

**Boulder Arts Commission Agenda
November 18, 2015, 6:00 p.m.
Canyon Meeting Room, Boulder Public Library**

CALL TO ORDER

Approval of Agenda

REVIEW OF MINUTES

October 21, 2015

PUBLIC COMMENT AND COMMISSIONER RESPONSE

GRANT PROGRAM ACTION ITEMS

ARTS IN EDUCATION GRANTS FY15 R2

Colorado Film Society, Boulder International Film Festival Youth Pavilion 2016

GRANT FINAL REPORTS

BCAA: Michelle Ellsworth, FY15 Major Grant, Clytigation: State of Exception

Elisabeth Bowman/Jim Walker, FY15 R3 Spark Grant, Normal Heights

Colorado Shakespeare Festival, FY15 R1 Arts in Education Grant, Shakespeare and Violence Prevention

Parlando School, FY15 R1 Arts in Education Grant, BVSD Band/Choir Supplemental Music Instruction

MATTERS FROM COMMISSION MEMBERS

ACTION ITEM: Draft Letter to City Council (Richard)

ACTION ITEM: BAC Position on SCFD Reauthorization (Richard)

MATTERS FROM STAFF

FOR DISCUSSION: Manager's Update

FOR DISCUSSION: Community Cultural Plan Implementation

FOR DISCUSSION: 2016 Grants Program Rollout

UPCOMING MEETING (Agenda Building)

ADJOURNMENT

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

Date of Meeting Wednesday, October 21, 2015, at the Main Library

Contact Information Preparing Summary Greg Ravenwood, 303-441-4397

Commission Members Present Richard Turbiak, Tamil Maldonado, Ann Moss

Commission Members Absent Felicia Furman, Linda Haertling

Library Staff Present

David Farnan, Library & Arts Director
Matt Chasansky, Office of Arts and Culture Manager
Greg Ravenwood, BAC Cultural Grants Coordinator
Mary Fowler, Creative Sector Initiatives Coordinator

City Staff Present

Lesli Ellis, Comprehensive Planning Manager, PH+S
Caitlin Zacharias, Associate Planner, PH+S
Courtland Hyser, Senior Planner, PH+S
Devin Billingsly, Finance

Public Present Kathy Kucsan, Amanda Berg Wilson, Sarah La Fasto, Beth Smith, Alexis Cooley, Liberty Shellman

Type of Meeting Regular

Call to Order The meeting was called to order at 6:01 p.m.

Review of Minutes

Moss motioned to approve the September 16, 2015, meeting minutes; Maldonado seconded and the minutes were approved unanimously.

Public Participation

Kathy Kucsan spoke on the SCFD board of directors and asked the commissioners to endorse a letter to support the Scientific Cultural Facilities District tax reauthorization.

Sarah La Fasto with the CU student leadership program working with Boulder County Arts Alliance discussed her intention to study and listen to how the BAC works, and how it supports art and artists in the community.

Guest Presentations

Zacharias and Hyser reviewed the Update on the Boulder Valley Comprehensive Plan, providing a briefing on foundational work, community kick off of the work on the update to the plan, focus topics and next steps. They asked for feedback from the commissioners on specific topics relevant to the arts and policy direction as it was emerging from the Community Cultural Plan.

Moss encouraged community engagement on the BVCP in a meeting focused specifically on arts and culture, and noted the concern for work spaces and performing and display venues for the arts. Maldonado agreed and commented on the changing nature of the population and the work force, and queried how the comprehensive plan would include the growing population of Latino community members. She noted zoning issues which could be changed to allow for more affordable spaces for all members of the community, but especially artists. The commissioners encouraged pop-up meetings throughout the community and also with youth at schools to garner feedback on the plan and how the presence of the arts could be expanded in the community.

Billingsly provided documentation (attached) and gave a presentation on the 2016 Arts and Culture department budget of \$921,767 with 3.0 FTEs.

Grant Program Action Items

R2 Arts in Education Grant Proposals

The proposals for Boulder Ballet, Boulder High School, Boulder International Fringe Festival, Boulder Museum of Contemporary Art, Colorado Film Society, The Dairy Center for the Arts, EcoArts Connections and Diane Michel were reviewed and scored in advance of the meeting. Due to quorum issues and a conflict of interest with Moss on the Colorado Film Society, a decision on that proposal would need to be delayed until the November meeting.

