

**Boulder Arts Commission Agenda
November 16, 2016
Canyon Meeting Room, Main Library**

CALL TO ORDER

Approval of Agenda

REVIEW OF MINUTES

October 29, 2016

PUBLIC COMMENT

MATTERS FROM COMMISSION MEMBERS

2016 Annual Letter to City Council – Ann
2017 Jury Panel: Selection Process and Criteria – Ann and Matt
Draft Letter to Kutandara – Ann

MATTERS FROM STAFF

Manager's Update – Matt
Department Budget for 2017 – Matt
2017 Commission Meetings and Priorities – Matt

ADJOURNMENT

**CITY OF BOULDER
BOULDER ARTS COMMISSION DRAFT MEETING MINUTES**

Date of Meeting: Saturday, October 29, 2016 at 1 p.m., Boulder JCC, 6007 Oreg Ave, Boulder

Contact Information Preparing Summary: Maureen Malone, 303-441-3106

Commission Members Present: Ann Moss, Felicia Furman, Kathleen McCormick, Mark Villarreal, Tamil Maldonado

Library staff present:

Matt Chasansky, Office of Arts & Culture Manager
David Farnan, Director of BPL
Mary Haan, Creative Sector Initiatives Coordinator
Mandy Vink, Public Art Coordinator
Maureen Malone, Administrative Specialist

Public present:

Jenifer Sher and Robert Sher-Macherndl, Lemon Sponge Cake Contemporary Ballet
Louse Grauer and Caryl Kassoy, CMF & CMH
Mary Golden, Cool Girls Science and Art Club & 4-H

Type of Meeting: Retreat

1:02 p.m. Call to Order: Called to order at 1:02 p.m.

1:02 p.m. Approval of Agenda:

Maldonado asked for an addition under Matters from Commission Members for discussion on a multicultural center in the Civic Area.

Maldonado motioned to approve the agenda, Furman seconded. All in favor.

1:03 p.m. Review of Minutes – September 28, 2016

McCormick pointed out that the vote to approve the agenda was taken before she was sworn in and should therefore be changed to 4-0 in favor instead of 5-0.

Moss requested changing the sentence “Scores average is a 3.16” under the Professional Development Grant Application heading to clarify that only Leah Brenner-Clack scored 3.16, while Marda Kirn scored 4.0.

Furman moved to approve the minutes as amended, Maldonado seconded. All in favor.

1:04 p.m. Commission Business

Chasansky thanked Richard Turbiak for his hard work and dedication during his time serving on the Arts Commission, and presented him with a plaque from the city.

1:06 p.m. Public Comment

Robert Sher-Macherndl thanked the Office of Arts + Culture for supporting Lemon Sponge Cake’s project White Fields in September.

1:08 p.m. Matters from Guests

Sara Guttman, Event and Rental Manager for the Boulder JCC, presented an overview of the JCC and its programs and resources.

1:13 p.m. Grant Program Action Items

Operational Grant Mid-Year Reports

Reply to question on mid-year report: Motus Theater
No questions from the commission.

Grant Final Reports

- 1) Forrest Lotterhos, FY16 Professional Dev Scholarship: Alliance of Artist Communities, Portland, OR
- 2) Leah Brenner Clack, FY16 Professional Dev Scholarship: Pollak Productions
- 3) Emily K Harrison, FY16 Professional Dev Scholarship: Statera Conference

Furman moved to approve all three, and Maldonado seconded. Vote was 5-0 in favor of approval.

Update on the 2016 Budget

Chasansky asked the commission for a recommendation on how to use the remaining \$9,329 in the grant fund. The commission proposed rolling the funds over to 2017 and allocating the two-thirds of the funds to rental assistance and the rest to professional development. Moss emphasized the importance of making the rental assistance funds available for use at spaces besides only Macky Auditorium.

1:28 p.m. 2017 Grants Program Blueprint

Innovation Grant

Purpose Statement:

Moss stressed the importance of this grant bringing people and ideas together collaboratively, rather than competitively.

Villarreal suggested changing the name of the grant from “innovation fund” to “risk fund”.

The commission discussed making collaboration a requirement of the grant. Maldonado thought that might create an additional barrier for applicants. Chasansky suggested giving commissioners the opportunity to give a point on an applicant’s score for the use of collaboration if it makes sense for the project.

McCormick found the purpose statement vague and suggested providing examples of how other innovation grants work to help make it clearer.

Structure:

Moss asked when applicants find out what questions the jury would like them to answer for the full application. Chasansky replied that the jury panel’s scores and comments for the full proposal will be published after the online scoring process.

Jury Questions:

Moss asked why the jury evaluation questions don’t align with the grant narratives. Chasansky responded that the purpose is to give applicants the flexibility to present the narrative as a proposal instead of being measured against very specific things. The jury questions will be available to applicants as a guide for what the jury is looking for.

Community Sharing:

McCormick asked whether recipients will be required to follow up by presenting what they did with the money received, how it worked, any challenges they faced, etc. Chasansky said there isn’t a requirement, but it could potentially be made part of the reporting requirements.

Villarreal commented staff should attempt to remove the stigma around failure because failure is part of the process. Moss added that it could be part of the Community Sharing section to have recipients explain what worked and what didn’t.

2:03 p.m. Took 10-minute break

Cultural Field Trips

Furman asked how cultural events will be selected. Chasansky replied that the teacher and principal will identify the events.

Maldonado asked if the funds will be used to bring productions to the schools. Chasansky replied that the criteria do not rule this out, but the focus is on covering transportation costs in order to get kids out into the community.

2017 Grant Program Final Draft

General Guidelines:

Moss asked whether the Arts Commission meetings will include all the jurors. Chasansky explained that the jurors will participate in the online scoring and also attend the meetings to join in discussion and rescoring. Ultimately the commissioners decide on which applicants will advance. The plan is to devote the January commission meeting to the jury panel orientation.

Villarreal suggested editing the Panel Sequestration statement (p.17 of packet) to say "During the scoring process, from the opening of the online jury system until the finalists are approved, the members of the jury may not be contacted through any means by applicants and/or surrogates".

Arts Education Grant:

Chasansky stated that he will clarify that the Opportunity Grant is a chance for first-time applicants not selected in the initial ranking to receive a grant to be considered for a secondary pool of money.

Community Project Grants:

Furman suggested removing the word "remarkable" from the Cultural Offerings question (p.35 of packet) so that the question simply asks "What is exciting or new about your project?".

Moss asked whether someone who addresses one community priority really well can be scored just as highly as someone who addresses all of the priorities. Chasansky said yes, and this point is best articulated in the rubric.

Macky Free Rental:

Furman suggested including the detailed breakdown of rental costs from the Rental Assistance application (p. 78 of packet) in the Macky Free Rental application (p. 44) to improve consistency.

Operational Grants:

Moss couldn't find the eligibility requirement stating that applicants must be a nonprofit and suggested that this requirement be stated the same way as it was in last year's application.

In the attachments section (p. 65 of packet), Furman suggested stating that the annual report or strategic plan is "highly recommended" or "required" instead of "optional" since one of the jury evaluation questions asks how this grant will increase the capacity of the organization to meet goals in its strategic plan. Chasansky replied that the small and mid-size organizations may not have a strategic plan, but proposed that the application state that a strategic plan, work plan or other planning document is highly recommended.

Professional Development Scholarships:

Moss commented that grant recipients should be required to make a presentation to share what worked and what didn't. Maldonado suggested using the cultural summit for a platform for this type of presentation.

Rental Assistance Fund:

Moss asked whether \$1,000 is enough money to make a difference for organizations that apply. Chasansky replied that staff can evaluate the grant amount after the 2017 grant cycle and get feedback from recipients to see what kind of impact the funds had compared to the total costs of renting a space.

Scoring System/Rubric:

Furman suggested editing the language in the Cultural Offerings section of the rubric (p. 83 of packet) to avoid introducing new words, such as “innovative”. Chasansky replied that staff can change the statements to correspond to the “exciting and new” language from the jury evaluation question

Furman commented that the question in the Full Access section of the rubric seems redundant. Chasansky responded that the terms for these aspects of access come from the healthcare sector as a tool to provide full access to everyone. Chasansky will define the 5 aspects of access and address these during the juror training.

Grants Budget:

Chasansky stated that the rental assistance fund will increase to \$24k and the professional development fund will increase to \$13,329, based on the earlier decision to roll over funds from 2016.

3:30 p.m. Break and Tour of the JCC

4:08 p.m. Public Art Policy

PRESENTATION – Mandy

Discussion and Final Recommendations:

Villarreal asked how staff plans to get community buy-in to the process. Chasansky explained that the Cultural Plan helped create a series of data and logic arguments on why it’s beneficial to spend the money for these pieces and the public art policy offers two touchstones for the community to have their input heard by the selection panel and then by the artist.

Commission recommended that staff work to increase awareness about the public art program in Boulder.

Maldonado asked if there is a plan to bring the experiments in public art to different neighborhoods. Vink replied that this continues to be a goal, in addition to getting the creative neighborhoods project under way.

McCormick asked where the performance aspect of public art, as opposed to 3D things, fits into the policy. Vink replied that this will be part of the implementation plan discussion and added that staff wants to challenge the traditional idea of public art. Chasansky stated that the public art policy encourages different types of commissioning, and the outlook is that permanent pieces will be balanced strongly with temporary ones.

Maldonado motioned to recommend that the City Manager adopt the Policy on Acquisition and Maintenance of Public Art by the City. Furman seconded. All in favor.

4:54 p.m. Matters from Commission Members

2016 Annual Letter to City Council – Ann

Commission identified priorities to address in the annual letter and Moss assigned each commissioner a topic to draft a short paragraph for review at the November meeting.

Multicultural Center in the Civic Area – Tamil

Maldonado shared her experience with Barrio A and the creation of the first cultural center in Boulder County. She proposed creating a cultural center downtown as a way to highlight diversities, offer rehearsal space, educate the community on different cultures, and create opportunities for artists to meet and collaborate.

2017 Commissioner Nomination – Ann

Chasansky asked for feedback on the questions in the Arts Commission recruitment application. McCormick stated that she found the questions repetitious. Farnan asked McCormick to call out the redundancies she noticed.

Americans for the Arts Statement on Cultural Equity – Ann and Matt

Villarreal expressed a concern that certain members of society would perceive the statement “In the United States, there are systems of power that grant privilege and access unequally such that inequity and injustice result, and that must be continuously addressed and changed” as a quota. Moss commented that the jury considers art excellence before the question of equity. Maldonado suggested having a training on getting to know other forms of art and how to define quality.

Villarreal motioned to adopt the Americans for the Arts Statement on Cultural Equity. Maldonado seconded. All in favor.

McCormick suggested that the commission mention having adopted this statement and how it supports the cultural plan in the annual letter to City Council.

5:57 p.m. Matters from Staff

FOR DISCUSSION: Manager’s Update – Matt

No questions about the memo.

FOR DISCUSSION: 2017 Commission Meetings and Priorities – Matt

Discussion postponed until November meeting.

6:02 p.m. Adjournment

Next Meeting: November 16, 2016 at 6 p.m., Canyon Meeting Room, Boulder Public Library, 1001 Arapahoe Ave.

TO: Members of the Boulder Arts Commission
FROM: Matt Chasansky, City of Boulder Office of Arts + Culture
DATE: September 10, 2016
SUBJECT: Manager's Update for the Boulder Arts Commission Meeting
on November 16, 2016



1. Notes on the Agenda for November 16:

- > 2016 Annual Letter to City Council – Attached please find a document which assembles draft language for content to be assembled in the 2016 letter to Council. Each section was written by a different commissioner. At the Nov. meeting, the sections will be discussed and a member of the commission will be asked to volunteer in assembling the final letter.
- > 2017 Jury Panel: Selection Process and Criteria – The process to nominate and select four people to sit in the jury panel for the next grants cycle will take place over the next month in anticipation of final selection during the Dec. meeting of the Arts Commission. To prepare for selection, please read through the attached documents: a) the jury panel nominee application, and b) an outline of the selection process. During the meeting, we will ask for a decision on the criteria for your selection: the categories of expertise that will complement the perspectives represented on the Arts Commission to enhance the jury process.
- > Attached please find a response, written by Ann Moss, to the request received by the Kutandara Center found in their letter which was initially discussed in the July meeting of the Arts Commission.
- > 2017 Commission Meetings and Priorities – This discussion was postponed from the Oct. retreat. Attached is a list of meeting dates to facilitate a discussion of what priority issues, guest speakers, and meeting locations the members of the Arts Commission would like to be considered for meetings next year.

2. 2017 Grants Program – Attached please find the final grants program documents for 2017. These can be used for reference in the coming year: we hope the FAQ document and budget may be helpful in answering questions you may receive about the grants program. Included are the:

- > Guidelines and Criteria
- > Applications
- > Jury Forms
- > FAQ Document
- > Jury Process Documents
- > Rubrics
- > Grants Program Budget

3. Liaison Reports

The following liaison reports are attached:

- > Boulder Opera (Mark Villarreal)
- > Boulder International Film Festival (Mark Villarreal)

Reminder to liaisons: if you meet with your assigned organizations, please send me a brief memo of no more than one page summarizing the conversation for inclusion in the next meeting packet. Thanks!

4. Staff Updates

Staff continues to work with the Civic Area team on construction and planning.

Staff met with the board of the NoBo Art District to move forward with a work plan for official recognition of the district and collaborative leadership in the coming year. This initiative is co-facilitated by the Community Vitality Department.

Work continues on the Boulder Valley Comprehensive Plan, including further consultation on the chapters of the plan that will contain reference to the Community Cultural Plan and work on the “community benefits of development” list. Staff will be participating in a series of public engagement meetings in December.

Staff continues to work in collaboration with Arts & Venues Denver and the Bonfils Stanton Foundation on the feasibility study for a regional cultural alliance.

An advertisement promoting the arts in Boulder was developed for the Convention & Visitors Bureau Vacation Guide. We partnered with Boulder County Arts Alliance to help promote their online calendar <https://www.bouldercountyarts.org/cal/events>.

Staff met with the Small Business Development Center to discuss their new program for artists.

Work continues on the lease agreements with the Boulder Museum of Contemporary Art and The Dairy Arts Center.

> Grants program and organizational support

The work to complete the online application forms, jury system, and other aspects of the 2017 grants cycle is ongoing. Also underway is planning and promotion of the grants workshops and jury panel selection process.

Work continues on the Arts & Prosperity 5 study.

Staff is working with grant recipients on the coordination of their grants and reporting.

Grant Actions:

- FY16 Macky Free Rental Grant - Report received and approved from Boulder Philharmonic Orchestra for 2015-2016 Season Finale and 2016-2017 Opening Night, May 23, 2016 & November 8, 2016.

> Public art and neighborhood programs

The Public Art Policy will be presented to City Council on 11/10/16.

Staff participated in a tour and lunch in Denver with the Americans for the Arts Public Art Manager.

Staff presented to both CU’s Environmental Design Program (11/1/16) and the Sculpture and Post Studio Practice Program (11/14/16).

Staff attended an informal Women in Transit (WTS) get together.

Staff met with city Transportation Department staff to discuss a handful of potential projects for 2017.

Staff met with the University Hill coordinator to discuss upcoming projects and opportunities.

Development of the 2017 Public Art Implementation Plan is underway.

