Boulder Arts Commission Retreat Agenda
October 20, 2021 4:00 P.M.
Online Video Meeting

1. Gift (5 min)

2. Re-introductions (20 min)

3. CALL TO ORDER
   Approval of Agenda

4. MINUTES
   Approval of the September 2021 Meeting Minutes

5. PUBLIC PARTICIPATION (10 min)

6. MATTERS FROM GUESTS (30 min)
   City Manager Nuria Vandermyde-Rivera

7. MATTERS FROM COMMISSIONERS (30 min)
   A. Mission Statement – Kathleen
   B. Meeting Practices – Eboni

8. MATTERS FROM STAFF (30 min)
   A. Budget Update – Matt and David
   B. 2022 Work Plan – Matt

   Break (5 min)

9. PUBLIC ART (60 min)
   A. Action: Fire Station 3 Public Art Project Finalist Approval
   B. Action: Public Art Implementation Plan approval of final updates
   C. Action: Appoint Selection Panel Member for Experiments in Public Art

   Break (5 min)

10. GRANTS PROGRAM (75 min)
    A. Action: Program Change Request: Block 1750, request to change the nature of the 2021 Community Project Grant previously awarded for Block Party 2021, $10,000
    B. Action: Reports and Follow Up Responses
       i. Angie Eng, Earth Wear, $5,000 – follow up responses
       ii. Patti Bruck, River Beginning: A Journey From the Edge, $4,000 – follow up responses
       iii. Cindy Brandle Dance Company, “Project Human”, $10,000 - report
    C. Action: Final Version of 2022 Cycle
    D. Action: Delegation to Admin Decisions
    E. 2022 Community Selection Panel Interview Process

11. ADJOURNMENT
## CITY OF BOULDER
### BOULDER, COLORADO
#### BOARDS AND COMMISSIONS MEETING
##### MINUTES

<table>
<thead>
<tr>
<th>Name of Board/ Commission:</th>
<th>Boulder Arts Commission</th>
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<tbody>
<tr>
<td>Date of Meeting:</td>
<td>September 15, 2021</td>
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<tr>
<td>Contact information preparing summary:</td>
<td>Celia Seaton</td>
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<tr>
<td>Commission members present:</td>
<td>Kathleen McCormick, Devin Hughes, Georgia Schmid, Eboni Freeman, Maria Cole, Caroline Kert</td>
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<td>Commission members absent:</td>
<td>Bruce Borowsky</td>
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<td>Library staff present:</td>
<td>Matt Chasansky, Office of Arts &amp; Culture Manager, Lauren Click, Coordinator, Grants, Mandy Vink, Coordinator, Public Art, David Farnan, Director, Celia Seaton, Administrative Specialist</td>
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<tr>
<td>City staff present:</td>
<td>None</td>
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<tr>
<td>Members of the public present:</td>
<td>Mary Wohl Haan, Marda Kirn, Kari Palzzari, Elaine Schnabel, Nick Forster, Patricia Bruck</td>
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<tr>
<td>Type of Meeting:</td>
<td>Regular/Remote</td>
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### Agenda Item 1: Call to order and approval of agenda

The meeting was called to order. McCormick provided an introductory orientation around the virtual procedure, as this meeting was held through Zoom videoconference. She asked the group for any other addendums to the agenda. Though not an agenda shift, Chasansky highlighted continued staff discussions with the City’s Racial Equity Guiding Coalition as work progresses on the commission’s statement on cultural equity. More conversation on the coalition’s instrument will occur at a future meeting. There was a nod of approval for the agenda as presented.

### Agenda Item 2: Review of Minutes
#### Item 2A, Approval/Review of August 2021 Meeting Minutes

McCormick asked the commission for changes or addendums regarding these minutes. Freeman moved to approve the minutes, Kert seconded, and the motion was unanimously approved.

### Agenda Item 3: Public Participation

Forster announced that eTown Hall will be hosting a Boulder city council candidate forum. Create Boulder and Boulder County Arts Alliance partnered to showcase this panel specifically concerning arts and culture issues. Intended goals include educating city council candidates and the opportunity to secure their arts-friendly statements, as well as a chance for community participation in local government. Livestreaming will be made available.

Kirn spoke about EcoArts’s recent work around climate change; she hopes that this pressing global issue will be included on the commission’s retreat agenda. She emphasized the need for collaboration to bring together various finding resources along with the various groups within the city. Kirn noted that Boulder has the highest density of climate change scientists globally. This prime space “needs the arts to mobilize it.” She welcomed commissioners to contact her to to engage in this effort.

Palazzari (Studio Arts) welcomed the group to the upcoming fundraiser Chili Bowl Festival. She noted that the event has been scaled back this year to “safely spread out the fun.” Art demonstrations will occur all weekend along with the Pottery Lab’s fall pottery sale.

Leah Woods: I am here to be available for questions and would like to speak to those questions pertaining to the Block 1750 2021 Community Project Grant request for change.
Agenda Item 4: Public Art [0.14.04 Audio min.]

A. 2022 Public Art Implementation Plan Updates, Chapters 2 and 3 – Vink continued to present on significant changes and new projects (see handouts.) Alpine Balsam is “still tracking,” but a year behind in its schedule. For the Alpine Balsam area plan and hospital deconstruction, as well as future intended use, please see https://bouldercolorado.gov/projects/alpine-balsam-implementation. The George Reynolds branch library renovation refresh will involve a new mural in the children’s area, with an artist chosen from the mural roster.

Cole asked whether the of artists for roster are Boulder-based. Vink explained that the artists are located anywhere from Colorado Springs up to Laramie. The parameters are intentionally kept as broad and functional as possible.

Regarding the capital improvement projects like the 30th and Colorado Underpass Project, McCormick wondered whether restriction of Transportation’s budget would then cause the art component to become value engineered. Vink explained that because this project was an outlier to the typical process, it may well be value engineered if need be. Transportation is working with Vink to try to bring funds where they need to be for the art element.

Freeman wondered about the “hold” on the Public Art Experiments. Vink explained that this hold was instated in 2018 because Public Art Experiments was initiated with a one-time funding. It remains as a hold because it was so successful; staff is still waiting to hear on updates to the budget, as this could become a 2022 contender. https://boulderarts.org/public-art/temporary/

Agenda Item 5: Grant Program [0.46.00 Audio min.]

A. Patricia D Bruck, 3rd Extension, Community Project Grants, Awarded March 21, 2018, River Beginning: A Journey From the Edge, $4,000. In response to Kert’s question, Bruck explained that she is unsure of the reasons behind the past two extensions. Click recalled that the delay was impacted by COVID-19 considerations, along with the death of the title subject.

McCormick would like to approve the grant extension. She cited the understandable conditions that caused the delay and is excited to see the final product. Kert agreed. Freeman wondered if it was possible to share the progress as it currently stands. Bruck has six hours of “talking head” style footage – she plans to upload some content online to be relayed by Click to commission. She must now create an alternative “b-roll” instead of focusing on her main character River. Cole feels supportive of artists through these challenges and felt struck by the tenacity of artists continuing to adapt despite extenuating circumstances.

Cole moved that the extension request from Patricia Bruck be approved. Hughes seconded. All were in favor, and the motion passed unanimously.

