

## Macky Free Rental & Supplementary Funds

### Complete Application

**PURPOSE:** To facilitate and assist community cultural groups with access and affordability of performance venues, the Boulder Arts Commission and the University of Colorado offer up to sixteen days per calendar year of rent-free space at Macky Auditorium.

**DEADLINE TO SUBMIT APPLICATIONS:** Applications are accepted by the first of each month, year round or until all rental dates are awarded.

**Details:** The grant is for **rent only**; the applicant will be fully responsible for any and all additional fees required by the University, including but not limited to equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. You may apply for a maximum of two days free rental annually.

**Supplementary Funds** are available from the Rental Assistance Fund for applicants who may not be able to afford these additional costs. Please apply for the supplementary funds only if it is necessary to your use of the Macky Free Rental grant. These \$1,000 supplementary grants are distributed on a first-come first-served basis until monies in the Rental Assistance Fund run out. One grant per applicant per year is allowed. You may apply for a supplementary grant by checking the applicable box in this application.

**All applicants must have the requested dates confirmed with Macky Auditorium at the time of the application, and supply a letter of verification from the University with the pertinent date information included.** Receiving a grant from the Boulder Arts Commission does not guarantee the award of a specific date or dates. The actual date(s) awarded will depend on availability of the space. It is the applicant's responsibility to inquire about availability and pay for additional costs at Macky. The contact phone number for Macky is 303-492-8423.

### 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. Venue confirmation from the University (letter of verification or contract)
  - c. Budget summary for the project
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 scoring and comments. The panel consists of the five City Council-appointed [Boulder Arts Commissioners](#) and four members of the community.
6. You will receive notification that the panel's scores and comments on your application are available. Please review their scores and comments and prepare a 3-minute presentation for the Arts Commission meeting on DATE.

7. At the meeting on DATE the panel will hear all applicant presentations. The panel will then rescore the applications, discuss the scores, and make final decisions on the grants.
8. If you are awarded a grant, staff from the Office of Arts and Culture will contact you to complete any necessary paperwork.

## ELIGIBILITY REQUIREMENTS

- > **General eligibility.** Meets all [general eligibility requirements](#).
- > **Open to all.** Anyone may apply once the general eligibility guidelines are met.
- > **Timeframe.** Macky Rental event dates must take place after the grant funding decision and within the calendar year during which they are applied for.
- > **Venue confirmation.** All applications must include a letter of commitment from the Macky management indicating the project date(s). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. A contract with Macky including the project dates and rental fees is an acceptable alternative.

## REVIEW PROCESS

- > **Deliberation.** Proposals for free rental of Macky Auditorium and supplementary funds are approved through administrative review by staff of the City of Boulder Office of Arts Culture and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.
- > **Evaluation of applications.** Proposals for free rental of Macky Auditorium and supplementary funds are awarded on a first-come, first-served basis to those who have met all the requirements of application, including the venue confirmation and budget summary. Award in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications.

## GRANT AWARDS

- > **Notifications of awards.** Recipients of free rental at Macky will be notified by email with a copy sent to University of Colorado staff responsible for oversight of Macky.
- > **Notifications and dispersal of funds.** Staff notifies all applicants if their proposals have been accepted or declined. If awarded a \$1,000 Supplementary Grant, 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](mailto: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. 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 in full. 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.
- > **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 ON PROJECT

- > **Timeframe for reporting.** The grant report is due one month after the project is completed.
- > **Method.** Submit the report through the online system access through the [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:
  - o an update on the project status,
  - o a request to change the project completion date,
  - o 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
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### Applicant information

- > Discipline: \*

If Multi-Discipline, please indicate which disciplines are included.

- > Tax status \*
  - > Organization/Business. Cultural organizations/businesses are eligible. Non-profit status is not required for this category. \*
  - > Date established \*
  - > Mission statement\*
  - > Annual budget \*
  - > Number of employees (Full time) \*
  - > Number of employees (Part time) \*
  - > Number of volunteers \*
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### Program information

- > Program title (50 character limit) \*

- > Program date(s) \*
  - > Date grant report is due (1 month after the end of the project/event) \*
  - > Program summary. Provide a brief overview of the project. (1,250 character limit) \*
  - > Partner/Collaborator List. Provide a list of each individual / organization that has a significant coordinating role in this project. Include their name, contact information, and role. (1,250 character limit) \*
  - > If funds are available in the Rental Assistance Fund, do you wish to apply for the \$1,000 Supplementary Grant? \*
  - > [conditional] Answer this question only if you are applying for the \$1,000 supplementary funds. Detailed Breakdown of rental costs. Please show all rental costs, including equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. (1,250 character limit)
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## Attachments

The following attachments are required. Please title the attachments according to the bolded headings below:

- > **Venue confirmation from the University (letter of verification or contract)**
- > **Budget summary for the project**

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**Agreements and submission**

- > I certify that the information contained in this application is true and correct to the best of my knowledge. \*
- > I certify our use of the Boulder Arts Commission credit line and/or logo in project advertising, signage and programs. \*
- > **First name \***
- > **Last name \***
- > **Title \***
- > **Date \***