Maldonado inquired if Moss and Turbiak were willing to consider altering their scores on the Fringe Festival proposal. Turbiak and Moss noted the proposal provided somewhat vague responses on significant issues, and voiced their concerns over some questions about marketing, leading to their lower scores on the proposal. Maldonado motioned to provide full funding for the applications that achieved the minimum threshold score of 3.0; Moss seconded and the motion passed unanimously funding Boulder Ballet, Boulder High School, Boulder Museum of Contemporary Art, Colorado Film Society, The Dairy Center for the Arts, EcoArts Connections and Diane Michel at \$3000 each.

Turbiak made a recommendation to provide the remaining funds requested by One Action in their Open Grant proposal reviewed at the September 16 meeting; he asked that \$1617 be taken from the Spark Grant remaining funds to make that happen. Moss made the motion; Maldonado seconded and the motion passed unanimously.

Grant Budget Reports

The final report for David Lorraine's FY14 R1 Arts in Education project, Martin Acres Community Mural, was reviewed. Moss motioned to approve; Maldonado seconded and the report was approved unanimously.

Matters from Commission Members

Turbiak introduced discussion on the endorsement letter to City Council from the Arts Commission of the Scientific and Cultural Facilities District (SCFD) reauthorization. Moss noted her concern that the decision was being made in advance of significant information that would be revealed at a meeting on the following day between the SCFD board and a group dissenting the model of distribution of funding. Turbiak agreed and noted his reticence to approve the letter with two commission members absent. All, including arts department staff, agreed that the re-authorization of the SCFD tax district was paramount, and that the distribution models were a lesser concern as they were fairly similar.

Turbiak introduced discussion on the endorsement letter to City Council from the Arts commission of the Community Cultural Plan. Moss noted her concern over some negativity in the letter and her worry that City Council would refrain from approving the plan if they felt the commission was not certain in its endorsement. Maldonado echoed similar concerns. Turbiak noted his strong feelings over inclusion of the issues the letter detailed. Chasansky offered to help shape the language to try to acknowledge both sets of ideas, noting that many of Turbiak's concerns were addressed in the plan without being solved, allowing for details and strategies to be mapped out over the years of the plan's lifespan. After some discussion the letter was re-written to the satisfaction of the three commissioners present. Farnan made a recommendation to include a request for secure funding and support in future budgets. It was agreed that Turbiak would send the revised letter to Chasansky for distribution and approval or feedback from the commissioners in the next week.

Turbiak asked for input from the commissioners on the annual letter to City Council for 2016 goals and priorities regarding arts and culture. The letter would be provided to council for their review and discussion at their upcoming retreat meeting.

Matters from Staff

Chasansky asked if there were questions on the Manager's Update memorandum and noted an award of two dates of free rental of Macky Auditorium to Boulder Ballet.

Chasansky began a review of the 2016 roster of grant categories. He presented two options and asked for feedback from the commissioners. The commissioners discussed the Operational grants for large and small to midsize organizations, the project Grants for community projects and arts education, the Strategic Funds for innovation funds and rental assistance and the Scholarships for professional development and gave feedback which Chasansky agreed to incorporate in the grant category schedule for 2016. Much of the grant applications were intended to be patterned after the Colorado Common Grant to allow for ease of transfer of information by applicants.

Adjournment

The meeting was adjourned at 9:58 p.m.

Date, Time, and Location of Next Meeting: The next Boulder Arts Commission meeting will be held at 6 p.m. on Wednesday, November 18, 2015, in the Canyon Meeting Room of the Main Library's north wing.

APPROVED BY:

ATTESTED:

Board Chair

Staff Secretary

Date

Date

2016 Arts and Culture Budget

\$921,767 Operating Budget

3.0 FTE

Evolution of the Arts and Culture Budget

Arts Department Budget
(in \$1,000s)

Use	2013 Adopted	% of Total	2014 Adopted	% of Total	2015 Adopted	% of Total	2016 Recommended	% of Total
Personnel	\$164,908	29.5%	\$161,932	31.2%	\$170,859	32.4%	\$261,385	28.4%
Non-Personnel	393,683	70.5%	356,716	68.8%	356,273	67.6%	660,382	71.6%
Total	\$558,591		\$518,648		\$527,132		\$921,767	

