

# 2017 Grant Application Schedule, Guidelines & Process

## GRANT PROCESS SCHEDULE

**November 2016:** FY 17 Grants announced

**December 2016:** Grant Workshops

## APPLICATION DEADLINES & PROCESS

### Community Project Grant Deadlines

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

**January 5 - 11** Review by staff for eligibility. Revision by applicants if necessary.

**January 12 – February 1** Preliminary review and score by jury panel. (20 days)

**February 2 - 8** Score processing by staff

**February 8** Preliminary scores posted online

**February 8 - 15** Applicants prepare 3-minute optional presentation

**February 15:** Arts Commission Meeting – Presentations by applicants; jury rescore; discussion and final decisions on grants

### Arts Education Project Grant

**Wednesday, February 22, 5 p.m.** Deadline for applications

**February 23 – March 5** Review by staff for eligibility. Revision by applicants if necessary.

**March 6 – 31** Preliminary review and score by jury panel (26 days)

**April 1 – April 12** Score processing by staff

**April 12** Preliminary Scores posted online

**April 12 - 19** Applicants prepare 3-minute optional presentation.

**April 19** Arts Commission Meeting – Presentations by applicants; jury rescore; discussion and final decisions on grants.

## **Risk Capital Fund Grant**

**Wednesday, February 22, 5 p.m.** Deadline for one-page Letter of Interest (LOI)

**February 23 – March 14** LOI Review by jury panel (20 days)

**March 15** Arts Commission Meeting – Discussion and selection of LOIs for Full Proposal

**March 16 – April 5** Applicants complete Full Proposal

**Wednesday, April 5, 5 p.m.** – Deadline for Full Proposal

**April 6 – 10** Review by staff for eligibility. Revision by applicants if necessary.

**April 11 -- May 2** Preliminary Full Proposal review and score by jury panel (22 days)

**May 3 -- 9** Score processing by staff

**May 10** Preliminary scores posted online

**May 10 -- 16** Applicants prepare 3-minute optional presentation.

**May 17** Arts Commission Meeting – Presentations by applicants; jury rescore; discussion and final decisions on grants

## **Operational Grant (Large & Small /Mid-sized) Deadlines**

**Wednesday, April 26, 5 p.m.** Deadline for applications

**April 27 – May 7** Review by staff for eligibility. Revision by applicants if necessary

**May 8 – June 4** Preliminary review and score by jury panel (28 days)

**June 5 – 14** Score processing by staff

**June 14** Preliminary scores posted online

**June 14 – 21** Applicants prepare 3-minute optional presentation

**June 21** Arts Commission Meeting – Presentations by applicants; jury rescore; discussion and final decisions on grants

## **Professional Development Scholarships**

**1<sup>st</sup> of Each Month 5 p.m., year round** Deadline for applications. The decision for scholarship awards are made at the next meeting of the Boulder Arts Commission meeting following the deadline.

## **Macky Free Rental & Supplementary Funds**

**1<sup>st</sup> of Each Month 5 p.m., year round** Deadline for applications. These are awarded on a first

come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

#### **Rental Assistance Funds (Boulder Venues)**

**1<sup>st</sup> of Each Month 5 p.m., year round** Deadline for applications. These are awarded on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline

#### **To Be added in September 2017: Arts Education (Field Trips)**

**1<sup>st</sup> of Each Month 5 p.m., year round** Deadline for applications. These are awarded on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

## **2017 GRANT APPLICATION - PROCESS OVERVIEW**

Before beginning the application process, review the eligibility requirements and grant program descriptions by visiting the Office of Arts and Culture's website [www.boulderarts.org/grant-programs](http://www.boulderarts.org/grant-programs).

1. **Grant Workshop.** Attendance at a grant workshop is highly encouraged. Contact the Grants Coordinator with any questions you may have on the application or process.
2. **Application.** Submit your application online at <https://bac.culturegrants.org>, no later than 4:59 p.m. on the deadline.
3. **Staff Review.** Staff reviews all applications for completeness and compliance with grant requirements.
4. **Grant Revisions.** Staff will contact applicants if any revisions are necessary.
5. **Panel Sequestration.** During the scoring process, from the opening of the online jury system until the finalists are approved, the members of the jury may not be contacted through any means by applicants and/or their surrogates.
6. **Questions or Concerns about Application.** Applicants with questions or concerns about the status of their application may contact staff, who then may at their discretion communicate with the jury members. Communications will not be passed on to jury members if the staff determines that the question or message: a) is intended to lobby the jury members in favor of an application, or b) will purposefully or inadvertently interfere with the stewardship of the grants program.
7. **Preliminary Jury Panel Review and Scoring.** Panel members score the applications. The panel members are also encouraged to add any questions or comments to their score, which can be useful to applicants in preparing their presentations. An explanation of the scoring system and the rubrics used by the jury panel can be seen [here](#).

