

Colorado Council on the Arts
Colorado Creates
2010-2011 Guidelines

This document contains program guidelines only. To apply for a grant, go to www.coloarts.org and click on the *Colorado Creates* grant opportunity. **Applications must be submitted online by 11:59 p.m. on Monday, April 5, 2010.**

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ABOUT CCA

Colorado is a magnet for creative enterprises and creative workers. Indeed, with almost 8,000 businesses and 186,000 jobs, the creative sector comprises the state's 5th largest employment cluster. The Colorado Council on the Arts (CCA), a division of the Colorado Office of Economic Development and International Trade, is charged with promoting the cultural, educational and economic growth of Colorado through development of its arts and cultural heritage. The agency combines state funds with federal funds from the National Endowment for the Arts, and offers grants and professional services that help to ensure that this critical sector of our economy thrives.

Our Mission

The mission of the Colorado Council on the Arts is to promote the cultural, educational and economic growth of Colorado through development of its arts and cultural heritage.

Our Goals

- Make the arts more accessible to all Coloradans.
- Expand access to quality arts education for young people.
- Participate in local and regional economic development.

- Preserve and promote our cultural heritage.
- Assist and encourage artists and art organizations.
- Strengthen the financial stability of the arts industry.
- Recognize diversity and inclusiveness.
- Encourage artistic excellence and support freedom of artistic expression.

ABOUT *COLORADO CREATES*

Colorado Creates is the Colorado Council on the Arts' new grant program. It replaces *Grants to Artists and Organizations*. Input gathered through surveys, a listening tour, and other means indicates that CCA's constituents think that the most important ways the agency can stimulate creativity and support arts and cultural activities statewide are:

- Access to grants that leverage other funds and provide a seal of excellence
- Support for existing arts and cultural events and venues and arts education activities
- Support in as many communities as possible
- A more streamlined and standardized grant application
- Access to general operating support

Colorado Creates is CCA's response to these findings. The program is designed to help promote cultural, educational and economic growth through statewide investment in creative activities and organizations while also addressing the reality of limited state dollars. Through *Colorado Creates*, the CCA partners with individuals, arts organizations, community groups, municipal, county and state agencies to help achieve our mission and goals. *Colorado Creates* awards are awarded annually on a competitive basis. Proposals are reviewed by panels based on three review criteria:

- Artistic excellence and merit of proposed activities
- Community involvement and benefit from proposed activities
- Implementation capacity, such as effective planning, management, and budgeting of the project

NEW THIS YEAR

There are several significant differences between *Colorado Creates* and the former *Grants to Artists and Organizations*:

- CCA-defined project categories have been eliminated.
- Applicants may request funding for projects or for general operating support.
- Applicants will use a customized version of the Colorado Common Grant Application form.
- Artistic work samples must be submitted on a single CD or DVD and additional printed support materials must be provided in a 1" binder.

- Awards will be based on the size of applicant’s cash operating income in its most recently completed fiscal year. All applicants in the same budget range, who are recommended for funding, will receive the same dollar amount.
- Applicants must “sit out” one year if they have received funding through our major grants program for three consecutive years. There are no restrictions for the April 5, 2010 deadline. The first year of "sitting out" will begin with the April 2011 deadline.
- Individual artists may only apply through an organizational fiscal agent. The fiscal agent may submit only a single application.
- Indirect Costs are not allowed in budgets from colleges and universities, although the administrative costs directly associated with the proposed program are allowable.
- An additional review of artistic work samples by discipline specialists has been added.
- Applicants must have a minimum project or organizational budget of \$10,000 to apply for a *Colorado Creates* grant

DEADLINE AND TIMELINE

- Only online applications will be accepted. You must hit the “submit” button by **11:59 p.m. on Monday, April 5, 2010**. Your artistic work sample disk and binder of support materials must be postmarked by Tuesday, April 6, 2010 or hand-delivered to the CCA office by 5:00 p.m. on that date.
- The funding period is **July 1, 2010 to June 30, 2011**. Funded activities may begin any time after July 1, 2010.

April 5, 2010	Online Application Submit Deadline
April 6, 2010	Artist work sample disk and support material binder Postmark Deadline
Late May, 2010	Review panels meet to evaluate applications
June 2010	CCA reviews panel recommendations; funding decisions announced
July 1, 2010	Projects may begin
July 31, 2011	Final report due

STAFF CONTACTS

Applicants seeking assistance are advised to contact CCA counselors well in advance of the application deadline. Prior to contacting a grant counselor, applicants should read the guidelines thoroughly, and are strongly encouraged to review all available Application Tools on the CCA website www.colorarts.org. One of these tools is a 20-minute narrated slide show prepared by the staff and counselors to assist you in the application process.