-7.2%

1.6%

74.9%

Notable Changes:

- 2013 to 2014: Reduction in Dairy Funding
- 2015 to 2016: First stage of implementation of Community Cultural Plan

2016 Budget Additions

1. Arts Program Specialist (ongoing) -	\$73,031
2. Marketing for Community Cultural Plan (one-time) -	50,000
3. Additional Arts/Culture Grants Funding (one-time) -	225,000
4. Museum of Boulder (Reallocated; ongoing) -	<u>23,609</u>

Total	\$371,640
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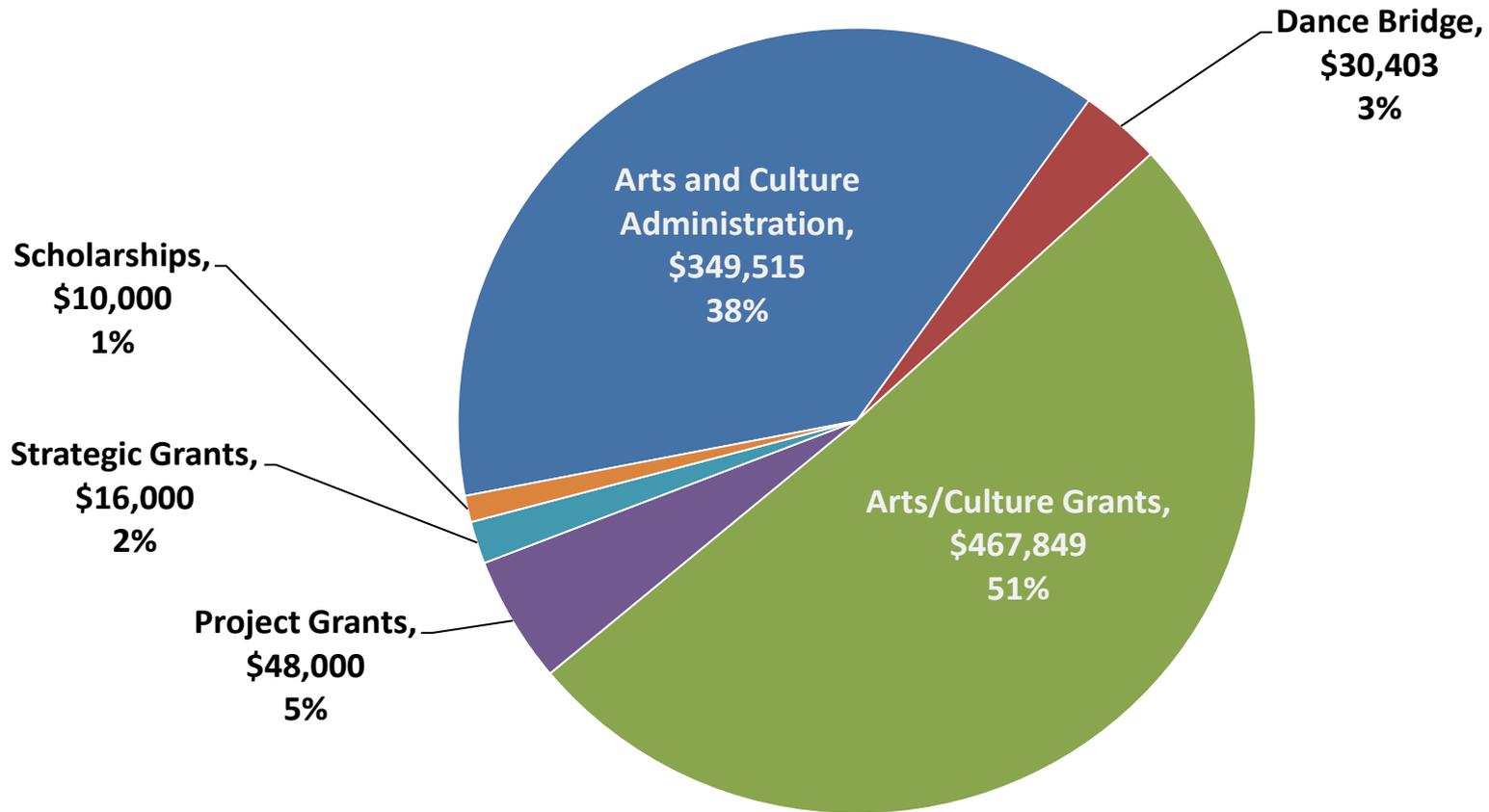
2016 Arts and Culture Budget