B. Block 1750, request to change the nature of the 2021 Community Project Grant previously awarded for Block Party 2021, $10,000. Click explained that commissioners have the options to a) approve the change in the program request, b) not approve the change in the program request and request return of the funds already received by Block 1750, or c) postpone approval of the change in program request pending the answers to specific questions. Interim Director Woods was present to answer questions.

Cole stated her preference to approve the change in the program request. Kert agreed, appreciating the strength needed to “right a ship” of a project’s progression. In response to Kert’s inquiry, Woods explained that the proposed costs just cover the in-house studio space, Avalon costs would be additional if needed. Schmid has not had good experiences in her interactions with Block 1750; she doesn’t approve supporting it through the allocation of city dollars. She cited positions changing hands, inconsistencies with class schedules, and unprofessionalism. Schmid does not approve this change and finds the continual funding for Block 1750 concerning. Freeman
appreciates the ingenuity involved in creating a new program. Freeman is excited about the project and would like to see the project realized but feels it should be entered under a new grant review and approval process.

Cole inquired whether questions might be posed whose responses might alleviate Schmid’s concerns. Schmid responded that, in her 7 years of experience, she has observed schedules/instructors not aligning with the actual class events, as well as issues of drugs and alcohol that were not well-addressed by the on-site leadership – “lives have been lost” due to the situation. Schmid doesn’t see this studio as mature enough to be awarded the responsibility of taxpayer monies. Kert suggested an update on policies and leadership from Woods which may address Schmid’s concerns. Woods assumed her role in March 2021; she acknowledged the changes within Block 1750 and agreed with Schmid’s estimation of the turn-over. While volunteer-run for many years, she sees a shift to more professional organization with four new people in leadership.

Cole suggested a postponement to allow Block 1750 leadership time to provide responses on how they are currently defining a safe space and their commitment to the teachers that are included in this program proposal. While respecting Schmid’s comments and perspective, Freeman would like to highlight that grant funding usually focuses on the project, and not on management issues. Schmid clarified that she is not “disgruntled,” she has seen this organization continually be awarded grant money, yet not handle it appropriately. McCormick stated that she has seen a good track record of edgy and youth-oriented project, however she is concerned with precedent of changing a project so far into the timeline.

Hughes wondered whether challenges of the organization caused the changes to the project (an annual block party). Woods: community feedback signaled a “dissonance” which led to structural change. The precedent argument is a fair and ethical concern that she appreciates. Kert was curious as to the consideration to postpone event. Woods explained the desire to reimagine an event with the present leadership which will serve the same need of bringing together the contemporary local dance community.

Cole made a motion to postpone approval of the change in program request pending the answers to specific questions (further expanding on the statement in letter re: “safe space,” the commitment to teachers outlined in proposal, and the similarities to the previously funded program). Kert seconded. All approved, except for Schmid and Freeman who voted against this motion.

This item will be brought back in October’s meeting for further consideration.

C. Reports for Approval
1. Colorado Conservatory for the Jazz Arts, SheBop Weekend Workshop, $3,000 follow up responses – commission provided a nod of approval for the responses.

2. Angie Eng, Earth Wear, $5,000 – Cole commented that she appreciated the feedback. Freeman agreed with Cole. She would like to see the qualitative data evidenced through key quotes from the questionnaires. Kert would also like to review the questionnaires, and particularly appreciated the large amount of volunteer assistance. McCormick was impressed by the report, but concerned by the potential overextension of Eng’s efforts, timewise. Click will relay feedback and inquiry to Eng.

Kert made a motion to approve the grant report and follow up with the questions. Freeman seconded, and the motion was unanimously approved.

D. 2022 Grant Cycle Blueprint: Recommended Changes (see handouts) – Click reviewed staff-recommended changes to the 2022 Grants Program. Topics include grant program financial structure, process improvements, and the 2022 Grant Program schedule.

The staff recommended financial structure includes the purchase of software and equipment to allow virtual programming and equipment as well as remote software.

Chasansky noted that the levels of funding for General Operating Support grants (GOS) have changed, but they have not risen adequately since establishment in 2016 to reflect inflation. He advised that the group examine the mix of funding. The Community Cultural Plan calls for commission to focus funding on the resiliency of
nonprofits to operate business. GOS funding provides best sustainability for organizations and best return on investment. He imagined concentrating on GOS and considering a reduction of the other categories (e.g., projects) for nonprofits. Chasansky is proposing this topic for discussion, not as a staff recommendation. McCormick is not in favor of eliminating many categories. Smaller grants like the community project grants and art education grants can provide new opportunities for a project or organization to “shine.”

The group discussed potential process improvements. Regarding eligibility around contractual age, staff recommended that all applicants must be of legal contractual age as defined by the state of Colorado (18 years). “We encourage those younger than 18 years of age to engage with a fellow artist or organization in order to apply. Contact the Office with questions.” Freeman approved of this language. Staff also recommended City of Boulder city limits remain as currently described.

Process improvements re: GOS were reviewed. For the 2022 GOS application, what impacts of COVID-19 should be considered in elements of criteria and selection? Staff recommended asking for 2019 and 2020 financials and use the higher budget number to determine grant category.

Staff do not recommend including the question concerning whether organizations can accept less than the full request for funding.

Process improvements: do not seek panelists to join the grant process. Commission discussed whether it was still interested in adopting a rule that Commissioners cannot miss more than one grant program review now that they are a body of seven as opposed to five. Commission agreed to table this topic until a future meeting to gather Borowsky’s input.

Process improvements regarding engagement and publicizing the grant program. Next year will see a focus on Government Alliance on Racial Equity (GARE) group connections, print advertising, and utilizing the city’s Community Connector contacts.

Palazzari agreed that the GOS grants allow an organization the most flexibility in handling awarded funds. The two groups of organizations in the middle “stair” levels still feel a financial squeeze and thus often apply for project grants as well. She suggested a curve as opposed to this staggered model (see handouts.) She offered to return with further data to illustrate the proposal.

Wohl Haan spoke, recommending the panelist addition even if limited to just two members. She cited the lessened chance of issues with recusals as well as the desire to engage diverse voices to unite the community.

Chasansky clarified that the majority of commission members would not like to see an option whereby all funding be centralized to GOS grants.

### Agenda Item 6: Matters from Commissioners

**A.** McCormick spoke about the outcome of the City Council discussion around the Community Culture and Safety Tax continuation ballot item. Council approved this as a .3% sales tax. McCormick highlighted the language calling for 10% of the tax revenues over 20 years be directed to nonprofits vs. current 20%, essentially cutting this funding in half.

McCormick and members of Create Boulder advocated to council for more and dedicated funding to arts and culture. They did get “culture” back in the ballot measure’s title, but council majority did not decide to set any additional monies aside to this effort.

McCormick also spoke about the concept plans for a cultural arts center located near the north wing of the Main Library, perhaps redeveloping the senior center. Business and arts leaders are backing this long-term project and forming a public private partnership to lay out the planning work and seek further funding. She can send further information to any interested commissioners.

[2.55.30 Audio min.]
Agenda Item 7: Matters from Staff

A. Manager’s Memo: See [packet]. Chasansky welcomed questions.

B. Budget Update: Farnan and Chasansky (see [handouts]) – Chasansky discussed 2021 budget restorations and American Rescue Plan Act (ARPA) funds available for this year. One detail of the special adjustment to base amounts to $157,250 under grants restoration. Staff recommended awarding project grants that scored above the minimum threshold, but for which there was not enough funding to approve. After confirming eligibility, provide those grants in order: Community Projects for Individuals, then Arts Education, then Community Projects for Organizations in the order of highest scores. Lastly, add a round of Rental Assistance Grants with criteria changes pertinent to the pandemic.

