

Colorado Creative Industries

Colorado Creates

2011-2012 Guidelines



This document contains program guidelines only. To apply for a grant, click on Current Programs & Applications button at left.

Applications must be submitted online by 4:00 p.m. on Thursday, March 10, 2011.

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ABOUT CCI

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. Colorado's new Creative Industries Division, within the Office of Economic Development and International Trade, was established in July 2010 to capitalize on the immense potential for our creative sector to drive economic growth in Colorado. The Division merges the former Colorado Council on the Arts, the Office of Film, Television and Media, and the state's Art in Public Places program and renames the governor-appointed, 11-member Council on the Arts the Council on Creative Industries.

Our Mission

The mission of Colorado Creative Industries (CCI) is to promote, support and expand the creative industries to drive Colorado's economy, grow jobs and enhance our quality of life.

Our Objectives

In our 2011-2014 strategic plan, CCI identified the following objectives:

- Non-profit and for-profit creative businesses, artists and creative entrepreneurs will have increased access to financial support, skill development and professional networking.
- Colorado will be recognized as a premier creative hub—a home for world-class creative businesses, productions and experiences.
- Opportunities for arts learning and creativity skills development will be available to Colorado youth to help them succeed in school and to be better prepared to enter the workforce.
- Local governments and coalitions will expand professional and financial support for creative businesses and cultural and artistic programs in their communities.
- All Coloradans will have access to creative environments and experiences.
- Colorado's unique cultural heritage will be preserved and promoted.

Programs and Services

To achieve our stated objectives, CCI has established five priorities that guide our program development and budget:

- Increase access to direct financial support for creatives
- Create and expand professional development and networking opportunities for creatives
- Promote Colorado as a premier creative hub
- Increase access to arts and creativity skills in preschool through college education and workforce development
- Stimulate increased support for creatives by local governments and coalitions

ABOUT COLORADO CREATES

The purpose of *Colorado Creates*, CCI's largest grant program, is to provide critical financial support that helps nonprofit cultural organizations and communities produce and present arts and cultural activities, bringing jobs to their communities and enhancing the quality of life. For Fiscal Year 2010-11, 141 grants were awarded totaling \$1 million, reaching 34 counties across the state.

Colorado Creates can stimulate creativity and support arts and cultural activities statewide by providing:

- 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 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 organization and the project.

NEW THIS YEAR

- The Deadline for electronic submission of the *Colorado Creates* Application is **during the business day** at 4:00 p.m. on March 10, 2011.
- **ALL support materials will be uploaded electronically** through the Culture Grants Online (CGO) system; no hard copies of application materials will be accepted.
- The customized version of the Colorado Common Grant Application form introduced last year has two added questions in which applicants can address the artistic excellence or merit of the project or the organizational services and explain financial statements. **You are strongly encouraged to review the Colorado Common Grant Application User's Guide** found at http://www.coloradocommongrantforms.org/nonprofits/CGA_Users-Guide.pdf.
- This is the first year that applicants must "sit out" one year if they have received funding through Grants to Artists and Organizations or *Colorado Creates* for three consecutive years. You may check your eligibility with CCI staff before you start your application.

DEADLINE AND TIMELINE

- Only online applications will be accepted. You must hit the "submit" button by **4:00 p.m. on Thursday, March 10, 2011**. Your artistic work samples will be uploaded and submitted as a part of your application. *No hard copies of work samples will be accepted.*
- The funding period is **July 1, 2011 to June 30, 2012**. Funded activities may begin any time after July 1, 2011.

December 2010

December 2010/January 2011

March 10, 2011

May 2011

June 2011

July 1, 2011

July 31, 2012

- Guidelines available
- Information sessions held throughout the state
- Online Application Submit Deadline
- Review panels meet to evaluate applications
- Council reviews panel recommendations; funding announced
- Projects may begin
- Final report due

STAFF CONTACTS

Applicants seeking assistance are advised to contact CCI 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 CCI website www.colorarts.org.

Colorado Creative Industries

1625 Broadway, Suite 2700
Denver, CO 80202
Tel: 303-892-3802
Fax: 303-892-3848
Email: coloarts@state.co.us
Web: www.colorarts.org

TIP:

Make an appointment to talk with a grant counselor at least 3-weeks before the deadline.

Grant Counselors

Sheila Sears
303-892-3852
Email: Sheila.Sears@state.co.us

Maryo Ewell
970-641-3570
maryo@gard-sibley.org

Ronna Lee Sharpe
970-361-1136
rsharpe@westcomuseum.org

Jeanette Albert
303-892-3838
Jeanette.Albert@state.co.us

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 CCI 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.colorarts.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, 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 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 or division. Also, in an effort to ensure that CCI funds are broadly distributed, the lead applicant may not be a recipient of another CCI grant such as 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 the organization’s most recently completed fiscal year (as of March 10, 2011). All applicants in the same budget range, who are recommended for funding, will receive the same dollar amount.