2016 Arts and Culture Operating Budget					
Program	Personnel Expense	Non-Personnel Exp.	Total Budget	% of Total	
Arts and Culture Administration	\$ 233,983	\$ 115,532	\$ 349,515	38%	
Dance Bridge	27,403	3,000	30,403	3%	
Operational Grants		467,849	467,849	51%	
Project Grants		48,000	48,000	5%	
Strategic Grants		16,000	16,000	2%	
Scholarships		10,000	10,000	<1%	
Total	\$ 261,386	\$ 660,381	\$ 921,767	100%	

DRAFT Grant Categories	Budget
Operational	
--Large Organizations	\$ 367,849
--Mid/Small Organizations	100,000
Project	
--Community Projects	30,000
--Arts Education	18,000
Strategic Funds	
--Innovation Fund	10,000
--Rental Assistance	6,000
Scholarships	
--Professional Development	10,000
Total	\$ 541,849

2016 Allocated	Budget
BMOCA	\$ 46,392
Dairy Center	21,848
Museum of Boulder	23,609
Total	\$ 91,849

2016 Arts and Culture Budget



Public Art

- \$600,000 approved with 0.30% Community, Culture and Safety Tax (“2A”) in November 2014
 - Not included in annual budget; Appropriated separately in adjustment to base process
 - \$410,000 appropriated in 2015; \$190,000 in 2016

Project(s)	Budget
Civic Area	\$ 280,000
University Hill	70,000
Boulder Junction Garage East Face	50,000
North Boulder	70,000
Temporary Neighborhood Series	70,000
Maintenance	60,000
Total	\$ 600,000

Additional Budget Resources

2016 Recommended Budget

- Budget Document:

https://wwwstatic.bouldercolorado.gov/docs/2016_Recommended_Budget_v3-1-201509171550.pdf

September 8th Study Session

- Study Session Memo:

<https://documents.bouldercolorado.gov/weblink8/0/doc/130300/Electronic.aspx>

October 6th First Reading

- First Reading Memo:

<https://documents.bouldercolorado.gov/weblink8/0/doc/130542/Electronic.aspx>

October 20th Second Reading

- Second Reading Memo:

Pending...

TO: Members of the Boulder Arts Commission
FROM: Matt Chasansky, City of Boulder Office of Arts & Cultural Services
DATE: November 13, 2015
SUBJECT: Boulder Arts Commission Manager's Update

1. Notes on the Agenda for September 16, 2015:

- Draft Letter to City Council

Attached, please find the draft annual letter to City Council. Thanks to Richard for putting this together. Also, to best inform your discussion during the meeting, attached is the memo from the City Clerk which lists the questions that Council wishes to be addressed in the letter.

- 2016 Grant Program Rollout

Attached, please find the final guidelines, application documents, and calendar for the 2016 Cultural Grants Program. Staff has been working to make sure these answer to the suggestions you have provided over the course of the last three meetings. In addition to a presentation about the application process, during the November meeting we will also finish a discussion about the jury process and next steps.

2. Final Community Cultural Plan Endorsement

For our records, attached is the final letter of endorsement of the Community Cultural Plan written by Richard on behalf of the Boulder Arts Commission.

3. Update on the Council Review of the Community Cultural Plan

As of the drafting of this memo, the final draft of the Community Cultural Plan is scheduled to be reviewed by City Council in a public hearing at their November 17, 2015 meeting. I want to thank each of the commissioners, as well as former commissioner Anna Salim, for the consultation and advice you have provided to this 18 month process. In your role as representatives of Council and a strong voice of the community, your participation has been so very valuable. On behalf of Library & Arts Department Director David Farnan, as well as the Office of Arts + Culture staff, we thank you very much.

By the time of the November meeting of the Boulder Arts Commission, Council will have finished their review. The final document that will be the subject of that review will be posted at the following website: <https://bouldercolorado.gov/city-council>.

