

**Boulder Arts Commission Agenda  
October 15, 2014, 6:00 p.m.  
Arapahoe Conference Room, Boulder Public Library**

**CALL TO ORDER**

Approval of Agenda

**PUBLIC COMMENT**

**COMMISSION RESPONSE TO PUBLIC COMMENT**

**CONSENT AGENDA**

Review of September 17, 2014, minutes

**MATTERS FROM GUESTS**

FOR DISCUSSION: Community Cultural Plan (Cultural Planning Group)

**GRANT PROGRAM ACTION ITEMS**

**ARTS IN EDUCATION GRANTS**

Boulder Museum of Contemporary Art (David Dadone), Art Stop on the Go  
Stephanie Fida (Columbine Elementary), World Music Drumming  
Boulder Opera (Dianela Acosta), Operamania! Interactive Opera Education  
Jack Collom, Writing, For Goodness Sake!  
EcoArts Connections (Marda Kirn), Stories for a New Future, Part 3  
Frequent Flyers Productions, Inc. (Laura Blegen), Kids Who Fly - Aerial Dance for Youth at Risk  
Heatherwood Parent Teacher Organization (Erin Hirschland), Songs of Boulder: Connecting Past and Present  
New Horizons Preschool (Isolde Stewart), Turning the Wheel Preschool Program

**SPARK GRANTS**

Seicento Baroque Ensemble (Evanne Browne), Dies Irae, Day of Wrath--Halloween Goes Baroque  
Society for Creative Aging (David Ortolano/BIFF), Love Loss and What I Wore

**OPEN GRANTS**

Colorado Film Society, Boulder International Film Festival Call2Action Program 2015  
Motus Theater, One-Action 2016 Creative Community Conversations on Immigration

**GRANT BUDGET REPORTS**

Brian Jack, FY14 R2 Spark Grant, International Conversations Through New Music  
David Leserman, FY14 R2 Spark Grant, Sans Souci Festival of Dance Cinema

**MATTERS FROM COMMISSION MEMBERS**

FOR DISCUSSION: Attendance to Events Funded by the Major Grants (Anna Salim)

**MATTERS FROM STAFF**

FOR DISCUSSION: Manager's Update  
FOR DISCUSSION: Summary of Public Art Outreach Events  
FOR DISCUSSION: 2015 Grants & Calendar of Business

**UPCOMING MEETING (Agenda Building)**

6 p.m., Wednesday, November 19, 2014—Arapahoe Conference Room, Boulder Public Library

**ADJOURNMENT**

**CITY OF BOULDER  
BOULDER, COLORADO  
APPROVED BOULDER ARTS COMMISSION MEETING MINUTES**

<b>Name of Board/ Commission</b> Boulder Arts Commission
<b>Date of Meeting</b> Wednesday, September 17, 2014, at the Main Library
<b>Contact Information Preparing Summary</b> Greg Ravenwood, 303-441-4397
<b>Commission Members Present</b> Anna Salim, Ann Moss, Felicia Furman, Richard Turbiak <b>Commission Members Absent</b> Linda Haertling
<b>Library Staff Present</b> David Farnan, Library & Arts Director Matt Chasansky, Office of Arts and Culture Manager Greg Ravenwood, BAC Cultural Grants Coordinator <b>City Staff Present</b> Noreen Walsh <b>Public Present</b> Randee Toler, Carla Selby, Kathy Beeck, Kirsten Wilson, Rod Swanstrom, Janet Heimer, Christian Muller, Nicole Dial-Kay, Vaida Daukantas, Raimonda Daukantas, Robin Beeck
<b>Type of Meeting</b> Regular
<b>Call to Order</b> The meeting was called to order at 6:02 p.m.
<b>Public Participation</b> Swanstrom voiced his enthusiasm for the work being done to engage the community in the arts, both by the Arts Commission and the Office of Arts and Culture.
<b>Review of Minutes</b> In the August 20 meeting minutes, Moss noted that a sentence about the bandshell was inaccurate and requested that it be deleted. Turbiak motioned to approve the August 20, 2014, meeting minutes as amended; Moss seconded and the minutes were approved unanimously. For the May 14 joint Arts and Library Commission meeting, Furman questioned the inclusion of recommendations of the Library Commission regarding public art. Chasansky and Farnan explained that the comments were the Library Commission's recommendations and approval of the minutes did not mean that the Arts commissioners agreed with them. Turbiak motioned to approve the joint meeting minutes; Furman seconded and the minutes were approved unanimously.
<b>Matters from Guests</b> Noreen Walsh, City of Boulder Senior Transportation Planner, introduced the Baseline Underpass Public Art, and reviewed the project specifics, process and timeline. Moss inquired about the small number of artist applicants to the project. Walsh responded that the process was modeled off of a successful program being employed by Fort Collins, but did not have an explanation for why so few artists had responded. Walsh noted that there were many more upcoming projects and that the selection process would likely be repeated at the end of 2015 to secure a new roster of artists to work with. Turbiak asked about collection maintenance and how City departments initiating public art would be coordinated. Chasansky acknowledged that this issue needed to be addressed, but that a decision had not been made and that he could not speak with certainty how it would be resolved. An audience member asked about the origin of funds, opining that it could be important for the community to be aware of where the funds came from. Walsh acknowledged that it was a combination of City funds and also federal funds. Moss moved to approve; Furman seconded and the Commission was unanimous on approval of the process. Christian Muller, the artist selected for the underpass project, began his presentation by providing details of his previous public art project at the transit stop at Basemar Shopping Center, which related to the baseline of the 40 <sup>th</sup> parallel. The new underpass project would essentially erase the prior one, with some elements being re-used and repositioned. He then introduced his proposal for the underpass, providing details about the project design and how his public art components would be integrated. Moss comments on the watering needs of the moss intended for one of the elements. Muller acknowledged that the previous project's stained concrete map was not as durable as anticipated, and noted the new options being considered for another map element of the underpass project.

## **Matters from Staff**

### Conflict of Interest Policies

Chasansky reviewed an opinion from Assistant City Attorney Sandra Llanes with regard to a potential conflict of interest, relating to commissioner Ann Moss. Llanes recommended that Moss, a volunteer for Colorado Film Society/Boulder International Film Festival, recuse herself from any action related to arts grants applied for by the organization.

### Kim Fields Sculpture at Boulder Municipal Airport

Chasansky continued on to review the recommendations from staff regarding the disposition of the public art sculpture by Kim Fields located at the Municipal Airport. Chasansky noted opinions provided by a panel of City staff, a third party public art expert, and the consultants currently working on the collection assessment of the City's public art. The opinions generally noted the poor condition and unsafe aspects of the piece after several decades of general neglect by the City, and the likely expenses that would be incurred in trying to return the sculpture to acceptable standards in a new location. Janet Heimer, the widow of the artist, spoke to the issue, asking that the City consider restoring and relocating the piece, noting its significance as one of Boulder's earliest, if not first, public artworks. Heimer introduced Vaida, who was a friend and colleague of the artist, and who also enthused for restoration and relocation of the artwork.

Upon questioning by Furman, Chasansky noted the date of sale of the airport property was in flux, but looked to take place in October. Turbiak asked about possible relocation sites. Chasansky acknowledged that in the months he'd been working on the project, no options for relocation had been deemed acceptable by City departments in control of exterior sites. Farnan agreed, noting that both Parks and Transportation had turned the piece down for their managed lands. The commissioners recognized the unique artistry of the sculpture and its historical significance; they asked if staff could explore options with the Boulder History Museum, or Boulder Historical Society for preservation of either elements of the sculpture and/or the artist and the sculpture's stories. Additional suggestions were made to emphasize the possibility of gifting the sculpture for display by another public or private entity.

Turbiak motioned that the commission accept staff recommendation to de-access the sculpture; Furman seconded. The commissioners voted unanimous approval on the motion and called out Items 5.3 and 6 of Chasansky memorandum as including key elements that they wished to see enacted through the deaccession process. (Attachment A)

### Boulder Junction Public Artwork

Chasansky brought the new developments of the Boulder Junction project to the Commissioner's attention. He noted that an additional public art project was being considered for the southern wall of the transportation hub, adjacent to Pearl Street. The stake holders, RTD, The Hyatt and The City, were considering funding of the project up to \$40,000. Moss pointed out that any documents released to potential artist applicants to the project, should detail the varied aspects of the project including the historic depot structure, and the artworks already selected for the site. Noting the neglect and loss of the airport sculpture, Salim requested that staff make certain that the responsibility for ongoing maintenance was clarified prior to initiation of the project.

### 2015 Grants

The Commissioners reviewed text changes to the roster of grant applications which were suggested by staff. Suggestions and edits were made regarding 501(c)3 documentation and fiscal sponsorship, which staff would follow up on. Chasansky made a recommendation for a single grant tutorial and Q&A session for applicants to take place in December, 2014 with the Arts & Cultural Services Manager, Grant Administrator and BAC Chair. It was agreed that response to the offering of that session would indicate whether future sessions would be beneficial. The Commissioners also discussed and agreed that the Open Grant would again be offered in 2015 with two sessions of deliberation: an initial session for letters of intent in August and a final session for formal proposals from any applicants moving forward for consideration in September.

The proposed scholarship application for the South by Southwest Music Conference & Festival was discussed and approved to move forward. The commissioners requested that the application language be tailored to allow local musicians, music industry workers and venue operators to be eligible.

### Ongoing Funding for Boulder Arts Week

Chasansky asked for direction from the commissioners on the future of Boulder Arts Week. The commissioners discussed and then recommended that the BAC allocate \$15,000 for Boulder Arts Week in 2015, and also send a letter to City Council, with a request for a higher level of ongoing funding to be included in the 2016 Arts budget.

### Calendar of Business/Meeting Packet for BAC

The commissioners requested that meeting packets be delivered on the Thursday prior to the Wednesday BAC meetings, and that those delivery dates be added to calendar of business for year.

Semi-Annual Reports from the Dairy and BMoCA

The commissioners reviewed the information in the reports. Moss noted that BMoCA’s budget showed a deficit, and asked that staff contact them to supply more detailed information on that issue for the next meeting. Moss also asked for detailed information on use and rental of the Dairy’s performance spaces.

**Grant Program Action Items**

Grant Question & Answer Session

There were no questions asked.

Open Grant Proposals

Salim noted that funds available to be awarded in the Open Grant category totaled \$56,916. Salim also noted that Moss would abstain from discussion and consideration of the CFS/BIFF proposal. The commissioners then reviewed and discussed each of the proposals, with Moss returning to participate in discussions of the two other proposals.

