University of Colorado at Boulder Graduate Certificate in Arts Administration Scholarships
Full application

PURPOSE: Encouraging Boulder-based arts administrators to deepen their knowledge of arts management best practices and engagement with other arts leaders though graduate level training.

HOW TO APPLY

1. Review the below information in full.
2. Log onto the Boulder Arts Commission online grant portal. If you have not logged on before, make a profile. Applications must be submitted using our online grant applications. We encourage you to watch this training video for instructions on registering and applying online.
3. Complete the application by 11:59 p.m. on the day of the deadline. The application consists of:
   a. Online application form
   b. Professional experience (resume)
   c. Letter of recommendation
   d. Letter of interest in the program
   e. Unofficial transcripts of earned bachelor’s degree
4. Look for an automated email message confirming receipt of your application.
5. After the deadline, staff will send all applications to the panel for review. The panel consists of the five City Council-appointed Boulder Arts Commissioners.
6. At the meeting on July 17, 2019 the panel will ask you follow up questions about your application. Final decisions will also be made at the meeting.
7. If you are awarded a scholarship, staff from the Office of Arts and Culture will contact you to complete any necessary paperwork.

Total funds: $8,000

Cycle: Annual

Maximum Amounts for Scholarships: $2,000

Details: Open to students admitted to the University of Colorado at Boulder Graduate Certificate in Arts Administration program for the Fall 2019 / Spring 2020 certificate program. You may apply if you are awaiting admission into the program.

DEADLINES TO SUBMIT APPLICATION: Friday, July 5, 2019, 11:59 p.m.

2019 CU Boulder Graduate Certificate in Arts Administration Scholarships
- Friday, July 5, 2019, 11:59 p.m. – Deadline for applications
- July 5 to July 9 – Review by staff for eligibility, revision by applicants if necessary
- July 9 to July 17 – Review by Arts Commission (8 days)
- July 17 - Arts Commission meeting: interviews and final decisions on scholarships
ELIGIBILITY REQUIREMENTS

> **General eligibility.** Meets all general eligibility requirements.
> Open to students admitted to the University of Colorado at Boulder Graduate Certificate in Arts Administration for the Fall 2019 / Spring 2020 certificate program. You may apply if you are awaiting admission into the program.

REVIEW PROCESS

> **Deliberation.** Applicants are expected to attend the July 17, 2018 meeting of the Arts Commission for a live group interview with the Commission members. Decisions will be made at the same meeting.
> **Evaluation criteria.**
  - Contribution to Boulder culture
  - Professional experience (resume)
  - Letter of recommendation
  - Letter of interest in the program
  - Unofficial transcripts of earned bachelor’s degree

APPEALS PROCESS

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 our website.

SCHOLARSHIP AWARDS

Note that the below information is general to the Boulder Arts Commission cultural grants program; some of this information may not apply to your specific grant.

> **Notifications and dispersal of funds.** Staff notifies all applicants if their proposals have been accepted or declined. If accepted, grantees must contact the grant coordinator to arrange for payment. 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 Boulder Arts Commission requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant agreements, identifying Boulder Arts Commission sponsorship on publicity materials, and reporting issues.
> **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.
> **Award amount.** The Boulder Arts Commission 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 (PERA) 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."

> **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.

> **Agreement.** When a funding award is made by the Boulder Arts Commission, the recipient will be contacted by staff to sign a grant project agreement with the City of Boulder. In the agreement, the recipient will indicate the completion date of the project and the date a grant report will be submitted to the Boulder Arts Commission. Reports are required one month after the project is completed, unless the agreement states otherwise. The report must be completed through the online system found at boulderarts.org.

> **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 State of Colorado law requires proof of legal residency at the time of payment. 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.

> **Issuance of funding checks.** Once the agreement is signed, staff of the Office of Arts and Culture will submit it to City Finance along with the invoice. Funds are delivered within the next 3 weeks. 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 report which is required one month after the project is completed. Failure to submit a final grant report will result in ineligibility to apply for future grants.

> **Acknowledgment of Boulder Arts Commission funding.** All publicity for Boulder 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. 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.

> **Release form.** The grantee will 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.

> **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.

**REQUIRED REPORTING**

> **Timeframe for reporting.** The grant report is due one month after the scholarship opportunity is completed.
> **Method.** Submit the report through the online system access through the [boulderarts.org](http://boulderarts.org) website. Log in with the same user name and password utilized to submit the application for funds. After logging in, go to the “Dashboard,” then you’ll see a “Follow Up” section for the grant. On the far right is the “Edit” button. That will take you to complete the final report.

> **Extension requests for reporting.** If circumstances delay the grant recipient’s ability to complete the project and/or the report, the recipient must notify the Commission before the original report deadline. The recipient must submit an email addressed to the Boulder Arts Commission at [culturegrants@boulderlibrary.org](mailto:culturegrants@boulderlibrary.org) that includes each of the following items:

>  - an update on the project status,
>  - a request to change the project completion date,
>  - and a new report due date.

> **Responsibility.** The grant recipient is responsible for submitting a report by the due date. The Commission recommends reviewing the online report form well in advance. There is no grace period for the report.

> **Consequence of Delinquent Report.** Unless an extension request is approved by the Boulder Arts Commission in advance of the due date, any individuals or organizations / businesses attached as collaborators on the project will no longer be eligible to apply for Boulder Arts Commission grant funds until the report has been received.

**APPLICATION COPY**

Certification

I certify that I have read the above information and that this project meets the Boulder Arts Commission’s eligibility requirements and, if a funding award is made, will continue to comply with the Boulder Arts Commission’s requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. *

> I certify

---

Applicant information

> Tax status *

---

Individual applicants

> Organization affiliation *

> To be completed by individual applicants. Even if an organizational affiliation is stated, checks will be made out to the individual whose account is associated with this application. If no organization affiliation, please state "none."

> Title or role within organization

> If affiliation with a local arts organization is specified, the organization's annual budget is required here.

Narrative
> Confirm that you have been accepted to the University of Colorado at Boulder Graduate Certificate in Arts Administration. *
> Contribution to Boulder culture. How do you participate in cultural life in Boulder? How will this program help you enhance your contribution? (3,000 characters) *

Attachments

The following attachment is required. Please title the attachments according to the bolded heading listed below:

> Resume
> Letter of recommendation
> Letter of interest in the program
> Unofficial transcripts of earned bachelor’s degree

Agreements, grant report certification and submission
> I certify that the information contained in this application is true and correct to the best of my knowledge. *
> First name *
> Last name *
> Title *
> Date *