Colorado Council on the Arts

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Area of Expertise

Arts Education and
programs for Children and
Youth

Arts Organizations and
Community Development

Cultural Heritage

Using the Online
Application System

APPLICANT ELIGIBILITY CRITERIA

Grant applicants for *Colorado Creates* must be Colorado nonprofit organizations or government agencies. Applicants must have been providing public programs in Colorado for at least three years by the application deadline.

Colorado-based nonprofit applicants must be tax-exempt 501(c) (3) by the application deadline; (churches, sectarian societies, sectarian purposes are excluded from eligibility by Article 9, Section 7 of the Colorado Constitution). If awarded a grant, a nonprofit organization will be required to prove it is in good standing with the Colorado Secretary of State's office, including being current in annual corporate reports and charitable solicitation registration, as well as CCA reporting.

Individual artists may only apply through an organizational fiscal agent. The fiscal agent may submit only a single application.

P-12 schools and school districts are not eligible. They must apply in the Success Through Art (StART) Schools grant program. See www.coloarts.org for StART Schools grant guidelines.

FUNDING RESTRICTIONS

Colorado Creates grants, if awarded, may not be used for:

- Capital improvements, new construction, renovation or restoration
- Purchase of major equipment
- Debt and deficit reduction
- Out of state activities –not serving Colorado communities
- Social activities, entertainment costs, receptions, that are not directly associated with a cultural event

- Commercial (for-profit) enterprises or activities, although applicants are encouraged to involve appropriate businesses in the planning of their project
- Professional training or scholarships in degree-granting institutions or work toward academic degrees
- Research that is directed primarily to academic purposes or scholarly projects
- Fundraisers, benefits or prize money unrelated to the organization’s mission
- Art teacher positions in pre-K-16 schools

NUMBER OF APPLICATIONS ACCEPTED

No organization may be the lead applicant on more than **one** application. Government agencies, colleges, and universities are limited to one application per department. Also, in an effort to ensure that CCA funds are broadly distributed, the lead applicant may not be a recipient of another CCA grant such as Colorado Masterpieces, YouthReach or Small Step Awards during the same grant year.

GRANT AMOUNTS

Grant amounts will be based on the size of the applicant’s cash operating income. For applicants whose primary mission is not directly related to arts or cultural heritage--such as social service agencies, municipalities, colleges or universities--the grant will be based on the applicant’s cash income that pertains directly to arts and cultural heritage activities. These entities should consult with staff prior to determining the appropriate grant request level.

Applicants must have a minimum project or organizational operating budget of \$10,000 to apply for a *Colorado Creates* grant. Organizations with smaller projects or budgets should contact CCA staff for other support options.

If your cash operating income in your most recently completed fiscal year was:	You will request:
\$1 million or more	\$10,000
\$500,000-999,999	\$8,500
\$250,000-499,999	\$7,500
\$100,000-249,999	\$6,500
\$10,000-99,999	\$4,000

If you are recommended for funding, you will be asked to provide a financial statement, signed by your board president, verifying your cash operating income. All funded applicants in the same budget range will be awarded the same amount.

REVIEW CRITERIA & PROCEDURES

The following criteria and weights are used by reviewers to evaluate and rank proposals:

- **Artistic excellence and merit** of proposed activities (40%)
- **Community involvement and benefit** of your project or your organization (30%)

- **Implementation capacity** such as effective planning, management, and budgeting of the organization and the project (30%)

The review process incorporates specialists in your artistic discipline who review and score your work sample disk and panelists who are convened in person to discuss, score and rank your complete application. The panel meetings are open to the public. Check the CCA website (www.colorarts.org) for a list of panel meeting dates and times.

APPEAL PROCESS

Applicants may appeal the Council's decision concerning a grant application. However, dissatisfaction with the denial or amount of an award is not sufficient reason for an appeal. Grounds for appeal are evidence that:

- The stated review process was not followed, or
- The Council's Conflict of Interest policy was violated.

A written appeal, describing the grounds for appeal and a desired remedy, must be sent to the Chair of the Colorado Council on the Arts **no later than three (3) weeks** from the date of the CCA's written notification of denial. The Council will reconsider its decision at its next regularly scheduled meeting after receipt of the written appeal.