Experiments in Public Art:

- The Art Guys' "Urban Preserve of Boulder" launched on 11/1/16. The project's inspiration site is a traffic island on the southeast corner of Foothills and Baseline. The project can be further explored in the following platforms:
 - <http://urbanpreserveboulder.com/>
 - <https://www.facebook.com/The-Urban-Preserve-of-Boulder-1789733944645652/>
 - https://www.google.com/maps/d/viewer?mid=11by8qLJi8_bWY-nJOGOCfiujrtg&ll=39.99951955146603%2C-105.23305745000005&z=19
 - Additionally, Boulder's Channel 8 ran a spot on the project: <https://vimeo.com/190312285>
- *Experiments in Public Art* 1.0 will wrap up with 3 more projects in the spring. Planning is underway for the second phase in 2017.

Temporary Projects:

- Staff partnered with Parks and Rec and the art-in-public-places organization & Art to identify graffiti hot spots on Boulder Creek Trail. The first of these, an underpass at 6th, will receive a mural from street artist Anna Charney. Weather-permitting, the mural should be up by Thanksgiving.
- ROAM by Jon Geiger, and commissioned by Black Cube, continues display on the east end of the Civic Area and will remain on exhibit through February 2017.

> Creative Economy & Creative Professionals programs

A joint summit of Professional Artists and Cultural Organizations "A 2017 Outlook on the Arts" went smoothly and the 24 / 7 Lecture format for sharing information was a fun and diverting success. Conversations with funders was on the light side afterwards, but networking among artists and organizations was high.

Staff worked with Boulder County Arts Alliance, Open Studios and Boulder Arts & Crafts on a panel discussion from CERF+ on Nov. 3 in the Canyon Theater – Art After Disaster.

The annual "Dance is for Every Body!" showcases at main took place on Nov. 5 & 6 and with 38 different dance groups represented (7 of which were new to the showcase). Audiences and artists served were easily 650 for the weekend. The final showcases take place on Saturday, Nov. 19 from 11 a.m. – 12noon at George Reynolds Branch and 3 -4 p.m. at Meadows Branch.

Work continues on social media, newsletters and other communications on arts events, activities, and opportunities for the community. Updates to the Dance Bridge webpage with corresponding newsletters continues.

Attachment One

Content for the 2016 Annual Letter to Council

Below are individual paragraphs delivered by members of the Arts Commission to contribute to the letter to City Council. During the meeting, these topics will be discussed and a single commissioner asked to assemble the ideas into a final letter.

Accomplishments in 2016 (Ann)

The BAC accomplished far more in 2016 than in many previous years due to enhanced support from the City Council and through the guidance of the Community Cultural Plan. Highlights from this year include:

- Implementation of A New Grants Program that focused on providing more sustainable funding to organizations in ways that would benefit them the most. We have seen that the recipients, with vastly different focuses and needs, have become more resilient, stronger and more innovative leaders in the community and beyond. We acknowledge that this was the first year for the program and have gathered extensive feedback from the art and cultural community and have made needed adjustments to ensure we have an even stronger program in 2017.
- Strengthened Engagement with Underserved. The vast majority of the grants went to entities that have a strong focus on engaging youth, seniors, disadvantaged and the underserved in their educational programs and access to their performances.
- Greater Civic Dialogue, Awareness and Participation of artists and collaborators by providing summits, workshops and casual gathering to address artists and the larger communities' needs and desires.
- Reinvention Of Our Public Art Program And Completion Of A New Public Art Policy. We have already begun to see how this program has enhanced the expression of culture and creativity throughout the public realm. We hope you have enjoyed these wonderfully artistic expressions that highlight the art and cultural environment of our city.
- Adopted America For The Arts Cultural Equity Statement to ensure that all people – including but not limited to those who have been historically under represented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status or religion – are represented in the development of arts policy; the support of thriving venues for expression; and the fair distribution of programmatic, financial and informational resources. Defining the equitable use of BAC funds is now an even stronger part of our grant application process.

Maybe somewhere???? We know that the our ever strengthening art and cultural environment has helped enrich the community's quality of life, enhanced the economy and helped make Boulder one of the prime locations for people to live that are interested in new technologies and innovative ideas.

NEA Data, suggested for the Preamble (Kathleen)

The National Endowment for the Arts (NEA) recently released a report, Creativity Connects, in which Boulder was ranked third in the U.S., behind Santa Fe and Los Angeles, for the number of artists per capita.

Affordable Housing (Mark)

The cultural plan and funding from the citizens of Boulder is a remarkable achievement. The community, both creative and at large, understand how valuable this is. Ultimately the success of this plan and its funding depends on affordable housing and work space for our creative community. It is this single driving force that is paramount in the minds of individuals and organizations that struggle to work and perform in Boulder.

Multicultural Center (Tamil Maldonado)

The BAC strongly supports the idea of having a Multicultural Center in the Civic Area where artists, the general community and underrepresented groups can feel valued and supported by creating a welcoming and safe

space to embrace, share, educate and celebrate arts, culture and diversity. A Multicultural Center with a focus on a community and mix-use vision can be a transformative tool and foundation leading to just, inclusive and equitable cities. The BAC Cultural Kitchen Focus groups mentioned the need for cultural centers as one of the solutions reflecting all residents, which include a space for underrepresented groups to feel involved in the City of Boulder. The proposed center directly aligns with the Community Priorities developed in the Community Cultural Plan. New studies have shown America is becoming more culturally and ethnically diverse creating an advantage for Downtowns that welcome, accommodate and celebrate diversity. In the latest Global Trends for Downtowns P.U.M.A. report, mentions the imperative aspect of making sure that Downtowns are the center points for everyone to connect, to feel valued, and included. They also mentioned that in order to become sustainable and create economic vitality: diversity and culture need to be represented for the success of the city. A Multicultural Center can become City of Boulder's authentic and unique place for residents and visitors to enjoy, creating a sense of belonging and participation in the community/city where they feel acknowledged and represented. It will add needed venue space for artists to meet, rehearse and perform while being exposed to a variety of arts, cultures and people.

NoBo Art District (Kathleen)

The NoBo Art District is a grassroots artist-run organization dedicated to promoting the 100+ artists and creative businesses located along Broadway and in the adjoining neighborhoods in north Boulder. Its mission parallels Boulder's Community Cultural Plan goal to "create a supportive environment for artists and creative professionals, while fostering innovative thinking and leadership." The NOBO Art District has positioned itself well to become an official Arts District. The Boulder Arts Commission awarded the organization a small/medium-size organizational grant for 2016, 2017, and 2018, providing a grant of \$10,000 in 2016. The organization is expanding its membership, has launched a new website, and is exploring sustainability options such as hiring a part-time executive director. The district already functions as an Arts District by hosting First Fridays and Open Studios and sponsoring community outreach such as the PLACE Project, NoBo Little Libraries, Community Mural at FireFly, Boulder Arts Week, and other public art projects. Designation as an official Arts District would put Boulder "on the map" nationally and internationally for supporting the arts, culture, innovation, creativity, and entrepreneurship, and will help attract and retain creative industries, enhance tourism, and strengthen our local economy.

Sustainability of Funding in the Arts (Felicia)

Last year, Council enthusiastically endorsed the Department of Arts & Culture's Community Cultural Plan, which aligns its community-based strategies with Council work plans. The first priority of the plan is to support the resiliency and sustainability of cultural organizations to enhance their ability to benefit the community and become economic drivers. During this first year of the plan, with increased support from the City, the new organization operational grants have increased the sustainability of Boulder's major arts organizations by allowing funds to channel into greatest need that support the Community Priorities of the Cultural Plan.

The Boulder Arts Commission (BAC) seeks a greater level of sustainability for all the city's arts and culture programs —including consistent support for our Public Art Plan, a key ingredient in situating Boulder as a world class city by boosting tourism and spurring economic growth. We must devise and implement programs such as a "1% for the arts" fund and the possibility of including public art in the plans of private developers. We highly support an extension of the Community, Culture and Safety tax to create predictable and consistent funding for public art. With the success of our Experiments in Public Art program, which has broadened the public's view of the goals of public art, and the approval of new Public Arts Policy, we think Boulder is anxious for the implementation of public art planning with sustainable funding.

Attachment Two
Jury Panel Nominee Application and Selection Process

Attachment Two

Jury Panel Process and Nomination Form

JURY PANEL PROCESS

Week of November 14 – Advertise openings, positions

December 7 – Applications due

December 8-14 – Commissioners reads applications

December 21 Arts Commission Meeting – Interviews

First week of January – Training for panelists

JURY PANEL NOMINATION FORM

The Boulder Arts Commission is seeking volunteers to support the selection process in the [cultural grants program](#) by contributing expertise to the decision making process. The decisions of the jury panel members are considered advisory; all approvals, recommendations to City Council, and final decisions are the responsibility of the Arts Commission.

HOW TO NOMINATE

You may nominate yourself to serve on this jury panel or nominate someone who you feel would be excellent as a panel member. Please refer your nominee to this web page or send their name and contact information to culturegrants@boulderlibrary.org with the “BAC Panel Nomination” in the subject line.

REQUIREMENTS FOR JURY PANEL MEMBERS / TIME COMMITMENT

Panelists are required to:

Abide by the Code of Conduct for City of Boulder staff, council and board & commission members, as described in the [Revised City Code Chapter 2-7](#).

Attend the jury panel orientation / training.

Read all applications thoroughly prior to the jury panel review meeting and complete a preliminary evaluation of the applications by the set deadline. Depending on the category, panelists may be asked to read between 15-35 grants per round.

Re-score applications based on applicant presentations by set deadline.

Attend and participate in discussion at all funding meetings (1 per grant category). See schedule of [BAC grant funding meetings](#).

Panel service requires a significant investment of time over 6 months, entailing at least 130-150 hours commitment, depending on the number of applications received. The term of the appointment is one year.

SELECTION CRITERIA

Artistic Practice- artists and arts professionals with diverse expertise in artistic styles, philosophies, and aesthetics. Individuals who are respected within their fields. Representation will be sought to complement the expertise already present on the Arts Commission, and focused on breadth of disciplines including visual arts, dance, music, theater, time-based media, literary arts, web-based media, design, and other fields.

Professional Specialization- Individuals representing critical professions that will complement the expertise on the Boulder Arts Commission including curators, educators, non-profit managers, and other fields.

Authentic Diversity- diversity of all kinds will be sought to encourage equity and include the perspectives of those from different cultural backgrounds, differently abled people, genders, and ages.

Contact Information

Name *

First Name*

Last Name*

Address * Address Line 1 *

City

State

ZIP Code

Phone *

Email *

Personal Narrative

Areas of Professional Expertise (1500 characters max.)*

Number of characters remaining: 1500/1500

Disclosure of Organizational Affiliation (1500 characters max.)

Number of characters remaining: 1500/1500

If you have received BAC grants in the past, please indicate the years, programs and project titles of the grants. 1500 characters max.

Number of characters remaining: 1500/1500

In reading the Community Cultural Plan sections on the Community Priorities, Vision, and Support our Cultural Organizations Strategy, please provide your perspective on what principles and focus most interests you in making good decisions about awarding grants. 3000 characters max. *

Number of characters remaining: 3000/3000

File Uploads

Please upload your current resume and compile all letters of recommendation / support into one document and attach either as a Word document or pdf file.

Current Resume *

File uploads may not work on some mobile devices.

Letters of Support

File uploads may not work on some mobile devices.

I have read the City of Boulder's Code of Conduct as described in [Chapter 2-7 of the Boulder Revised Code of 1981](#), as amended, and agree to abide by the terms described in the Code.

I agree to participate in the panel orientation / training.

I agree to read all applications by the set deadline

I agree to attend all meetings of the Boulder Arts Commission where applications are discussed.

I consent to all of the above *



I Agree

Attachment Three

Draft Letter to Kutandara

The following letter will be delivered to Amy Stewart and the Kutandara Center on behalf of the Boulder Arts Commission:

Ms. Amy Stewart
Kutandara Center
5401 Western Avenue, Suite B
Boulder, Colorado 80301

Dear Ms. Stewart,

Thank you for bringing your concerns related to the Boulder Arts Commission's newly developed grant process to our attention. This new program, developed from the recommendations in the Community Cultural Plan, is a major shift from the past. As much as all of us on the Boulder Arts Commission tried to think of questions and concerns that may arise, we knew there would be unforeseen challenges as the program was implemented.

We apologize for the confusing messages you and your organization received from the Boulder Arts Commission but hope you will work with us to make the necessary improvements to maximize the effectiveness of these grants. We realize that Kutandara experienced unintended consequences due the implementation of the new grants program. Knowledge from that experience will be used to help inform the evaluation of applications in the future. We are currently finalizing revisions to the grants program for 2017 and welcome any input you may have that will help improve the process.

Sincerely,

Boulder Arts Commission
Ann Moss (Chair)
Annmoss50@gmail.com
303-817-8567

Attachment Four

Boulder Arts Commission 2017 Meeting Schedule

January 18, 2016

6:00 pm – Location TBD

- > Jury Panel Orientation

February 15, 2017

6:00 pm – Main Library Boulder Creek Meeting Room

- > Community Project Grant Presentations and Final Decision
- > GOS Grants Final Report Review and Recertification

March 15, 2017

6:00 pm – Main Library Boulder Creek Meeting Room

- > Innovation Fund Preliminary Discussion and Decision on Semifinalists

April 19, 2017

6:00 pm – Main Library Boulder Creek Meeting Room

- > Arts Education Project Grant Presentations and Final Decision

May 17, 2017

6:00 pm – Main Library Boulder Creek Meeting Room

- > Innovation Fund Presentations and Final Decision

June 21, 2017

6:00 pm – Main Library Boulder Creek Meeting Room

- > GOS Grants Presentations and Final Decision

July 19, 2017

6:00 pm – Location TBD

August 16, 2017

6:00 pm – Location TBD

PROPOSED RETREAT Tentative: September 20, 2017

Time and Location TBD

- > 2018 – 2019 Public Art Implementation Plan Discussion and Decision
- > 2018 Grants Cycle

October 18, 2017

November 15, 2017

6:00 pm – Location TBD

- > 2017 Council Letter

December 20, 2017

6:00 pm – Main Library Boulder Creek Meeting Room

- > Grants Jury Panel Interviews

Attachment Five

2017 Grants Program Final Documents

On the following pages are final web pages and other documents for the 2017 grants cycle. The details of these documents have been discussed over the last six months of meetings, and were approved at the Commission Retreat on October 29, 2017. Therefore, this information will not be discussed in the meeting. Rather we provide these documents a) for the public record and b) as a reference for members of the commission and jury members.

APPLICANT INFORMATION, INDIVIDUAL AND ORGANIZATIONAL (USED FOR ALL GRANTS)

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report Query Builder | PDF Layout Manager | Mail Manager | GO Helpdesk Logout

User Details : Mary Fowler CPGFY1700002
Grant Name : Community Project Grant > Application - Community Project Grant FY17

My Forms > Community Project Grants FY17 >> Application - Community Project Grant FY17

- Community Project Grants FY17
 - Community Project Grant Information
 - Applicant Information (IND)
 - Applicant Information (ORG)
 - Project Information and Jury Evaluation
 - Attachments
 - Signature & Submission

Discipline * This field is required!