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.

Indirect Costs are not allowed in budgets from colleges and universities, although the administrative costs directly associated with the proposed program are allowable.

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 CCI 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

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 peer specialists in a variety of artistic disciplines, education, non-profit management, community development and business who review, score and rank the complete application and support materials. The panel meetings are open to the public. Check the CCI website (www.colorarts.org) in late April 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 Creative Industries **no later than three (3) weeks** from the date of the CCI'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 CCI 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 CCI funding.**

The CCI 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 CCI 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 CCI support

OTHER CONDITIONS OF FUNDING

As a condition of the grant contract, Colorado Creative Industries 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. CCI 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 CCI logo will be included in all announcements and promotional materials and efforts will be made to publicly credit CCI support in any public events related to the funding program and activities.

APPLICATION SUBMISSION

Only online applications from the CCI online application site will be accepted. To apply for a grant, go to www.colorarts.org and click on the *Colorado Creates* grant opportunity. You will be required to complete several online forms, including narrative questions and budgets. **You will also upload your support materials on the online system.** No hard copies of the application or support materials will be accepted.

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 **4:00 p.m. on Thursday, March 10, 2011.**

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 CCI through e-mail are ineligible. Faxed, e-mailed or hard copy applications will not be accepted.

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

SELECTING AND SUBMITTING SUPPORT MATERIALS

For all applicants:

You *are required* to submit support materials as described below.

- **Only support materials submitted electronically** through the Colorado Grants Online (CGO) system will be accepted.
- Provide **up to 10 items** of support materials. An “item” may be an audio file, video file, a single web link, a PDF, a Word document, an Excel spreadsheet or any of the other formats identified below.
- **Web links must be embedded in a Word document or PDF** titled “Web Links”. Each link should include a brief description. Each link counts as one of your 10 items.
- Your submissions must be in **formats that the CGO system can read**. These formats are limited to:
 - *Images* – .jpg (1920 x 1920), .pdf
 - *Audio files* - .mp3, .wav., xmf, .aiff
 - *Video files* - .wmv, .avi, .mov, .asf, .mpg, .mp4, .m2t, .mkv, .m2ts, .3gp
 - *Written documents* - .doc, .pdf, .xls
- **IMPORTANT:** The system will not permit you to upload other formats such as Power Point .ppt, .docx or .xlsx. Convert any files with these extensions to one of the allowable formats above.
- When you are choosing items, think about the **review criteria**, so that you provide evidence of artistic excellence/merit, community benefit, and implementation capacity in your support materials.
- Support materials illustrate and expand upon what you have told us in your narrative. In fact, you **must reference** each support item in the narrative so the panel can understand why you have included it.
- **Representative support materials:** In addition to discipline-specific work samples described below, include such items as artists’ and administrators’ bios, board of directors list, strategic plan, press clippings, survey forms and findings, letters of support.
- **Quality is more important than quantity.** The lengthier the items you submit, the less likely that the reviewers will notice and remember key points.
- If **education is an important part of your proposal**, provide samples of both instructor and student work, as well as sample curricula or lesson plans.
- All applicants must submit at least **one item that demonstrates the quality of the artwork proposed**, created within the past two years.

For applicants in specific disciplines:

- **Performing arts applications must provide** at least one audio or video sample of up to 5 minutes of actual performance. Still images may be included to complement these samples but are not a substitute for illustrating the quality of live performance.
- **Visual arts or crafts applications must provide** up to 20 images of artists’ work. (NOTE: Although you cannot upload a Power Point presentation, you can save your presentation as an Adobe PDF)
- **Literary applications must provide** a sample cover, table of contents, and short excerpts from up to 3 print or online publications.
- **Film and media applications must provide** audio (radio broadcasts) or video/media samples of work up to 5 minutes in length.

- **Service organizations must provide** up to 5 examples of the services that they provide. These can be in multiple formats and could include agendas of workshops, instruction videos, bios of instructors, membership roster, or feedback from participants.

Images, audio and video files must be uploaded online through the CGO system. [Click here](#) for a tutorial on how to do this.

NARRATIVE

The CCI is using a customized version of the Colorado Common Grant Application form. The narrative questions are the same as on the Common Grant Application (*with the exception of supplemental questions 11 and 12*), but you must use the Colorado Grants Online (CGO) application at www.colorarts.org to complete your application forms, including the narrative questions and budgets. The narrative questions 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.

NARRATIVE QUESTIONS

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. **ARTISTIC EXCELLENCE OR MERIT.** Describe how your organization commits to high artistic standards. Include information on how professional artists are involved in planning and programming decisions and if artists are compensated. Include any special awards or recognition from your community.
12. **FINANCIALS.** If your organizational financials show large increases or decreases in line items, please explain the differences. If you ended your most recent fiscal year with a deficit, describe the organization's plan to eliminate the deficit and reach fiscal stability.
13. **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.)

No attachments are required nor will they be accepted.