8. **Preliminary Grants Scores.** Applicants will be notified when grant scores and comments are available on the [website](#).
9. **Preparation of 3 Minute Presentations.** Applicants have time to prepare a 3-minute presentation. The presentation is intended to add to the information found in the application based on the comments and questions of the jury panel. ***Please do not repeat the information in your application.*** Use your time wisely to directly answer concerns or questions the panel has, or to give new information about your project / program that will make your application stronger. These presentations are not mandatory, so if there are no concerns to address, it is not necessary for you to speak. To ensure fair and consistent presentations, you may not provide a slideshow, video, or distribute printed materials during the presentation.
10. **Applicant Presentations.** The applicants make their 3 minute presentations at the Arts Commission meeting. After the presentation, the jury panel members may ask a few questions. Applicants should be prepared to answer these questions quickly. The Commission Chair will be tasked with keeping the presentations timed, and the questions and answers brief, in order to allow for an equitable amount of time for all applicants as well as for the final approval process.
11. **Rescoring of Grant Applications.** The jury panel rescores the grants based on applicant presentations.
12. **Funding Decisions.** During discussion and final funding decisions, no audience / applicant participation will be allowed, unless specifically requested by the jury panel. The Boulder Arts Commission makes final decisions on Community Project Grants, Arts Education Grants, Innovation Fund Grants and Professional Development Grants. City Council makes the final determination on all Operational Grants recommended by the Arts Commission. City Council approval process can take up to 4 weeks beyond the Arts Commission's recommendations.
13. **Thanking City Council.** It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit <https://bouldercolorado.gov/city-council> to find out more about contacting City Council members.
14. **Written Appeals Process.** The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission. The appeals process can be seen at: <http://boulderarts.org/wp-content/uploads/2016/11/Appeals-Process.pdf>

## GRANT ADMINISTRATION – MANAGING AWARDS

1. **Grant Contract.** Upon approval of funding and receipt of the grant award letter, grantees will enter into an agreement with the City of Boulder. Grantees must set an appointment with the Grants Coordinator to sign the agreement. [Mary Fowler, 303-441-4391, <mailto:fowlerm@boulderlibrary.org>]
2. **Vendor Forms.** The grantees must also submit a current IRS W-9 to the City of Boulder so that they may be added to the City's vendor list. The W-9 must be in the same name as the grant recipient named on the grant application. The Grants Coordinator will send these forms to the grant recipients.
3. **Payment.** Once the agreement is signed, it will be submitted to City Finance along with an invoice. Funds /checks are delivered in the following 3 weeks. Operational and Supplementary Rental Assistance Grants are issued 100 percent of the grant. All other grants are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and BAC approval of the Grant Budget Report.
4. **Implementation.** Grantees shall implement programs / projects as outlined in the grant application. Any changes to the project, venue, grantee address, schedule, or staff / team members must be reported to [culturegrants@boulderlibrary.org](mailto:culturegrants@boulderlibrary.org) .
5. **Acknowledgment of the Boulder Arts Commission.** All publicity for Arts Commission-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.
6. **Release Form.** 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 and Culture will be able to use on their website, social media, printed materials or any other publicity.
7. **Reporting.** For Operational Grants, a Mid-Year Report is due on September 1 and a Final Report on February 1 each year over three years. For other grants, a final report is due one month after the project is completed. Failure to submit a final Grant Budget Report will result in permanent loss of any remaining funds, de-certification of the eligibility of an existing operational grant, and ineligibility to apply for future grants until the report has been received.
8. **Extension 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 Arts Commission in advance of the original report deadline. The applicant must submit a letter addressed to the Arts Commission by email to [culturegrants@boulderlibrary.org](mailto: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).