

Grant Application Guidelines & Process

Before beginning the application process, review the eligibility requirements and grant program descriptions by visiting the [Office of Arts and Culture's website](#).

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 no later than 4:59 p.m. on the deadline. Applications are made through the [Office of Arts and Culture's website](#).
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 panel system until the finalists are approved, the members of the panel 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 panel members. Communications will not be passed on to panel members if the staff determines that the question or message: a) is intended to lobby the panel members in favor of an application, or b) will purposefully or inadvertently interfere with the stewardship of the grants program.
7. **Preliminary 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 panel can be found here.](#)
8. **Preliminary scores.** Applicants will be notified when scores and comments are available on the [website](#).
9. **Preparation of 3-minute presentations.** Applicants have time to prepare a three minute presentation. The presentation is intended to add to the information found in the application based on the comments and questions of the 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 three minute presentations at the Boulder Arts Commission meeting. [A schedule of upcoming meetings is here.](#) The Commission Chair will be tasked with keeping the presentations timed 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.** At the Boulder Arts Commission meeting the panel rescors the grants based on applicant presentations.
12. **Funding decisions.** Applicants and/or audience members are not allowed to be present during discussion and final funding decisions, unless specifically requested by the panel. The Boulder Arts Commission makes final decisions on Community Project Grants, Arts Education Grants, Professional Development Grants, and Operating Grants.

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 the [City Council website page](#) 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 found on [the Office of Arts and Culture website](#).

GRANT ADMINISTRATION – MANAGING AWARDS

- > **Grant agreement.** Upon approval of funding and receipt of the grant award letter, grantees will enter into an agreement with the City of Boulder. Grantees must contact the Grant Coordinator to arrange for payment.
- > **Vendor forms.** All grantees must submit a City of Boulder vendor form and current IRS W-9 form so that they may be added to the City’s vendor list. Individuals must also submit an Immigration Status Affidavit and Determination of Independent Contractor / Employee Status for Payment document. The W-9 must be in the same name as the grant recipient named on the grant application. The Grants Coordinator will send the appropriate forms to grant recipients.
- > **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 full payment 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 Boulder Arts Commission approval of the Grant Budget Report.
- > **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 .
- > **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 [Boulder Arts Commission Logo](#) may be used.
- > **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.
- > **Reporting.** For Operating Grants, a final report on February 1 each year over three years or two years, depending on the term of their grant. For other grants, a final report is due one month after the project is completed. Failure to submit a final report will result in the de-certification of the eligibility of an existing operational grant and ineligibility to apply for future grants until the report has been received.
- > **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 Boulder Arts Commission in advance of the original report deadline. The applicant must submit a letter addressed to the 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).