Colorado Film Society requested \$20,000 for their project 2015 Call2Action of the Boulder International Film Festival. The commissioners noted their enthusiasm for the proposal and project, particularly that the proposed town hall would be free to the public. Boulder Museum of Contemporary Art requested \$25,000 for its project MediaLive. The consensus from the Commissioners was that the proposal was vague, and, if defined better, would be an appropriate major grant. Commissioners opined that the event was coming up too soon to be effective at garnering out of town participants, and noted that direct impact for the Boulder community, a major goal of the Open Grant category, was limited. Motus Theater and Boulder County Arts Alliance requested \$25,000 for Creative Community Conversations on Immigration, the One-Action project for 2016. The commissioners noted the strong track record of the One Action series, and enthused about the level of diversity the program could engender in an arts-related program. Furman motioned to fund the Motus Theater/BCAA proposal at \$25,000; Turbiak seconded and the motion carried unanimously. Turbiak motioned to fund the Colorado Film Society proposal at \$20,000; Furman seconded and the motion carried unanimously. Moss motioned to provide remaining funds in the Open Grant budget to the proposal submitted by BMoCa, but this motion did not receive a second.

Grant Budget Reports

Turbiak motioned to approve the reports; Furman seconded and the motion carried unanimously. Swanstrom inquired about recovery of the final 20% of his Arts in Education grant award which was lost because of his having missed the deadline for reporting. There was no motion from the Commissioners to do so.

**Adjournment**

The meeting was adjourned at 9:52 p.m.

**Date, Time, and Location of Next Meeting:** The next Boulder Arts Commission meeting will be held at 6 p.m. on Wednesday, October 15, 2014, in the Arapahoe Conference Room of the Boulder Public Library.

APPROVED BY:

ATTESTED:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Staff Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Attachment A

### 5.3. Deaccession:

5.3.1. Project Approach — should the sculpture be deaccessioned from the collection, the first step will be to offer the family of the artist first right of refusal. Thus, Janet Heimer, as the next of kin to the Artist, would be offered the material of the sculpture. Should she accept, the city would offer assistance as appropriate to remove the sculpture from the site to a place she deems appropriate. Should she refuse the sculpture, the city will make every attempt to work with Ms. Heimer to find a suitable organization or individual who would like to accept the sculpture. Should no one accept the sculpture, the city will remove the sculpture from the site for disposal and restore the site to a suitable condition. Should this last option be the appropriate course of action, it is likely that the city will hire a contractor to conduct the removal.

5.3.2. Funding the Project — Based on a preliminary estimate, we should expect that the removal of the sculpture from the site would take approximately \$17,000.00 to complete.

### 6. STAFF RECOMMENDATION

It is the advice of staff that the Boulder Arts Commission recommends to the City Manager that the sculpture be deaccessioned from the collection.

Though retention on site is preferred, that is not possible. Relocation is possible, but extremely problematic: the costs of relocation are high, initial discussions of possible relocation sites have not yielded any possibilities, the condition of the sculpture is very poor, and that condition has resulted in immediate safety risks. It is the opinion of staff that the public art funds that would be spent on relocation might be better utilized in other ways, for instance in commissioning new works.

This recommendation is made after careful consideration as deaccessioning of a public artwork should be an option of last resort. This is all the more grave a decision, given the historic context of this particular work of art. Therefore, staff also recommends that some other manner of recognizing this sculpture, and the Artist's contribution to public art in Boulder, be undertaken in the near future.

October 7, 2014

Boulder Arts Commission  
1101 Arapahoe Ave.  
Boulder, CO 80302

Dear Members of the Boulder Arts Commission,

Thank you very much for supporting the BIFF Call2Action Program 2015 with an open grant. We are so thankful to the BAC for making this funding available and providing such outstanding support for this program at the Festival!

**Amount/Timing:** The 80/20 grant distribution will work fine for us.

**Deliverables:** We'll pattern our reporting on BAC grant reports that we've completed in the past. As you can see from the timeline below, we will have all Call2Action and Global Town Hall programming finalized in February. We will forward copies of the official **BIFF Program** at that time and will submit a final grant report on April 8, 2015, one month following the end of the Festival.

**Execution of Significant Project Elements:**

**TIMELINE**

- September 2014 – January 2015 – selection of Call 2 Action films and Global Town Hall film
- November – January – Call 2 Action committee and Global Town Hall committee meet to review films, identify topics, and identify local community organizations and groups related to the topics
- December - February – community groups are contacted, given the film to screen, and asked to identify speakers and 5 action items for BIFF audiences/Call 2 Action program
- December – January – speakers/panelists identified for Global Town Hall
- February – all information available is posted on BIFF website and printed in Program
- February – technical and production issues identified, volunteers lined up
- March 5-8, 2015 – Boulder International Film Festival
- March/April – evaluation

Sincerely,



Kathy Beeck

Co-Founder and Festival Director  
Boulder Arts Commission - 6

October 15, 2014 Meeting

October 7, 2014

Dear Members of the Boulder Arts Commission,

Thank you again for selecting our proposal for the Boulder Arts Commission Open Grant funding. We look forward to attending the October 15 Arts Commission meeting and receiving your feedback first hand.

In preparation for the October 15 meeting, we wanted to advise you on two matters that you have requested feedback:

- 1) Funding needs – amounts and timing
- 2) Deliverables with regards to execution of significant project elements, and the reporting (interim and final)

First, we would like to request that you provide 80 percent of the funding upon signing of the grant, 10 percent of the funding in October 2015, and the remaining 10 percent of the funding upon the completion of the project. While we understand that it is not typical to receive an additional 10 percent before the completion of the grant, One-Action will be developing the materials, calendar, and all the preparations for the official launch of the 2016 Creative Community Conversations on Immigration in the fall of 2015. We will need to have the materials completed, printed and ready before 2016. Advancing this extra 10 percent will be important to ensuring that materials are in place before the launch.

Secondly, One-Action envisions key project deliverables with regards to the execution of significant project elements as follows:

2014

- A bi-lingual Project Manager who has ties to the local immigrant community
- Establishment of the Boulder County Steering Committee
- Creation of outreach materials aimed at new collaborators

Winter/Spring 2015

- Creation of the Community Advisory Committees in Boulder, Longmont and Lafayette/Louisville with two-co chairs (one from the arts & cultural and one from immigrant-serving organizations.)
- Development of educational materials on immigration and examples of successful art exploring immigration
- A Countywide Advisory Council Summit for all collaborating organizations

Summer 2015

- A second Countywide Advisory Council collaboration meeting

Fall 2015

- Completion of a calendar of One-Action events for Boulder City and County
- Finalizing of community and business sponsorships
- Marketing, website & branding materials ready for the project launch
- A launch plan for the One-Action project in January 2016
- A final Countywide Advisory Council collaboration meeting

Additionally, as noted in the proposal, Steering Committee meetings are planned to occur monthly throughout the year. Community Advisory Board meetings are planned for six times throughout the year.

Given the above timing of deliverables, One-Action would like to suggest the following reporting schedule:

- June 30, 2015 – Interim report
- February 29, 2016 – Final report

We are requesting this interim report date because we believe significant development and planning work will be done by this time. We are also requesting two months from the completion of the grant to submit the final report because we will be launching the One-Action activities in January 2016 and feel that we will have very limited time to complete the report during this period. We appreciate in advance your consideration of our proposed reporting.

In terms of the content of the reports, we plan to pattern our reporting off of the BAC grant reports that we have completed in the past. Yet, since this is a planning grant and not a grant for a specific performance or event, we will be reporting on the accomplishments of planning and development goals and items as outlined in the proposal. The key reporting items will be the involvement of organizational partners in One-Action and the development of their events and programming for 2016.

Thank you again for your support of our One-Action project and we look forward to seeing you at your next meeting on October 15. In the meantime, should you have any questions or require further clarification, please do not hesitate to contact me at 612-251-7552.

Most sincerely,



Kate Kelsch  
Motus Theater One-Action Project Director

TO: Members of the Boulder Arts Commission  
FROM: Matt Chasansky, City of Boulder Office of Arts & Cultural Services  
DATE: October 9, 2014  
SUBJECT: Boulder Arts Commission Manager's Update

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1. Notes on the Agenda:

Community Cultural Plan: Attached is a schedule of outreach programs that will be taking place during the "Cultural Kitchen" public inquiry events October 16 – 18.

2. Questions from Commissioners from the September Meeting regarding reports from The Dairy and BMOCA

Below are answers to the questions that commissioners raised with regards to mid-year reports submitted by The Dairy and BMOCA:

- a. Question: What is the reason for the negative number in the net income line of the profit/loss document?

Answered by David Dadone: The reason of the negative funding is due to a cash flow which will be recoup by the end of the year.

- b. Question: To what level of reservation capacity are the venues at The Dairy booked? Answered by

Bill Obermeier: [Below] are the openings for our theaters, which you asked about last week. This is the schedule through June, 2015. In the Performance Space there are basically 6 week-ends available that are not holiday week-ends or otherwise compromised. 5 in the East and 1 in the Carsen. Of course, some of these may fill up at any time as well.

Performance Space

November 28-29: (Thanksgiving weekend)  
December 19-20 (likely won't fill - proximity to Christmas)  
December 26-27 (Christmas weekend)  
January 2-3 (NY weekend)  
January 9-10  
January 30-31  
March 20-21 (BVSD Spring Break)  
April 3-4 (BAW)  
May 1-2  
June 13-14  
June 19-20  
June 26-27

East

December 12-13  
December 19-20  
December 26-27  
January 2-3  
January 23-24  
April 24-25  
June 26-27

Carsen

December 26-27  
January 2-3  
January 10-11

### 3. Code of Conduct Policy regarding Campaign Season

Following the September meeting of the BAC, staff has met with our legal department to get clarity on what actions commissioners may take during campaign season. The direction is as follows:

- Commissioners are not permitted to campaign for a ballot initiative or candidate for office in the form of an official motion, or campaign (verbally or by distributing materials) while on city premises.
- Commissioners are permitted to campaign outside of their role as a commissioner. It is suggested that, if you do any campaigning, it is clear that you are speaking on your own behalf only, and not as an appointed official of the city. For example: “I am a member of the Boulder Arts Commission, but am here speaking independently as a resident of Boulder.”
- In addition to the above, the legal office advises that the Boulder Arts Commission may make recommendations to City Council on positions they may take on specific ballot issues. Thus, if they choose, the commissioners may vote in a public meeting on the language of a recommendation. Should that happen, the commissioners must be consistent and clear in the fact that they are making this recommendation as a formal action of the commission. The action must be kept separate from any personal campaigning.

The memorandum regarding participation in election campaigns for City of Boulder boards and commissions is attached.