Chasansky next spoke about expansion in 2022 over and above the budget restoration thanks to ARPA funding (reestablishing the Experiments in Public Art Program or providing an enhancement scholarship for GOS grants). Can ARPA funding be used to complete a project (e.g., the University Hill) which is currently on hold? ARPA law encompasses very targeted criteria around what the monies can be put toward, but Chasansky will inquire and report back. McCormick also wondered whether a portion of ARPA funding can go to permanent neighborhood art. As this is more of an infrastructure element, staff felt that may be challenging to present as a response to community need. With this proposed $275,000, Vink would only anticipate 3-4 permanent neighborhood-scale projects could happen. Farnan: we are also under time constraints on ARPA funds and public art projects consume a lot of time as well as staff focus.

Cole moved that commission support the staff recommendation for use of the budget restorations in the Grants Program to fund the top scoring organizations and individuals in the 2021 Community Project Grants for Individuals, Arts Education Grants and Community Project Grants for Organizations categories after they have been deemed eligible by Office staff and, that the balance of the funds be used for an additional round of Rental Assistance Grants with a change to the criteria that online expenses be an allowable use of the funds. Kert seconded, and the motion was unanimously approved. Hughes recused himself as he is employed by an organization that benefits from the funding.

Agenda Item 8: Adjournment

There being no further business to come before the commission at this time, the meeting was adjourned.

Date, time, and location of next meeting:
The next Boulder Arts Commission meeting will be at 6 p.m. on Wednesday, October 20, 2021, on Zoom.
1. Due to the COVID-19 Pandemic emergency orders, this meeting of the Arts Commission:

> Will ensure that participants can safely follow social distancing guidelines by convening the meeting online using a video conference.

> Public observation and comment are available for this meeting. To join the video conference, members of the community will be asked to make a request by email to rsvp@bouldercolorado.gov by Wednesday, October 20, at 12:00 P.M.

2. Notes on the October Retreat Agenda

> 6, Matters from Guests – City Manager Nuria Vandermyde-Rivera will join us to meet the commission members and answer your questions.

> 7A, Mission Statement – Commission Chair Kathleen McCormick will lead a collaborative discussion on creating a mission and/or vision statement to convey the intent, focus, and values of the commission.

> 7B Meeting Practices – Commissioner Eboni Freeman will facilitate a conversation to optimize commission meeting efficiency. We’ll be reviewing and discussing tips on 1) communicating unspoken rules, 2) reaffirming expectations, and 3) sharing preferences. To prepare, Eboni suggests watching the following video: “3 steps to turn everyday get-togethers into transformative gatherings by Priya Parker”

> 9A, Fire Station 3 Public Art Project Finalist Approval – In Attachment One please find a preview of the presentation that will be given by staff for finalist selection of the Fire Station 3 Public Art Project. The role of the Arts Commission at this step in the public art process is to approve that the selection process has met the criteria of the Public Art Policy. Staff will ask commission members for a motion to recommend that the City Manager approves the project and enters into a contract with the finalist. Other options include:

   a) Approve a motion to not recommend this finalist, or

   b) Postpone the motion and ask staff and the selection panel for answers to specific questions.

> 9B, Public Art Implementation Plan Final Draft – Following discussion at the August and September meetings, staff has prepared a final draft of updates to the Public Art Implementation Plan to guide commissioning and maintenance for the conclusion of this two-year cycle. This final draft was previously sent to Commission members and is also included in Attachment Two. During the meeting, staff will ask commissioners for a motion approving the update. The Commission also has the option to not make a motion and ask staff for answers to specific questions or further changes.

> 10A, Program Change Request: Block 1750 – In Attachment Three, please find the further clarification from Block 1750 responding to questions from the Commission about their Community Project Grant 2021 changes.

> 10C, Final Versions of 2022 Grant Cycle Documents – To complete the decisions for the 2022 grant cycle, staff will ask the Commission to give nodding approval to the final draft documents for the application, scoring, and
decision processes. The drafts have been sent directly to commissioners and are found below in Attachment Four. The Commission’s recommended changes have been integrated, including:

- **Contractual age.** All applicants must be of legal contractual age as defined by the State of Colorado (18 years). To this criterion, the following statement has been added: “We encourage those younger than 18 years of age to engage with a fellow artist or organization in order to apply. Contact the Office with questions.”
- **The General Operating Support (GOS) application will request submission of 2019 and 2020 financials. The higher budget number will be used to determine their status.**
- **The GOS report has been shorted to request only one page of content plus attachments.**
- **A fund for grant writing assistance has been added to the grant program documents.**
- **The uses of Venue and Online Event Affordability Fund (formerly Rental Assistance Grants) has been expanded to include the purchase of Personal Protective Equipment and/or COVID 19 testing, and/or equipment for hosting online programming, such as video software, cameras, or tech support.**
- **The character limit for the Community Priorities Questions on the Community Project and Arts Education applications has been changed to 1,800.**
- **B bulleted information is encouraged on all text sections in the applications.**
- **A note has been added to applications that language translation for the materials is available.**
- **A requirement has been added that a justification for recusals from scoring must be sent to staff for our records.**

In addition to these recommended changes, staff will present two alternatives for the structure of the GOS category:

**Option One: Four Tiers.** Applicants are sorted into four categories based on budget size. The size of the grants in each category is a set amount. The number of grants offered is adjusted to make sure that each category is similarly competitive. In other words, that each applicant has a similar chance for receiving a grant regardless of their budget size. This is the system used in the current grant cycle.

**Option Two: Budget Indexing Percentage.** After applications are approved, the total budget for GOS grants ($758k) is divided by the total of all budgets of successful applicants to establish an indexing percentage. That is then applied to each organization’s budget to determine the amount of their grant. For instance, based on the current cycle, 47 organizations would receive grants in amount of 3.18% of their budget.

Examples of how each option might be structured can be found on page 124 of this packet.

During the meeting, staff will ask which of these two options are preferred. If option two is preferred, staff will ask the commission to discuss two further questions. First, should all applications over the scoring threshold be recommended for approval? Or, should there be limitations in place to address the number of grants and size of awards? Second, should rules be put in place to cap the lowest and highest grants in order to ensure that no individual grant is greatly outsized, or too small to be effective?

Staff will ask for nodding approval to endorse the documents for the 2022 grants cycle. The commission also has the option to:

a) endorse the documents with certain specific changes, or
b) decline to endorse the documents.
> 10D, Delegation for Administrative Decisions – During the meeting, staff will ask the commission members for a motion to approve administrative decisions on certain grant categories in the 2022 cycle: Rental Assistance Fund, Field Trip Fund, and Professional Development Scholarships.

3. Commission Correspondence

In Attachment Five, please find copies of email correspondence received by the Boulder Arts Commission during the period between the publication of the September and October 2021 meeting packets.

4. Staff Updates

Staff continues to monitor pandemic restrictions and support the arts community in accommodating the requirements.

Staff continues to work with leadership in the Planning and Development Services Department, Finance Department and the City Attorney’s Office to draft new policies and ordinances for improvements to the permitting of Public Art.