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

Applicant (The check will be made out to the individual named below)

First Name *

Last Name *

Applicant Mailing Address (1) *

Applicant Mailing Address (2)

City *

State * This field is required!

Zip Code *

Phone No. *

Email *

Website Address

Applicant Contact Name
(This is the main contact for the grant and will receive all correspondence) *

Phone No. *

Email *

Grant Writer Name
(if different from above)

Phone

Email

Project Director Name
(if different from above)

Phone

Email

Tax Status

Organization Affiliation

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

Copyright © 2009 - 2016 WESTAF. All rights reserved. End User Agreement Terms of Service Privacy Policy

APPLICANT INFORMATION, INDIVIDUAL AND ORGANIZATIONAL (USED FOR ALL GRANTS)

Dashboard | Contact Manager | User Manager | Life Cycle Manager | Report, Query Builder | PDF Layout Manager | Mail Manager Logout

User Details : Mary Fowler CPGFY1700002
Grant Name : Community Project Grant > Application - Community Project Grant FY17

My Forms > Community Project Grants FY17 > > Application - Community Project Grant FY17

- Community Project Grants FY17
 - Community Project Grant Information
 - Applicant Information (IND)
 - Applicant Information (ORG)
 - Project Information and Jury Evaluation
 - Attachments
 - Signature & Submission

Discipline *

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

Applicant Organization (The check will be made out to this organization)
Organization/Business
Cultural organizations/businesses are eligible. Non-profit status is not required for this category. *

Applicant Mailing Address (1) *

Applicant Mailing Address (2)

City *

State *

Zip Code *

Phone No. *

Email *

Website Address

Applicant Contact Name
(This is the main contact for the grant and will receive all correspondence) *

Phone No. *

Email *

Grant Writer Name
(if different from above)

Phone

Email

Project Director Name
(if different from above)

Phone

Email

Tax Status

Name of CEO or Executive Director (if different from above)

Phone

Email

Date Established *

Mission Statement *

Geographic Area Served *

Number of Employees (Full Time) *

Number of Employees (Part Time) *

Copyright © 2009 - 2016 WESTAF. All rights reserved. End User Agreement Terms of Service Privacy Policy

COMMUNITY PROJECT GRANT

Dashboard Content Manager User Manager Life Cycle Manager Report Query Builder PDF Layout Manager Mail Manager GO Helpdesk

Logout

User Details : Mary Fowler CPGFY1700002

Grant Name : Community Project Grant > Application - Community Project Grant FY17

My Forms > Community Project Grants FY17 >> Application - Community Project Grant FY17

- Community Project Grants FY17
 - Community Project Grant Information
 - Applicant Information (IND)
 - Applicant Information (ORG)
 - Project Information and Jury Evaluation
 - Attachments
 - Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: The Community Cultural Plan identifies a set of "Community Priorities" derived directly from the hopes and aspirations of Boulder's residents:

- Support the resiliency and sustainability of cultural organizations to enhance their ability to benefit the community.
- Create a supportive environment for artists and creative professionals, while fostering innovative thinking and leadership among them.
- Prioritize the civic dialogue about the ability of culture to positively contribute to the economy, social offerings, the environment, and the authentic expression of diversity.
- Develop Boulder's creative identity in becoming an innovative world leader in cultural matters and project that identity to the region and the world.
- Focus on the expression of culture and creativity in the public realm through public art, the urban landscape, culture in the neighborhoods, and serendipitous encounters with the arts.
- Amplify the vibrancy of Boulder's cultural destinations: the lively mix of museums, performance venues, events, districts, studios, maker spaces, and other facilities that make Boulder an enticing place to visit, live, play, and work. Fill in the gaps and address issues of access and affordability.

These complex issues are the most important initiatives we can work on as a cultural community in the coming years. The purpose of the Community Projects grant is to encourage innovation and exploration in order to achieve progress on these Community Priorities.

Total Funds: \$70,000

Awards: 6 @ maximum \$10,000 each; ***Opportunity Grant- 1 @ maximum \$10,000

Details: The award amount of \$10,000 is a maximum funding guideline. Smaller requests will be accepted.

Cycle: Annually.

***Opportunity Grant: This grant is open to first time applicants or applicants who have not received a BAC grant in the last 5 years.

DEADLINE TO SUBMIT APPLICATION: 5 p.m., Wednesday, January 4, 2017.

Wednesday, January 4, 5 p.m. Deadline for applications

January 5 - 11 Review by staff for Eligibility, completeness, etc./ Revision by applicants if necessary

January 12 - February 1 Preliminary Review by Jury Panel

February 2 - 8 Score processing by staff

February 8 Preliminary Scores posted online

February 8 - 15 Applicants have time to prepare 3-minute optional presentation / case for their grant / answer questions

February 15: BAC Meeting - Presentations by Applicants / Rescore / Discussion and final decisions on grants

APPLICATION REQUIREMENTS

= General Eligibility. Meets all [general eligibility requirements](#).

= Open to All. Anyone may apply once the General Eligibility Guidelines are met, including individuals, artists, non-profit organizations, organizations with pending non-profit status, fiscally sponsored organizations and for-profit organizations with a community focus. Organizations not headquartered in Boulder may be considered (refer to Jury Evaluation question # 6).

= Service area and Programming. Projects must have a significant component of public programming that takes place in the city limits of Boulder and that the programming meets the criteria described in the [Chapter 14-1-2 of the City of Boulder Revised Code](#).

= Projects must take place after the grant funding decision and be completed by June 30, 2018.

REVIEW PROCESS

= Deliberation. Grant proposals are reviewed at Boulder Arts Commission (BAC) meetings. See schedule.

= 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.

Community Priorities (Maximum 8 points)

Cultural Offerings (Maximum 8 points)

Full Access (Maximum 8 points)

Proposed Outcomes and Evaluation Strategy (Maximum 8 points)

Artistic Excellence (Maximum 8 points)

Boulder Focus (Maximum 4 points)

Equity (Maximum 4 points)

scoring system and rubric for the Community Project Grant can be found at <http://boulderarts.org/wp-content/uploads/2016/11/2017-Scoring-System.pdf>

The
full

APPEALS PROCESS

Written Appeals Process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission (BAC). The appeals process can be found at <http://boulderarts.org/wp-content/uploads/2016/11/Appeals-Process.pdf>

COMMUNITY PROJECT GRANT, cont'd

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 they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients.
- Communications. All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant contract agreements, identifying BAC sponsorship on publicity materials and reporting issues.
- 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.
- PERA Impacts. Retirees affiliated with the Colorado Public Employees Retirement Association will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#).
- 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.
- Contract. When a funding award is made by the BAC, 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).
- Issuance of Funding Checks. Once the contract is signed, it will be submitted to City Finance along with the invoice. Funds/checks are delivered within the next 3 weeks. Grants 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.
- 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. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.
- Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about City Council members.

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 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 format" as the computer mouse nears it.
- Extension Requests for Reporting. If circumstances change in any way that will delay the applicant's ability to complete the project and the report promised in the contract, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org 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*).
- 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.
- 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. *

I certify

[Save](#) [Save & Continue](#) [Next](#)

COMMUNITY PROJECT GRANT, cont'd

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report Query Builder | PDF Layout Manager | Mail Manager | GO Helodesk Logout

User Details : Mary Fowler CPGFY1700002
Grant Name : Community Project Grant > Application - Community Project Grant FY17

My Forms > Community Project Grants FY17 >> Application - Community Project Grant FY17

- Community Project Grants FY17
 - Community Project Grant Information
 - Applicant Information (IND)
 - Applicant Information (ORG)
 - Project Information and Jury Evaluation
 - Attachments
 - Signature & Submission

PROJECT NARRATIVE

Are you a first time applicant? * Yes No

Have you received a BAC grant in the past 5 years? * Yes No

Please answer each question in the text fields provided.

1. Project Title (50 character limit) *

49 characters remain

2. Grant Amount Requested (Maximum is \$10,000) *

3. Project Summary (A brief overview of your project): (3000 character limit) *

2999 characters remain

4. Project Calendar: (500 character limit) *

499 characters remain

5. Project Completion Date (This is the last day of any public event related to the project. Project must be completed by June 30, 2018.) *

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

7. Project Location? (250 character limit) *

249 characters remain

8. Collaboration. Describe your and/or your organization's most significant interactions with other organizations and efforts. If this is a solo project with no partners beyond the applicant, respond with "None." (500 character limit) *

COMMUNITY PROJECT GRANT, cont'd

JURY EVALUATION

Please answer each question in the text fields provided.

1. **Community Priorities.** In what way will this project contribute to one or several of the [Community Priorities](#) described in the Community Cultural Plan? Does the project contribute to one Priority thoroughly? Or, does it address many? What specific benefits to the community are planned? How will success be measured?

Community Priorities. (Maximum 3000 characters) *

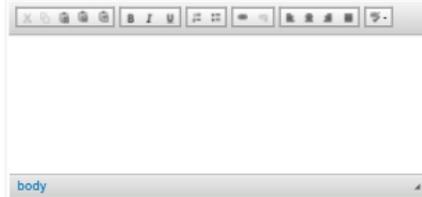


2999 characters remain

Please answer each question in the text fields provided.

2. **Cultural Offerings.** In what way does your project fill a gap in the variety of cultural offerings in Boulder? What is exciting or new about your project?

Cultural Offerings. (Maximum 3000 characters) *



2999 characters remain

Please answer each question in the text fields provided.

3. **Full Access.** Describe how your project will address affordability, availability, accessibility, accommodation, and acceptability to diverse groups?

Full Access. (Maximum 3000 characters) *

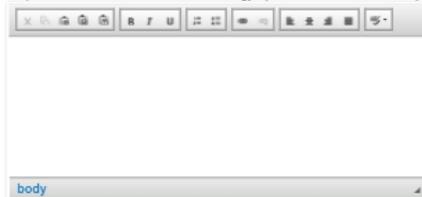


2999 characters remain

Please answer each question in the text fields provided.

4. **Proposed Outcomes and Evaluation Strategy.** Describe your evaluation strategy for this project and how you will collect data. Please also include your goals for this project and how the benefit to the community will be measured.

Proposed Outcomes and Evaluation Strategy. (Maximum 3000 characters) *



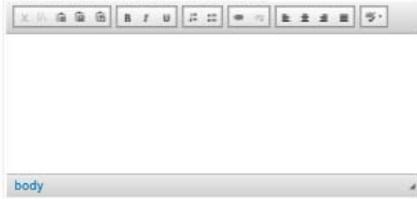
2999 characters remain

COMMUNITY PROJECT GRANT, cont'd

Please answer each question in the text fields provided.

5. Artistic Excellence. Artistic Excellence. Describe how your project commits to high artistic standards. Include information on how: a) professional artists are involved in leadership and the potential impact on artists and the artistic field (including direct payment); b) your curatorial approach or artistic mission is realized in the project; c) your audiences, peers, or critics respond to your programming; and/or d) other ways by which you measure the quality of your art and the results of those measures. (You may also attach videos and other materials, as appropriate, to help the commission evaluate artistic quality.)

Artistic Excellence. (Maximum 3000 characters) *



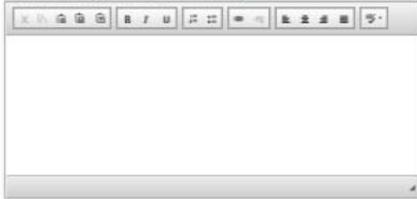
A rich text editor interface with a toolbar at the top containing icons for bold, italic, underline, link, unlink, list, and image. Below the toolbar is a large empty text area. At the bottom of the text area, the word "body" is displayed in a small font.

2999 characters remain

Please answer each question in the text fields provided.

6. Boulder Focus. Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?

Boulder Focus. (Maximum 3000 characters) *



A rich text editor interface with a toolbar at the top containing icons for bold, italic, underline, link, unlink, list, and image. Below the toolbar is a large empty text area. At the bottom of the text area, the word "body" is displayed in a small font.

3000 characters remain

Please answer each question in the text fields provided.

7. Equity. Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to a) applicants who have not yet received a grant in this cycle, and/or b) applicants whose organizational leadership or audience represent groups who are typically underserved by arts programming and funding models (i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories.

Equity. (Maximum 3000 characters) *



A rich text editor interface with a toolbar at the top containing icons for bold, italic, underline, link, unlink, list, and image. Below the toolbar is a large empty text area. At the bottom of the text area, the word "body" is displayed in a small font.

2999 characters remain

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

ARTS EDUCATION PROJECT GRANT

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report | Query Builder | PDF Layout Manager | Mail Manager | GO Helpdesk

Logout

User Details : Mary Fowler PGAEFY1700001

Grant Name : Arts Education Grant > Application - Arts Education Project Grant FY17

My Forms > Arts Education Project Grant FY17 > > Application - Arts Education Project Grant FY17

- Arts Education Project Grant FY17
 - Arts Education Project Grant Information
 - Applicant Information
 - Project Narrative
 - Jury Evaluation
 - Attachments
 - Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: The Arts Education Project Grant provides opportunities for children in the City of Boulder to have unique experiences with practicing artists, access to tools and techniques, or improved instruction in the creative professions. The goal of the grant is to increase the exposure of students to unique and memorable experiences that may shape their future in cultural participation and creative careers.

Total Funds: \$30,000

Awards: 3 @ maximum \$3,000 each; ***Opportunity Grant - 2 @ maximum \$3,000 each.

Details: The award amount of \$3,000 is a maximum funding guideline. Smaller requests will be accepted.

Cycle: Annually.

***Opportunity Grant: This grant is open to first time applicants or applicants who have not received a BAC grant in the last 5 years.

DEADLINE TO SUBMIT APPLICATION: 5 p.m., Wednesday, February 22, 2017.

February 23 – March 5 Review by staff for Eligibility, completeness, etc./ Revision by applicants if necessary

March 6 – 31 Preliminary Review by Jury Panel

April 1 – April 12 Score processing by staff

April 12 Preliminary Scores posted online

April 12 – 19 Applicants have time to prepare 3-minute optional presentation/case for their grant/answer questions

April 19 BAC Meeting – Presentations by Applicants / Rescore / Discussion and final decision on grants

ELIGIBILITY REQUIREMENTS

General Eligibility. Meets all [general eligibility requirements](#).

Open to Educators, Administrators, and Presenters. Classroom teachers and school administrators in public schools, private schools, home school associations, and non-traditional classroom settings, as well as artists / individuals / organizations collaborating with schools on programming are eligible.

Service Area and Programming. Projects must have a demonstrated benefit to school children in the City of Boulder.

Projects must take place after the grant deadline and end before the end of the 2018 spring semester.

REVIEW PROCESS

= Deliberation. Grant proposals are reviewed at Boulder Arts Commission (BAC) meetings. See schedule.

= 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.