### 4. Staff Updates

- a. Concerts
  - Oct 21, 12:00 PM Afro Cuban Rhythms Canyon Theater
  - Nov 12, 12:00 PM Midday Music Meditation Canyon Theater
- b. Cinema
  - Oct 18, 2:00 PM Home Movie Day Canyon Theater
  - Oct 20, 6:30 PM Alive Inside (Spotlight on BIFF) Canyon Theater
  - Oct 27, 6:30 PM Seeking Asian Female (Spotlight on BIFF) Canyon Theater
  - Nov 2, 1:00 PM Holiday Inn Canyon Theater
- c. Dance
  - Oct 22, 4:30 PM Dansa Libre (First Showing) Canyon Theater
  - Oct 22, 6:30 PM Dansa Libre (Second Showing) Canyon Theater
  - Nov 8, 11:00 AM Dance is for Every Body Canyon Theater
  - Nov 9, 1:00 PM Dance is for Every Body Canyon Theater
- d. Public Art
  - Title TBD, Temporary Interventions Project—selection phase
  - West Pearl Poetry—selection phase
  - Junction Place Bridge—design phase
  - Baseline Underpass—design phase
  - Diagonal Highway Gateway Landscape—construction/installation phase

# Americans for the Arts Convention Scholarship

## Guidelines Page

**Purpose** To enrich the community of arts leaders by providing funds to attend the annual Americans for the Arts Convention at which they can learn about best practices, become acquainted with exemplary programs, and network with other arts professionals to message about Boulder's community. Note that individuals awarded a grant will be required to participate in a "teach-out" event to share their experience with the community.

The Americans for the Arts convention, held in a different U.S. city each year, provides important and timely professional development needed in local arts development, advancement and policy. Over 1200 arts and community leaders come together each year to imagine, plan, and foster innovation in the arts, offering a unique chance to engage in dynamic discussions and participate in presentations by professionals from throughout the field. This is the only national arts conference that assembles leaders from multiple disciplines with a wide range of experience and with different perspectives for advancing the arts. Information about the convention can be accessed at <http://convention.artsusa.org/> (typically updated each January).

**Eligibility** Individuals are eligible to receive scholarships. To qualify for the scholarship, the applicant must be a local arts pacesetter, leader of an arts organization and/or an arts administrator.

**Maximum Award** \$1000 (up to five awarded annually)

**Deadline to submit applications** 5 p.m., Wednesday, February 25, 2015

### GENERAL APPLICATION REQUIREMENTS

**Residency** Applicants residing in Boulder must be local arts pacesetters, leaders of arts organizations and/or arts administrators. Applicants residing outside of Boulder may apply as long as they are actively involved in a leadership role in a Boulder-based arts organization. The award is made to the individual rather than the organization he or she may be representing. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

**Contractual Age** All applicants must be of legal contractual age as defined by the state of Colorado (18).  
**City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

**Good Standing** Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

**Civil Rights Act Compliance** All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

**Application Method** Applications will only be processed through the Arts Grant Program website: [www.boulderarts.org](http://www.boulderarts.org). With the exception of the Open Grants, applications received in any other way will not be considered.

### REVIEW PROCESS

**Deliberation** Grant proposals are reviewed at the next Boulder Arts Commission (BAC) meeting after the application deadline and funding decisions are announced at the meeting.

**Evaluation of Applications** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

**Evaluation Criteria and Scoring Schema Weights** Scholarship proposals will be evaluated in light of these general criteria:

1. **The applicant is active in the Boulder arts community. (weighted at 50% of score)**
2. **The applicant will utilize the experience for improvement of Boulder organizations. (weighted at 50% of score)**

### **SCHOLARSHIP AWARDS**

**Notifications** Staff notifies all applicants of recommendations and declined proposals.

**Registration for Convention** Arts department staff will secure and pay for registration for the summit for scholarship recipients.

**Accommodations, Travel, Meals** Attendees are responsible for arranging and paying for their own travel, lodging, meals, etc.

**Award Limitations** A maximum of one scholarship per individual and one scholarship per organization will be awarded each year.

**Immigration Affidavit for Individuals** The State of Colorado law requires proof of legal residency prior to issuance of checks.

**IRS Taxation** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

**Issuance of Scholarship Checks** After attending the convention, scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending, and participate in a panel discussion about the experience and take-aways from the convention. Upon approval of the report, recipients will receive the remaining portion of the scholarship award (minus the amount used to pay for their registration).

### **REQUIRED REPORTING ON FUNDING PROJECTS**

**Time Frame for Reporting** Scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending.

**Method** Reporting is done through the online system that the BAC uses at bac.culturegrants.org. Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Applications/Reports. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it.

**Extension Requests for Reporting** If circumstances change in any way that will delay the recipient's ability to complete the project and the report promised in the contract, it is the recipient's responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (specific dates are required in the letter). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

**Responsibility** The report due date is the recipient's responsibility to remember. The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. There is no grace period for the report; the BAC does not issue reminders.

**Consequence of Delinquent Report** Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds. Additionally, until the report is turned in and approved, the recipient and any affiliated organization will no longer be eligible to apply for BAC grant funds.

**I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. \***

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### **Applicant Information Page**

**Discipline \***

If Multi-Discipline, please indicate which disciplines are included.

First Name \*

Last Name \*

Address (Must be a Boulder street address; P.O. Boxes are not accepted.) \*

City \*

State \*

Zip Code \*

Phone No. \*

Email \*

Organization Affiliation\*

Title or role within organization

If affiliation with a local arts organization is specified, the organization's annual budget is required here.

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### **Narrative Page**

Have you attended an Americans for the Arts Convention before? \*

If yes, when?

If yes, where?

Have you received a scholarship from the BAC before? \*

If you have received a BAC scholarship in the past, please list the program (AFTA Convention or CCI Summit) and the year(s).

How many years have you been working/volunteering in the Boulders arts community? \*

In what capacity? (500 character limit) \*

Provide a statement that addresses the following questions: (1500 character limit) \*

1. What are your current short and long term plans in the arts community in Boulder?
2. How will attending the Americans for the Arts Convention benefit not only you personally, but your organization and/or the community as a whole?

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### **Support Materials**

Submit a current copy of your resume. This document should detail your achievements and involvement in the arts. Provide highlights which speak to your candidacy for this scholarship.

### **UPLOAD TOOL & FOLDER MANAGER**



### **Signature & Submission Page**

**I affirm that, should I receive a BAC scholarship to attend the Americans for the Arts Convention, I will participate in all possible offerings of the convention with the intention of learning and sharing as much as I can to help the arts prosper in Boulder with the ultimate benefit of the Boulder community in mind. \***

First Name \*

Last Name \*

Date of Submission \*

### **TO COMPLETE AND SUBMIT YOUR APPLICATION**

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

# Arts in Education Grants – Program Grant/Cultural Field Trip

## Guidelines Page

**The Arts in Education Grant provides funding for two types of arts education: the cultural field trip grant and the educational program grant.**

**Purpose** Cultural Field Trip: Provides opportunities for children in the City of Boulder to visit art exhibitions, performances, museums and to be engaged in cultural experiences. Program Grant: Provides funding for programs in which individuals can participate in and learn about art.

**Eligibility** Award of a Spark Grant or Major Grant will make the recipient ineligible for an Arts in Education Grant during the same calendar year. Cultural Field Trip: Public or private school principals, administrators, or educators with the approval of their school administrators, are eligible. Home school associations are eligible contingent upon demonstrating that a significant number of students will be committed to the activity. Program Grant: Individuals and 501(c)3 non-profit organizations are eligible. If working with schools, applicant must provide a letter from the school administrator confirming ability for students to participate in the program.

**Maximum Award** \$3000

### Deadline to submit applications

Round 1            5 p.m., Wednesday, February 25 , 2015  
Round 2            5 p.m., Wednesday, September 30, 2015

### GENERAL APPLICATION REQUIREMENTS

**Residency** Applicants must be either individuals residing in, or organizations/businesses headquartered in, Boulder. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

**Non Profit Verification** When required as part of grant eligibility, applicants must provide formal IRS documentation of their 501(c)3 status or formal IRS documentation indicating a pending application. Click [here](#) to see samples of these types of documents. An alternate course, if not a 501(c)3, is to apply through a fiscal sponsor. See details on this process [here](#).

**Contractual Age** All applicants must be of legal contractual age as defined by the state of Colorado (18).

**City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

**Good Standing** Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

**Civil Rights Act Compliance** All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

**Location** The product (performance, piece of art, etc.) funded in whole or in part by the BAC must be provided to the Boulder community. Any product that receives other funding may be held in another municipality or area, provided that at least one performance is provided within Boulder Valley as defined in the Boulder Valley Comprehensive Plan, and is for the direct benefit of the Boulder community.

**Time Frame** Major and Spark Grant projects must be completed by December 31 of the year of award. Arts in Education Grant projects are allowed to carry over to the subsequent year.

**Venue Confirmation** Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample

venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly.

**Partner/Collaborator Commitment** Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s), and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

**Exclusions** Funds will not be provided for: Projects that have occurred before the grant deadline, capital projects, fundraising events, the purchase of alcohol, receptions, equipment purchases, general operating budgets and/or salaries for employees, performance seasons, debt reduction, travel, art therapy, undergraduate or student projects or production of promotional materials such as a compact disc, videotape, brochure, etc.

**Application Method** Applications will only be processed through the Arts Grant Program website: [www.boulderarts.org](http://www.boulderarts.org). With the exception of the Open Grants, applications received in any other way will not be considered.

## REVIEW PROCESS

**Deliberation** Grant proposals are reviewed at the next Boulder Arts Commission (BAC) meeting after the application deadline and funding decisions are announced at the meeting.

**Evaluation of Applications** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

**Evaluation Criteria and Scoring Schema Weights** Arts in Education Grant proposals will be evaluated in light of these general criteria:

1. **Project Narrative**
  - **Is of a High Overall Artistic Quality** The project narrative indicates the ability to achieve high overall artistic quality. (weighted at 10% of score)
  - **Promotes Artistic Diversity and Innovation** The project creates art that is unique, innovative and promotes artistic diversity. (weighted at 10% of score)
  - **Plans for Documentation of the Project** Plans for documentation appear complete and appropriate for the project. (weighted at 10% of score)
2. **Community Impact**
  - **Attracts a Substantial and Diverse Audience** Marketing plans for the project are well defined, with a clear target audience and methods for reaching them. (weighted at 5% of score)
  - **Is of Benefit to the Residents of Boulder** The project has clear realizable plans to engage the community, sparking interaction and conversation about art. (weighted at 10% of score)
3. **Demonstrates a Reasonable Budget and Narrative Explanation** (weighted at 5% of score)
4. **Additional Arts in Education Grant Rating Criteria**
  - **Cultural Field Trip:**
    - The project impacts a high number of school children. (weighted at 20% of score)
    - The project has a strong lesson plan that takes advantage of the cultural destination or event. (weighted at 30% of score)
  - **Program Grant:**
    - The project contributes to greater program curricula. (weighted at 20% of score)
    - The project demonstrates sound classroom practices for the arts (when applicable). (weighted at 15% of score)

- The project promotes a lifelong interest in culture. (weighted at 15% of score)

## GRANT AWARDS

**Notifications and Dispersal of Funds** Staff notifies all applicants of recommendations and declined proposals, and begins the process of having checks cut and collecting any necessary supporting documents and information. Recipients are notified when checks are ready to be picked up and must make an appointment to sign contracts and pick up grant checks.

**Award Amount** The BAC reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested in a grant category.

**Award Limitations** An individual or organization/business may only be awarded one grant per year. An individual may not be awarded a grant on behalf of an organization/business if that entity has already been awarded a grant. Additionally, award of a Major Grant in a given year will make the recipient ineligible for Major Grant competition in the subsequent year.