4. Update on the Civic Area Project

City Council approved the Phase I Park Plan for the Civic Area in their meeting on November 10, 2015. The full documents can be found page 147 of Council's information packet: https://www-static.bouldercolorado.gov/docs/20151110_Agenda_Packet_Final-1-201511051633.pdf.

With this approval, the Civic Area Team begins planning for construction, which is expected to take place from the second quarter of 2016 to the second quarter of 2017. Pertinent to discussions of the Boulder Arts Commission, there will be several documents that will be produced to inform the cultural strategy for this first phase, including a Civic Area Public Art Implementation Plan and a cultural programming strategy. Staff expects to bring drafts of these documents to the commissioners at their January meeting.



City of Boulder, Colorado
Boulder Arts Commission
1001 Arapahoe Avenue
Boulder, Colorado 80302
www.boulderarts.org

DATE: December 16, 2015
TO: Members, Boulder City Council
CC: City Manager, Jane Brautigam
SUBJECT: Boulder Arts Commission Priorities to Inform the 2016 City Council Work Plan

Dear Mayor [??] and Members of the Boulder City Council:

The Boulder Arts Commission (BAC) appreciates the opportunity to give input and feedback related to the 2016 City Council Work Plan, which are provided within the parameters of the recently adopted Community Cultural Plan (CCP).

For the first time in many years the new CCP clearly connects to the City's Sustainability Framework. No longer will the City narrowly view its support of arts and culture to how well artists and cultural organizations and their projects are taken care of. Instead the City takes the broader view of how well the larger community is enhanced through a healthy and sustainable cultural and creative arts environment. This now enables the City through the CCP to align its community-based strategies and goals with Council work plans as they're developed, implemented, and evaluated.

The BAC encourages Council's inclusion in its 2016 Work Plan the implementation and strong support of the strategies and goals, and requested funding and staffing, identified as the first phase of the CCP.

The BAC acknowledges we are not staff. As a result of a past lack of the necessary staffing to direct and manage the City's Arts + Culture portfolio, the BAC often attempted to assume leadership roles that at times may have caused confusion in implementing the spirit of an earlier cultural master plan long past its due date. **We look forward to operating anew as an advisory and decision-making body advocating on behalf of the full community** in our roles as clarified by the CCP:

- serving in a jury capacity for the awarding of cultural grants,
- serving as an approval body for the selection process of the public art program,
- serving in an advisory capacity for the execution of the Community Cultural Plan,
- serving on several non-governmental boards or committees related to the execution of the Community Cultural Plan, and
- serving as ambassadors to the community.

But we also acknowledge that we are appointed by Council. We are not cheerleaders for staff. We are not cheerleaders for the arts community. You have appointed us as your eyes and ears, and to utilize our skills and talents, our experience and enthusiasm, to the best benefit of the community. We look forward in continuing to support Council in that capacity.



LIBRARY & ARTS DEPARTMENT
BOULDER ARTS COMMISSION
CREATIVE SECTOR – ARTS RESOURCE – DANCE BRIDGE
CULTURAL PROGRAMS – CONCERT SERIES – CINEMA PROGRAM
PUBLIC ART

The BAC asks Council to be fully engaged as a partner in the implementation and evaluation of the CCP as it unfolds. We know each of you supports the creative and cultural arts for what they bring to the Boulder community. That support is filtered through each of your perspectives and experiences. But the CCP adds an additional responsibility beyond vocal support for a “decade for the arts” or a “1% for the arts,” etc. The CCP requires a new level of specificity and accountability for what that means, and what outcomes the CCP seeks to achieve for the community and how they connect back to the City’s Sustainability Framework.

The Boulder Arts Commission thanks the Council for its continued trust in our work and strong support of the community through the creative and cultural arts in Boulder. We look forward to being a strong partner in turning Council’s vision into reality in anyway the BAC can.

Respectfully,



A. Richard Turbiak
Chair, Boulder Arts Commission

Felicia Furman, Linda Haertling, Tamil Maldonado, and Ann Moss
Boulder Arts Commissioners

Dear Board and Commission Members,

In preparation for the annual retreat on January 22 and 23, 2016, Council invites each board and commission to provide feedback to the following questions. Your responses should reflect the consensus of your board or commission, rather than individual views. Please submit your replies to Lynnette Beck at beckl@bouldercolorado.gov no later than Monday, December 21, 2015.

