

# Application Form

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## *Grant information and confirmation*

*Si prefiere leer esta información en español, por favor haga clic aquí. Se puede responder a la solicitud en español. Un miembro del personal de la Oficina de Artes y Cultura traducirá sus respuestas para que sean revisadas por el panel.*

**DESCRIPTION:** Community Project Grants encourage innovation and exploration in order to achieve progress on the Community Priorities from Boulder's Community Cultural Plan.

**PURPOSE:** The Community Cultural Plan identifies a set of "Community Priorities" derived directly from the hopes and aspirations of Boulder's residents:

- Support the resiliency and sustainability of cultural organizations to enhance their ability to benefit the community.
- Create a supportive environment for artists and creative professionals, while fostering innovative thinking and leadership among them.
- Prioritize the civic dialogue about the ability of culture to positively contribute to the economy, social offerings, the environment, and the authentic expression of diversity.
- Develop Boulder's creative identity in becoming an innovative world leader in cultural matters and projects that identity to the region and the world.
- Focus on the expression of culture and creativity in the public realm through public art, the urban landscape, culture in the neighborhoods, and serendipitous encounters with the arts.
- Amplify the vibrancy of Boulder's cultural destinations: the lively mix of museums, performance venues, events, districts, studios, maker spaces, and other facilities that make Boulder an enticing place to visit, live, play, and work. Fill in the gaps and address issues of access and affordability.

These complex issues are the most important initiatives we can work on as a cultural community in the coming years. The purpose of the Community Projects Grant is to encourage innovation and exploration in order to achieve progress on these Community Priorities.

**Awards:** Organizations \$60,000 @ maximum \$10,000 each

**Details:** The award amount of \$10,000 for organizations. Smaller requests will be accepted.

**Cycle:** Annually.

**DEADLINE TO SUBMIT APPLICATIONS – ORGANIZATIONS:** Monday, February 17 at 11:59 p.m.

### TIMELINE

- Monday, February 17 at 11:59 p.m. – Deadline for applications
- February 18 to 24 – Review by staff for eligibility and revision by applicants if necessary
- February 24 to March 9 – Preliminary review and score by panel (15 days)

- March 9 to 13 – Score processing by staff
- March 13 – Preliminary scores and comments sent to applicants via email
- March 13 to March 20 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at [clickl@boulderlibrary.org](mailto:clickl@boulderlibrary.org) by Friday, March 20, 2020 at 11:59pm.
- March 20 to 25 – Response processing by staff
- March 25 – Responses sent to panel
- March 25 to April 8 – Final review and score by panel (15 days)
- April 8 to 13 – Processing of final scores
- April 13 – Final scores sent to applicants via email
- April 15 – **Arts Commission meeting.** Discussion and final decisions on grants

#### ELIGIBILITY REQUIREMENTS

- General eligibility. Meets all <http://boulderarts.org/wp-content/uploads/2016/09/General-Eligibility-Requirements-only.pdf><http://boulderarts.org/wp-content/uploads/2016/09/General-Eligibility-Requirements-only.pdf> general eligibility requirements.
- Open to all. Anyone may apply once the general eligibility requirements are met, including individuals, artists, non-profit organizations, organizations with pending non-profit status, fiscally sponsored organizations and for-profit organizations with a community focus. Organizations not headquartered in Boulder may be considered (refer to Panel Evaluation question entitled *Boulder Focus*).
- Service area and programming. Projects must have a significant component of public programming that takes place within the city limits of Boulder. This programming must meet the criteria described in the [https://www.municode.com/library/co/boulder/codes/municipal\\_code?nodeId=TIT14AR](https://www.municode.com/library/co/boulder/codes/municipal_code?nodeId=TIT14AR)[https://www.municode.com/library/co/boulder/codes/municipal\\_code?nodeId=TIT14AR](https://www.municode.com/library/co/boulder/codes/municipal_code?nodeId=TIT14AR)Chapter 14-1-2 of the City of Boulder Revised Code.
- Projects must take place after the grant funding decision and be completed by June 30, 2021.