**Immigration Affidavit for Individuals** The State of Colorado law requires proof of legal residency at the time of grant check pick-up.

**IRS Taxation** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

**Issuance of Funding Checks** Except for the Spark Grant, which is funded at 100 percent at the outset, all project grant categories are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and BAC approval of the Grant Budget Report which is required one month after the project is completed. Failure to submit a final Grant Budget Report will result in permanent loss of the final 20 percent funds and also in ineligibility to apply for future grants.

**Contract** When the check is ready for pick-up, the recipient will be contacted by staff to make an appointment to sign a grant project contract with the City of Boulder. In the contract, the recipient will indicate the completion date of the project and the date a grant budget report will be submitted to the BAC through the on line system (required one month after the project is completed).

**Acknowledgment of BAC Funding** All publicity for BAC-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the [BAC Logo](#) may be used.

## REQUIRED REPORTING ON FUNDING PROJECTS

**Time Frame for Reporting** The grant budget report is due one month after the project is completed.

**Method** Reporting is done through the on line system that the BAC uses at [bac.culturegrants.org](http://bac.culturegrants.org). Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Data. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it.

**Change in Project Completion Date** If circumstances change in any way that will delay the recipient's ability to complete the project and the report promised in the contract, it is the recipient's responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (*specific dates are required in the letter*). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

**Responsibility** **The grant budget report due date is the recipient's responsibility to remember.** The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. **There is no grace period for the report; the BAC does not issue reminders.**

**Consequence of Delinquent Report** **Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds attached to the grant project. Additionally, until the report is turned in and approved, the grant recipient and any individuals or organizations/businesses attached as collaborators on the project will no longer be eligible to apply for BAC grant funds.**

**I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. \***

## **Applicant Information Page**

Discipline: \*

If Multi-Discipline, please indicate which disciplines are included.

Please indicate which variation of the grant category is being pursued. \*

Applicant (To what name would the grant check be written if awarded?)

First Name \*

Last Name \*

Organization/Business

Cultural Field Trip: Public or private school principals, administrators, or educators with the approval of their school administrators, are eligible. Home school associations are eligible contingent upon demonstrating that a significant number of students will be committed to the activity. Program

Grant: Individuals and 501(c)3 non-profit organizations are eligible. \*

Applicant Mailing Address (Must be a Boulder street address; P.O. Boxes are not accepted.) \*

City \*

State \*

Zip Code \*

Organization Contact Name \*

Email \*

Phone No. \*

Grant Writer Name (if different from above)

Phone

Email

Project Director Name (if different from above)

Phone

Email

**To be completed by individual applicants**

Organization Affiliation

Length of Residency of Applicant in the City of Boulder

From. \*

To . \*

**To be completed by organization applicants**

Annual Budget \*

Number of FTE (Full-time Equivalent Employees) \*

Number of Volunteers \*

Date Established \*

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**Project Information Page**

1. **Project Title** (50 character limit) \*
2. **Project Summary** (A brief overview of your project): (500 character limit) \*
3. **Overall Calendar for Project** (dates of planning, preparation, execution and evaluation: (500 character limit) \*)
4. **Project Completion Date** (This is the last day of any public event related to the project) \*
5. **Report Due Date** (One month following the project completion date) \*
6. **Where will this project take place?** **NOTE:** Letters of confirmation from each and every venue mentioned here must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates the project venue, please make mention of this here. (250 character limit) \*
7. **Who are your partners/collaborators?** List groups, agencies, schools, or any other individuals who will be involved in the activation of this project. **NOTE:** Letters of commitment from each and every collaborator mentioned here must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s) , and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable. If this is a solo project with no partners beyond the applicant, respond with "None." (500 character limit) \*
8. **Have you previously been awarded any Boulder Arts Commission Grants?** Which type and what year(s)? (500 character limit) \*

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**Project Narrative and Community Impacts Page**

**PROJECT NARRATIVE**

Briefly describe what you propose to do and how you plan to accomplish it. (1500 character limit)

**Project Artistry, Diversity and Innovation** Describe how the proposed project will create art that is unique, innovative and promotes artistic diversity. (1000 character limit) \*

**Plans for Documentation** List the proposed documentation you will present as proof of project completion, in addition to the required budget report. (1000 character limit) \*

### **COMMUNITY IMPACT**

Briefly describe how your project will achieve community engagement, interaction and conversation. How will it add to Boulder's unique identity as an arts destination? (1500 character limit) \*

**Reaching a Substantial and Diverse Audience** How many people are you planning to reach with your project? Who is your target audience? How will you market your project to reach this audience? (1500 character limit) \*

**Community Benefit** Give details as to how this project directly benefits and engages the residents of Boulder. (1000 character limit) \*

**Cultural Field Trip Students Impacted** How many students will participate in the project? (200 character limit)

**Cultural Field Trip Lesson Plan** Give details as to how this project implements a lesson plan that takes advantage of the cultural destination or event. (1000 character limit)

**Program Grant Program Curricula Impacts** Give details as to how this project contributes to greater program curricula. (1000 character limit)

**Program Grant Classroom Practices for the Arts** Give details as to how this project demonstrates sound classroom practices for the arts (when applicable). (600 character limit)

**Program Grant Lifelong Interest in Culture** How does this project promote a lifelong interest in culture? (600 character limit)

## **Budget Narrative & Summary Page**

### **BUDGET NARRATIVE**

**Use of BAC Grant Funds** Please specify how the BAC funds will be used. (1000 character limit) \*

### **BUDGET SUMMARY**

Please complete each item in the budget.

NOTE: You must provide a detailed breakdown and description of each pertinent category in your budget under EXPLANATION below. List all grants other than BAC and if the grants are secured or pending.

#### **EXPENSES AND DIRECT COSTS**

1. Administrative Costs
2. Production Costs
3. Rental: Equipment and/or Facilities
4. Publicity and/or Documentation
5. Artists fees (Honoraria, Stipends) (Artists fees not to exceed \$25/hour)
6. In-kind (space, supplies, volunteers)

Total Expenses

## INCOME AND CONTRIBUTIONS

1. Project Sales
2. Cash Donations
3. Grants (other than BAC)
4. In-kind (space, supplies, volunteers, etc.)
5. Other

Totals of Income and Contributions

Grand Total

When you click "Save" at the bottom of this page, the "Amount Requested From BAC" will automatically subtract the total expenses from the total income. **The maximum amount you may request from the BAC is \$3,000.00.**

**Expense Totals**

**Income Totals**

**AMOUNT REQUESTED FROM BAC**

**LIST IN-KIND SERVICES AND AMOUNTS** Donated space, supplies, volunteer services (also known as in-kind contributions) are goods and services that are donated by individuals or organizations other than the applicant. These same items **MUST** be listed in the projects budget as direct costs. (1000 character limit)

**BUDGET EXPLANATION** Detailed breakdown and description of each pertinent category in your budget. (1000 character limit)

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## **Support Materials Page**

Attach the following support materials as indicated. **Please submit pdfs and/or jpgs for all supplemental materials except video and audio.**

Click the Upload button to upload new files. Enter title and description. Click Submit. Your files will appear below the folder name and folder size.

Hover over the thumbnail of a file, click and hold to drag it to a different place in the order. Hover the mouse icon under the thumbnail to Edit a file. Hover the mouse icon under the thumbnail to Move or Copy a file to a different folder.

The system may require you to save between uploading files. If you encounter difficulty, click Save at the bottom of the page and attempt again.

## **UPLOAD TOOL & FOLDER MANAGER**

**Program Grant Non Profit Documentation for Organizations** If an organization applies for the Program Grant category, formal IRS documentation of their 501(c)3 status or formal IRS documentation

indicating a pending application must be submitted. Click [here](#) to see samples of these types of documents. An alternate course, if not a 501(c)3, is to apply through a fiscal sponsor. See details on this process [here](#).

**Organization/Business Supplementary Materials** Attach documents that provide structure, mission statement, vision statement, brief history, programs, services and community your organization or business serves.

**Individual Supplementary Materials** Attach a current resume and artist statement.

**Project Supplementary Materials** Attach photographs, audio, video, press cuttings, etc. that speak to the organization's ability to achieve similar or better results in this proposed project.

**Letter of Venue Confirmation** Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly on the Project Information page.

**Letters of Partner/Collaborator Commitment** Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s), and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

## Checklist and Signature & Submission Page

### CHECKLIST

The items noted below are critical in the submission of your grant. Failure to submit them properly will likely cause your grant to be ineligible for review by the Boulder Arts Commission.

#### 1) Documentation of 501(c) 3 status

If the grant being applied for requires that the applicant be an organization with 501(c)3 non profit, formal IRS documentation of this status or a pending application with the IRS must be supplied. Click [here](#) to see samples of these types of documents.

An alternate course, if not a 501(c)3, is to apply through a fiscal sponsor. See details on this process [here](#).

#### 2) Venue Confirmation letter(s)

Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text.

Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly.

### 3) Collaborator Commitment letter(s)

Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s) , and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

### Submission and Signature

**I certify that all information contained in this application and attachments is true and accurate. All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion. \***

First Name \*

Last Name \*

Date of Submission \*

### **TO COMPLETE AND SUBMIT YOUR APPLICATION**

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

# Colorado Creative Industries Summit Scholarship

## Guidelines Page

**Purpose** To enrich the community of arts leaders by providing funds to attend the annual Colorado Creative Industries Summit at which they can learn about best practices, become acquainted with exemplary programs, and network with other arts professionals to message about Boulder's community. Note that individuals awarded a grant will be required to participate in a "teach-out" event to share their experience with the community.

The annual Colorado Creative Industries Summit is a chance for creative professionals to meet and network with fellow creatives from around the state. Attendees learn from Colorado's most inspiring speakers and presenters through workshops like Creative Business 101, Financing Your Art, Legal Issues, Social Media and Website Enhancement. Information about the summit can be accessed at <http://www.coloradocreativeindustries.org/summit/> (typically updated each January).

**Eligibility** Individuals are eligible to receive scholarships. To qualify for the scholarship, the applicant must be a local arts pacesetter, leader of an arts organization and/or an arts administrator.

**Maximum Award** \$300 (up to five awarded annually)

**Deadline to submit applications** 5 p.m., Wednesday, February 25, 2015

### GENERAL APPLICATION REQUIREMENTS

**Residency** Applicants residing in Boulder must be local arts pacesetters, leaders of arts organizations and/or arts administrators. Applicants residing outside of Boulder may apply as long as they are actively involved in a leadership role in a Boulder-based arts organization. The award is made to the individual rather than the organization he or she may be representing. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

**Contractual Age** All applicants must be of legal contractual age as defined by the state of Colorado (18).

**City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

**Good Standing** Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

**Civil Rights Act Compliance** All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

**Application Method** Applications will only be processed through the Arts Grant Program website: [www.boulderarts.org](http://www.boulderarts.org). With the exception of the Open Grants, applications received in any other way will not be considered.