1. What are your top priorities within the framework of the council work plan adopted at the last city council retreat?
2. What would you like to see done that would further advance the council goals?
3. How can your board or commission specifically help reach the council goals?
4. Are there city policies that need to be addressed that would enable your board or commission to function at a higher level?
5. Are there other items that council should address in the coming year?
6. Are there other priorities outside of the council goals that your board or commission would like to address in the coming year?

Thank you for providing this important information for Council's consideration.

Best regards,

Lynnette

Lynnette Beck, Boulder City Clerk (Incoming)
1777 Broadway - Boulder, Colorado 80302
BeckL@bouldercolorado.gov





User Details : Mary Fowler (Boulder Arts Resource)
Grant Name : Operational Grant (Large) FY16 > Application - Operational (Large) FY 16
Cycle Attempt : 1

[My Forms](#) > [Application - Operational \(Large\) FY 16](#) > Operational Grant Large FY16 [[Table of Contents](#)]

Operational Grant (Large) Information

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 the 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]

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: \$280,000
Awards: 4 @ \$50,000* 4 @ \$20,000
Cycle: Triennially

* Note: During the first transitional cycle The Dairy and BMOCA have been grandfathered into the process and will be reviewed using

Details

- Cultural organizations with annual revenues greater than \$200,000 (according to the latest 990 tax documents made available on the [IRS website](#)) will be invited to apply.
- Once an applicant is approved to receive an Operational Grant, the approval would be valid for three 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, January 6, 2016

January 7 – 13 Staff review of grant applications

January 14 – 20 Grant revisions by applicants (if necessary)

January 21 – February 4 Online review/scoring by Commissioners (reasons for scoring)

February 5 – Grant scoring released on the arts department website

February 5 – 17 Applicants have time to prepare 3 minute presentation/case for their grant/answer questions

February 17 – BAC meeting with final decision on grant awards

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 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 or formal IRS documentation indicating a pending application. See [samples](#) of these types of documents.
- Balanced Budget.** The organization must have a balanced budget in the most recently completed fiscal year and no negative fund balance.

REVIEW PROCESS

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

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

□ **Evaluation Criteria.**

- **Capacity Building**
- **Community Priorities**
- **Evaluation Strategy**

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 in the project. This includes, but is not limited to, such things as compliance with grant project 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 Boulder Arts Commission project and the date a grant budget report will be submitted.

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

□ **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.

REQUIRED REPORTING ON FUNDING PROJECTS

□ **Time Frame for Reporting.** The grant budget report is due one month after the project is completed. 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 the Arts & Prosperity V Study or other research projects.

□ **Method.** Reporting is done through the online system that the BAC uses at bac.culturegrants.org.

□ **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





User Details : Mary Fowler (Boulder Arts Resource)
Grant Name : Operational Grant (Large) FY16 > Application - Operational (Large) FY 16
Cycle Attempt : 1

[My Forms](#) > [Application - Operational \(Large\) FY 16](#) > Operational Grant Large FY16 [[Table of Contents](#)]

Applicant Information

Discipline *

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

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

Organization/Business
Only non-profit organizations with 501(c)3 status
are eligible. *

Applicant Mailing Address (1) *

Applicant Mailing Address (2)

City *

State *

Zip Code *

Phone *

Website Address

Applicant Contact Name

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

Email *

Phone No. *

Grant Writer Name

(if different from above)

Phone

Email

Name of CEO or Executive Director

(if different from above)

Phone

Email

Organization Information

Date Established *



Mission Statement *

Geographic Area Served *

50 characters remain

Tax Status

Select

*

Number of Part Time Employees *





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Organization Narrative & Jury Evaluation

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 (20,000 character limit) *

20,000 characters remain

2. Jury Evaluation

Please answer each question in the text fields provided.

strategic plan or master plan? In what way will this grant increase your organization's sustainability and resiliency? What innovations, growth, or new community benefits will be made possible by this award?

Capacity Building (3000 character limit) *

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) *

3000 characters remain

Please answer each question in the text fields provided.

- **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.

Evaluation (3000 character limit) *





User Details : Mary Fowler (Boulder Arts Resource)
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Attachments

The following attachments follow the Colorado Common Grant Application; feel free to include your organization's standard documents for this section. Please title the attachments according to the bolded headings listed below.