#### MORE INFORMATION

General Eligibility Requirements  
 2020 Grant Application Schedule  
 2020 Scoring System  
 General Grant Guidelines & Process  
 Grant FAQs

#### REVIEW PROCESS

- Deliberation. Applications are reviewed by the Boulder Arts Commission grants panel. Final funding decisions are made at public Boulder Arts Commission meetings. See schedule.
- Evaluation criteria.
  - Community priorities (Maximum 8 points)
  - Cultural offerings (Maximum 8 points)
  - Cultural equity (Maximum 8 points)
  - Proposed outcomes and evaluation strategy (Maximum 8 points)
  - Boulder focus (Maximum 4 points)

- o Encouragement points (Maximum 4 points)
- The complete scoring system and rubric for the Community Project Grants can be found here.

## GRANT AWARDS

- **Notifications and dispersal of funds.** Staff notifies all applicants if their Application has been successful and begins the process of securing supporting information and issuing payment for successful applicants. Grantees must contact the grant coordinator to arrange for payment. Checks are sent by mail or electronically to bank accounts designated by the applicant.
- **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 collaborators or other participants. This includes, but is not limited to, requirements for compliance with grant agreements, identifying Boulder Arts Commission sponsorship on publicity materials, and reporting.
- **Implementation.** Grantees shall implement programs / projects as outlined in the grant application. Any change 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.
- **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 an arts grant. Details are available on the PERA website. See "Disclosure of Compensation."
- **Vendor forms.** Grantees must submit a City of Boulder vendor form and current IRS W-9 form in order to receive the grant award. The W-9 must be in the same name as the Grantee named on the grant application. Individual Grantees must also submit an Immigration Status Affidavit and Determination of Independent Contractor / Employee Status for Payment document. Colorado law requires proof of legal residency prior to payment. Applicants will receive the appropriate forms from [payments@colorado.gov](mailto:payments@colorado.gov). Failure to supply a proper W-9 may invalidate the grant award.
- **IRS taxation.** Grant awards are non-transferable, taxable and are reported to the federal government.
- **Agreement.** When a grant award is made by the Boulder Arts Commission, the successful Applicant will be contacted by staff to sign a Grant Letter of Agreement. In that agreement, the Grantee will indicate the completion date of the project and the date a grant report will be submitted.
- **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/checks are delivered within the next three 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. 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 must sign a release form and submit photographs and/or videos of the project that the Office and Arts and Culture may use on its website, social media, printed materials or for any other publicity purpose.

- **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 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. 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 Grantee's ability to complete the project and/or the report, the Grantee must notify the Boulder Arts Commission before the original report deadline by submitting an email addressed to the Boulder Arts Commission at culturegrants@boulderlibrary.org with the following information:
  - an update on the project status,
  - a request to change the project completion date, and
  - new report due date.
- **Responsibility.** The Grantee is responsible for submitting a report by the due date. The Boulder Arts 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, all individuals or organizations / businesses attached as collaborators on the project will no longer be eligible to apply for Boulder Arts Commission grants until the delinquent report has been received.

## 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*

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### Discipline\*

Select your discipline. If multi-discipline, please check all that apply.

Visual arts and crafts  
 Music  
 Dance

Festivals, exhibitions, and art in public places  
History and heritage

**Tax status\***

Cultural organizations/businesses are eligible. Nonprofit status is not required for this category.

Nonprofit

**Date established\***

Add the date your organization was established. If not applicable write N/A.

2001

**Mission statement\***

If not applicable write N/A.

To integrate and transform the Boulder County community through opportunities and programs for Latinxs that promotes education, health, and quality of life.

**Annual budget**

If applying as an organization.

\$576,240.00

**Geographic area served\***

If not applicable write N/A.

Boulder

**For individuals: organizational affiliation**

Even if an organizational affiliation is stated, awards will be made to the individual whose account is associated with this application. If no organization affiliated, please state 'none'.

**Number of full time employees\***

If not applicable write 0.

3

**Number of part time employees\***

If not applicable write 0.