### REVIEW PROCESS

**Deliberation** Grant proposals are reviewed at the next Boulder Arts Commission (BAC) meeting after the application deadline and funding decisions are announced at the meeting.

**Evaluation of Applications** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

**Evaluation Criteria and Scoring Schema Weights** Scholarship proposals will be evaluated in light of these general criteria:

1. **The applicant is active in the Boulder arts community. (weighted at 50% of score)**

2. **The applicant will utilize the experience for improvement of Boulder organizations.** (weighted at 50% of score)

### **SCHOLARSHIP AWARDS**

**Notifications** Staff notifies all applicants of recommendations and declined proposals.

**Registration for Summit** Arts department staff will secure and pay for registration for the summit for scholarship recipients.

**Accommodations, Travel, Meals** Attendees are responsible for arranging and paying for their own travel, lodging, meals, etc.

**Award Limitations** A maximum of one scholarship per individual and one scholarship per organization will be awarded each year.

**Immigration Affidavit for Individuals** The State of Colorado law requires proof of legal residency prior to issuance of checks.

**IRS Taxation** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

**Issuance of Scholarship Checks** After attending the summit, scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending, and participate in a panel discussion about the experience and take-aways from the summit. Upon approval of the report, recipients will receive the remaining portion of the scholarship award (minus the amount used to pay for their registration).

### **REQUIRED REPORTING ON FUNDING PROJECTS**

**Time Frame for Reporting** Scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending.

**Method** Reporting is done through the online system that the BAC uses at bac.culturegrants.org. Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Applications/Reports. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it.

**Extension Requests for Reporting** If circumstances change in any way that will delay the recipient's ability to complete the project and the report promised in the contract, it is the recipient's responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (specific dates are required in the letter). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

**Responsibility** The report due date is the recipient's responsibility to remember. The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. There is no grace period for the report; the BAC does not issue reminders.

**Consequence of Delinquent Report** Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds. Additionally, until the report is turned in and approved, the recipient and any affiliated organization will no longer be eligible to apply for BAC grant funds.

**I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. \***

## Applicant Information Page

### Discipline \*

If Multi-Discipline, please indicate which disciplines are included.

First Name \*

Last Name \*

Address (Must be a Boulder street address; P.O. Boxes are not accepted.) \*

City \*

State \*

Zip Code \*

Phone No. \*

Email \*

Organization Affiliation\*

Title or role within organization

If affiliation with a local arts organization is specified, the organization's annual budget is required here.

## Narrative Page

Have you attended a Colorado Creative Industries Summit before? \*

If yes, when?

If yes, where?

Have you received a scholarship from the BAC before? \*

If you have received a BAC scholarship in the past, please list the program (AFTA Convention or CCI Summit) and the year(s).

How many years have you been working/volunteering in the Boulders arts community? \*

In what capacity? (500 character limit) \*

Provide a statement that addresses the following questions: (1500 character limit) \*

1. What are your current short and long term plans in the arts community in Boulder?
2. How will attending the Colorado Creative Industries Summit benefit not only you personally, but your organization and/or the community as a whole?

## Support Materials

Submit a current copy of your resume. This document should detail your achievements and involvement in the arts. Provide highlights which speak to your candidacy for this scholarship.

## UPLOAD TOOL & FOLDER MANAGER

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**Signature & Submission Page**

**I affirm that, should I receive a BAC scholarship to attend the Colorado Creative Industries Summit, I will participate in all possible offerings of the summit with the intention of learning and sharing as much as I can to help the arts prosper in Boulder with the ultimate benefit of the Boulder community in mind. \***

First Name \*

Last Name \*

Date of Submission \*

**TO COMPLETE AND SUBMIT YOUR APPLICATION**

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

# Major Grant

## Guidelines Page

**Purpose** Provides funding for organizations for high quality, large scale projects that benefit the community.

**Eligibility** Only non-profit organizations with 501(c)3 status, or organizations partnered with a 501(c)3 fiscal sponsor are eligible. Award of an Arts in Education Grant or Spark Grant will make the recipient ineligible for a Major Grant during the same calendar year.

**Maximum Award** \$10,000

**Deadline to submit application** 5 p.m., Wednesday, January 28, 2015

### GENERAL APPLICATION REQUIREMENTS

**Residency** Applicants must be either individuals residing in, or organizations/businesses headquartered in, Boulder. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

**Non Profit Verification** When required as part of grant eligibility, applicants must provide formal IRS documentation of their 501(c)3 status or formal IRS documentation indicating a pending application. Click [here](#) to see samples of these types of documents. An alternate course, if not a 501(c)3, is to apply through a fiscal sponsor. See details on this process [here](#).

**Contractual Age** All applicants must be of legal contractual age as defined by the state of Colorado (18).

**City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

**Good Standing** Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

**Civil Rights Act Compliance** All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

**Location** The product (performance, piece of art, etc.) funded in whole or in part by the BAC must be provided to the Boulder community. Any product that receives other funding may be held in another municipality or area, provided that at least one performance is provided within Boulder Valley as defined in the Boulder Valley Comprehensive Plan, and is for the direct benefit of the Boulder community.

**Time Frame** Major and Spark Grant projects must be completed by December 31 of the year of award. Arts in Education Grant projects are allowed to carry over to the subsequent year.

**Venue Confirmation** Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly.

**Partner/Collaborator Commitment** Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s), and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not

acceptable.

**Exclusions** Funds will not be provided for: Projects that have occurred before the grant deadline, capital projects, fundraising events, the purchase of alcohol, receptions, equipment purchases, general operating budgets and/or salaries for employees, performance seasons, debt reduction, travel, art therapy, undergraduate or student projects or production of promotional materials such as a compact disc, videotape, brochure, etc.

**Application Method** Applications will only be processed through the Arts Grant Program website: [www.boulderarts.org](http://www.boulderarts.org). With the exception of the Open Grants, applications received in any other way will not be considered.

## REVIEW PROCESS

**Deliberation** Grant proposals are reviewed at the next Boulder Arts Commission (BAC) meeting after the application deadline and funding decisions are announced at the meeting. For the Major Grant category only, City Council in turn makes the final determination on which proposals will be funded and to what extent. The City Council approval process can take up to 4 weeks beyond the BAC's recommendations.

**Evaluation of Applications** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

**Evaluation Criteria and Scoring Schema Weights** Major Grant proposals will be evaluated in light of these general criteria:

1. **Project Narrative**
  - **Is of a High Overall Artistic Quality** The project narrative indicates the ability to achieve high overall artistic quality. (weighted at 15% of score)
  - **Promotes Artistic Diversity and Innovation** The project creates art that is unique, innovative and promotes artistic diversity. (weighted at 10% of score)
  - **Plans for Documentation of the Project** Plans for documentation appear complete and appropriate for the project. (weighted at 5% of score)
2. **Community Impact**
  - **Attracts a Substantial and Diverse Audience** Marketing plans for the project are well defined, with a clear target audience and methods for reaching them. (weighted at 15% of score)
  - **Is of Benefit to the Residents of Boulder** The project has clear realizable plans to engage the community, sparking interaction and conversation about art. (weighted at 15% of score)
3. **Demonstrates a Reasonable Budget and Narrative Explanation** (weighted at 5% of score)
4. **Additional Major Grant Rating Criteria**
  - **Is Substantially Impactful to the Community** The project has the clear capacity to engage a large, diverse section of the community, make significant, long-lasting, positive impact and increase awareness of and participation in the arts in the community. (weighted at 25% of score)
  - **Demonstrates Other Pending or Secured Funding Sources** The project budget shows funding sources other than the applicant and the Boulder Arts Commission that are either secured or actively being sought. (weighted at 10% of score)

## GRANT AWARDS

**Notifications and Dispersal of Funds** Staff notifies all applicants of recommendations and declined proposals, and begins the process of having checks cut and collecting any necessary supporting documents and information. Recipients are notified when checks are ready to be picked up and must make an appointment to sign contracts and pick up grant checks.

**Award Amount** The BAC reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested in a grant category.

**Award Limitations** An individual or organization/business may only be awarded one grant per year. An individual may not be awarded a grant on behalf of an organization/business if that entity has already been awarded a grant. Additionally, award of a Major Grant in a given year will make the recipient ineligible for

Major Grant competition in the subsequent year (NOTE: This rule does not apply in the case of fiscal sponsors who are applying on behalf of associated organizations/businesses they represent.).

**Immigration Affidavit for Individuals** The State of Colorado law requires proof of legal residency at the time of grant check pick-up.

**IRS Taxation** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

**Issuance of Funding Checks** Except for the Spark Grant, which is funded at 100 percent at the outset, all project grant categories are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and BAC approval of the Grant Budget Report which is required one month after the project is completed. Failure to submit a final Grant Budget Report will result in permanent loss of the final 20 percent funds and also in ineligibility to apply for future grants.

**Contract** When the check is ready for pick-up, the recipient will be contacted by staff to make an appointment to sign a grant project contract with the City of Boulder. In the contract, the recipient will indicate the completion date of the project and the date a grant budget report will be submitted to the BAC through the on line system (required one month after the project is completed).

**Acknowledgment of BAC Funding** All publicity for BAC-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the [BAC Logo](#) may be used.

### **REQUIRED REPORTING ON FUNDING PROJECTS**

**Time Frame for Reporting** The grant budget report is due one month after the project is completed.

**Method** Reporting is done through the on line system that the BAC uses at [bac.culturegrants.org](http://bac.culturegrants.org). Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Applications/Reports. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it.

**Change in Project Completion Date** If circumstances change in any way that will delay the recipient's ability to complete the project and the report promised in the contract, it is the recipient's responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (*specific dates are required in the letter*). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

**Responsibility** **The grant budget report due date is the recipient's responsibility to remember.** The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. **There is no grace period for the report; the BAC does not issue reminders.**

**Consequence of Delinquent Report** **Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds attached to the grant project. Additionally, until the report is turned in and approved, the grant recipient and any individuals or organizations/businesses attached as collaborators on the project will no longer be eligible to apply for BAC grant funds.**

**I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. \***

**Applicant Information Page**

**Discipline \***

If Multi-Discipline, please indicate which disciplines are included.

**Applicant** (To what name would the grant check be written if awarded?)

Organization/Business

Only non-profit organizations with 501(c)3 status, or organizations partnered with a 501(c)3 fiscal sponsor are eligible. \*

Applicant Mailing Address (Must be a Boulder street address; P.O. Boxes are not accepted.) \*

City \*

State \*

Zip Code \*

Applicant Contact Name \*

Email \*

Phone No. \*

If the applicant is a fiscal sponsor partnering with an organization/ business, indicate the partner here.

