

## 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](#).

### HOW TO APPLY

1. Review the application in full on the [Office of Arts and Culture website](#).
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.
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 specified in the application.
7. At the meeting, 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.

### ADDITIONAL INFORMATION ABOUT APPLICATION

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 11:59 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 may then communicate with the panel members at its discretion. 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.
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 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; 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 Boulder Arts Commission meeting. [A schedule of upcoming meetings is on the website.](#) 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. 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

- > **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](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. General Operating Support grants do not have a completion date; report dates are included in the agreement. The report must be completed through the online system found at [boulderarts.org](http://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.