20

**Number of volunteers\***

If not applicable write 0.

30

## *Project information*

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**Project title\***

Dia de Muertos

**Amount requested\***

The maximum award amount offered is \$10,000 for organizations. Smaller requests will be accepted.

\$5,000.00

**Project summary\***

Provide a brief overview of the project.

The Day of the Dead (Spanish: Día de Muertos) is a holiday celebrated throughout Mexico and by people of Mexican heritage elsewhere. The multi-day holiday involves family and friends gathering to celebrate and remember friends and family members who have died. In Mexican culture, death is viewed as a natural part of the human cycle. Mexicans view it not as a day of sadness but as a day of celebration and humor because their loved ones awaken and celebrate with them.

El Centro Amistad will lead a citywide celebration October 28th to November 4th, 2021, involving poets, musicians, singers, visual artists, dancers, and altar exhibits.

*Comment: Updated 9/8/2020; adjusted for COVID restrictions and cancellations. lmc*

**Project calendar\***

Projects must take place after the grant deadline and be completed by June 30, 2021.

October 28th to November 4th, 2021

*Comment: Updated 9/8; adjusted for COVID restrictions and cancellations. lmc*

**Project location\***

Where do your projects take place?

## Dairy Center for the Arts

### Collaboration\*

Describe your and/or your organization's most significant interactions with other organizations and efforts. If this is a solo project with no partners beyond the applicant, respond with "None."

We are collaborating with BVSD schools who will be transporting students on school days to the Dairy Center for field trips to participate in arts activities revolving around Dia de Muertos and the dedication of altars honoring immigrants, health, social justice and community.

We are collaborating with the Dairy Center to produce this multi-day event.

### Art in Public Places

By checking this box, I consider this project to include an art in public places component (for example, a public sculpture, mural, projection, or performance in the public realm). I have contacted [publicart@bouldercolorado.gov](mailto:publicart@bouldercolorado.gov) and received feedback from staff which inform my understanding of project review, permitting, and timing considerations.

### Project completion date\*

This is the last day of any public event related to the project. Project must be completed by June 30, 2021.

11/01/2020

### Date grant report is due\*

One month after the project completion date.

12/01/2020

## *Panel evaluation*

**Community Priorities.** The City of Boulder's Community Cultural Plan is a visioning and strategic document that describes how the people of Boulder will align efforts, with the support of the municipal government, to achieve our collective vision: *Together, we will craft Boulder's social, physical, and cultural environment to include creativity as an essential ingredient for the wellbeing, prosperity, and joy of everyone in the community.* The Community Priorities are six points that summarize the community's most common responses in answer to the question, "What is your vision for Boulder's culture and creative economy?" Reference: Cultural Plan and Community Priorities.

### Community Priorities\*

Examples of ways to demonstrate impact on the Community Priorities may include descriptions of how your project or organization:

- Supports artists and creative professionals by providing professional development programming.

- Contributes to Boulder's creative identity and creates a vibrant cultural destination through high artistic merit and excellence in the practice of a medium or discipline.
- Engages the community in civic dialogue about the arts through interactive outreach in the neighborhoods.
- Adds creativity in the public realm by engaging underserved populations in art making for their community.

In what way will this project contribute to one or several of the Community Priorities described in the Community Cultural Plan? Does the project contribute to one priority thoroughly?

Supports the creativity of El Centro Amistad by encouraging the broader Boulder community to join the Latinx community to learn about and express themselves in celebrating the cultural creativity of Dia de Muertos. Bi-lingual activities will bring together Latinx and non-Latinx people to celebrate a creative cultural holiday.

Supports the creativity of Latinx poets, singers, dancers, visual artists, musicians and altar creators. Art performances and activities that will be offered at the Center include: poetry readings, creating papel picado y sugar skulls, traditional Aztec ceremony, folklorico dancing, children's Mexican music concert, films, mariachi band, and altar exhibits.

Engages the community in civic dialogue about the ability of culture to bring people together for the authentic expression of diversity. Art from other countries reduces cultural and linguistic barriers and brings people closer when they participate in creating together.