Partner Contact Name (First and Last Name)

Phone

Email

Grant Writer Name (if different from above)

Phone

Email

Project Director Name (if different from above)

Phone

Email

Annual Budget \*

Number of FTEs (Full-time Equivalent Employees) \*

Number of Volunteers \*

Date Established \*

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## **Project Information Page**

**Project Title** (50 character limit) \*

2. **Project Summary** (A brief overview of your project): (500 character limit) \*

3. **Overall Calendar for Project** (dates of planning, preparation, execution and evaluation: (500 character limit) \*

4. **Project Completion Date** (This is the last day of any public event related to the project) \*

5. **Report Due Date** (One month following the project completion date) \*

6. **Where will this project take place?** **NOTE:** Letters of confirmation from each and every venue mentioned here must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant

owns or operates the project venue, please make mention of this here. (250 character limit) \*

**7. Who are your partners/collaborators?** List groups, agencies, schools, or any other individuals who will be involved in this project. **NOTE: Letters of commitment from each and every collaborator mentioned here must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s) , and must simply detail what the collaborator is doing or providing.** The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable. If this is a solo project with no partners beyond the applicant, respond with "None." (500 character limit) \*

**8. Provide details on related activities or events.** If no additional activities or events are planned, respond with "None." (500 character limit) \*

**9. How does the project support the mission and strategic plan of the organization/business?** (500 character limit) \*

**10. Have you previously been awarded any Boulder Arts Commission Grants?** Which type and what year(s)? (500 character limit) \*

## Project Narrative and Community Impacts Page

### PROJECT NARRATIVE

Briefly describe what you propose to do and how you plan to accomplish it. (1500 character limit) \*

**Project Artistry, Diversity and Innovation** Describe how the proposed project will create art that is unique, innovative and promotes artistic diversity. (1000 character limit) \*

**Plans for Documentation** List the proposed documentation and supplemental materials you will present as proof of project completion, in addition to the required budget report. (1000 character limit) \*

### COMMUNITY IMPACT

Briefly describe how your project will achieve community engagement, interaction and conversation. How will it add to Boulder's unique identity as an arts destination? (1500 character limit) \*

**Reaching a Substantial and Diverse Audience** How many people are you planning to reach with your project? Who is your target audience? How will you market your project to reach this audience? (1500 character limit) \*

**Community Benefit** Give details as to how this project directly benefits and engages the residents of Boulder. (1000 character limit) \*

**Substantial Impact** Give insight as to how this project will make significant, long-lasting, positive impact to community engagement in the arts, to Boulder's economic vitality and to the city's reputation as an arts destination. (1500 character limit) \*

## Budget Narrative & Summary Page

## **BUDGET NARRATIVE**

**Use of BAC Grant Funds** Please specify how the BAC funds will be used. (1000 character limit) \*

## **BUDGET SUMMARY**

Please complete each item in the budget.

NOTE: You must provide a detailed breakdown and description of each pertinent category in your budget under EXPLANATION below. List all grants other than BAC and if the grants are secured or pending.

### **EXPENSES AND DIRECT COSTS**

1. Administrative Costs
2. Production Costs
3. Rental: Equipment and/or Facilities
4. Publicity and/or Documentation
5. Artists fees (Honoraria, Stipends) (Artists fees not to exceed \$25/hour)
6. In-kind (space, supplies, volunteers)

Total Expenses

### **INCOME AND CONTRIBUTIONS**

1. Project Sales
2. Cash Donations
3. Grants (other than BAC)
4. In-kind (space, supplies, volunteers, etc.)
5. Other

Totals of Income and Contributions

Grand Total

When you click "Save" at the bottom of this page, the "Amount Requested From BAC" will automatically subtract the total expenses from the total income. **The maximum amount you may request from the BAC is \$10,000.00.**

**Expense Totals**

**Income Totals**

**AMOUNT REQUESTED FROM BAC**

**LIST IN-KIND SERVICES AND AMOUNTS** Donated space, supplies, volunteer services (also known as in-kind contributions) are goods and services that are donated by individuals or organizations other than the applicant. These same items **MUST** be listed in the projects budget as direct costs. (1000 character limit)

**BUDGET EXPLANATION** Detailed breakdown and description of each pertinent category in your budget. (1000 character limit)

**ADDITIONAL FUNDING** Provide details of other pending or secured funding sources contributing to this project. (1000 character limit)

**REDUCED FUNDING IMPACTS** Please explain how you would achieve the same substantial impacts described for your project if less than full funding is awarded by the BAC and/or other proposed funding sources. (1000 character limit)

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## Support Materials Page

Attach the following support materials as indicated. **Please submit pdfs and/or jpgs for all supplemental materials except video and audio.**

Click the Upload button to upload new files. Enter title and description. Click Submit. Your files will appear below the folder name and folder size.

Hover over the thumbnail of a file, click and hold to drag it to a different place in the order. Hover the mouse icon under the thumbnail to Edit a file. Hover the mouse icon under the thumbnail to Move or Copy a file to a different folder.

The system may require you to save between uploading files. If you encounter difficulty, click Save at the bottom of the page and attempt again.

## UPLOAD TOOL & FOLDER MANAGER

**501(c)3 Non Profit Documentation** Formal IRS documentation of 501(c)3 status or formal IRS documentation indicating a pending 501(c)3 application of the applicant organization or fiscal sponsor must be submitted. Click [here](#) to see samples of these types of documents. An alternate course, if not a 501(c)3, is to apply through a fiscal sponsor. See details on this process [here](#). \*

**Organization/Business Supplementary Materials** Attach documents that provide structure, mission statement, vision statement, brief history, programs, services and community your organization or business serves. \*

**Project Supplementary Materials** Attach photographs, audio, video, press cuttings, etc. that speak to the organization's ability to achieve similar or better results in this proposed project. \*

**Letter of Venue Confirmation** Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly on the Project Information page.

**Letters of Partner/Collaborator Commitment** Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s), and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

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## Checklist and Signature & Submission Page

### CHECKLIST

The items noted below are critical in the submission of your grant. Failure to submit them properly will likely cause your grant to be ineligible for review by the Boulder Arts Commission.

#### 1) Documentation of 501(c) 3 status

If the grant being applied for requires that the applicant be an organization with 501(c)3 non profit, formal IRS documentation of this status or a pending application with the IRS must be supplied. Click [here](#) to see samples of these types of documents. An alternate course, if not a 501(c)3, is to apply through a fiscal sponsor. See details on this process [here](#).

#### 2) Venue Confirmation letter(s)

Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly.

#### 3) Collaborator Commitment letter(s)

Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s), and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

#### Submission and Signature

**I certify that all information contained in this application and attachments is true and accurate. All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion. \***

First Name \*

Last Name \*

Date of Submission \*

#### TO COMPLETE AND SUBMIT YOUR APPLICATION

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

# Rent Free Space at Macky Auditorium

## Guidelines Page

**Purpose** To facilitate the prosperity of Boulder's artistic community, the City of Boulder Arts Commission, in an agreement with the University of Colorado, may grant up to sixteen days per calendar year of rent-free space at Macky Auditorium.

**Eligibility** Artists and cultural organizations are eligible. Award of free rent to Macky Auditorium does not impact eligibility to any of the project grants offered by the Boulder Arts Commission.

**Maximum Award** Two rental days per calendar year.

**Deadlines to submit application** The first of each month (open year round)

**NOTICE** The grant is for *rent only*; the applicant will be fully responsible for any and all additional fees required by the University, including but not limited to equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. **All applicants must have the requested dates confirmed with Macky Auditorium at the time of the application, and supply a letter of verification from the University with the pertinent date information included. Additionally, a one page budget summary for the entire project is required that addresses the venue expenses as well as the broader project income and expenses.** The Arts Commission does not guarantee the award of a specific date or dates. The actual date(s) awarded will depend on availability of the space. It is the applicant's responsibility to inquire about availability and pay for additional costs at Macky. The contact number for Macky is 303-492-8423.

### GENERAL APPLICATION REQUIREMENTS

**Residency** Applicants must be either individuals residing in, or organizations/businesses headquartered in, Boulder. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

**Non Profit Verification** When required as part of grant eligibility, applicants must provide formal IRS documentation of their 501(c)3 status or formal IRS documentation indicating a pending application.

**Contractual Age** All applicants must be of legal contractual age as defined by the state of Colorado (18).

**City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

**Good Standing** Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

**Civil Rights Act Compliance** All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

**Time Frame** Macky Rental projects must take place within the calendar year during which they are applied for.

**Venue Confirmation** All applications must include a letter of commitment from the venue management indicating the project date(s). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. A contract with the venue including the project dates and rental fees is an acceptable alternative.

**Partner/Collaborator Commitment** If other individuals or organizations are partnering with the applicant to make the project possible, a letter of commitment from each collaborator must be submitted as an attachment. Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

**Exclusions** Funds will not be provided for: Projects that have occurred before the grant deadline, capital projects, fundraising events, the purchase of alcohol, receptions, equipment purchases, general operating budgets and/or salaries for employees, performance seasons, debt reduction, travel, art therapy,

undergraduate or student projects or production of promotional materials such as a compact disc, videotape, brochure, etc.

**Application Method** Applications will only be processed through the Arts Grant Program website: [www.boulderarts.org](http://www.boulderarts.org). With the exception of the Open Grants, applications received in any other way will not be considered.

## REVIEW PROCESS

**Deliberation** Proposals for free rental of Macky Auditorium are approved through administrative review by the City of Boulder Arts & Cultural Services Manager and awards are announced at the Arts Commission meeting after submission.

**Evaluation of Applications** Award in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications.

**Evaluation Criteria** Proposals for free rental of Macky Auditorium are awarded on a first-come, first-served basis to those who have submitted the application with required venue confirmation (letter of verification or contract) from the University and budget summary.

## GRANT AWARDS

**Notifications and Dispersal of Awards** Recipients of free rental at Macky will be notified by email with a carbon copy to University of Colorado staff responsible for oversight of Macky Auditorium.

**Acknowledgment of BAC Funding** All publicity for BAC-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the [BAC Logo](#) may be used.

## REQUIRED REPORTING ON PROJECT

**None required.**

**I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if an award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, and funding acknowledgment. \***



## Applicant Information Page

### Discipline \*

If Multi-Discipline, please indicate which disciplines are included.

**Applicant** (To what name would the grant check be written if awarded?)

First Name \*

Last Name \*

Organization/Business

Cultural organizations/businesses are eligible. Non-profit status is not required for this category. \*

Applicant Mailing Address (Must be a Boulder street address; P.O. Boxes are not accepted.) \*

City \*

State \*

Zip Code \*

Organization Contact Name \*

Email \*

Phone No. \*

Grant Writer Name (if different from above)  
Phone  
Email

Project Director Name (if different from above)  
Phone  
Email

**To be completed by individual applicants**

**Organization Affiliation**

Length of Residency of Applicant in the City of Boulder

From. \*

To . \*

**To be completed by organization applicants**

Annual Budget \*

Number of FTE (Full-time Equivalent Employees) \*

Number of Volunteers \*

Date Established \*

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## **Project Information Page**

**Project Title** (50 character limit) \*

**Project Dates** \*

**Project Summary** (A brief overview of your project): (500 character limit) \*

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## **Support Materials, Signature & Submission Page**

Attach the following support materials as indicated. **Please submit pdfs and/or jpgs for all supplemental materials except video and audio.**

Click the Upload button to upload new files. Enter title and description. Click Submit. Your files will appear below the folder name and folder size.