Benefit to Students (Maximum 8 points)

Complementing Curriculum (Maximum 8 points)

Proposed Outcomes and Evaluation Strategy (Maximum 8 points)

Artistic Excellence (Maximum 8 points)

Boulder Focus (Maximum 4 points)

Equity (Maximum 4 points)

The complete scoring system and rubric for the Arts Education Project Grant can be found at <http://boulderarts.org/wp-content/uploads/2016/11/2017-Scoring-System.pdf>

APPEALS PROCESS

Written Appeals Process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission (BAC). The appeals process can be found at <http://boulderarts.org/wp-content/uploads/2016/11/Appeals-Process.pdf>

ARTS EDUCATION PROJECT GRANT, cont'd

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 they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients.
- **Communications.** All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant contract agreements, identifying BAC sponsorship on publicity materials and reporting issues.
- **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.
- **PERA Impacts.** Retirees affiliated with the Colorado Public Employees Retirement Association will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#). See "Disclosure of Compensation."
- **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.
- **Contract.** When a funding award is made by the BAC, 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).
- **Issuance of Funding Checks.** Once the contract is signed, it will be submitted to City Finance along with the invoice. Funds/checks are delivered within the next 3 weeks. Grants 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.
- **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. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.
- **Thanking City Council.** It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about City Council members.

REQUIRED REPORTING ON FUNDED PROJECTS

- **Time Frame for Reporting.** The grant budget report is due one month after the project is completed.
- **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 applicant's ability to complete the project and the report promised in the contract, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org 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*).
- **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.
- **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

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. *

Save Save & Continue Next

ARTS EDUCATION PROJECT GRANT, cont'd

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report | Query Builder | PDF Layout Manager | Mail Manager | GO Helpdesk Logout

User Details : Mary Fowler PGAEFY1700001
Grant Name : Arts Education Grant > Application - Arts Education Project Grant FY17

My Forms > Arts Education Project Grant FY17 > > [Application - Arts Education Project Grant FY17](#)

- Arts Education Project Grant FY17
 - Arts Education Project Grant Information
 - Applicant Information
 - Project Narrative
 - Jury Evaluation
 - Attachments
 - Signature & Submission

Project Title (50 character limit) *

49 characters remain

Amount Requested (Maximum \$3,000) *

Please answer each question in the text fields provided.

1. Project Summary. A brief overview of your project. Include how it will connect with or complement the class curriculum, how many students the project will reach, if the project will benefit underserved populations, and the benefits that you expect for the students. (3000 character limit)

Project Summary. (3000 character limit) *

body

2999 characters remain

Please answer each question in the text fields provided.

2. Project Calendar. Projects must take place after the grant deadline and before the end of the 2018 spring semester.

Project Calendar. (500 character limit) *

499 characters remain

Please answer each question in the text fields provided.

3. Project Location. (250 character limit) *

249 characters remain

4. Project Completion Date (Projects must take place after the grant deadline and before the end of the 2018 spring semester.) *

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

ARTS EDUCATION PROJECT GRANT, cont'd

User Details : Mary Fowler PGAEFY1700001

Grant Name : Arts Education Grant > Application - Arts Education Project Grant FY17

My Forms > Arts Education Project Grant FY17 > > Application - Arts Education Project Grant FY17

- Arts Education Project Grant FY17
 - Arts Education Project Grant Information
 - Applicant Information
 - Project Narrative
 - Jury Evaluation
 - Attachments
 - Signature & Submission

Please answer each question in the text fields provided.

Benefit to Students. In what ways will this project directly benefit the students and their growth as cultural participants or in the creative industries? What new skills or experiences will be offered?

Benefit to Students. (3000 character limit) *

test

2996 characters remain

Please answer each question in the text fields provided.

Complementing Curriculum and Offerings. How does this project enhance, or fill a gap in, the generally available curriculum and offerings? For

more information about Curriculum in Colorado visit this [website](#).

Complementing Curriculum. (3000 character limit) *

test

2996 characters remain

Please answer each question in the text fields provided.

Proposed Outcomes and Evaluation Strategy. How will the benefits to the students be measured?

Proposed Outcomes and Evaluation Strategy. (3000 character limit) *

test

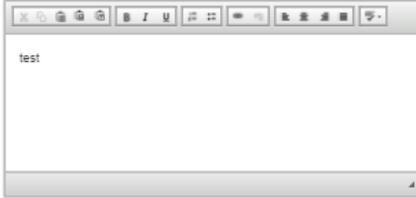
2996 characters remain

ARTS EDUCATION PROJECT GRANT, cont'd

Please answer each question in the text fields provided.

Artistic Excellence. Describe how your project commits to high artistic standards. Include information on how: a) professional artists are involved in leadership and the potential impact on artists and the artistic field (including direct payment); b) your curatorial approach or artistic mission is realized in the project; c) your audiences, peers, or critics respond to your programming; and/or d) other ways by which you measure the quality of your art and the results of those measures. (You may also attach videos and other materials, as appropriate, to help the commission evaluate artistic quality.)

Artistic Excellence. (3000 character limit) *



test

2996 characters remain

Please answer each question in the text fields provided.

Boulder Focus. Are you a Boulder organization/individual serving Boulder or are you an organization/individual outside of Boulder and to what degree do you focus on Boulder programming?

Boulder Focus (3000 character limit) *

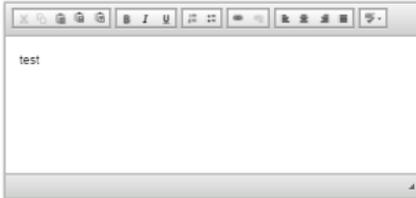


3000 characters remain

Please answer each question in the text fields provided.

Equity. Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to a) applicants who have not yet received a grant in this cycle, and/or b) applicants whose organizational leadership or audience represent groups who are typically underserved by arts programming and funding models (i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories.

Equity (3000 character limit) *



test

2996 characters remain

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

RISK CAPITAL GRANT

Dashboard Content Manager User Manager Life Cycle Manager Report Query Builder PDF Layout Manager Mail Manager GO Helpdesk

Logout

User Details : Mary Fowler IFGFY1700002

Grant Name : Innovation Fund > Application - Innovation Fund FY17

My Forms > Innovation Fund FY17 >> Application - Innovation Fund FY17

- Innovation Fund FY17
 - Innovation Fund Information
 - Applicant Information (ORG)
 - Applicant Information (IND)
 - Project Information
 - Attachments
 - Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: The resiliency of Boulder's cultural organizations, businesses, and creative professionals is enhanced by their ability to innovate and take risks. Too often do pioneering ideas get sacrificed as cultural leaders deal with day-to-day operations and tight budgets. The goal of the Innovation Fund is to provide risk capital: the bump in funding needed for taking bold moves on organizational management and strategic planning, new ways of using technology, and projects that open doors to untapped resources and audiences.

An ideal project funded by the Innovation Grant will not be a part of an organization's regular programming. In fact, it will look much different: an experiment on new ways of doing business. Below are a few examples of great projects that can serve as models:

Total

Funds: \$30,000

Details: As a "fund", there is no specific dollar amount or set number of grants. Rather, this is considered a pool of funding which can be mobilized for the best proposals.

Cycle: Annually.

DEADLINE TO SUBMIT LETTER OF INTEREST (LOI): 5:00 p.m. Wednesday, February 22, 2017

February 23 – March 14 LOI Review by jury panel.
March 15 Arts Commission Meeting – Discussion and selection of LOIs for Full Proposal.
March 16 – April 5 Applicants complete Full Proposal.

DEADLINE TO SUBMIT FULL PROPOSAL: 5:00 p.m. Wednesday, April 5, 2017.

April 6 – 10 Review by staff for eligibility. Revision by applicants if necessary.
April 11 – May 2 Preliminary Full Proposal review and score by jury panel.
May 3 – 9 Score processing by staff.
May 10 Preliminary scores posted online.
May 10 – 16 Applicants prepare 3-minute optional presentation.
May 17 Arts Commission Meeting – Presentations by applicants; jury rescore; discussion and final decisions on grants.

APPLICATION REQUIREMENTS

• General Eligibility. Meets all [general eligibility requirements](#).

• Open to All. Anyone may apply once the general eligibility guidelines are met, including individuals, artists, non-profit organizations, organizations with pending non-profit status, fiscally sponsored organizations and for-profit organizations with a community focus. Organizations not headquartered in Boulder may be considered, though organizations headquartered in Boulder or focused on Boulder programming will be given preference.

• Service Area and Programming. Must be able to demonstrate that a majority of the organization's programming takes place in the City of Boulder and that the programming meets the criteria described in the [Chapter 14-1-2 of the City of Boulder Revised Code](#).

• Projects must take place after the grant funding decision and be completed by June 30, 2018.

APPLICATION & REVIEW PROCESS

Applications to the Innovation Grant are conducted by Request for Proposals process using the following steps:

1. Letter of Intent. Using the Boulder Arts Commission's online grant tool, applicants will be asked to supply information about themselves and/or their organization and a "Letter of Intent" which gives a brief description of the proposal. The Letter of Intent must be no more than 600 words, typed in 11-point font on letterhead, with no photos, charts, or other content.
2. Jury Panel Review. A panel of jurors including the members of the Boulder Arts Commission will evaluate each Letter of Intent based on the evaluation criteria, below. Those nominated by a majority of the Jury will advance to the semifinalist round of application.
3. Staff Review for Eligibility. A review of the eligibility of the application will be conducted by staff with time to remedy any issues.
4. Full Proposal. Semifinalists will provide a full proposal with the following components:
 1. Proposal Brief (1 page). Provide a narrative on your proposal and specifics on how this funding will allow you / your organization to experiment with new organizational management tools, strategic planning, technology, or projects to access untapped resources and audiences. What is the idea you wish to test? What do you hope to learn? What promise does this project have for improving your organization?
 2. Proposal Details (3 pages). Provide a detailed narrative on how you will conduct the project. A good proposal will include:
 1. project goals,
 2. the steps you will take,
 3. partners and collaborators,
 4. venues, resources, and capacities needed,
 5. the expected outcomes, and
 6. any risks or vulnerabilities and how you will mitigate them.
 3. Proposed Timeline and Budget (1 page). Provide a high-level overview of the proposed timeline. Include the major steps you described in the proposal. Also, include a simple budget, showing sources of funding needed to conduct the project and general expense categories.
 4. Evaluation Plans (1 page). Provide a brief narrative on your strategies for evaluating the success of the project. Include the specific measures you will use and the process to collect the data. What does success look like? What evaluation is necessary to understand success or failure?
 5. Links to Resources. Space will be provided in the online application to provide the jury with website links to other resources including photos, videos, articles, reviews, data, charts, or any other content.
5. Preliminary Review and Scoring. Proposals will be reviewed by the jury members who will then provide a series of scores based on the evaluation criteria, below, and using an [evaluation rubric](#). The jury will also provide comments and questions with their scores.
6. Arts Commission Meeting – Final Decision. During the meeting, you will be given the opportunity to provide a three-minute statement to answer the questions raised, or further inform the jury panel about your application. After your presentation, the jury members may ask a few brief clarifying questions.

Later in that same meeting, the jury panel will discuss each application and individual jury members may decide to change specific scores based on new information you provide during your presentation. Once this rescore is complete, the applications are re-ranked. The members of the Boulder Arts Commission then deliberate on a decision of final approval of the applications which will receive a grant. The Arts Commission may a) accept the top scores in the ranking, b) choose to adjust the ranking, or c) ask the jury panel to reconsider specific scores.

RISK CAPITAL GRANT, cont'd

REVIEW PROCESS

- Deliberation. Grant proposals are reviewed at Boulder Arts Commission (BAC) meetings. See schedule.
 - 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. Proposals will be evaluated and scored based on the following criteria:
 - Value of the Experiment (8 points possible). Do the goals and desired outcomes promise to have real and positive impact on the organization, their audience, or the community?
 - Organized and Strategic Approach (8 points possible). Does the proposal have a realistic plan, capacities, resources, timeline, and budget? Does the organization have the capacity and organizational health to take on this experiment?
 - Community Priorities (8 points possible). Does the project described align with the stated community priorities for culture found in the [Community Cultural Plan](#)?
 - Evaluation (8 points possible). Do the plans for data collection, measurement of success, and interpretation seem reasonable and accurate?
 - Boulder Focus (4 points possible). Is the applicant a Boulder-based organization/individual? Or, are they serving Boulder from a headquarters outside the city? To what degree do they focus on Boulder programming?
 - Equitable Use of Funds (4 points possible). Has the applicant already received funds this cycle? Does the organization represent a community, in leadership or audience, that is typically underserved by grants of this type?
- scoring rubric for the Community Project Grant can be found at <http://boulderarts.org/wp-content/uploads/2016/11/2017-Scoring-System.pdf>

The full

APPEALS PROCESS

Written Appeals Process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission (BAC). The appeals process can be found at <http://boulderarts.org/wp-content/uploads/2016/11/Appeals-Process.pdf>.

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 they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients.
- Communications. All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant contract agreements, identifying BAC sponsorship on publicity materials and reporting issues.
- 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.
- PERA Impacts. Retirees affiliated with the Colorado Public Employees Retirement Association will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#). See "Disclosure of Compensation."
- 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.
- Contract. When a funding award is made by the BAC, 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).
- Issuance of Funding Checks. Once the contract is signed, it will be submitted to City Finance along with the invoice. Funds/checks are delivered within the next 3 weeks. Grants 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.
- 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. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.
- Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about City Council members.

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 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 applicant's ability to complete the project and the report promised in the contract, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org 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*).
- 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.
- 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. *

I certify

[Save](#) [Save & Continue](#) [Next](#)

RISK CAPITAL GRANT, cont'd

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report Query Builder | PDF Layout Manager | Mail Manager | GO Helpdesk Logout

User Details : Mary Fowler IFGFY1700002
Grant Name : Innovation Fund > Application - Innovation Fund FY17

My Forms > Innovation Fund FY17 >> Application - Innovation Fund FY17

- Innovation Fund FY17
 - Innovation Fund Information
 - Applicant Information (ORG)
 - Applicant Information (IND)
 - Project Information
 - Attachments
 - Signature & Submission

PROJECT NARRATIVE
Please answer each question in the text fields provided.

1. Project Title (50 character limit) *

50 characters remain

2. Grant Amount Requested (Maximum is \$30,000) *

5. Project Completion Date
(This is the last day of any public event related to the project). Project must be completed by June 30, 2018. *

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

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

Copyright © 2009 - 2016 WESTAF. All rights reserved. End User Agreement Terms of Service Privacy Policy

RISK CAPITAL GRANT, cont'd

User Details : Mary Fowler IFGFY1700002

Grant Name : Innovation Fund > Application - Innovation Fund FY17

My Forms > Innovation Fund FY17 > > Application - Innovation Fund FY17

- Innovation Fund FY17
 - Innovation Fund Information
 - Applicant Information (ORG)
 - Applicant Information (IND)
 - Project Information
 - Attachments
 - Signature & Submission

LETTER OF INTENT (Deadline February 22, 2017)

Letter of Intent. Using the Boulder Arts Commission's online grant tool, applicants will be asked to supply information about themselves and/or their organization and a "Letter of Intent" which gives a brief description of the proposal. The Letter of Intent must be no more than 600 words, typed in 11-point font on letterhead, with no photos, charts, or other content.