Work continues on the budget process including the proposed 2022 division budget, a proposed increase to the 2021 budget, and special allocation from the American Rescue Plan Act (ARPA). The second reading and expected final approval of the 2022 budget will be on the agenda for the meeting of City Council on October 19. Updates on all these issues will be provided in the October meeting.

> Public Art Program

Save the date: Tim Eggert Memorial Sound Harp dedication, Friday, October 22 4-6pm, Boulder Public Library Plaza. An invitation will be sent to members of the Arts Commission.

Public Art Commissioning Updates:
- Civic Area (Adam Kuby): Final closeout is complete. Congratulations to Adam Kuby, his team, and especially Mandy and Carissa for a challenging, extended, and ultimately successful installation!
- Arapahoe Underpass (Michelle Sparks): Project Closeout: Sun Fades to Moon on Water plaque ordered. Project permits and final closeout process is underway.
- Urban Design - 30th and Colorado Underpass (Rosie Fivian and Ransom Beegles): Final Design. The parent project has entered construction while exploring cost-saving options in final production, including the urban design components. Anticipated parent project construction schedule: Feb 2021 – Aug 2022
  https://bouldercolorado.gov/transportation/30th-and-colorado-underpass
- North Broadway (Sharon Dowell): Final Design. Dowell continues to work with Project Management Team and Community Stakeholders to finalize design and locations. Anticipated installation: Spring 2023.
- NoBo Library (Daily tous les jours): Final Design. Updated design meeting scheduled for Nov to review integrations into new library drawings. Anticipated parent project construction schedule: Summer 2022 – Winter 2024 www.dailytouslesjours.com;
- Fire Station 3: Selection. Semifinalists: Michael Clapper, Mario Miguel Echevarria, Jodie Bliss, James Lynxwiler, and Ken Williams Studio. Recommended artist will be presented at the October Arts Commission meeting https://bouldercolorado.gov/planning/fire-station-3-relocation-4
- Urban Design - 19th and Upland (Anthony Garcia): Contracts/Design. New underpass at 19th and Upland on the Fourmile Canyon Creek; Anticipated parent project construction schedule: Fall 2022 – Spring 2024
- George Reynolds Branch Mural: Selection.
- University Hill (ENVD 3300 Praxis): On hold. Staff is open to explore alternative funding or a rescaled project. [http://www.monthofmodern.com/community-livingroom/](http://www.monthofmodern.com/community-livingroom/)
- Alpine Balsam Pavilion: Launch projected late 2022. Meeting scheduled for late August.
- Valmont Park: Launch projected for 2023
- Transportation CIP Percent for Art: On Hold
- Experiments in Public Art: On Hold
- CAGID Garage Art Public Art Program: On Hold

Community-Initiated and Donation Projects Updates:
- *Tim Eggert Sound Harp:* Permit complete, contract complete, foundation poured. Dedication Oct. 22, 2021
- *Los Seis de Boulder:* Permitting and Contracting underway. Permitting not approved due to boundary conflicts. Exploring sites with artist, extended family members, and private property holders. The work is temporarily installed as part of BMoCA’s Inside Out exhibition while permanent location is finalized.
- Rotary Club Donation: Permitting and Contracting negotiations underway. The donors are finalizing drawings, information for permit application. Project was approved by Landmarks in Oct. 2021
- Nobel Circle Donation: Pre-approval Process. Donors are in the fundraising phase; project development and permitting requirements continue with project completing preapplication review

Maintenance and Conservation:
- With restoration of the maintenance budget, backlog maintenance projects are being initiated.

Murals/Paint the Pavement Projects:
- 19th and Avocado: Complete. Street Wise Arts and the Transportation Department are working with Anthony Garcia Sr. of Birdseed Collective to create a neighborhood street mural. This project was approved by the Standing Selection Panel in Dec 2020. Community event: June 19; Painting: August 7. *Funded through CDOT’s Can-Do Challenge Grant and initiated by the community [https://www.birdseedcollective.org/](https://www.birdseedcollective.org/)

Wonderland Underpass (Marco Garcia): Community-funded mural; Painting 10/14-10/16

In Attachment Six please find a budget status for the five-year public art commissioning budget.

> Grants and Programs for Organizations

Staff has reached out to the potentially eligible recipients of the restored 2021 grant cycle funds that were discussed at the September meeting. Work continues to confirm eligibility and finalizing awardees. At the time of publication of this memo, distribution of the additional $157,250 will be:
- 13 Community Project Grants for Organizations
- 2 Community Project Grants for Individuals
- 2 Arts Education Grants
- The remaining $27,450 to the Venue and Online Event Affordability Fund (formerly Rental Assistance Fund). This includes a change to the criteria to allow for the purchase of personal protective equipment, COVID 19 testing, and/or equipment for hosting online programming such as video software, cameras, or tech support. Applications are now open. We encourage commissioners the alert your colleagues.

A final list of recipients will be included in the November packet.

Staff is finalizing a new, two-year agreement with our grant management system provider, Foundant.

These Professional Development reports have been approved in advance of the meeting.
- Abigail Corrigan, Choreographic Mentorship, Boulder, Colorado, $500
- Crystal Polis, Colorado Creative Industries Summit, Steamboat Springs, CO, $500
- Emilee Hodges, How to Heal with Singing Bowls, Boulder, Colorado, $500
- Jenny Shank, Mountains & Plains Independent Booksellers Association’s fall conference, Denver, $500
- Nika Garcia, Songwriting class at the Berklee College of Music, Online, $500

Sponsorships have been awarded for the following:
- Arts and Culture Relief Fund Second Round, $2,000.
- Business of the Arts Workshops by Boulder County Arts Alliance, $5,000
- Indigenous Peoples’ Day Sponsorship Funding, Awarded June 21, 2021, through the Human Relations Commission
  a. Right Relationship Boulder, “Celebrating Boulder’s Native Peoples”, $1,300 from Human Relations Commission / $1,500 from the Office of Arts + Culture Sponsorship Program (Total $2,800)
  b. Luna Cultura, Art, Science and Culture for Thriving Communities, The Totonacapan-Nahua Fusion, $1,300 from Human Relations Commission / $1,500 from the Office of Arts + Culture Sponsorship Program (Total $2,800)
  c. Junkyard Social Club, Cinnamon Kills First Sessions, $1,300 from Human Relations Commission / $1,500 from the Office of Arts + Culture Sponsorship Program (Total $2,800)
  d. Creative Nations, Creative Nations: Indigenous Traditional Dances, $1,300 from Human Relations Commission / $1,500 from the Office of Arts + Culture Sponsorship Program (Total $2,800)

In Attachment Seven please find a current grants program budget.

> Creative Neighborhoods

The last of the Creative Neighborhoods: COVID-19 Works Projects are now complete. Project close-out surveys have been distributed to participants. Visit the Creative Neighborhoods: COVID-19 Work Projects to see maps of the projects as well as short interviews with the artists, sorted by neighborhood. Project videos are currently being uploaded to the City of Boulder’s YouTube channel.

Creative Neighborhoods: Murals program 2020 is complete and staff is working to build out a mural tour for Spring 2022. Options include self-directed or in-person, depending on pandemic restrictions.
Venues

Staff continues to support the Finance and Planning & Development Services Departments on the extension of the Community, Culture, Resilience and Safety Tax.

Staff continues to monitor the pandemic restrictions for impacts on arts venues.