- **Budgets.** Please provide the budgets for the current and upcoming fiscal years.
- **Major Contributors.** For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors.
- **In-kind Contributions.** Summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year.
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 - Position(s) on the board (officer and committee positions)
 - Occupation and name of employer and/or affiliation(s)
 - City or county of residence
 - Term end date for each board member
- **Proof of IRS Federal Tax-exempt Status.** Also called a Letter of Determination. This letter must be dated within the last five years.
- **Anti-discrimination Statement.**
- **Staff List.** Include only key staff with their qualifications and length of service with the organization. Do not include job descriptions or resumes.
- **Annual Report or Strategic Plan.** (Optional)
- **Evaluation Results.** (Optional) Provide the organization's most recent evaluation results or findings.

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

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

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

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

Folder is Empty.

Folder Name: Operational Grant Large FY16-Application - Operational Large FY 16

Folder Size: 0.00 MB

User Storage: 0MB out of 500MB Used, 500MB 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	

Attachments Checklist

Budgets Please provide the budgets for the current and upcoming fiscal years. *

Attached

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Attached

Annual Report or Strategic Plan (Optional)

Attached

Evaluation Results (Optional)

Attached



User Details : Mary Fowler (Boulder Arts Resource)
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Signature & Submission

Submission and Signature

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

I certify

First Name *

Last Name *

Date of Submission *



TO COMPLETE AND SUBMIT YOUR APPLICATION

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





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Operational Grant (Small/Mid-size) Information

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 be the 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](#).

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: \$100,000
Awards: 10 @ \$10,000 each
Cycle: Triennially

Details

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 three 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, February 10, 2016

February 11 – 18 Staff review of grant applications

February 19 – February 23 Grant revisions by applicants (if necessary)

February 24 – March 8 Online review/scoring by Commissioners (reasons for scoring)

March 9 – Grant scoring released on the arts department website

March 9 – 16 Applicants have time to prepare 3 minute presentation/case for their grant/answer questions

March 16 – BAC meeting with final decision on grant awards

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.
- Balanced Budget.** The organization must have a balanced budget in the most recently completed fiscal year and no negative fund balance.
- Consistent Management.** The organization must have consistent management with no planned or expected changes to leadership during the term of the funding.

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:

1. The organization has community-oriented mission and goals, services, and programming.

3. The organization has oversight from a board, advisory committee, or other stewardship group. That group must include community representation.

In lieu of Non Profit Verification, the applicant must provide 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.

REVIEW PROCESS

- **Deliberation.** Grant proposals are reviewed at the next Boulder Arts Commission (BAC) meeting after the application deadline and funding decisions are announced at the meeting.
- **Evaluation of Applications.** Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.
- **Evaluation Criteria.**
 - **Capacity Building**
 - **Community Priorities**
 - **Boulder Focus**
 - **Evaluation Strategy**
 - **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.

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 in the project. This includes, but is not limited to, such things as compliance with grant project 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

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

REQUIRED REPORTING ON FUNDING PROJECTS

- **Time Frame for Reporting.** The grant budget report is due one month after the project is completed. 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 the Arts & Prosperity V Study or other research projects.
- **Method.** Reporting is done through the online system that the BAC uses at bac.culturegrants.org.
- **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.

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





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Applicant Information

Discipline *

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

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

Organization/Business

*

Applicant Mailing Address *

City *

State *

Zip Code *

Website Address

Employee Identification Number *

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

Email *

Phone No. *

Grant Writer Name

(if different from above)

Phone

Email

Name of CEO or Executive Director

(if different from above)

Phone

Email

Organization Information

Date Established *



Mission Statement *

Geographic Area Served *

50 characters remain

Tax Status *

Select

Organizational Affiliations (For Individual Applicants Only)

50 characters remain

Number of Full Time Employees *

Number of Part Time Employees *





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Organization Narrative & Jury Evaluation

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.

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 (20,000 character limit) *

20,000 characters remain

Please answer each question in the text fields provided.

- **Capacity Building.** How will this grant increase the capacity of your organization to meet goals in your strategic plan or master plan? In what way will this grant increase your organization's sustainability and resiliency? What innovations, growth, or new community benefits will be made possible by this award?
- **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](#)
- **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?
- **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.