FULL PROPOSAL (Deadline April 5, 2017)

If you have been nominated to advance to the semifinal round, these are the required components for the full proposal:

1. Proposal Brief (1 page). Provide a narrative on your proposal and specifics on how this funding will allow you / your organization to experiment with new organizational management tools, strategic planning, technology, or projects to access untapped resources and audiences. What is the idea you wish to test? What do you hope to learn? What promise does this project have for improving your organization?
2. Proposal Details (3 pages). Provide a detailed narrative on how you will conduct the project. A good proposal will include:
 1. project goals,
 2. the steps you will take,
 3. partners and collaborators,
 4. venues, resources, and capacities needed,
 5. the expected outcomes, and
 6. any risks or vulnerabilities and how you will mitigate them.
3. Proposed Timeline and Budget (1 page). Provide a high-level overview of the proposed timeline. Include the major steps you described in the proposal. Also, include a simple budget, showing sources of funding needed to conduct the project and general expense categories.
4. Evaluation Plans (1 page). Provide a brief narrative on your strategies for evaluating the success of the project. Include the specific measures you will use and the process to collect the data. What does success look like? What evaluation is necessary to understand success or failure?
5. Links to Resources. Space will be provided in the online application to provide the jury with website links to other resources including photos, videos, articles, reviews, data, charts, or any other content.

Instructions

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](#) [Manage Folders](#)

Folder is Empty.

Folder Name: Innovation Fund FY17-Application - Innovation Fund FY17

Folder Size: 0.00 MB

User Storage: 24.513MB out of 500MB Used, 475.487MB Available

Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	50	50 MB	
Videos	0	50	50 MB	
Documents	0	50	50 MB	
Audios	0	50	50 MB	

The following attachments are either required or optional. **Please submit pdfs and/or jpgs for all supplemental materials except video and audio.**

Attachment Checklist

LETTER OF INTENT (Deadline February 22, 2017)

Letter of Intent. Using the Boulder Arts Commission's online grant tool, applicants will be asked to supply information about themselves and/or their organization and a "Letter of Intent" which gives a brief description of the proposal. The Letter of Intent must be no more than 600 words, typed in 11-point font on letterhead, with no photos, charts, or other content. *

Attached

RISK CAPITAL GRANT, cont'd

FULL PROPOSAL (Deadline April 5, 2017)

If you have been nominated to advance to the semifinal round, these are the required components for the full proposal:

a. **Proposal Brief (1 page).** Provide a narrative on your proposal and specifics on how this funding will allow you / your organization to experiment with new organizational management tools, strategic planning, technology, or projects to access untapped resources and audiences. What is the idea you wish to test? What do you hope to learn? What promise does this project have for improving your organization?

Attached

b. **Proposal Details (3 pages).** Provide a detailed narrative on how you will conduct the project. A good proposal will include:

1. project goals,
2. the steps you will take,
3. partners and collaborators,
4. venues, resources, and capacities needed,
5. the expected outcomes, and
6. any risks or vulnerabilities and how you will mitigate them.

Attached

c. **Proposed Timeline and Budget (1 page).** Provide a high-level overview of the proposed timeline. Include the major steps you described in the proposal. Also, include a simple budget, showing sources of funding needed to conduct the project and general expense categories.

Attached

d. **Evaluation Plans (1 page).** Provide a brief narrative on your strategies for evaluating the success of the project. Include the specific measures you will use and the process to collect the data. What does success look like? What evaluation is necessary to understand success or failure?

Attached

e. **Links to Resources.** Space will be provided in the online application to provide the jury with website links to other resources including photos, videos, articles, reviews, data, charts, or any other content.

Attached

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

Operational Grant (Large)

User Details : Mary Fowler (boulder arts) OGLFY1700003

Grant Name : Operational Grant (Large) > Application - Operational Grants (Large) FY17

My Forms > Operational Grant Large FY17 >> Application - Operational Grants (Large) FY17

- Operational Grant Large FY17
 - Operational Grant (Large) Information FY17
 - Applicant Information
 - Organization Narrative & Jury Evaluation
 - Attachments
 - Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: To bolster the sustainability of the community's cultural organizations, a system of operational grants is a priority for the cultural grants program. This system of institutional funding supports the Community Priorities and goals in the Community Cultural Plan within the "Support for Cultural Organizations" strategy. [Link See Pages 19-20]

Our approach to operational funding is derived from the [National Assembly of State Arts Agencies](#) here modified to suit the circumstances of the Community Cultural Plan:

- A. Operational grants maintain the autonomy of grantees, allowing them to allocate the dollars to their most pressing needs.
- B. Operational grants tend to be more predictable over time, which helps organizations maintain continuity of services to their communities.
- C. Because operational grants are flexible, grantees can use the funds in more opportunistic or entrepreneurial ways than project-restricted funds often allow.
- D. Operational grants come with stringent accountability and management requirements that incentivize and perpetuate good business practices among arts organizations.
- E. Because the grantee—not the grant maker—ultimately defines the activities for which operational grants are used, this funding mechanism can reduce "mission drift" among grantees and can help to curtail the proliferation of programs designed solely to appeal to funders.
- F. Operational grants strengthen the non-profit arts infrastructure and deepen working relationships between funders and core grantees.

Total Funds: \$60,000
Awards: 3 @ \$20,000 for 2 years

Cycle: *One-time interim cycle

* Note: This will allow organizations that receive these grants to apply in the 2019 triennial cycle.

Details

Cultural organizations with annual revenues greater than \$200,000 (according to the latest 990 tax documents made available on the IRS website) are invited to apply.

Once an applicant is approved to receive an Operational Grant, the approval would be valid for two one-year terms.

Reporting twice a year, the organizations will be responsible for providing the BAC with necessary information to track progress on their stated evaluation. Due to the rules of the City budget, the commitment is made for only one year at a time.

At the end of each year, the BAC will certify that the grant continues into the next year.

At each November meeting of the BAC, when the city budget is identified, staff will build recommendations on allocations for the following year. This may include increases or decreases to the award allocations for grant recipients in proportion to the overall change of the budget of the Office of Arts Culture. At that time, the BAC may also choose to review specific organizations that may have defaulted on the terms of their award in order to advise staff to take action.

In 2018, as preparations begin for the next triennial cycle, a new roster of organizations to invite will be established and a new cycle initiated.

DEADLINE TO SUBMIT APPLICATION: 5 p.m., Wednesday, April 26, 2017

April 27 – May 7 Review by staff for Eligibility, completeness, etc./ Revision by applicants if necessary

May 8 – June 4 Preliminary Review by Jury Panel

June 5 – 14 Score processing by staff

June 14 Preliminary Scores posted online

June 14 – 21 Applicants have time to prepare 3-minute optional presentation/case for their grant/answer questions

June 21 BAC Meeting – Presentations by Applicants/Rescore/ Discussion and final decision on grants

ELIGIBILITY REQUIREMENTS

- General Eligibility. Meets all [general eligibility requirements](#).
- Budget Threshold. Cultural organizations with annual revenues greater than \$200,000.
- Service Area and Programming. Must be able to demonstrate that a majority of the organization's programming takes place in the City of Boulder and that the programming meets the criteria described in the [Chapter 14-1-2 of the City of Boulder Revised Code](#). The organization must also demonstrate that they are headquartered in Boulder and have been conducting this programming in Boulder for at least five years.
- Non Profit Verification. Applicants must provide formal IRS documentation of their 501(c)3 status. This letter must be dated previous to the last five years. See a [sample](#) of this document.
- Consistent Management. The organization must have consistent management with no planned or expected changes to leadership during the term of the funding.

REVIEW PROCESS

- Deliberation. Grant proposals are reviewed at Boulder Arts Commission (BAC) meetings. See schedule. 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.
 - Capacity Building (Maximum 8 points)
 - Community Priorities (Maximum 8 points)
 - Proposed Outcomes and Evaluation Strategy (Maximum 8 points)
 - Artistic Excellence (Maximum 8 points)

The full scoring rubric for the Large Operational Grant can be found at <http://boulderarts.org/wp-content/uploads/2016/11/2017-Scoring-System.pdf>

Operational Grant (Large), cont'd

APPEALS PROCESS

Written Appeals Process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission (BAC). The appeals process can be found at <http://boulderarts.org/wp-content/uploads/2016/11/Appeals-Process.pdf>.

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 they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients.
- ▢ Communications. All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant contract agreements, identifying BAC sponsorship on publicity materials and reporting issues.
- ▢ 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.
- ▢ 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. 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.
- ▢ Contract. When a funding award is made by the BAC, the recipient will be contacted by staff to make an appointment to sign a grant contract with the City of Boulder. For Operational Grants, reports are submitted biannually on September 1 & February 1 through the grants online system.
- ▢ Issuance of Funding Checks. Once the contract is signed, it will be submitted to City Finance along with the invoice. Funds/checks are delivered within the next 3 weeks. Operational Grants are funded at 100 percent at the outset. Failure to submit Grant Budget Reports may jeopardize their next year's funding.
- ▢ Acknowledgment of BAC Funding. All publicity for BAC-funded programs must include the following credit line: This organization is 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. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.
- ▢ Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about City Council members.

REQUIRED REPORTING ON FUNDING PROJECTS

- ▢ Time Frame for Reporting. Operational Grant recipients are required to report twice a year in September 1 and February 1. In addition to the biannual reports grant recipients may be required to participate in research projects.
- ▢ Method. Reporting is done through the online system that the BAC uses at bac.culturegrants.org.
- ▢ 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.
- ▢ Extension Requests for Reporting. If circumstances change in any way that will delay the applicant's ability to comply with the Operational Grant reporting requirements, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org with an update on the grant status and a request to change the report due date (a specific date is required in the letter).
- ▢ Consequence of Delinquent Report. Unless an extension request is filed with the BAC and approved in advance of the due date, a late report may jeopardize renewal of their next year's funding.

I certify

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. *

Operational Grant (Large), cont'd

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report, Query Builder | PDF Layout Manager | Mail Manager | GO Helpdesk Logout

User Details : Mary Fowler (boulder arts) OGLFY1700003
Grant Name : Operational Grant (Large) > Application - Operational Grants (Large) FY17

My Forms > Operational Grant Large FY17 > > Application - Operational Grants (Large) FY17

- Operational Grant Large FY17
 - Operational Grant (Large) Information FY17
 - Applicant Information
 - Organization Narrative & Jury Evaluation
 - Attachments
 - Signature & Submission

1. Institutional Narrative

This portion of the application follows the Colorado Common Grant Application; feel free to cut and paste your organization's standard document for this section. Please be sure to address each question below. 20,000 character limit. Include the heading for each question, though it is not necessary to repeat the content of each question.

Organizational Background. Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.
Goals. Describe the organization's current goals.
Current Programs. Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results.
Collaboration. Describe the organization's most significant interactions with other organizations and efforts.
Inclusiveness. Describe how the organization strives to be inclusive in its programs, staff, board, volunteers, and describe progress to date.
Board/Governance. Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed in the next three years, the organization policy regarding board terms, and the percentage of the board that contributes financially to the organization.
Volunteers. Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include number of volunteers and hours.
Planning. Describe the challenges and opportunities facing the organization in the next three years. Additionally, describe how the organization engages in planning and describe the focus on any current planning efforts.
Optional. If there is additional information that is vital to convey in this proposal, do so here.

Institutional Narrative (20000 character limit) *

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, and other editing functions.

body

20000 characters remain

2. Jury Evaluation

Please answer each question in the text fields provided.

Capacity Building. How will this grant increase the capacity of your organization to a) meet goals in your strategic plan or other planning document, b) increase your organization's sustainability, c) improve innovation, growth, or new community benefits?

Capacity Building (3000 character limit) *

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, and other editing functions.

body

3000 characters remain

Please answer each question in the text fields provided.

Community Priorities. In what way will this grant funding increase your organization's ability to contribute to one or several of the Community Priorities described in the Community Cultural Plan? [link](#)

Community Priorities (3000 character limit) *

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, and other editing functions.

body

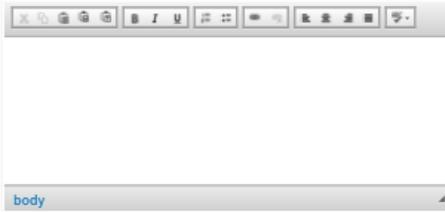
3000 characters remain

Operational Grant (Large), cont'd

Please answer each question in the text fields provided.

Proposed Outcomes and Evaluation. Describe your evaluation strategy for understanding the success of this grant over time. Please include the goal(s), the measures by which you will understand progress towards those goals, and the strategy for collecting this data. Note: Funding recipients will be asked to include this evaluation as part of their annual reporting.

Proposed Outcomes and Evaluation (3000 character limit) *



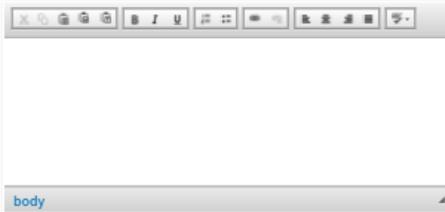
A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and help. Below the toolbar is a large empty text area. At the bottom of the text area, the word "body" is displayed in a small font.

3000 characters remain

Please answer each question in the text fields provided.

Artistic Excellence. Describe how your organization commits to high artistic standards. Include information on one or more of the following: a) professional artists are involved in leadership and the potential impact on artists and the artistic field (including direct payment); b) your curatorial approach or artistic mission is realized in your programming; c) your audiences, peers, or critics respond to your programming; and/or d) other ways by which you measure the quality of your art and the results of those measures.

Artistic Excellence (3000 character limit) *



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and help. Below the toolbar is a large empty text area. At the bottom of the text area, the word "body" is displayed in a small font.

3000 characters remain

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

Operational Grant (Small / Mid-size)

User Details : Mary Fowler (Boulder Arts Resource) OGSFY1700001

Grant Name : Operational Grant (Small / Mid-size) > Application - Operational Grants (Small/Mid-size) FY17

My Forms > Application - Operational Grant (Small/Mid-size) FY17 >> Application - Operational Grants (Small/Mid-size) FY17

- Application - Operational Grant (Small/Mid-size) FY17
 - Operational Grant (Small/Mid-size) Information
 - Applicant Information
 - Organization Narrative & Jury Evaluation
 - Attachments
 - Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: To bolster the sustainability of the community's cultural organizations, a system of operational grants is a priority for the cultural grants program. This system of institutional funding supports the Community Priorities and goals in the Community Cultural Plan within the "Support for Cultural Organizations" strategy. [[Link See Pages 19-20](#)]

Our approach to operational funding is derived from the [National Assembly of State Arts Agencies](#) here modified to suit the circumstances of the Community Cultural Plan:

- Operational grants maintain the autonomy of grantees, allowing them to allocate the dollars to their most pressing needs.
- Operational grants tend to be more predictable over time, which helps organizations maintain continuity of services to their communities.
- Because operational grants are flexible, grantees can use the funds in more opportunistic or entrepreneurial ways than project-restricted funds often allow.
- Operational grants come with stringent accountability and management requirements that incentivize and perpetuate good business practices among arts organizations.
- Because the grantee—not the grant maker—ultimately defines the activities for which operational grants are used, this funding mechanism can reduce "mission drift" among grantees and can help to curtail the proliferation of programs designed solely to appeal to funders.
- Operational grants strengthen the non-profit arts infrastructure and deepen working relationships between funders and core grantees.

Total Funds: \$60,000

Awards: 6 @ \$10,000 for 2 years

Cycle: *One-time interim cycle

*Note: This will allow organizations that receive these grants to apply in the 2019 triennial cycle.

Details

Cultural organizations with annual revenues less than \$200,000 (according to the latest 990 tax documents made available on the [IRS website](#)) will be invited to apply. In addition, emerging organizations that have not yet achieved not-for-profit tax status may apply within the conditions listed below.