Hover over the thumbnail of a file, click and hold to drag it to a different place in the order. Hover the mouse icon under the thumbnail to Edit a file. Hover the mouse icon under the thumbnail to Move or Copy a file to a different folder.

The system may require you to save between uploading files. If you encounter difficulty, click Save at the bottom of the page and attempt again.

## **UPLOAD TOOL & FOLDER MANAGER**

I have attached the following support material. \*

Budget Summary \*

University Venue Confirmation \*

### **Submission and Signature**

**I certify that all information contained in this application and attachments is true and accurate. All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion. \***

First Name \*

Last Name \*

Date of Submission \*

### **TO COMPLETE AND SUBMIT YOUR APPLICATION**

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

# South by Southwest Music Conference & Festival Scholarship

## Guidelines Page

**Purpose** To enrich the community's music industry by providing funds to attend the annual South by Southwest Music Conference & Festival at which they can learn about best practices, become acquainted with exemplary programs, and network with other music industry professionals to message about Boulder's music scene. Note that individuals awarded a grant will be required to participate in a "teach-out" event to share their experience with the community.

The annual South by Southwest Music Conference & Festival is a chance for creative professionals to meet and network with others in the music industry from around the country. Information about the event can be accessed at <http://sxsw.com/>.

**Eligibility** Individuals are eligible to receive scholarships. To qualify for the scholarship, the applicant must be a local musician, leader in the music industry or administrator or staff in a music arts organization.

**Maximum Award** \$1250 (up to four awarded annually)

**Deadline to submit applications** 5 p.m., Wednesday, January 7, 2015

### GENERAL APPLICATION REQUIREMENTS

**Residency** Applicants residing in Boulder may apply. Applicants residing outside of Boulder may apply as long as they are actively involved in a leadership role in a Boulder-based music group or organization. The award is made to the individual rather than the organization he or she may be representing. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

**Contractual Age** All applicants must be of legal contractual age as defined by the state of Colorado (18).

**City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

**Good Standing** Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

**Civil Rights Act Compliance** All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

**Application Method** Applications will only be processed through the Arts Grant Program website: [www.boulderarts.org](http://www.boulderarts.org). With the exception of the Open Grants, applications received in any other way will not be considered.

### REVIEW PROCESS

**Deliberation** Grant proposals are reviewed at the Boulder Arts Commission (BAC) meeting the month of the application deadline and funding decisions are announced at the meeting.

**Evaluation of Applications** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

**Evaluation Criteria and Scoring Schema Weights** Scholarship proposals will be evaluated in light of these general criteria:

1. **The applicant is active in the Boulder music industry. (weighted at 50% of score)**
2. **The applicant will utilize the experience for improvement of the Boulder music scene. (weighted at 50% of score)**

## **SCHOLARSHIP AWARDS**

**Notifications** Staff notifies all applicants of recommendations and declined proposals.

**Registration for Convention** Arts department staff will secure and pay for registration for the event for scholarship recipients.

**Accommodations, Travel, Meals** Attendees are responsible for arranging and paying for their own travel, lodging, meals, etc.

**Award Limitations** A maximum of one scholarship per individual and one scholarship per organization will be awarded each year.

**Immigration Affidavit for Individuals** The State of Colorado law requires proof of legal residency prior to issuance of checks.

**IRS Taxation** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

**Issuance of Scholarship Checks** After attending the convention, scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending, and participate in a panel discussion about the experience and take-aways from the conference. Upon approval of the report, recipients will receive the remaining portion of the scholarship award (minus the amount used to pay for their registration).

## **REQUIRED REPORTING ON FUNDING PROJECTS**

**Time Frame for Reporting** Scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending.

**Method** Reporting is done through the online system that the BAC uses at bac.culturegrants.org. Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Applications/Reports. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it.

**Extension Requests for Reporting** If circumstances change in any way that will delay the recipient's ability to complete the project and the report promised in the contract, it is the recipient's responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (specific dates are required in the letter). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

**Responsibility** The report due date is the recipient's responsibility to remember. The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. There is no grace period for the report; the BAC does not issue reminders.

**Consequence of Delinquent Report** Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds. Additionally, until the report is turned in and approved, the recipient and any affiliated organization will no longer be eligible to apply for BAC grant funds.

**I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. \***

**Applicant Information Page**

**Discipline \***

If Multi-Discipline, please indicate which disciplines are included.

First Name \*

Last Name \*

Address (Must be a Boulder street address; P.O. Boxes are not accepted.) \*

City \*

State \*

Zip Code \*

Phone No. \*

Email \*

Organization Affiliation\*

Title or role within organization

If affiliation with a local arts organization is specified, the organization's annual budget is required here.



**Narrative Page**

Have you attended a South by Southwest Music Conference & Festival before? \*

If yes, when?

Have you received a scholarship from the BAC before? \*

If you have received a BAC scholarship in the past, please list the program (AFTA Convention or CCI Summit) and the year(s).

How many years have you been working/volunteering in Boulder's music industry? \*

In what capacity? (500 character limit) \*

Provide a statement that addresses the following questions: (1500 character limit) \*

1. What are your current short and long term plans in the music industry in Boulder?
2. How will attending the South by Southwest Music Conference & Festival benefit not only you personally, but your organization and/or the community as a whole?



**Support Materials**

Submit a current copy of your resume. This document should detail your achievements and involvement in music and the arts. Provide highlights which speak to your candidacy for this scholarship.

**UPLOAD TOOL & FOLDER MANAGER**



## **Signature & Submission Page**

**I affirm that, should I receive a BAC scholarship to attend the South by Southwest Music Conference & Festival, I will participate in all possible offerings of the conference with the intention of learning and sharing as much as I can to help the musical arts prosper in Boulder with the ultimate benefit of the Boulder community in mind. \***

First Name \*

Last Name \*

Date of Submission \*

### **TO COMPLETE AND SUBMIT YOUR APPLICATION**

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

# Spark Grant

## Guidelines Page

**Purpose** Provides funding for projects that spark community interaction with the arts, contribute to a lively culture, and add to the vitality and vibrancy of Boulder. Words that could be used to describe your project may include original, innovative, risk-taking, out-of-the-box and/or emerging.

**Eligibility** Individuals, artists and cultural organizations are eligible. Award of an Arts in Education Grant or Major Grant will make the recipient ineligible for a Spark Grant during the same calendar year.

**Maximum Award** \$1000

### Deadline to submit applications

Round 1 5 p.m., Wednesday, January 7, 2015

Round 2 5 p.m., Wednesday, March 25, 2015

Round 3 5 p.m., Wednesday, June 24, 2015

Round 4 5 p.m., Wednesday, September 30, 2015

### GENERAL APPLICATION REQUIREMENTS

**Residency** Applicants must be either individuals residing in, or organizations/businesses headquartered in, Boulder. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

**Non Profit Verification** When required as part of grant eligibility, applicants must provide formal IRS documentation of their 501(c)3 status or formal IRS documentation indicating a pending application. Click [here](#) to see samples of these types of documents. An alternate course, if not a 501(c)3, is to apply through a fiscal sponsor. See details on this process [here](#).

**Contractual Age** All applicants must be of legal contractual age as defined by the state of Colorado (18).

**City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

**Good Standing** Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

**Civil Rights Act Compliance** All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

**Location** The product (performance, piece of art, etc.) funded in whole or in part by the BAC must be provided to the Boulder community. Any product that receives other funding may be held in another municipality or area, provided that at least one performance is provided within Boulder Valley as defined in the Boulder Valley Comprehensive Plan, and is for the direct benefit of the Boulder community.

**Time Frame** Major and Spark Grant projects must be completed by December 31 of the year of award. Arts in Education Grant projects are allowed to carry over to the subsequent year.

**Venue Confirmation** Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly.

**Partner/Collaborator Commitment** Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the

application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s), and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

**Exclusions** Funds will not be provided for: Projects that have occurred before the grant deadline, capital projects, fundraising events, the purchase of alcohol, receptions, equipment purchases, general operating budgets and/or salaries for employees, performance seasons, debt reduction, travel, art therapy, undergraduate or student projects or production of promotional materials such as a compact disc, videotape, brochure, etc.

**Application Method** Applications will only be processed through the Arts Grant Program website: [www.boulderarts.org](http://www.boulderarts.org). With the exception of the Open Grants, applications received in any other way will not be considered.

## REVIEW PROCESS

**Deliberation** Grant proposals are reviewed at the next Boulder Arts Commission (BAC) meeting after the application deadline and funding decisions are announced at the meeting.

**Evaluation of Applications** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

**Evaluation Criteria and Scoring Schema Weights** Spark Grant proposals will be evaluated in light of these general criteria:

1. **Project Narrative**
  - **Is of a High Overall Artistic Quality** The project narrative indicates the ability to achieve high overall artistic quality. (weighted at 10% of score)
  - **Promotes Artistic Diversity and Innovation** The project creates art that is unique, innovative and promotes artistic diversity. (weighted at 15% of score)
  - **Plans for Documentation of the Project** Plans for documentation appear complete and appropriate for the project. (weighted at 5% of score)
2. **Community Impact**
  - **Attracts a Substantial and Diverse Audience** Marketing plans for the project are well defined, with a clear target audience and methods for reaching them. (weighted at 10% of score)
  - **Is of Benefit to the Residents of Boulder** The project has clear realizable plans to engage the community, sparking interaction and conversation about art. (weighted at 20% of score)
3. **Demonstrates a Reasonable Budget and Narrative Explanation** (weighted at 5% of score)
4. **Additional Spark Grant Rating Criteria** The proposed project is original, risk-taking, out-of-the-box and/or emerging. (weighted at 35% of score)

## GRANT AWARDS

**Notifications and Dispersal of Funds** Staff notifies all applicants of recommendations and declined proposals, and begins the process of having checks cut and collecting any necessary supporting documents and information. Recipients are notified when checks are ready to be picked up and must make an appointment to sign contracts and pick up grant checks.

**Award Amount** The BAC reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested in a grant category.

**Award Limitations** An individual or organization/business may only be awarded one grant per year. An individual may not be awarded a grant on behalf of an organization/business if that entity has already been awarded a grant. Additionally, award of a Major Grant in a given year will make the recipient ineligible for Major Grant competition in the subsequent year.

**Immigration Affidavit for Individuals** The State of Colorado law requires proof of legal residency at the time of grant check pick-up.

**IRS Taxation** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal

government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

**Issuance of Funding Checks** Except for the Spark Grant, which is funded at 100 percent at the outset, all project grant categories are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and BAC approval of the Grant Budget Report which is required one month after the project is completed. Failure to submit a final Grant Budget Report will result in permanent loss of the final 20 percent funds and also in ineligibility to apply for future grants.

**Contract** When the check is ready for pick-up, the recipient will be contacted by staff to make an appointment to sign a grant project contract with the City of Boulder. In the contract, the recipient will indicate the completion date of the project and the date a grant budget report will be submitted to the BAC through the on line system (required one month after the project is completed).