Civic Dialog, Boulder Arts Week, Boulder Arts Showcase

In this month’s episode of Boulder Arts Showcase on the City of Boulder’s Boulder 8TV watch the powerful documentary Beyond Sand Creek: The Covered Wagon Redux by local filmmaker Alan O’Hashi, a performance from The Library Concert Series by John Gunther Safari Trio, and a selection of local artist highlights from the Sans Souci Festival of Dance Cinema. Next month’s episode of Boulder Arts Showcase airs October 27 to November 24, 2021 and features a set of artist interviews from the Creative Neighborhood: COVID-19 Work Projects. Boulder Arts Showcase airs on Wednesdays from 1 to 3 p.m. Staff is coordinating production of future monthly programs.

Staff continues to support Denver Arts and Venues to present the next in a series of webinars about the role of equity and racial justice in cultural nonprofits entitled ‘How to be an Anti-Racist Organization’. The next date will be Monday, October 18 at 1 p.m. Information will be available closer to the event. Register for the event here.

Staff continues to plan for the event: The Year Ahead on October 27, 2021, from 6 to 8pm at the Junkyard Social Club. Arts leaders will speak in lighting rounds about their plans for events, exhibits, and performances in the next year. RSVP required to rsvp@boulderlibrary.org.
Public Art Action Item: Process/Finalist Approval

Site: Fire Station 3 Relocation
Type: Memorial | Location: Valmont & 30th

Advertised Budget: $65,000 (CCSv2); $1,500 Honorarium

October 20, 2021
Fire Station 3 Public Art: RFQ Recap

- Integrate with and/or acknowledge the current memorial to William Duran and Scott Smith
- Narrate dignity and respect to all who dedicate their lives to public service; Resonates with Fire Team
- Story-telling through symbolism
- Work that anyone can relate to; does not feel exclusive
- Open only to Colorado artists
- Materials and scale suitable to site

Fire Station 3 Public Art Overview

Technical Review Committee:
- Holger Durre, Deputy Fire Chief
- Hannah Harrington, Firefighter
- Adam Goldstone, Facilities Project Manager
- Will Bussard, Davis Partnership

Community Selection Panel:
- Artist: Patrick Marold
- Arts Professional: Katrina Miller
- Arts Commissioner: Devin Hughes
- Community Member: Benita Duran
- Community Member: Nita Razo, Susan, Dedra
Fire Station 3 Proposals

Ken Williams Studio
(Pueblo, CO)

Materials: custom carved brick and glaze; Scale 10’ x 12’

Narrative: Concept intends to transform horror of Twin Towers into message of hope; abstract open for creative interpretation by anyone that encounters the work.
Jodie Bliss
(Monument, CO)

Materials: Welded steel and hand-forged swallow ornamentation. Scale: 12’ x 6.5’ x 4’

Narrative: mountains abstracted into flames; hand-formed swallows and water to inspire hope and perseverance, swooping down into dangerous conditions to overcome tragedy

Mario Miguel Echevarria
(Longmont, CO)

Guardians

Materials: Clay, brick, steel. Scale: Hero-scale (figures ~7.5’, full sculpture 12-14’)

Narrative: The Fire and Rescue Personnel have their heads down as a display of power, confidence, reflection and humility, and a gesture of reverence for firefighters William Duran and Scott Smith. Boulder icons of service are placed atop.
James Lynxwiler  
(Fort Collins, CO)  

Ready to Serve

**Materials:** Cast bronze. Scale: 7’ x 4’

**Narrative:** Mountains abstracted into flames; hand-formed swallows and water to inspire hope and perseverance, swooping down into dangerous conditions to overcome tragedy
Final Draft 2021-2022
Public Art Program Implementation Plan Updates
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      1.4.3 Program Planning: p 11
      1.4.4 2020–2022 Public Art Programs and Project Schedules Snapshot: p 12-13

Any proposed updates to Chapter 1 in 2021 are shown in red in the following content.
1.1 PUBLIC ART PROGRAM: General Program Information

Mission: The city of Boulder Public Art Program and its related Public Art Policy support the commissioning of a wide variety of artworks representing the most innovative approaches to contemporary practice in the arts, works of enduring value, and projects that cultivate a diversity of artists and arts experiences within the city of Boulder.

Vision: The city will acquire works of art that encourage creativity, contribute to a sense of place, spark conversation, tell our shared stories and capture our moment in time, foster the enjoyment of diverse works of art, and are thoughtfully designed contributions to the urban environment of our vibrant city.

The Public Art Program is a key strategy identified in the city's Community Cultural Plan (Cultural Plan), which was adopted in 2015 and strives to support the following community priority: 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. The full Community Cultural Plan can be found at https://boulderarts.org/about-us/community-cultural-plan/.

The Public Art Program supports city-funded Percent for Art and urban design commissions, Experiments in Public Art and other temporary projects, Creative Neighborhoods program, as well as murals, community-initiated concepts, maintenance, and conservation.

This Public Art Implementation Plan outlines the program's focus from 2020 – 2022 and schedule into 2027 based on the 2020 and 2021 Capital Improvement Program. This plan will be open for full review and updates in Fall 2022.

Equity, Diversity, and Inclusion
The Office of Arts and Culture and the Boulder Arts Commission are committed to working toward equitable access in all policies and practices related to city-funded efforts, such as events and grants, that support a vibrant and creative environment for arts and culture in the community. In 2021 and 2022, they are reviewing policies and practices specifically with an equity lens for race and gender, all ages and abilities, and climate resilience. In 2016 the members of the Boulder Arts Commission unanimously adopted the "Statement on Cultural Equity" from Americans for the Arts, a tool currently used with the public art selection process and acquisition criteria to ensure public art opportunities are considered within an equitable, diverse, and inclusive framework.

[Call out graphically?] The Boulder Arts Commission and the Office of Arts and Culture have adopted the Americans for the Arts Statement on Cultural Equity and will take steps to align the work of cultural affairs to these principles: To support a full creative life for all, we commit to championing policies and practices of cultural equity that empower a just, inclusive, equitable nation.

COVID-19 Pandemic
Since March 2020, in addition to its global health toll, the COVID-19 pandemic has taken a significant financial toll on our community and public art funding. Programs such as Experiments in Public Art, Creative Neighborhoods, and community-initiated projects have been paused in 2021 and possibly into the future. Responsible program stewardship and sustainable program funding remain priorities for the Public Art Program. The Cultural Plan calls for sustainable funding from diverse sources, and the Public Art Program is committed to exploring new, more flexible, and more sustainable funding opportunities.

The city of Boulder Public Art Policy and additional program information can be found at https://boulderarts.org/public-art/

Acquisition Criteria

The following criteria shall be used by all review bodies when considering the acquisition of artwork by purchase, commission, or donation. Additional criteria may be established at the discretion of the city's Office of Arts and Culture to meet the needs of individual projects. The criteria include:
1. Inherent Artistic Quality – The assessed aesthetic merit of the piece as an artwork, independent of other considerations.

2. Context – The compatibility of the artwork in scale, material, form, and content with its surroundings. Consideration should be given to the architectural, historical, geographical, and social/cultural context of the site.

3. Ability to Install and Maintain – The anticipated ability of the artist to complete the artwork and considerations towards the city’s ability to provide maintenance and conservation to maintain the asset over time. Considerations shall also apply to temporary projects.