Once an applicant is approved to receive an Operational Grant, the approval would be valid for two one-year terms.

Reporting twice a year, the organizations will be responsible for providing the BAC with necessary information to track progress on their stated evaluation. Due to the rules of the City budget, the commitment is made for only one year at a time. At the end of each year, the BAC will certify that the grant continues into the next year.

At each November meeting of the BAC, when the city budget is identified, staff will build recommendations on allocations for the following year. This may include increases or decreases to the award allocations for grant recipients in proportion to the overall change of the budget of the Office of Arts & Culture. At that time, the BAC may also choose to review specific organizations that may have defaulted on the terms of their award in order to advise staff to take action.

DEADLINE TO SUBMIT APPLICATION: 5 p.m., Wednesday, April 26, 2016

April 27 – May 7 Review by staff for Eligibility, completeness, etc./ Revision by applicants if necessary

May 8 – June 4 Preliminary Review by Jury Panel

June 5 – 14 Score processing by staff

June 14 Preliminary Scores posted online

June 14 – 21 Applicants have time to prepare 3-minute optional presentation/case for their grant/answer questions

June 21 BAC Meeting – Presentations by Applicants/Rescore/ Discussion and final decision on grants

ELIGIBILITY REQUIREMENTS

= General Eligibility. Meets all [general eligibility requirements](#).

= Budget Threshold. Cultural organizations with annual revenues less than \$200,000.

= Service Area and Programming. Must be able to demonstrate that a majority of the organization's programming takes place in the City of Boulder and that the programming meets the criteria described in the [Chapter 14-1-2 of the City of Boulder Revised Code](#). The organization must also demonstrate that they have been conducting this programming in Boulder for at least two years.

= Consistent Management. The organization must have consistent management with no planned or expected changes to leadership during the term of the funding.

= Governance, Non Profit Status. Emerging organizations that have not yet achieved not-for-profit status and community-oriented businesses may also apply for this grant. These organizations must be able to demonstrate the following:

- The organization has community-oriented mission and goals, services, and programming.
 - The organization is currently active and has conducted programming consistently for at least two years.
 - The organization has oversight from a board, advisory committee, or other stewardship group. That group must include community representation.
- Profit Verification, the applicant is encouraged to provide a copy of their form CR0100 (Colorado Business Registration) and documentation of the above criteria. This can take the form of strategic or business plans, year-end-reports, media clippings, letters of support, or other documents.

In lieu
of
Non

REVIEW PROCESS

= Deliberation. Grant proposals are reviewed at Boulder Arts Commission (BAC) meetings. See schedule.

= 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.

Capacity Building (Maximum 8 points)
Community Priorities (Maximum 8 points)
Proposed Outcomes and Evaluation Strategy (Maximum 8 points)
Artistic Excellence (Maximum 8 points)
Boulder Focus (Maximum 4 points)

The
full

For applicants without non profit status, the grant must be used for community services and programming, and not directly contributed to profit-making ventures. Describe the ways in which the operation of the grant will maintain that distinction and how it will be documented and evaluated.

scoring system and rubric for the Small / Mid-size Operational Grant can be found at <http://boulderarts.org/wp-content/uploads/2016/11/2017-Scoring-System.pdf>

APPEALS PROCESS

Written Appeals Process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission (BAC). The appeals process can be found at <http://boulderarts.org/wp-content/uploads/2016/11/Appeals-Process.pdf>.

Operational Grant (Small / Mid-size), cont'd

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 they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients.
- Communications. All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant contract agreements, identifying BAC sponsorship on publicity materials and reporting issues.
- 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.
- 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. 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.
- Contract. When a funding award is made by the BAC, the recipient will be contacted by staff to make an appointment to sign a grant contract with the City of Boulder. For Operational Grants, reports are submitted biannually on September 1 & February 1 through the grants online system.
- Issuance of Funding Checks. Once the contract is signed, it will be submitted to City Finance along with the invoice. Funds/checks are delivered within the next 3 weeks. Operational Grants are funded at 100 percent at the outset. Failure to submit Grant Budget Reports may jeopardize their next year's funding.
- Acknowledgment of BAC Funding. All publicity for BAC-funded programs must include the following credit line: This organization is 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. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.
- Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about City Council members.

REQUIRED REPORTING ON FUNDING PROJECTS

- Time Frame for Reporting. Operational Grant recipients are required to report twice a year in September 1 and February 1. In addition to the biannual reports grant recipients may be required to participate in research projects.
- Method. Reporting is done through the online system that the BAC uses at bac.culturegrants.org.
- 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.
- Extension Requests for Reporting. If circumstances change in any way that will delay the applicant's ability to comply with the Operational Grant reporting requirements, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org with an update on the grant status and a request to change the report due date (a specific date is required in the letter).
- Consequence of Delinquent Report. Unless an extension request is filed with the BAC and approved in advance of the due date, a late report may jeopardize renewal of their next year's funding.

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. *

I certify

[Save](#) [Save & Continue](#) [Next](#)

Operational Grant (Small / Mid-size), cont'd

Dashboard Content Manager User Manager Life Cycle Manager Report Query Builder PDF Layout Manager Mail Manager GO Helpdesk Logout

User Details : Mary Fowler (Boulder Arts Resource) OGSFY1700001
Grant Name : Operational Grant (Small / Mid-size) > Application - Operational Grants (Small/Mid-size) FY17

My Forms > Application - Operational Grant (Small/Mid-size) FY17 > > Application - Operational Grants (Small/Mid-size) FY17

- Application - Operational Grant (Small/Mid-size) FY17
 - Operational Grant (Small/Mid-size) Information
 - Applicant Information
 - Organization Narrative & Jury Evaluation
 - Attachments
 - Signature & Submission

1. Institutional Narrative

This portion of the application follows the Colorado Common Grant Application; feel free to cut and paste your organization's standard document for this section. Please be sure to address each question below. 20,000 character limit. Include the heading for each question, though it is not necessary to repeat the content of each question.

Organizational Background. Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.

Goals. Describe the organization's current goals.

Current Programs. Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results.

Collaboration. Describe the organization's most significant interactions with other organizations and efforts.

Inclusiveness. Describe how the organization strives to be inclusive in its programs, staff, board, volunteers, and describe progress to date.

Board/Governance. Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed in the next three years, the organization policy regarding board terms, and the percentage of the board that contributes financially to the organization.

Volunteers. Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include number of volunteers and hours.

Planning. Describe the challenges and opportunities facing the organization in the next three years. Additionally, describe how the organization engages in planning and describe the focus on any current planning efforts.

For Profit Businesses. For applicants without non profit status, the grant must be used for community services and programming, and not directly contributed to profit-making ventures. Describe the ways in which the operation of the grant will maintain that distinction and how it will be documented and evaluated.

Optional. If there is additional information that is vital to convey in this proposal, do so here.

Institutional Narrative (20000 character limit) *

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert link, insert image, and help.

body

19999 characters remain

2. Jury Evaluation

Please answer each question in the text fields provided.

Capacity Building. How will this grant increase the capacity of your organization to a) meet goals in your strategic plan or other planning document, b) increase your organization's sustainability, c) improve innovation, growth, or new community benefits?

Capacity Building (3000 character limit) *

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert link, insert image, and help.

body

2999 characters remain

Please answer each question in the text fields provided.

Community Priorities. In what way will this grant funding increase your organization's ability to contribute to one or several of the Community Priorities described in the Community Cultural Plan? [[Link](#)]

Community Priorities (3000 character limit) *

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert link, insert image, and help.

body

2999 characters remain

Operational Grant (Small / Mid-size), cont'd

Please answer each question in the text fields provided.

Proposed Outcomes and Evaluation. Describe your evaluation strategy for understanding the success of this grant over time. Please include the goal(s), the measures by which you will understand progress towards those goals, and the strategy for collecting this data. Note: successful applicants will be asked to include this evaluation as part of their annual reporting.

Proposed Outcomes and Evaluation (3000 character limit) *

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert image, and help. Below the toolbar is a large empty text area for input.

2999 characters remain

Please answer each question in the text fields provided.

Artistic Excellence. Describe how your organization commits to high artistic standards. Include information on one or more of the following: a) professional artists are involved in leadership and the potential impact on artists and the artistic field (including direct payment); b) your curatorial approach or artistic mission is realized in your programming; c) your audiences, peers, or critics respond to your programming; and/or d) other ways by which you measure the quality of your art and the results of those measures.

Artistic Excellence (3000 character limit) *

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert image, and help. Below the toolbar is a large empty text area for input.

2999 characters remain

Please answer each question in the text fields provided.

Boulder Focus. Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?

Boulder Focus (3000 character limit) *

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, insert image, and help. Below the toolbar is a large empty text area for input.

2999 characters remain

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

Dashboard Content Manager User Manager Life Cycle Manager Report Query Builder PDF Layout Manager Mail Manager GO Helpdesk

Logout

User Details : Mary Fowler PDG FY170003

Grant Name : Professional Development > Application - Professional Development FY 17

My Forms > Professional Development Scholarships FY17 >> Application - Professional Development FY 17

- Professional Development Scholarships FY17
 - Professional Development Scholarship Information
 - Applicant Information
 - Personal Narrative
 - Attachments, Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: Encouraging leadership and the sharing of good practices through professional development will advance our creative economy, support professionals and businesses, and enhance cultural dialog.

Total Funds: \$10,000

Cycle: Annually. Opportunities must take place in the calendar year the application is submitted.

DEADLINE TO SUBMIT APPLICATION: 5 p.m. on the first of each month, year round or until funds run out.

Details:

Individuals may apply for any professional development opportunity they wish. In addition, we encourage participation in two specific programs:

[Colorado Creative Industries Summit](#)

[Americans for the Arts Annual Convention](#)

Maximum Amounts for Scholarships: The costs of registration, travel and expenses up to \$500 for programs which take place in Colorado, or up to \$1,000 for programs that take place out-of-state, or \$500 for on-line opportunities.

ELIGIBILITY REQUIREMENTS

General Eligibility. Meets all general eligibility requirements.

Open to All. Anyone may apply once the General Eligibility Guidelines are met.

Professional development opportunities must take place after the grant funding decision and within the calendar year the grant is awarded.

REVIEW PROCESS

= Deliberation. Applications are approved at the next meeting of the Boulder Arts Commission following the deadline.

= Evaluation Criteria.

Contribution to Boulder Culture
Professional Experience (Resume)

APPEALS PROCESS

Written Appeals Process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission (BAC). The appeals process can be found at <http://boulderarts.org/wp-content/uploads/2016/11/Appeals-Process.pdf>.

SCHOLARSHIP 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 they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients.

= Communications. All official communications and notifications will be made to the named individual applicant.

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

= Award Limitations. One scholarship per individual will be awarded each year. Consideration will be given to maximize the number of organizations participating.

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

= PERA Impacts. Retirees affiliated with the Colorado Public Employees Retirement Association will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#). See "Disclosure of Compensation."

= 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.

= Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to you as an artist. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about City Council members.

= Issuance of Final 20% of Funds. After attending the convention, workshop, etc., scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending, and may be asked to participate in a panel discussion about the experience and take-aways from the convention, workshop, etc. Upon approval of the report, recipients will receive the remaining 20% of their scholarships.

REQUIRED REPORTING

= 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 applicant's ability to complete the report promised in the contract, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the scholarship application must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org with an update and a request to change the report due date (*specific dates are required in the letter*).

= 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.

= 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 opportunity 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.*

☐ I certify

[Save](#) [Save & Continue](#) [Next](#)

Copyright © 2009 - 2016 WESTAF. All rights

[End User Agreement](#) [Terms of Service](#) [Privacy Policy](#)

reserved.

PROFESSIONAL DEVELOPMENT SCHOLARSHIPS, cont'd

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report | Query Builder | PDF Layout Manager | Mail Manager | GO Helpdesk Logout

User Details : Mary Fowler PDG FY1700003
Grant Name : Professional Development > Application - Professional Development FY 17

My Forms > Professional Development Scholarships FY17 > > Application - Professional Development FY 17

- Professional Development Scholarships FY17
 - Professional Development Scholarship Information
 - Applicant Information
 - Personal Narrative
 - Attachments, Signature & Submission

Location of Professional Development Opportunity * In State Out of State On-line

Title of Professional Development Opportunity and City/State It Takes Place In; Online Opportunity. *

99 characters remain

Website of the Professional Development Opportunity (if available)

99 characters remain

Scholarship Amount Requested (The costs of registration, travel and expenses up to \$500 for programs which take place in Colorado, or up to \$1,000 for programs that take place out-of-state and up to \$500 for an online opportunity.) *

8 characters remain

Please give a breakdown of your expenses including: registration cost, hotel, mileage, meals, other expenses. (When possible please use actual costs or you may use this [Federal per diem rate calculator](#))*

body

1499 characters remain

Date of Professional Development Opportunity

Date Final Report is Due (30 days after the convention, workshop, etc.)

Please answer the question in the text field provided.

Contribution to Boulder Culture. How do you participate in cultural life in Boulder? How will this program help you enhance your contribution?
Contribution to Boulder Culture (3,000 characters) *

I

2999 characters remain

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

Copyright © 2009 - 2016 WESTAF. All rights reserved. End User Agreement Terms of Service Privacy Policy

RENTAL ASSISTANCE FUND

Dashboard Content Manager User Manager Life Cycle Manager Report Query Builder PDF Layout Manager Mail Manager GO Helpdesk

Logout

User Details : Mary Fowler RAVFY1700002

Grant Name : Rental Assistance > Application - Rental Assistance (Boulder Venues) FY 17

My Forms > Rental Assistance Fund (Boulder Venues) FY17 > > Application - Rental Assistance (Boulder Venues) FY 17

- Rental Assistance Fund (Boulder Venues) FY17
 - Rental Assistance Fund (Boulder Venues) Informatio
 - Applicant Information (ORG)
 - Applicant Information (IND)
 - Program Information
 - Attachments, Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: To facilitate and assist community cultural groups with access and affordability of performance venues, the Boulder Arts Commission is offering support in the form of rental assistance grants to individuals, artists and organizations.

DEADLINE TO SUBMIT APPLICATIONS: Applications are accepted by the first of each month, year round or until all funds are distributed.

DETAILS: Up to 50% of all rental costs to a maximum of \$1,000. One grant per applicant per year.

APPLICATION REQUIREMENTS

- General Eligibility. Meets all [general eligibility requirements](#).
- Open to All. Anyone may apply once the General Eligibility Guidelines are met.
- Projects must take place after the grant funding decision and be completed by the end of the year during which they are applied for.
- Venues must be in Boulder, as described in the Boulder Valley Comprehensive Plan, and may include non-traditional locations. You must include a confirmation from your hosting venue that the project is approved and scheduled. See [sample](#).

REVIEW PROCESS

Deliberation. Proposals for Rental Assistance are approved through administrative review by staff of the City of Boulder Office of Arts Culture and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

Evaluation of Applications. Proposals for Rental Assistance are awarded on a first-come, first-served basis to those who have met all the requirements of application, including the venue confirmation and budget summary. Award in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications.