Capacity Building (3000 character limit) *

3000 characters remain

Community Priorities (3000 character limit) *

3000 characters remain

Boulder Focus (3000 character limit) *

3000 characters remain

Evaluation (3000 character limit) *

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- **Anti-discrimination Statement.**
- **Staff List.** Include only key staff with their qualifications and length of service with the organization. Do not include job descriptions or resumes.
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- **Evaluation Results.** (Optional) Provide the organization's most recent evaluation results or findings.
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Instructions

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Audios	0	50	50 MB	

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Budgets Please provide the most current 990 tax information for your organization. If possible, also include the budget for the current and upcoming fiscal years. *
Attached

Major Contributors For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors. *
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Attached

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Attached

Evaluation Results (Optional)

Attached

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Attached



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Signature & Submission

Submission and Signature

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I certify

First Name *

Last Name *

Date of Submission *



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City of Boulder, Colorado
Boulder Arts Commission
1001 Arapahoe Avenue
Boulder, Colorado 80302
www.boulderarts.org

October 21, 2015

Boulder City Council
1777 Broadway
Boulder, CO 80302

Dear Members of the Boulder City Council,

The Boulder Arts Commission (“BAC”) endorses the 2016 Boulder Community Cultural Plan (“CCP”). We ask members of the Boulder City Council to approve its adoption and move to implementation.

The CCP offers the Boulder community’s vision for arts, culture, and the creative industries through 2024. The vision and strategies of the CCP were developed over many community-specific conversations with a high level of transparency and feedback. The CCP is presented not just from the perspective of the arts community but from members of the full community – residents and visitors – who strongly acknowledge the importance of the cultural and creative arts in their lives.

The CCP has been long overdue and comes 11 years after our last cultural master plan. Within that time much has evolved. We have seen theories on increasing cultural participation turn into successful practices through the advocacy and support of national organizations such as the National Endowment for the Arts and the Wallace Foundation. We have seen Colorado Council on the Arts turn into Colorado Creative Industries and combine the cultural arts and creative industries together to create the state’s fifth largest industry sector. We have also seen smaller regional organizations such as Boulder County Arts Alliance work with artists and cultural arts organizations turning these ideas into initiatives that prove their relevancy in their audiences’ lives.

But the city’s leadership in this movement has been lacking. Long-term vacancies in the city’s cultural arts leadership roles have resulted in the BAC and staff administering and maintaining an arts environment frozen in time over the past 11 years – focusing on short-term projects and programs rather than the long-term sustainability of cultural arts organizations and artists. During this holding pattern there is very little the city can point to where we can say we had a clear, substantial impact on the Boulder community.

But the CCP will change that. Matthew Chasansky and David Farnan have done a masterful job in capturing the spirit of the Boulder community. Through their leadership they are fostering a big dream. Through the CCP they have distilled conversations into city-wide strategies that will guide implementation, establishing best practices and moving beyond to innovations that will not only benefit the Boulder community but serve as highly successful models to other municipalities and organizations. Initiatives that will assure that Boulder is known for being more than an “arts enclave” but a dynamic international cultural and creative arts center.



LIBRARY & ARTS DEPARTMENT
BOULDER ARTS COMMISSION
CREATIVE SECTOR – ARTS RESOURCE – DANCE BRIDGE
CULTURAL PROGRAMS – CONCERT SERIES – CINEMA PROGRAM
PUBLIC ART

The BAC recognizes the CCP as a well-developed, comprehensive, and immense document with many moving parts, working in different ways, synchronizing as one major initiative. It represents the hard work of staff over the past year in re-establishing the city as a supportive leader in the cultural and creative arts. We trust that staff will incorporate into the CCP's first year an effective work plan with targeted benchmarks to implement the full range of strategies and determine what their success will actually look like.

The BAC encourages members of the Boulder City Council to adopt the 2016 Boulder Community Cultural Plan. And in its adoption we also strongly call on Council to provide the Office of Arts + Culture the additional funding and staffing necessary to ensure the sustainable and successful realization of the CCP.

Thank you...

A handwritten signature in black ink that reads "A. Richard Turbiak". The signature is written in a cursive, flowing style.

A. Richard Turbiak
Chair
Boulder Arts Commission
(720) 626-9928
the-art-studio@earthlink.net