4. Time Horizon of Artwork – The anticipated lifespan of the project and/or its host site.

5. Diversity – The city is committed to commissioning and acquiring artworks that reflect diverse perspectives and approaches to art. To that end, the city shall seek opportunities accessible to a broad audience. The city shall seek artwork from artists of diverse racial, gender, and cultural identities, and strive for diversity of experiences through a variety of styles, scales, narratives, and media. The city shall also encourage both experimental and established art forms.

6. Uniqueness – To ensure that artwork will not be duplicated, the city shall require the artist to warrant that the work is unique and limited to an edition of one unless stated to the contrary in a contract.

7. Collection – The proposed artwork shall be reviewed regarding how it fits into the collection and the program’s mission (above).

1.2 PUBLIC ART PROGRAM: Community Participation and Involvement

[Diagram showing the steps of the public art program, including project implementation, selection, development, and installation.]
Selection Panels – Individual projects will have a unique selection panel featuring an artist, arts professional, Boulder Arts Commission member, and community members. Additionally, some unique opportunities may arise, such as donations, maintenance, and temporary projects, that require a standing selection panel (SSP). Both community selection panels will be supported by a nonvoting, advisory Technical Review Committee (TRC) composed of city staff and project representatives. Selection panels will be presented to the Arts Commission prior to initiating the project. If you are interested in serving on a selection panel, please submit a one-page letter of interest and current resume or CV to publicart@bouldercolorado.gov.

Public Art Opportunities – Opportunities will be advertised through the Office of Arts and Culture. Open calls will include application criteria. To receive information for public art opportunities, please visit: http://boulderarts.org/about-us/community-cultural-plan/fall-2014/.

Community Engagement – Community perspectives on project locations help inform artists’ proposals and assist in finding the best artist for each public art project. Each public art project and the Public Art Program will have scaled opportunities for the larger community to participate in the selection process through specific community engagement opportunities such as public forums, town hall meetings, public lectures and presentations, and digital engagement platforms.

Boulder Arts Commission – The Arts Commission plays an active role in the public art process:

The Arts Commission initially will review and recommend Public Art Implementation Plans to the City Manager. This serves as the work plan for Public Art Program staff.

Next, the Arts Commission will review individual city-initiated projects, donations, and non-temporary community-initiated projects to ensure the Public Art Policy and process was followed appropriately. This includes reviewing the project selection panels’ recommendations of artists and advancing recommendations to the city manager.

The Arts Commission reviews maintenance and conservation projects, which can include approving a selection panel’s recommendations for removal (deaccession) or relocation.

At times, public art items may appear for discussion only on Arts Commission meeting agendas. Staff will also provide non-agenda updates in the Arts Commission packet, such as information on project initiation, confirmation of selection panel participants, project development and timelines, and budget tracking. Staff will email updates of standing selection panel reports to the Arts Commission. If Arts Commissioners have questions, they should email staff in advance of the meeting.
1.3 PUBLIC ART PROGRAM: Portfolio

1.3.1 Recent Accomplishments

* Implementation of Percent for Art policy

* 5 permanent installations:
  - 55 Degrees by Adam Kuby, Civic Area
  - Sun Fades to Moon on Water by Michelle Sparks, Arapahoe Underpass
  - Wheelhouse Arbor by Eric Johnson, Elks Park
  - All-gender Boulder Public Library Restroom Renovation Murals
  - Foothills Underpass Urban Design by Carolyn Braaksma

* 15 temporary installations:
  - Experiments in Public Art

* 60+ temporary community-scale installations:
  - Creative Neighborhoods: COVID-19 Work Projects

* 40 city-initiated murals along with additional support for many community murals including:
  - 10 Creative Neighborhoods: Murals
  - 5 Boulder Community Health (BCH) Deconstruction Murals
  - 9 Underpass and Public Facility Murals
  - 3 Paint the Pavement projects

* 2 community donations installed

* 8 temporary/community projects

* 9 community engagement events

Status of Active Projects and Programs by October 2021

* 5 active Percent for Art projects underway: 30th and Colorado Underpass Urban Design, 19th and Upland Urban Design, Fire Station 3, North Boulder Branch Library, North Boulder Corridor Project; University Hill is on hold

* 4 Community-Initiated and donated projects underway: Nobel Circle, Tim Eggert Sound Harp, Rotary, Los Sels de Boulder Memorial

* Public art and permitting process review with the city’s departments of Planning and Development, Attorneys Office, and Finance

Images (top) #1 Boulder by Pamela Finke-Nadel; an Experiment in Public Art project; (bottom) Jorgy’s Promoe central by Chris Yang; Boulder Public Library All-gender Restrooms, 2nd Floor
1.3.2 Program Project Types

Percent for Art Commissions
Percent for Art projects are funded through a percentage of the overall construction budget of a qualifying city capital improvement program project, or parent project. Percent for Art commissions are commonly tied to a particular location and have a narrative specific to the site and criteria that can be accomplished entirely through a work of art. Each Percent for Art commission will have a community selection panel unique to that project.

Staff is responsible for confirming budgets, collaborating with departments on project overview, initiating and managing selection process, and community engagement as identified in the Public Art Policy, and project management from contracting to installation.

Urban Design Commissions
Urban design commissions are slightly different from Percent for Art projects: These are projects hosted and funded by the city through a parent project construction budget, as an enhancement to base infrastructure with the goal of better addressing the criteria of the parent project through the tools of design and aesthetics. Each urban design commission will include a community selection panel unique to that project.

Similar to Percent for Art commissions, staff is responsible for confirming budgets and initiating and managing the selection process and community engagement, but responsibilities for project management, from contracting to installation, typically remain with the parent project.

Experiments in Public Art - Temporary Commissions
Experiments in Public Art is the umbrella name for city-initiated temporary projects, commissions, and/or the loan of existing artworks. This program helps support art forms that are temporary in nature and presented as public art experiences. The standing selection panel may be deployed for individual opportunities; a special selection panel may be used for a program of multiple commissions.

Staff is responsible for confirming budgets, initiating and managing the selection process and community engagement, and project management from contracting to installation to removal.

Murals
Murals are often 2D or relief artworks and quick to deploy. Murals may be either city-initiated or community-initiated, and funding sources vary with each project. Murals are considered temporary, typically with two-to-five-year duration agreements. Any murals that are hosted on city-maintained property or involve city funding will be reviewed by the standing selection panel.

Staff is responsible for confirming city funding, initiating and managing the selection process and community engagement and some project management and project agreements. Staff must also notify mural artists of vandalism or mural removal.

Community-Initiated Projects
A successful Public Art Program requires an investment from the city and the community. Projects initiated by the community include temporary art in public places, donations, murals, and concepts. The Office of Arts and Culture supports community-initiated projects that ultimately involve city property and/or city funding. For an overview of the community-initiated donation process, please visit the Donations Policy at https://boulderarts.org/wp-content/uploads/2020/01/Donations.pdf.

Most temporary community-initiated projects are reviewed by the standing selection panel. In 2017, the Arts Commission granted this authority to expedite goodwill and community spirit. This decision was reapproved by the Arts Commission in 2020. Donations and concepts with permanent intent will be reviewed by the standing selection panel and the Arts Commission.

Concepts/Site-Specific Commissions: These projects include concepts that are not yet realized but are seeking support and approval from the city of Boulder for acceptance into the public art collection. Public Art staff will often support logistics and determination of the artist, artwork, and location.
Staff is responsible for confirming project feasibility, providing updates to donors and impacted departments, supporting donors in the selection process, and conducting community engagement, as identified in the Public Art Policy. Staff is also responsible for project management from contracting to installation.