GRANT AWARDS

- Notifications and Dispersal of Awards. Recipients of Rental Assistance will be notified by staff of their award and will begin the process of having checks cut and collecting any necessary supporting documents and information. Recipients are notified when they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients. This may take up to three weeks.
- Communications. All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants in the project. This includes, but is not limited to, such things as compliance with grant project contract agreements and identifying BAC sponsorship on publicity materials.
- PERA Impacts. Retirees affiliated with the Colorado Public Employees Retirement Association will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#).
- 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.

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. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.

Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://boulder.colorado.gov/city-council> to find out more about City Council members.

REQUIRED REPORTING ON PROJECT

- Time Frame for Reporting. The grant budget report is due one month after the project is completed.
- 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 format" as the computer mouse nears it.
- Extension Requests for Reporting. If circumstances change in any way that will delay the applicant's ability to complete the project and the report promised in the contract, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org 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*).
- 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.
- 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 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. *

* I certify

Save Save & Continue Next

Copyright © 2009 - 2016 WESTAF. All rights reserved.

End User Agreement Terms of Service Privacy Policy

RENTAL ASSISTANCE FUND, cont'd

Dashboard Content Manager User Manager Life Cycle Manager Report Query Builder PDF Layout Manager Mail Manager GO Helpdesk Logout

User Details : Mary Fowler RAVFY1700002
Grant Name : Rental Assistance > Application - Rental Assistance (Boulder Venues) FY 17

My Forms > Rental Assistance Fund (Boulder Venues) FY17 >> Application - Rental Assistance (Boulder Venues) FY 17

- Rental Assistance Fund (Boulder Venues) FY17
 - Rental Assistance Fund (Boulder Venues) Informatio
 - Applicant Information (ORG)
 - Applicant Information (IND)
 - Program Information
 - Attachments, Signature & Submission

Title of Program for which you are renting the venue (50 character limit) *

Amount Requested (Must equal 50% of total rental costs up to \$1,000) *

Rental Venue (50 character limit) *

Address 1 *

Address 2

City *

Zip Code *

Please enter required value or fix the error.

Rental date(s) *

Date Grant Report is Due (1 month after the last rental date)

Program Summary. Provide a brief overview of the project. (3000 character limit) *

body

2999 characters remain

Give a brief description of the venue, its amenities and why it is a good fit for your event/production. (3000 character limit) *

body

2999 characters remain

Detailed Breakdown of Rental Costs. Please show all rental costs including equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. You may apply for 50% of the total cost up to \$1,000. (3000 character limit) *

body

2999 characters remain

Partner/Collaborator List. Provide a list of each individual / organization that has a significant coordinating role in this project. Include their name, contact information, and role. (3000 character limit) *

body

2999 characters remain

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

MACKY FREE RENTAL GRANT

Dashboard Content Manager User Manager Life Cycle Manager Report Query Builder PDF Layout Manager Mail Manager GO Helpdesk

Logout

User Details : Mary Fowler RAGFY1700001

Grant Name : Rental Assistance > Application-Macky Free Rental FY17

My Forms > Macky Free Rental & Supplementary Funds FY17 > > Application- Macky Free Rental FY17

- Macky Free Rental & Supplementary Funds FY17
 - Macky Free Rental Information
 - Applicant Information (ORG)
 - Applicant Information (IND)
 - Program Information
 - Attachments, Signature & Submission

Special Note: This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: To facilitate and assist community cultural groups with access and affordability of performance venues, the Boulder Arts Commission and the University of Colorado offer up to sixteen days per calendar year of rent-free space at Macky Auditorium.

Details: 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. You may apply for a maximum of two days free rental.

***Supplementary Funds are available from the Rental Assistance Fund for applicants who may not be able to afford these additional costs. Please apply for the supplementary funds only if it is necessary to your use of the Macky Rental Grant. These \$1,000 supplementary grants are distributed on a first-come first-served basis until monies in the Rental Assistance Fund run out. One grant per applicant per year is allowed. You may apply for a supplementary grant by checking the applicable box in this application.

All applicants must have the requested dates confirmed with Macky Auditorium at the time of the application, and submit a letter of verification from the University with the pertinent date information included. Receiving a grant from the BAC 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.

DEADLINE TO SUBMIT APPLICATIONS: Applications are accepted by the first of each month, year round or until all rental dates are awarded.

APPLICATION REQUIREMENTS

- General Eligibility. Meets all [general eligibility requirements](#).
- Open to All. Anyone may apply once the General Eligibility Guidelines are met.
- Time Frame. Macky Rental projects must take place after the grant funding decision and within the calendar year during which they are applied for.
- Venue Confirmation. All applications must include a letter of commitment from the Macky 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 Macky including the project dates and rental fees is an acceptable alternative.

REVIEW PROCESS

Deliberation. Proposals for free rental of Macky Auditorium and Supplementary Funds are approved through administrative review by staff of the City of Boulder Office of Arts Culture and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

Evaluation of Applications. Proposals for free rental of Macky Auditorium and Supplementary Funds are awarded on a first-come, first-served basis to those who have met all the requirements of application, including the venue confirmation and budget summary. Award in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications.

GRANT AWARDS

Notifications of Awards. Recipients of free rental at Macky will be notified by email with a copy sent to University of Colorado staff responsible for oversight of Macky. Recipients must make an appointment to sign contracts and if awarded a \$1,000 Supplementary Grant, the following will apply:

Dispersal of Funds. Recipients of Supplementary Grants will begin the process of having checks cut and collecting any necessary supporting documents and information. Checks are sent by mail or electronically to bank accounts designated by the recipients. This may take up to three weeks.

PERA Impacts. Retirees affiliated with the Colorado Public Employees Retirement Association will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#).

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.

Communications. All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants in the project. This includes, but is not limited to, such things as compliance with grant project contract agreements and identifying BAC sponsorship on publicity materials.

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. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.

Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about City Council members.

REQUIRED REPORTING ON PROJECT

- Time Frame for Reporting. The grant budget report is due one month after the project is completed.
- 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 format" as the computer mouse nears it.
- Extension Requests for Reporting. If circumstances change in any way that will delay the applicant's ability to complete the project and the report promised in the contract, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderbibliary.org 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*).
- 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.
- 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 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. *

I certify

Save Save & Continue Next

Copyright © 2009 - 2016 WESTAF. All rights reserved.

End User Agreement Terms of Service Privacy Policy

MACKEY FREE RENTAL GRANT, cont'd

Dashboard | Content Manager | User Manager | Life Cycle Manager | Report | Query Builder | PDF Layout Manager | Mail Manager | GO Helpdesk Logout

User Details : Mary Fowler RAGFY1700001
Grant Name : Rental Assistance > Application-Macky Free Rental FY17

My Forms > Macky Free Rental & Supplementary Funds FY17 > > Application-Macky Free Rental FY17

- Macky Free Rental & Supplementary Funds FY17
 - Macky Free Rental Information
 - Applicant Information (ORG)
 - Applicant Information (IND)
 - Program Information
 - Attachments, Signature & Submission

Program Title (50 character limit) *

If funds are available in the Rental Assistance Fund, do you wish to apply for the \$1,000 Rental Supplementary Grant? * Yes No

Dates Requested *

Date Grant Report is Due (1 month after the end of the project/event)

Program Summary. Provide a brief overview of the project. (3000 character limit) *

3000 characters remain

Partner/Collaborator List. Provide a list of each individual / organization that has a significant coordinating role in this project. Include their name, contact information, and role. (3000 character limit) *

3000 characters remain

Answer this question only if you are applying for the \$1000 Supplementary Funds.
Detailed Breakdown of Rental Costs. Please show all rental costs, including equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. (3000 character limit) *

3000 characters remain

[Previous](#) [Save](#) [Save & Continue](#) [Next](#)

Copyright © 2009 - 2016 WESTAF. All rights reserved. End User Agreement Terms of Service Privacy Policy



Grant FAQs

1. Do I need to be a non-profit to apply?

For the Large Organizations Operational Grant, you are required to be a non-profit and provide documentation. For all other grants, including the Small/Mid-sized Organizations Operational Grants, Community Projects Grants, Arts Education Grants, and Innovation Fund, non-profit status is not required to apply.

2. Must an organization be headquartered in Boulder to be eligible?

For the Large Organization Grant, only Boulder-based organizations may apply. For all other grants, it is not necessary that the applicant organization be headquartered in Boulder. However, the applicant must be able to demonstrate that they conduct a substantial amount of their programming in Boulder. Also, though anyone may apply, preference is given through the jury process to organizations that are based in, or focused on, the Boulder community.

3. How much detail is required for the organizational details such as board members and budget documents?

The required documents and information in the organizational information section of the application is used to give the commissioners an understanding of your organization: what you do, how you do it, and who is involved. This should be basic details to convey that information. Make sure your details are complete, but not protracted.

4. May I use my Colorado Common Grant Application for these opportunities?

The grant applications have been designed to closely align with the Colorado Common Grant to make it easier for you to apply. Where the questions are the same, please feel free to copy-and-paste your information from the Common Grant. However, do take time to make sure that we are not asking for different or additional information.

5. How does the jury panel come to their decision?

After reading through your background information to understand your organization or project, they will be providing scores in two sections:

First, the jury members provide scores on the information you provide in the "Jury Questions" section. Jury members provide a score of 1-8 for each jury question.

Second, the jury members are asked to provide additional points on two focus areas: 1) for Boulder-based Organizations and 2) on issues of equity and fairness. A maximum of 4 additional points is available to the jury members for each question. See the rubrics, below, for more details.

The scores for each jury member are added together to establish a preliminary score for the application. There is no weighting of individual questions. Those preliminary scores are then averaged across all the jury members to establish an averaged preliminary score. It is this average preliminary score that ranks your application for consideration during the meeting. For each grant category, the Arts Commission will establish a threshold score (equal to a whole number that is approximately 50% of the maximum possible score) over which an application is considered eligible for an award. Please note that meeting the threshold score does not automatically approve an application for funding.

In addition to providing a score, the commissioners will include questions or comments for that score. This will be a brief statement that describes their thoughts on the answer to the jury question. These statements will be provided to you prior to the meeting. During the meeting, you will be given the opportunity to provide a three-minute statement to answer the questions raised, or further inform the jury panel about your application. After your presentation, the jury members may ask a few brief clarifying questions.

Later in that same meeting, the jury panel will discuss each application and individual jury members may decide to change specific scores based on new information you provide during your presentation. Once this rescore is complete, the applications are re-ranked. The members of the Boulder Arts Commission then deliberate on a decision of final approval of the applications which will receive a grant. The Arts Commission may a) accept the top scores in the ranking, b) choose to adjust the ranking, or c) ask the jury panel to reconsider specific scores.

For the Large Organization Operational Grants, the decision of the Boulder Arts Commission must also be approved by City Council. The complete scoring system and rubric can be found [here](#).

6. What are Opportunity Grants and how are these decided and awarded?

Opportunity Grants is special funding, outside of the regular grant budgets for the Community Projects and Art Education Grants, designed to assist applicants who have never received an Arts Commission grant before or have not received a grant in the past five years. After the standard grant awards have been decided, the Arts Commission will give second consideration to first-time applicants or applicants who have not received a grant in the past five years, and consider them for an award through the Opportunity Grants.

7. If I am awarded grant, may I apply for other opportunities?

Yes, there are no restrictions for applying for multiple grants.

8. Does the Boulder Arts Commission have an appeals process?

Yes. The appeals process can be found [here](#).

9. I'm logged into my account but I cannot find the Professional Development Scholarship Grant that is listed on your website. Why is that?

You are logged in as an organization. The Professional Development Grants are open only to individuals so you would need to log in on an individual account or sign up for a new individual account in order to see the grant.



Scoring System.

- > How does the jury panel come to a decision?

After reading through your background information to understand your organization or project, they will be providing scores in two sections:

- First, the jury members provide scores on the information you provide in the "Jury Questions" section. Jury members provide a score of 1-8 for each jury question.
- Second, the jury members are asked to provide additional points on two focus areas: 1) for Boulder-based Organizations and 2) on issues of equity and fairness. A maximum of 4 additional points is available to the jury members for each question. See the rubrics, below, for more details.

The scores for each jury member are added together to establish a preliminary score for the application. There is no weighting of individual questions. Those preliminary scores are then averaged across all the jury members to establish an averaged preliminary score. It is this average preliminary score that ranks your application for consideration during the meeting. For each grant category, the Arts Commission will establish a threshold score (equal to a whole number that is approximately 50% of the maximum possible score) over which an application is considered eligible for an award. Please note that meeting the threshold score does not automatically approve an application for funding.

In addition to providing a score, the commissioners will include questions or comments for that score. This will be a brief statement that describes their thoughts on the answer to the jury question. These statements will be provided to you prior to the meeting. During the meeting, you will be given the opportunity to provide a three-minute statement to answer the questions raised, or further inform the jury panel about your application. After your presentation, the jury members may ask a few brief clarifying questions.

Later in that same meeting, the jury panel will discuss each application and individual jury members may decide to change specific scores based on new information you provide during your presentation. Once this rescore is complete, the applications are re-ranked. The members of the Boulder Arts Commission then deliberate on a decision of final approval of the applications which will receive a grant. The Arts Commission may a) accept the top scores in the ranking, b) choose to adjust the ranking, or c) ask the jury panel to reconsider specific scores.

For the Large Organization Operational Grants, the decision of the Boulder Arts Commission must also be approved by City Council.

- > How do the jury panel members use the 1-8 scoring system?

Jury panel members use the following rating scale descriptions to help align their decisions about each score.

Score	Descriptor	Strengths/Weaknesses
8	Exceptional	Exceptionally strong (a model for field or discipline with essentially no weaknesses).
7	Outstanding	Very strong with some minor weaknesses.
6	Very Good	Strong with numerous minor weaknesses.
5	Good	Strong but with at least one moderate weakness.
4	Satisfactory	Some strengths but with some moderate weaknesses.
3	Fair	Some strengths but with at least one major weakness.
2	Marginal	A few strengths and a few major weaknesses.
1	Poor	Very few strengths and numerous major weaknesses.

Minor Weakness: An easily addressable weakness that does not substantially lessen impact.
Moderate Weakness: A weakness that lessens impact.
Major Weakness: A weakness that severely limits impact.

Rubrics.

- > How do the members of the jury panel interpret the scoring system for each application?

Each definition and associated score in the scoring system will have a specific interpretation when applied to each jury question and across the different grant categories. The matrix of these interpretations as compared to scores is captured in a set of rubrics. It will be the responsibility of the Commission to agree on an articulation of each interpretation, and all the members of the jury will need to be trained on these interpretations. That said, it is important to keep in mind that the decision on scores is a subjective one; a rubric of interpretations should be a guide by which the members of the jury can support their opinions.

Below are the rubrics for each applicable grant category:

General Operating Support Grants, page one.