**Acknowledgment of BAC Funding** All publicity for BAC-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the [BAC Logo](#) may be used.

### **REQUIRED REPORTING ON FUNDING PROJECTS**

**Time Frame for Reporting** The grant budget report is due one month after the project is completed.

**Method** Reporting is done through the on line system that the BAC uses at [bac.culturegrants.org](http://bac.culturegrants.org). Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Data. Click on the first small blue icon out to the right of the appropriate report document which will indicate “link to formset” as the computer mouse nears it.

**Extension Requests for Reporting** If circumstances change in any way that will delay the recipient’s ability to complete the project and the report promised in the contract, it is the recipient’s responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (*specific dates are required in the letter*). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

**Responsibility** **The grant budget report due date is the recipient’s responsibility to remember.** The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. **There is no grace period for the report; the BAC does not issue reminders.**

**Consequence of Delinquent Report** **Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds attached to the grant project. Additionally, until the report is turned in and approved, the grant recipient and any individuals or organizations/businesses attached as collaborators on the project will no longer be eligible to apply for BAC grant funds.**

**I certify that I have read the above information and that this project meets the BAC’s eligibility requirements and, if a funding award is made, will continue to comply with the BAC’s requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. \***

### **Applicant Information Page**

#### **Discipline \***

If Multi-Discipline, please indicate which disciplines are included.

**Applicant** (To what name would the grant check be written if awarded?)

First Name \*

Last Name \*

Organization/Business

Only non-profit organizations with 501(c)3 status, or organizations partnered with a 501(c)3 fiscal sponsor are eligible. \*

Applicant Mailing Address (Must be a Boulder street address; P.O. Boxes are not accepted.) \*

City \*

State \*

Zip Code \*

Organization Contact Name \*

Email \*

Phone No. \*

Grant Writer Name (if different from above)

Phone

Email

Project Director Name (if different from above)

Phone

Email

**To be completed by individual applicants**

**Organization Affiliation**

Length of Residency of Applicant in the City of Boulder

From. \*

To . \*

**To be completed by organization applicants**

Annual Budget \*

Number of FTE (Full-time Equivalent Employees) \*

Number of Volunteers \*

Date Established \*

**Project Information Page**

1. **Project Title** (50 character limit) \*

3. **Overall Calendar for Project** (dates of planning, preparation, execution and evaluation: (500 character limit) \*

4. **Project Completion Date** (This is the last day of any public event related to the project) \*

5. **Report Due Date** (One month following the project completion date) \*

6. **Where will this project take place?** NOTE: Letters of confirmation from each and every venue mentioned here must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates the project venue, please make mention of this here. (250 character limit) \*

7. **Who are your partners/collaborators?** List groups, agencies, schools, or any other individuals who will be involved in the activation of this project. **NOTE: Letters of commitment from each and every collaborator mentioned here must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s) , and must simply detail what the collaborator is doing or providing.** The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. [Click here for sample collaborator commitment text.](#) Email correspondence is not acceptable. If this is a solo project with no partners beyond the applicant, respond with "None." (500 character limit) \*

8. **Have you previously been awarded any Boulder Arts Commission Grants?** Which type and what year(s)? (500 character limit) \*

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### **Project Narrative and Community Impacts Page**

#### **PROJECT NARRATIVE**

Briefly describe what you propose to do and how you plan to accomplish it. (1500 character limit) \*

**Project Artistry, Diversity and Innovation** Describe how the proposed project will create art that is unique, innovative and promotes artistic diversity. (1000 character limit) \*

**Plans for Documentation** List the proposed documentation and supplemental materials you will present as proof of project completion, in addition to the required budget report. (1000 character limit) \*

#### **COMMUNITY IMPACT**

Briefly describe how your project will achieve community engagement, interaction and conversation. How will it add to Boulder's unique identity as an arts destination? (1500 character limit) \*

**Reaching a Substantial and Diverse Audience** How many people are you planning to reach with your project? Who is your target audience? How will you market your project to reach this audience? (1500 character limit) \*

**Community Benefit** Give details as to how this project directly benefits and engages the residents of Boulder. (1000 character limit) \*

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### **Budget Narrative & Summary Page**

#### **BUDGET NARRATIVE**

**Use of BAC Grant Funds** Please specify how the BAC funds will be used. (1000 character limit) \*

#### **BUDGET SUMMARY**

Please complete each item in the budget.

NOTE: You must provide a detailed breakdown and description of each pertinent category in your budget under EXPLANATION below. List all grants other than BAC and if the grants are secured or pending.

EXPENSES AND DIRECT COSTS

1. Administrative Costs
2. Production Costs
3. Rental: Equipment and/or Facilities
4. Publicity and/or Documentation
5. Artists fees (Honoraria, Stipends) (Artists fees not to exceed \$25/hour)
6. In-kind (space, supplies, volunteers)

Total Expenses

#### INCOME AND CONTRIBUTIONS

1. Project Sales
2. Cash Donations
3. Grants (other than BAC)
4. In-kind (space, supplies, volunteers, etc.)
5. Other

Totals of Income and Contributions

Grand Total

When you click "Save" at the bottom of this page, the "Amount Requested From BAC" will automatically subtract the total expenses from the total income. **The maximum amount you may request from the BAC is \$1,000.00.**

#### **Expense Totals**

#### **Income Totals**

#### **AMOUNT REQUESTED FROM BAC**

**LIST IN-KIND SERVICES AND AMOUNTS** Donated space, supplies, volunteer services (also known as in-kind contributions) are goods and services that are donated by individuals or organizations other than the applicant. These same items **MUST** be listed in the projects budget as direct costs. (1000 character limit)

**BUDGET EXPLANATION** Detailed breakdown and description of each pertinent category in your budget. (1000 character limit)



#### **Support Materials Page**

Attach the following support materials as indicated. **Please submit pdfs and/or jpgs for all supplemental materials except video and audio.**

Click the Upload button to upload new files. Enter title and description. Click Submit. Your files will appear below the folder name and folder size.

Hover over the thumbnail of a file, click and hold to drag it to a different place in the order. Hover the mouse icon under the thumbnail to Edit a file. Hover the mouse icon under the thumbnail to Move or Copy a file to a different folder.

The system may require you to save between uploading files. If you encounter difficulty, click Save at the bottom of the page and attempt again.

## UPLOAD TOOL & FOLDER MANAGER

**Organization/Business Supplementary Materials** Attach documents that provide structure, mission statement, vision statement, brief history, programs, services and community your organization or business serves.

**Individual Supplementary Materials** Attach a current resume and artist statement.

**Project Supplementary Materials** Attach photographs, audio, video, press cuttings, etc. that speak to the organization's ability to achieve similar or better results in this proposed project.

**Letter of Venue Confirmation** Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly on the Project Information page.

**Letters of Partner/Collaborator Commitment** Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s) , and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

## Checklist and Signature & Submission Page

### CHECKLIST

The items noted below are critical in the submission of your grant. Failure to submit them properly will likely cause your grant to be ineligible for review by the Boulder Arts Commission.

#### 1) Venue Confirmation letter(s)

Letters of confirmation from each and every venue mentioned in your grant proposal (Item #6 on the Project Information page of the application) must accompany the application whether for rehearsal or performance or any other aspect. The letters must include dates and fees (even if the space is being donated free of charge, in which case the value of the donation should be acknowledged), and should come on letterhead from the venue, signed by the manager or owner. Click [here](#) for sample venue confirmation text. Business contracts with all of this information can be accepted instead of a letter. Email correspondence is not acceptable. If the applicant owns or operates a venue in question, that should be stated clearly.

## 2) Collaborator Commitment letter(s)

Letters of commitment from each and every collaborator mentioned in your grant proposal (Item #7 on the Project Information page of the application) must accompany the application. Collaborators are considered to be those taking an active role in producing or performing, not those who are providing funds or in-kind services. The letters must include reference to the applicant, project and project date(s) , and must simply detail what the collaborator is doing or providing. The letter should come on appropriate letterhead from the collaborator and be signed by the individual or the head of the organization. Click [here](#) for sample collaborator commitment text. Email correspondence is not acceptable.

### Submission and Signature

**I certify that all information contained in this application and attachments is true and accurate. All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion. \***

First Name \*

Last Name \*

Date of Submission \*

### **TO COMPLETE AND SUBMIT YOUR APPLICATION**

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

## 2015 Boulder Arts Commission Calendar

BAC meetings generally take place at 6 p.m. on third Wednesdays in the Main Library's North Meeting Room (1001 Arapahoe Avenue). Grant applications are completed online [www.boulderarts.org](http://www.boulderarts.org). Meeting agendas are posted a few days in advance on the same website, and all meetings are open to the public. Call 303-441-4113 for more information.

**January 28 (4th Wednesday)** R1 Spark Grants; Open Grant Formal Proposal; South by Southwest Music Conference & Festival Scholarships

Grant and scholarship deadline: Wednesday, January 7, 5 p.m.

Panel review: 1/19, 5 p.m. – 1/27, 8 a.m.

Meeting packet delivered to BAC: January 22

**February 18** Major Grants

Grant deadline: Wednesday, January 28, 5 p.m.

Panel review: 2/9, 5 p.m. – 2/17, 8 a.m.

Meeting packet delivered to BAC: February 12

**March 18** R1 Arts in Education Grants; Americans for the Arts Convention and Colorado Creative Industries Scholarships

Grant and scholarship deadline: Wednesday, February 25, 5 p.m.

Panel review: 3/9, 5 p.m. – 3/17, 8 a.m.

Meeting packet delivered to BAC: March 12

**April 15** R2 Spark Grants; Reports from BMoCA and The Dairy

Grant deadline: Wednesday, March 25, 5 p.m.

Panel review: 4/6, 5 p.m. – 4/14, 8 a.m.

Arts agencies should email a pdf of their biannual report to the BAC office by Friday, April 3.

Meeting packet delivered to BAC: April 9

**May 20** Planning

Meeting packet delivered to BAC: May 14

**June 17** Planning

Meeting packet delivered to BAC: June 11

**July 15** R3 Spark Grants

Grant deadline: Wednesday, June 24, 5 p.m.

Panel review: 7/6, 5 p.m. – 7/14, 8 a.m.

Meeting packet delivered to BAC: July 9

**August 19** Planning

Meeting packet delivered to BAC: August 13

**September 16** Open Grant Formal Proposals; Reports from BMoCA and The Dairy

Grant deadline: Wednesday, September 2, 5 p.m.

Arts agencies should email a pdf of their biannual report to the BAC office by Friday, September 4.

Meeting packet delivered to BAC: September 10

**October 21** R4 Spark Grants and R2 Arts in Education Grants

Grant deadline: Wednesday, September 30, 5 p.m.

Panel review: 10/12, 5 p.m. – 10/20, 8 a.m.

Meeting packet delivered to BAC: October 15

**November 18** Goals Letter for City Council Retreat; Planning

Meeting packet delivered to BAC: November 12

**December 16** Planning

Meeting packet delivered to BAC: December 10