Donations: Donations are existing works of art that are offered to the city by donors.

Staff is responsible for confirming project feasibility, providing updates to donors and impacted departments, supporting donors with installation project management, and completing donation contracts.

Temporary/Community Projects: Temporary art in public places includes projects such as two-dimensional and wheat paste murals, installations, and sculptures. Temporary exhibitions are exempt from policy processes but still may require agreements with the city.

Staff is responsible for confirming project feasibility, providing updates to donors and impacted departments, supporting donors with installation project management, and completing temporary project agreements.

Creative Neighborhoods Program

Mural: The program facilitates a collaboration between homeowners and artists to create new artwork on residential properties throughout Boulder that are visible from public paths and streets. Using a first-come, first-served selection process, mural sites are identified for residential properties throughout Boulder's subcommunities. Homeowners select regional artists to work with from the city-approved mural artist roster.

Staff is responsible for maintaining the mural artist roster, overseeing applications for the program, facilitating partnerships between artists and property owners, and community engagement for the program.

COVID-19 Work Projects: These projects support artists and bolster the community's "social infrastructure." In the spirit of the Work Projects Administration of the 1930s, the program quickly delivers funding to artists who have been put in a vulnerable position due to restrictions for controlling the COVID-19 pandemic. At the same time, the projects leverage the talent of artists to unite and vitalize neighborhoods with the goal of helping neighbors stay connected during the restrictions, or, after restrictions are lifted, helping people to reconnect, recover, and adjust to new social conditions.

Staff is responsible for generating and publishing the work project application, reviewing and awarding project funding, and supporting and promoting projects.

Maintenance and Conservation

Artworks that are not considered temporary in nature and are officially within the city's collection will inevitably require regular and technical maintenance. Some projects may require review for removal (deaccession) or relocation. This process is outlined in the Public Art Policy.

Staff is responsible for reviewing budget availability for maintenance and conservation, conducting biannual condition reports, and initiating maintenance projects. Projects identified for removal (deaccession) or relocation will be reviewed by the standing selection panel, technical review committee, Arts Commission, and city manager.
1.4 PUBLIC ART PROGRAM: PLANNING

1.4.1 COMMUNITY EVENTS

Community Engagement is a critical component of a successful public art program. Community events hosted from 2016-2020 included: Public Art Town Hall(s), Public Art Social(s), artist talks and Soirees, Public Art Solstice and Mural Tour, Experiments in Public Art events, public art dedications, collection tours, community surveys, and the Canyon Ramp Community Engagement exhibit.

The COVID-19 pandemic drastically limited public events and gatherings, bringing public art community events to a halt. As the city re-emerges from the pandemic and looks to host safe and fiscally-responsible events, the Boulder Arts Commission and Office of Arts and Culture will explore hosting events that can be shared safely with the community.

1.4.2 FUNDING

The Community Cultural Plan recommends the following fund mix over the course of the plan’s three phases to achieve a successful public art program. Additional information is found on page 88 of the Community Cultural Plan.

<table>
<thead>
<tr>
<th>First Phase Annual Goal 2018-2021</th>
<th>Middle Phase Annual Goal 2021-2024</th>
<th>Final Phase Annual Goal 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Art (Assigned Fund)</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>- Funds will be used for contracts with artists in the commissioning of public art only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- In the first two years, this funding will be derived from the Community Culture and Safety Tax.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- By 2018, a permanent source of funding will be identified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- After the permanent sources of funding are in place, it is expected that the budget will fluctuate from year to year, with $300,000 being an expected average.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programming for Strategies</td>
<td>$100,000</td>
<td>$120,000</td>
</tr>
<tr>
<td>- Funds will be used for the programs, events, and materials to operate the strategies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- A portion of this budget will be assigned to technical maintenance of the public art collection.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In 2021, projected funding for the Public Art Program will not meet the annual allocations called for in the Community Cultural Plan, primarily because the program does not have consistent, ongoing, and sustainable sources and levels of funding. This is challenging for long-term planning and program development.

The following fund types have been used through 2021 for the Public Art Program. Each funding source functions in slightly different ways with varied uses.

Percent for Art

In 2018, the Public Art Policy was updated to include Percent for Art allocations. One (1) percent of construction budgets of qualifying new CIP, or capital improvement projects including new projects and enhancements, are allocated for the express purpose of commissioning works of art. Funds are commonly tied to a particular location and a particular timeline and cannot be reallocated without the consent of the parent department, the city's finance department, and the city manager. Projects are often multi-year, and their schedules (and public art's share of the funding) are dependent on many factors, including the city budget from year to year and master planning for collaborating city departments (Transportation, Parks and Recreation, Facilities and Fleet), and thus do not offer a consistent or reliable source of funds. For example, in years such as 2024 through 2027 (see chart below), no CIP projects have been scheduled yet, so public art cannot count on Percent for Art funding in advance. CIP
projects typically emerge annually, and a more advanced understanding of the master plans and wish lists from each collaborating department would help the Public Art program schedule projects, anticipate budgets, and build sustainability. For the sake of a baseline measure, and using projections from the 2021-2027 Capital Improvements Program, the projected Percent for Art allocations will total approximately between $87,667 and $128,983 annually. Table F1 shows a history of Percent for Art funding. Table F2 shows funding projections for 2021-2027.

**General Fund (GF)**

General Fund allocations support strategy programming and temporary programs like Experiments in Public Art and the Creative Neighborhoods Program. These funds are most suitable for temporary projects. They must be used within the year they are allocated. Table F1 shows a history of General Fund (GF) allocations. Table F2 shows General Fund projections for 2022-2027.

Currently there is no General Fund allocation on the horizon for Murals, Community-Initiated and Donations, Creative Neighborhoods, Murals, and Programming for Strategies. In 2018, the city introduced a $30,000 annual allocation from the General Fund for the maintenance of public artworks, reflected in Table F1. Given the economic impact of the pandemic, maintenance was reduced to $4,300 in 2021. As of October 19, 2021, the full maintenance budget of $30,000 was approved for 2022.

**American Rescue Plan Act (ARPA)**

American Rescue Plan Act (ARPA) federal funding will support recovery from COVID-19 and could support restoring funding to the following programs: Maintenance, Temporary/Experiments in Public Art, and Creative Neighborhoods: COVID-19 Work Projects. Table F2 has been updated with TBD for these programs. In September 2021, $25,000 in ARPA funds were restored to the public art maintenance fund, and as of October 2021, $25,000 ARPA funds to expand the maintenance budget were approved for 2022.

**Community, Culture, Safety Tax (CCS)**

Funding for public art from the Community, Culture, and Safety (CCS) tax was included in 2014 and 2017 ballot items passed by Boulder voters, resulting in a total investment of $1 million from 2015 through 2020, or an average of $167,000 annually. This tax is set to sunset in 2021 and is proposed for renewal, possibly providing 1 percent for art from construction budgets, qualifying New Capital and Capital Enhancement city projects funded through CCS. Table F2 currently shows TBD for future funding, which will be updated if the will of the voters.

**Future Fund Opportunities** - The following areas have been identified as areas to explore for future funding:

- Public Art in Private Development
- Donations

Table F1 shows the Public Art Program’s history of year-to-year funding (an annual average of approximately ~ $313,281), including each sub-program or project, with the funding sources identified from collaborating departments (TrR = Transportation, BPR = Parks and Recreation, FAM = Facilities and Fleet). Subprograms and projects that did not receive funding in specific years are noted with zeros.