<p>Capacity Building. How will this grant increase the capacity of your organization to a) meet goals in your strategic plan or other planning document b) increase your organization's sustainability, c) improve innovation, growth, or new community benefits?</p>			
<p>1-2: Poor to Marginal</p> <p>None, or only a few, strong strategies to improve capacity, sustainability, innovation, growth, or community benefits. Numerous or a few major weaknesses.</p>	<p>3-4: Fair to Satisfactory</p> <p>Some strong strategies to increase capacity, sustainability, innovation, growth, or community benefits. At least one major weakness or some moderate weaknesses.</p>	<p>5-6: Good to Very Good</p> <p>Many strengths to increase capacity, sustainability, innovation, growth, or community benefits. But, with at least one moderate weakness or numerous minor weaknesses.</p>	<p>7-8: Outstanding to Exceptional</p> <p>Very strong case for creating organizational capacity, and improvements to sustainability, innovation, growth, or community benefits. Few or no minor weaknesses.</p>
<p>Community Priorities. In what way will this grant funding increase your organization's ability to contribute to one or several of the Community Priorities described in the Community Cultural Plan?</p>			
<p>1-2: Poor to Marginal</p> <p>Does not or minimally addresses how strategies will contribute to the Community Priorities.</p>	<p>3-4: Fair to Satisfactory</p> <p>Few or some strategies on how the organization will address the Community Priorities.</p>	<p>5-6: Good to Very Good</p> <p>Strong strategies on how the organization will address the Community Priorities.</p>	<p>7-8: Outstanding to Exceptional</p> <p>Very strong or exceptional strategies on how the organization will address the Community Priorities.</p>
<p>Proposed Outcomes and Evaluation. Describe your evaluation strategy for understanding the success of this grant over time. Please include the goal(s), the measures by which you will understand progress towards those goals, and the strategy for collecting this data. Note: Funding recipients will be asked to include this evaluation as part of their annual reporting.</p>			
<p>1-2: Poor to Marginal</p> <p>Evaluation strategy for understanding program / project success is lacking; goals, measures and plans for data collection are not in place.</p>	<p>3-4: Fair to Satisfactory</p> <p>Provides only limited descriptions of evaluation strategies and goals with moderate weaknesses.</p>	<p>5-6: Good to Very Good</p> <p>Provides clear and thoughtful evaluation strategies and goals with a few moderate or minor weaknesses.</p>	<p>7-8: Outstanding to Exceptional</p> <p>Evaluation strategy is comprehensive. Contains detailed information on goals, benchmarks and data collection and how to measure success.</p>

General Operating Support Grants, page two.

Artistic Excellence.

Describe how your organization commits to high artistic standards. Include information on one or more of the following: a) professional artists are involved in leadership and the potential impact on artists and the artistic field (including direct payment); b) your curatorial approach or artistic mission is realized in your programming; c) your audiences, peers, or critics respond to your programming; and/or d) other ways by which you measure the quality of your art and the results of those measures.

1-2:
Poor to Marginal

Artistic excellence is not or is inadequately addressed; there are pervasive gaps in justifying artistic excellence.

3-4:
Fair to Satisfactory

Artistic excellence is addressed in only a few ways with only minor justifications and measures.

5-6:
Good to Very Good

Artist excellence is addressed in some or many ways; several significant justifications and measures are included.

7-8:
Outstanding to Exceptional

The project demonstrates very good or exceptional artistic excellence with strong measures.

Boulder Focus (Small/Medium GOS Only).

Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?

1

Not based in Boulder; programs only occasionally offered in Boulder.

2

Not based in Boulder; programs regularly offered in Boulder. Or, based in Boulder with very few programs offered in Boulder.

3

Not based in Boulder; programs primarily in Boulder; strong community ties. Or, based in Boulder with several programs in Boulder.

4

Based in Boulder; programs primarily offered in Boulder; strong ties to the community.

Community Project Grant, page one.

Community Priorities.

In what way will this project contribute to one or several of the Community Priorities described in the Community Cultural Plan? Does the project contribute to one Priority thoroughly? Or, does it address many? What specific benefits to the community are planned? How will success be measured?

1-2:

Poor to Marginal

Does not or minimally addresses how the project will contribute to one or several of the Community Priorities.

3-4:

Fair to Satisfactory

Few or some aspects of the project will address one or several of the Community Priorities.

5-6:

Good to Very Good

Several aspects of the project will significantly address one or several of the Community Priorities.

7-8:

Outstanding to Exceptional

The project will address one or several of the Community Priorities in very strong or exceptional ways.

Cultural Offerings.

In what way does your project fill a gap in the variety of cultural offerings in Boulder? What is exciting or new about your project?

1-2:

Poor to Marginal

Minimally fills a gap in the cultural offerings of Boulder with major weaknesses.

3-4:

Fair to Satisfactory

A few aspects of the project may fill gaps in cultural offerings with a few major or moderate weaknesses; only modest innovations are proposed.

5-6:

Good to Very Good

Some or many aspects of the project fill gaps in cultural offerings with moderate or minor weaknesses; some new or innovative programming.

7-8:

Outstanding to Exceptional

The project fills gaps in cultural offering in very good or exceptional ways with a few or no minor weaknesses; the project is new and innovative.

Full Access.

Describe how your project will address affordability, availability, accessibility, accommodation, and acceptability to diverse groups?

1-2:

Poor to Marginal

The project does not or minimally addresses issues of access with many major weaknesses.

3-4:

Fair to Satisfactory

The project addresses issues of access in a minor way with several major or moderate weaknesses.

5-6:

Good to Very Good

The project addresses issues of access in a moderate way with many or a few minor weaknesses.

7-8:

Outstanding to Exceptional

The project addresses issues of access in very good or exceptional ways with one or no minor weaknesses.

Proposed Outcomes and Evaluation Strategy.

Describe your evaluation strategy for this project and how you will collect data. Please also include your goals for this project and how the benefit to the community will be measured.

1-2:

Poor to Marginal

Evaluation strategy for understanding program / project success is lacking; goals, measures and plans for data collection are not in place.

3-4:

Fair to Satisfactory

Provides only limited descriptions of evaluation strategies and goals with moderate weaknesses.

5-6:

Good to Very Good

Provides clear and thoughtful evaluation strategies and goals with a few moderate or minor weaknesses.

7-8:

Outstanding to Exceptional

Evaluation strategy is comprehensive. Contains detailed information on goals, benchmarks and data collection and how to measure success.

Community Project Grant, page two.

Artistic Excellence.

Describe how your project commits to high artistic standards. Include information on how: a) professional artists are involved in leadership and the potential impact on artists and the artistic field (including direct payment); b) your curatorial approach or artistic mission is realized in the project; c) your audiences, peers, or critics respond to your programming; and/or d) other ways by which you measure the quality of your art and the results of those measures.

1-2:

Poor to Marginal

Artistic excellence is not or is inadequately addressed; there are pervasive gaps in justifying artistic excellence.

3-4:

Fair to Satisfactory

Artistic excellence is addressed in only a few ways with only minor justifications and measures.

5-6:

Good to Very Good

Artist excellence is addressed in some or many ways; several significant justifications and measures are included.

7-8:

Outstanding to Exceptional

The project demonstrates very good or exceptional artistic excellence with strong measures.

Boulder Focus.

Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?

1

Not based in Boulder; programs only occasionally offered in Boulder.

2

Not based in Boulder; programs regularly offered in Boulder. Or, based in Boulder with very few programs offered in Boulder.

3

Not based in Boulder; programs primarily in Boulder; strong community ties. Or, based in Boulder with several programs in Boulder.

4

Based in Boulder; programs primarily offered in Boulder; strong ties to the community.

Equity.

Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to a) applicants who have not yet received a grant in this cycle, and/or b) applicants whose organizational leadership or audience represent groups who are typically underserved by arts programming and funding models (i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories.

1

Received a grant this year; and/or offers no or few advancements for equity and diversity

2

Received a grant this year; and/or offers some advancement for equity and diversity

3

Did not receive a grant this year; and/or offers some advancement for equity. Or, did receive a grant but offers significant advancement for equity.

4

Did not receive a grant this year; and/or offers exemplary advancement for equity and diversity.

Arts Education Projects Grant, page one.

Benefit to Students.

In what ways will this project directly benefit the students and their growth as cultural participants or in the creative industries? What new skills or experiences will be offered?

1-2:
Poor to Marginal

Benefits to students in cultural participation or skill development are not or inadequately addressed with many major weaknesses.

3-4:
Fair to Satisfactory

The project will benefit students' cultural participation or skill development in only a few minor ways.

5-6:
Good to Very Good

Many significant benefits to cultural participation or skill development are proposed with a few minor weaknesses.

7-8:
Outstanding to Exceptional

Benefits to cultural participation or skill development are very good or exceptional with only a few or no minor weaknesses.

Complementing Curriculum and Offerings.

How does this project enhance, or fill a gap in, the generally available curriculum and offerings?

1-2:
Poor to Marginal

The project does not demonstrate any enhancements to curriculum.

3-4:
Fair to Satisfactory

Enhancements to curriculum or offerings are modest with many major or moderate weaknesses.

5-6:
Good to Very Good

There are clear enhancements to curriculum and offerings with only a few minor weaknesses.

7-8:
Outstanding to Exceptional

The project has very good or exceptional enhancements to curriculum and offerings with only a few or no minor weaknesses.

Proposed Outcomes and Evaluation Strategy.

How will the benefits to the students be measured?

1-2:
Poor to Marginal

The outcomes and evaluation strategy are not or inadequately addressed with many major weaknesses.

3-4:
Fair to Satisfactory

The outcomes and evaluation strategy are addressed in a few minor ways.

5-6:
Good to Very Good

The outcomes and evaluation strategy are addressed in a significant and positive way, with a few minor weaknesses.

7-8:
Outstanding to Exceptional

The project addresses outcomes and evaluation in a very good or excellent way with only a few or no minor weaknesses.

Artistic Excellence.

Describe how your project commits to high artistic standards. Include information on how: a) professional artists are involved in leadership and the potential impact on artists and the artistic field (including direct payment); b) your curatorial approach or artistic mission is realized in the project; c) your audiences, peers, or critics respond to your programming; and/or d) other ways by which you measure the quality of your art and the results of those measures.

1-2:
Poor to Marginal

Artistic excellence is not or is inadequately addressed; there are pervasive gaps in justifying artistic excellence.

3-4:
Fair to Satisfactory

Artistic excellence is addressed in only a few ways with only minor justifications and measures.

5-6:
Good to Very Good

Artist excellence is addressed in some or many ways; several significant justifications and measures are included.

7-8:
Outstanding to Exceptional

The project demonstrates very good or exceptional artistic excellence with strong measures.

Arts Education Projects Grant, page two.

Boulder Focus.

Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?

1

Not based in Boulder; programs only occasionally offered in Boulder.

2

Not based in Boulder; programs regularly offered in Boulder. Or, based in Boulder with very few programs offered in Boulder.

3

Not based in Boulder; programs primarily in Boulder; strong community ties. Or, based in Boulder with several programs in Boulder.

4

Based in Boulder; programs primarily offered in Boulder; strong ties to the community.

Equity.

Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to a) applicants who have not yet received a grant in this cycle, and/or b) applicants whose organizational leadership or audience represent groups who are typically underserved by arts programming and funding models (i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories.

1

Received a grant this year; and/or offers no or few advancements for equity and diversity

2

Received a grant this year; and/or offers some advancement for equity and diversity

3

Did not receive a grant this year; and/or offers some advancement for equity. Or, did receive a grant but offers significant advancement for equity.

4

Did not receive a grant this year; and/or offers exemplary advancement for equity and diversity.

Risk Capital Fund, page one.

Value of the Experiment.

Do the goals and desired outcomes promise to have real and positive impact on the organization, their audience, or the community?

1-2:
Poor to Marginal

Positive impact is not or is minimally apparent. There are major weaknesses in how the outcomes will be valuable to the organization.

3-4:
Fair to Satisfactory

Only a few aspects have potential for positive impact, with one major or a few moderate weaknesses.

5-6:
Good to Very Good

Many significant outcomes are proposed that are likely to have positive impacts with a few minor weaknesses.

7-8:
Outstanding to Exceptional

Potential for positive impacts on the organization are very good or exceptional with one minor or no weaknesses.

Organized and Strategic Approach.

Does the proposal have a realistic plan, capacities, resources, timeline, and budget? Does the organization have the capacity and organizational health to take on this experiment?

1-2:
Poor to Marginal

Has very few examples of organized strategy and planning, with major weaknesses.

3-4:
Fair to Satisfactory

Demonstrates some strengths in strategy and planning with one major or a few moderate weaknesses.

5-6:
Good to Very Good

Strong organization of strategy and planning with a few minor weaknesses.

7-8:
Outstanding to Exceptional

Exceptionally organized and thoughtful strategy and planning with one minor or no weaknesses.

Community Priorities.

Does the project described align with the stated community priorities for culture found in the Community Cultural Plan?

1-2:
Poor to Marginal

Does not or minimally addresses how the project will contribute to one or several of the Community Priorities.

3-4:
Fair to Satisfactory

Few or some aspects of the project will address one or several of the Community Priorities.

5-6:
Good to Very Good

Several aspects of the project will significantly address one or several of the Community Priorities.

7-8:
Outstanding to Exceptional

The project will address one or several of the Community Priorities in very strong or exceptional ways.

Evaluation.

Do the plans for data collection, measurement of success, and interpretation seem reasonable and accurate?

1-2:
Poor to Marginal

Evaluation strategy for understanding program / project success is lacking; goals, measures and plans for data collection are not in place.

3-4:
Fair to Satisfactory

Provides only limited descriptions of evaluation strategies and goals with moderate weaknesses.

5-6:
Good to Very Good

Provides clear and thoughtful evaluation strategies and goals with a few moderate or minor weaknesses.

7-8:
Outstanding to Exceptional

Evaluation strategy is comprehensive. Contains detailed information on goals, benchmarks and data collection and how to measure success.

Risk Capital Fund, page two.

Boulder Focus.

Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?

1

Not based in Boulder; programs only occasionally offered in Boulder.

2

Not based in Boulder; programs regularly offered in Boulder. Or, based in Boulder with very few programs offered in Boulder.

3

Not based in Boulder; programs primarily in Boulder; strong community ties. Or, based in Boulder with several programs in Boulder.

4

Based in Boulder; programs primarily offered in Boulder; strong ties to the community.

Equity.

Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to a) applicants who have not yet received a grant in this cycle, and/or b) applicants whose organizational leadership or audience represent groups who are typically underserved by arts programming and funding models (i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories.

1

Received a grant this year; and/or offers no or few advancements for equity and diversity

2

Received a grant this year; and/or offers some advancement for equity and diversity

3

Did not receive a grant this year; and/or offers some advancement for equity. Or, did receive a grant but offers significant advancement for equity.

4

Did not receive a grant this year; and/or offers exemplary advancement for equity and diversity.

Attachment Six

Liaison Reports

Boulder Opera (Mark Villarreal)

I have been communicating with Dianela Acosta, Director of Boulder Opera, the next board meeting for them will be in 2017. I attended their production of Bizet's Carmen at the bandshell. This performance was open to the public and had an educational component discussing Carmen and Bizet's other operas. The attending audience exceeded capacity and was extremely diverse. Young (children), old, young adults, couples, families, people that were already hanging out in the park, skateboarders, etc. A very healthy spectrum of Boulder citizens. How Boulder Opera marketed this event would be valuable to the office of arts and culture.

Boulder International Film Festival (Mark Villarreal)

I met with Robin Beeck, Executive Director and Kathy Beeck, Director. These two are as enthusiastic about BIFF as they were 16 years ago. They still remember their first grant (\$2000). We discussed the difficulties of receiving those initial grants. Both are very happy about a secure source of funding for the next three years and that this is operational funds. Robin and Kathy continue to use BIFF as a resource for the community and advocate for independent, obscure films that would go unseen without support from BIFF. I am invited to their next board meetings in 2017.