Develops Boulder's creative identity as a global citizen in celebrating cultures from around the world.

## Cultural offerings\*

In what way does your project fill a gap in the variety of cultural offerings in Boulder? What is exciting or new about your project?

Dia de Muertos is one of the more popular secular celebrations in Latin America (Cinco de Mayo is NOT celebrated in Mexico). There is no other authentic celebration of this important holiday in Boulder. What is exciting about this project are: 1) Dia de Muertos Altar exhibits, which carry messages to create awareness of inequities and injustice and to honor the people who fought for a better world. There will be altars dedicated to: immigrants, teens (mental health, suicide and bullying issues), those who fought for social justice, women who made history, Natives of Las Americas, people who died from diabetes and other diseases caused by sugary drinks. This will be a sugar free event. 2) A Catrina procession begins downtown on Nov 1 at 2 pm and ends at the Dairy Center where the grand finale celebration begins. There will be children and adult Catrina competitions with prizes for best costume. (La Catrina is the strong symbol for Dia de Muertos where people paint their faces in colorful makeup and dress with elegant outfits to evoke the famous symbolic skeleton.)

## Cultural equity\*

Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to applicants whose organizational leadership or audience represent groups who are typically underrepresented, i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories. Describe how your project will address affordability, availability, accessibility, accommodation, and acceptability to diverse groups. For reference, please review the Boulder Arts Commission and Americans for the Arts Statements on Cultural Equity.



**References:**

Boulder Arts Commission Statement on Cultural Equity  
 Americans for the Arts Statement on Cultural Equity

In these current times, the fear of deportation is rampant among the immigrant community. It can be difficult to develop resilience when you are living in a country where you don't feel accepted. This is a tremendous opportunity for Latinx immigrants to feel accepted when they can organize, share, and celebrate their cultural traditions with the larger Boulder community.

We will be hosting this free, open to the public event at the Dairy Center, a safe and accessible community venue where everyone is welcome and diversity is valued. We will be promoting the event through social media, email, radio, newspapers, flyers, TV and word of mouth. Also Promotoras (AMISTAD staff) will go to schools to explain Dia de Muertos and invite students to the event. All promotional and program materials will be bi-lingual, as we want the participation of both Latinxs and non-Latinas. This is a fun way to engage the broader community with largest minority group in Boulder.

Since AMISTAD is led by and for Latinxs – a historically excluded and oppressed group – we remain committed to maintaining a predominantly Latinx staff, however we have a diverse board of directors since we know it takes an entire community to address our needs.

## Proposed outcomes and evaluation strategy\*

Describe your evaluation strategy for this project and how you will collect data. Please also include your goals for this project and how the benefit to the community will be measured.

Goal 1: Educate the larger Boulder community about indigenous traditions of Mexico and Central America through poetry, music, dance, song and visual arts.

Objective 1A: Expose at least 1,000 Boulder residents to the arts of Dia de Muertos.

Output: Collect sign in sheets. Document with photographs and videos.

Objective 1B: Offer schools the opportunity to learn about this tradition through classroom visits and field trips.

Output: Involve youth in the planning and implementation of the celebration. Keep a log of schools and number of students participating.

Goal 2: Raise awareness of authentic expressions of cultural diversity and engage Boulder residents in civic dialogue through art.

Objective 2A: Provide a weeklong exhibit of altars with themes about immigration, health, equity, social justice, women, and community.

Output: Interview participants about the impact of the exhibits. Document with photographs and videos.

## Additional Questions

### Boulder focus\*

Are you a Boulder organization/individual serving Boulder or are you an organization/individual outside of Boulder and to what degree do you focus on Boulder programming?

Yes El Centro Amistad is located in Boulder and serves Boulder residents.

Mission. To integrate and transform the Boulder County community through opportunities and programs for Latinos that promotes education, health, and quality of life.