GRANTEE REPORTING REQUIREMENTS AND GRANT CANCELLATIONS

Grant recipients will be required to submit a final report regarding the extent to which they met their organizational and project goals and the community impact of the funded activities. Also, final reports will include 1) a financial report for the funded activity, clearly showing how CCA funds were used and explaining significant differences between projected budget and actual figures; 2) numbers of people and communities served; 3) numbers of artists engaged. **Grant recipients who do not submit final reports are ineligible for further CCA funding.**

The CCA has the right to withhold, reduce or cancel grants if an applicant does any of the following:

- Misses deadlines for grant reports.
- Does not notify the CCA of changes in project collaborators or other significant management changes or changes in the project.
- Fails to comply with the terms of the grant contract.
- Demonstrates inadequate financial management and oversight.
- Does not properly credit CCA support.

OTHER CONDITIONS OF FUNDING

As a condition of the grant contract, the Colorado Council on the Arts requires the recipient of public funds to provide assurances of compliance with all state and federal laws and regulations pertaining to the following:

- **Fair Labor Standards** – including minimum wage and working conditions.

- **Nondiscrimination** – including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, age or marital status.
- **Audit** – All applications accepted for funding become official records of the State of Colorado and are subject to an audit. CCA requires open access to accounting records for funds expended under the terms of contract award for the purpose of audit examination, reference or transcription.
- **Drug-Free Work Place** – compliance to the extent applicable with the Drug-Free Work Place Act of 1988.
- **Fair Language** – In compliance with Title VI of the Civil Rights Act of 1964, grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to programs, activities and services.
- **Access for People With Disabilities**– Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against persons with disabilities. Artists and Organizations receiving funding must ensure that facilities used for public presentations will be accessible to people with disabilities. Questions about the Americans with Disabilities Act may be directed to VSA arts of Colorado at 303-777-0797.
- **Credit/Acknowledgment** – Grantee agrees that a CCA logo will be included in all announcements and promotional materials and efforts will be made to publicly credit CCA support in any public events related to the funding program and activities.

APPLICATION SUBMISSION

Only online applications from the CCA online application site will be accepted. To apply for a grant, go to www.coloarts.org and click on the *Colorado Creates* grant opportunity. You will be required to complete several online forms, including narrative questions and budgets. We suggest you verify that your application is complete and that your narrative does not exceed specified character count limits by printing and reviewing a PDF of your application prior to submitting it. Applications must be submitted online by **11:59 p.m. on Monday, April 5, 2010**. Your artistic work sample disk and support material binder must be hand-delivered by 5:00 p.m. or postmarked by US Postal Service or other mailing service with a postmark of **Tuesday, April 6, 2010**. Do not send a hard paper copy of your application, however, **you are required to submit a copy of the Support Material Inventory List in your Support Material Binder**.

After you have hit the Submit key for the online application, print a hard-paper copy of your application for your records. You will immediately receive an email confirmation that your online application was received. Applications and support materials must be complete upon submission. Late applications or applications that have not been confirmed by CCA through e-mail are ineligible. Faxed, e-mailed or hard copy applications will not be accepted.

All Support Materials may be mailed or hand-delivered to the CCA, Monday-Friday, 9 a.m.-5 p.m. **at the following address:**

Colorado Creates

Colorado Council on the Arts

1625 Broadway, Suite 2700

Denver, CO 80202

Approximately three weeks after the application deadline, the CCA will confirm your eligibility via email.

SELECTING AND SUBMITTING SUPPORT MATERIALS

All applicants ***are required*** to submit support materials as described below. These materials expand upon what you have told us in your narrative. They will not be returned to you.

Work Sample Disk (send 4 copies)

To provide evidence of your artistic excellence and merit, you must include artistic work samples from the last two years on a single CD or DVD. This disk will be sent to your assigned primary reviewer and two other specialists from your artistic discipline. You will use the Support Material Inventory Sheet in your online application to provide details on the artistic work samples you are including on your disk. Suggested items include:

