial stability.

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

The application must be coherent, concise, and convincing. The application rating is evaluated 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.

Contact:

Douglas County Cultural Council

Holly Carrell

Telephone: (303) 814-4344

Fax: (303) 688-1298

hcarrell@douglas.co.us