Theory of change. Operating with the theory that systemic change is most effective when it is locally led by families and communities with innovative bottom-up solutions, AMISTAD provides bi-lingual, bi-cultural Latinx led programs by and for Latinx children, youth, women and families in Boulder.

### Encouragement points\*

Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to applicants who have not yet received a grant in this cycle. Confirm if your organization has received more than \$1,000 in funding from the Boulder Arts Commission in the current cycle.

No

## Attachments

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### ATTACHMENTS

The following attachments are required. Please title your attachments according to the headings listed below.

### Budget summary\*

Provide a brief budget summary for this project including all revenue (monetary and in-kind contributions, including this grant) and expenses. Please title the attachment "Budget summary". Permitted file types: xl, xlsx, pdf.

BAC Budget Summary.xlsx

### Venue confirmation letter\*

Attach confirmation from the hosting venue that the project is approved and scheduled. Please title the attachment "Venue confirmation letter". Permitted file types: doc, docx, pdf

venue confirmation letter.pdf

### Partner/Collaborator List

Provide a list of each individual / organization that has a significant coordinating role in this project. Please title the attachment, "Collaborator list". Include their name, contact information, and role. Permitted file types: doc, docx, pdf.

BAC Collaborator List.docx

### Letters of support

Attach any letters of support that will be useful in understanding community involvement and enthusiasm for the project. This is optional. Please title the file, "Letters of support". Permitted file types: doc, docx, pdf

## Other support materials

Attach any documents that will help the jury fully understand the project, including videos and other materials that may help the commission evaluate artistic quality. This is optional. Please title the file, "Support materials".

Permitted file types: doc, docx, xl, xlsx, pdf

## *Submission and signature*

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### Application on the website (optional)

I certify that, if funding is awarded, my application may be presented on the boulderarts.org website. The Office of Arts and Culture staff will send a copy of the document to the applicant listed for approval in advance of posting on the website.

Yes

### Certification\*

I certify that all information contained in this application and attachments is true and accurate. All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion.

I certify

### Full name\*

Jorge De Santiago

### Submission date\*

02/15/2020

#### TO COMPLETE AND SUBMIT YOUR APPLICATION

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit Application" button and an email notification that your application has been received will be sent. If you do not receive a confirmation email, please notify staff immediately. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

## File Attachment Summary

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### *Applicant File Uploads*

- BAC Budget Summary.xlsx
- venue confirmation letter.pdf
- BAC Collaborator List.docx

**El Centro Amistad  
Dia de Muertos**

**Revnue**

HRF grant	5000
BAC grant	5000
CO Trust sponsorship	1000
Individuals	220
Corporations	800
<b>Total revenue</b>	<b>12020</b>

**Expenses**

Exec Director .025 FFTE of \$76K	1900
Director Equity & Ed .025 of \$57K	1440
Promotoras \$15/hr x 60 hrs	900
Community Coordinator \$25/hr x 100 hrs	2500
Advertising/Marketing	1200
Food	1000
Office supplies	180
Copying	300
Program materials	1100
Music & entertainment	1500
<b>Total expenses</b>	<b>12020</b>

# DAIRY **ARTS** CENTER

13 February, 2020

Dear Boulder Arts Commission,

I am pleased to confirm that El Centro Amistad will be presenting their 2020 Dia de Muertos Celebration here at the Dairy Arts Center. This event has grown over the past several years and is now one of the most popular Dia de Muertos gatherings in the region. In addition to Amistad's installation of five altars, that will be on display for the week prior to Dia de Muertos, they will hold a celebration including music, dance, an art workshop, a Catrina contest and more--that will engage the community in the traditions associated with Dia de Muertos. If you have questions or concerns, please do not hesitate to contact me.

Warm regards,

*Juliette Leon Bartsch*

Juliette Leon Bartsch  
Community Engagement Manager  
juliette@thedairy.org  
Dairy Arts Center  
2590 Walnut Street  
Boulder, Colorado  
80302

## **Collaborator List**

BVSD schools (Columbine, Uni Hill, Crestview) – transport students for field trips to activities at the Dairy Center

Dairy Center for the Arts – venue partner