- An audio or video clip of no more than 5 minutes, or shorter clips totaling no more than 5 minutes. Good quality audio and/or visual support material are critical to show the quality and range of your work. In general, reviewers benefit from materials that show multiple aspects of your work. A selection of scenes from different performances, for example, is usually better than a single performance. Select carefully and emphasize your core activities. Use the Support Material Inventory Sheet to highlight the track numbers you want reviewed in priority order.
- Digital images of visual art, or still scenes from a performance or class. Images can be presented in a Power Point or PDF or as individual JPEG files. For Power Points or PDFs, the emphasis should be primarily on images, with limited narrative. For each image, include artist's name, title of work/image, date of work/activity and a brief description of the work or activity including its relationship to the project for which you are requesting support.
- For arts learning projects, applicants should present examples of youth artwork and the artwork of the lead instructors. Also include PDFs of curriculum materials.
- Literary organizations should submit PDFs of sample published work. We recommend you extract specific pages or sections from larger works as the best way to highlight sections that best exemplify your artistic excellence. Again, multiple samples that show the breadth of your work are helpful for the reviewers. Use the Support Material Inventory Sheet to describe the larger work and to set the context for the samples.
- Service organizations should submit PDFs of materials detailing services and/or training curricula, and other materials that showcase the scope and quality of your service offerings to arts organizations or artists.

- All applicants should include a document with biographical sketches of key artists, art educators or service providers, condensed so that all bios fit onto a couple of pages.

CDs and DVDs must be in Windows readable format. Multimedia presentations must be in one of the following formats: QuickTime (.mov), Real Player (.rm), Windows Media Player (.wmv), or .mpeg. For individual digital images, image size should be consistent; suggested size is 800 pixels x 600 pixels. Each image should not exceed 2 MB. Preview your work sample disk before submitting to ensure that there are no technical problems that might interfere with the review of your work.

Support Material Binder (Maximum binder size is 1". Send 2 identical copies.)

The Support Material Binder will be sent in advance to your assigned primary reviewer and will be available for the other panelists to scan at the panel meeting. Information in your Support Material Binder will primarily help the panel assess your community involvement/benefit and implementation capacity, although some materials, such as program brochures, also show artistic excellence and merit. There is no limit on number of items, but the binder size cannot exceed 1". Suggested items include:

- Board list showing affiliations of members.
- Letters of support (no more than 3) showing your importance to your community or to your target group.
- Program brochures showing individual donors, corporate and foundation support.
- Media clippings that highlight your organization's value to the community.
- Mayoral proclamations or other awards showing that your work has been acknowledged to be important in your community.
- Survey forms and summaries of results showing that you have solicited input from your community about its interests and needs.
- Evaluation surveys and summaries of findings showing you have assessed the impact of your programs and services.
- Short biographical sketches of your key management staff, condensed so that all fit on no more than 2 pages.
- Fiscal agents must include the memo of understanding between the fiscal agent and artist/organization.

You must provide a Table of Contents in the binder. Include the applicant's name on the front of the binder and at the top of each item. Quality and relevance of materials are far more important than quantity, as panelists have limited time to review materials. You can also flag select pages or highlight specific sections of text that you feel are particularly important.

NARRATIVE QUESTIONS

The CCA is using a customized version of the Colorado Common Grant Application form. The narrative questions are the same as on the Common Grant Application, but you must use the CCA online application site at www.colorarts.org to complete your application forms, including the narrative questions and budgets. The narrative questions from the Common Grant

Application are provided below for your convenience. We highly recommend that applicants review the Colorado Common Grant Application User's Guide for advice on preparing a more effective grant application: http://www.coloradocommongrantforms.org/nonprofits/CGA_Users-Guide.pdf

1. **ORGANIZATION 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.
2. **GOALS.** Describe the organization's current goals.
3. **CURRENT PROGRAMS.** Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results. If this request is for a specific project, describe that project in Question 4; describe the organizations other programs here.
4. **PROJECT REQUESTS ONLY.**
 - (a) Provide a summary of the plan for the project. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.
 - (b) Explain why the organization is approaching the issue and/or opportunity in this way.
5. **EVALUATION.**
 - (a) Describe the organization's overall approach to evaluation.
 - (b) Describe how the organization measures impact. If this is a project request, describe how impact is measured for the project that is the subject of this proposal.

Respond to (c) **or** (d):

 - (c) For general operating support: Summarize key evaluation results or findings that demonstrate the organization's impact. Indicate the time frame for the results or findings.
 - (d) For project requests: Summarize key evaluation results or findings that demonstrate the project's impact. Indicate the time frame for the results or findings.
6. **COLLABORATION.** Describe the organization's most significant interactions with other organizations and efforts. For project requests, address this question with respect to that project only.
7. **INCLUSIVENESS.** Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.
8. **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 this year, the organization's policy regarding board terms, and the percentage of the board that contributes financially to the organization.
9. **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 (if tracked by the organization).
10. **PLANNING.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.
11. **OPTIONAL.** If there is additional information that is vital to convey in this proposal, do so here. (This must be contained within the character count limit.)