<table>
<thead>
<tr>
<th>Project/Program</th>
<th>2016 Funding</th>
<th>2017 Funding</th>
<th>2018 Funding</th>
<th>2019 Funding</th>
<th>2020 Funding</th>
<th>2021 Funding</th>
<th>Total Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Art</td>
<td>$549,000 GF</td>
<td>$55,000 CCv1</td>
<td>$200,000 CCv2</td>
<td>$200,000 FAMv2</td>
<td>$200,000 FAMv2</td>
<td>$20,000 GF</td>
<td>$1,199,600</td>
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<tr>
<td>Experiments in Public Art</td>
<td>$125,000 GF</td>
<td>$125,000 GF</td>
<td>$125,000 GF</td>
<td>$125,000 GF</td>
<td>$125,000 GF</td>
<td>$125,000 GF</td>
<td>$625,000</td>
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<tr>
<td>Murals</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$30,000</td>
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<tr>
<td>Community-Initiated and Donations</td>
<td>$5,000 GF</td>
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<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
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</tr>
<tr>
<td>Creative Neighborhoods</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
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<tr>
<td>Programming for Strategies</td>
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<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$5,000 GF</td>
<td>$30,000</td>
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<tr>
<td>Maintenance</td>
<td>$50,000 CCv1</td>
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<td>$50,000 CCv1</td>
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<td>Annual Total</td>
<td>$819,000</td>
<td>$362,000</td>
<td>$272,186</td>
<td>$279,000</td>
<td>$298,500</td>
<td>$2,879,686</td>
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Table F2 shows the Public Art Program’s projected year-to-year funding (approximately $105,250-138,583 annually), including each subprogram or project, with the funding sources identified.

<table>
<thead>
<tr>
<th>Project/Program</th>
<th>'22 Proposed Funding</th>
<th>'23 Proposed Funding</th>
<th>'24 Proposed Funding</th>
<th>'25 Proposed Funding</th>
<th>'26 Proposed Funding</th>
<th>'27 Proposed Funding</th>
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<tr>
<td>Public Art</td>
<td>$160 ARPA</td>
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<td>$160 ARPA</td>
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<tr>
<td>Experiments in Public Art</td>
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<tr>
<td>Murals</td>
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<td>$160 ARPA</td>
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<td>$160 ARPA</td>
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<tr>
<td>Community-Initiated and Donations</td>
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<td>$160 ARPA</td>
<td>$160 ARPA</td>
<td>$160 ARPA</td>
<td>$160 ARPA</td>
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<tr>
<td>Creative Neighborhoods</td>
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<td>Programming for Strategies</td>
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<td>$160 ARPA</td>
<td>$160 ARPA</td>
<td>$160 ARPA</td>
<td>$160 ARPA</td>
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<tr>
<td>Maintenance</td>
<td>$20,000 GF</td>
<td>$25,000 ARPA</td>
<td>$25,000 ARPA</td>
<td>$25,000 ARPA</td>
<td>$25,000 ARPA</td>
<td>$25,000 ARPA</td>
<td>$25,000 ARPA</td>
</tr>
<tr>
<td>ANNUAL Proposed</td>
<td>$122,000</td>
<td>$909,000-700,500</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$637,500-891,500</td>
</tr>
</tbody>
</table>

1.4.3 PROGRAM PLANNING

As identified in the Cultural Plan, long-term planning, advocacy, and program opportunities must exist for a healthy public art program. In 2021, the city has begun work to enter into the final phase of the Cultural Plan, offering an opportunity to review the program and how it functions. Approaches to funding, project types, and commissioning will be reviewed and updated.

Capacity planning continues to be a critical component in the Public Art Program’s success. In 2021, staff will examine capacity needs: what is currently feasible and what is desired for a successful program over time. The Arts Commission has advised that no more than six projects, including donations, be assigned to any public art staff member at any time to ensure a high-quality program and projects. With a staff of one full-time public art administrator and one 30-hour-per-week public art assistant, staff will be able to manage no more than 10 projects of all types per year.
1.4.4 2020–2022 Public Art Programs and Project Schedules Snapshot

**Anticipated Timeline**
The following is an anticipated timeline for known projects for 2020-2022, and a summary of projects tracking for completion in 2020. All 2020 projects that continue into 2021 are included. For projects beyond 2021, please refer to department-specific project pages. Projects/Timelines have been updated as of August 2021, with additional changes based on 2022 City Council budget approval. Note: Alpine Balsam, which was tracking to start in 2021, is delayed; 19th/Upland and Fire Station 3 were added in 2021.

![Timeline Diagram]
DRAFT 2021-2022
PUBLIC ART PROGRAM
IMPLEMENTATION PLAN
UPDATES: Chapters 2 - 4

Any proposed content updates to Chapter 2 in 2021 are shown in red.
2. PUBLIC ART PROGRAM: Project Abstracts

2022-2027 CIP Recommendations can be found here.

2.1.1

2020-2026 CIP: Facilities Percent for Art Opportunities

In the city's 2020 Capital Improvement Program (CIP), the following projects are eligible for a Percent for Art allocation. These budgets have been reviewed and confirmed collectively by the city's Facilities and Office of Arts and Culture staff. The city recommended public art for this project be presented separately due to its large scope and budget. See 2021-2026 Recommended CIP pp 29-35.

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated % for Art Allocation</th>
<th>Parent Project Timeline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine-Balsam/Western City Campus Redevelopment/Pooled</td>
<td><em>$300,000 – $500,000</em></td>
<td>2023-2026</td>
<td></td>
</tr>
<tr>
<td>George Reynolds Branch Library Remodel</td>
<td>$20,000</td>
<td>2021</td>
<td>Mural in story time area</td>
</tr>
<tr>
<td>ESTIMATED TOTAL</td>
<td><strong>$302,000 – $502,000</strong></td>
<td></td>
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</table>

Alpine-Balsam/Western City Campus Public Art Opportunities

Project Introduction – The Boulder City Council adopted the Alpine-Balsam Area Plan in the fall of 2019. The plan’s intent is to renovate the Medical Office Pavilion for city services and redevelop the eastern portion of the site as a new consolidated Western City Campus. Design work began in 2020 to advance development of the site and to prepare the remainder of the site for future housing development. Early design work included development of a citywide master consolidation program to inform an approach for delivery of city services now and into the future, as well as flood mitigation design and other horizontal infrastructure analysis needed to complete the project. The Western City Campus construction is planned for completion in 2025-2026.

The new civic campus will provide an opportunity to commission both temporary projects and a permanent integrated artwork. The temporary projects will help serve “research and engagement” towards the permanent integrated project. Although this is not the standard way of commissioning, it is appropriate for this site and aligns with the scope of the project. This public art opportunity will focus on the project’s sustainable approach to reuse and will recycle as many materials as possible.

Project Budget – Commission Budget: **$300,000 – $500,000** (all-inclusive) | Budget Source: Government Capital Fund/Facilities Renovation and Replacement; Project Type: CIP-CAPITAL ENHANCEMENT

*Yard costs for this project have not been determined. This estimate will be finalized and updated prior to beginning the public art selection process.

This project has a few possible tracts:

- Honorarium budget allocations could take two routes:
Allocate up to $15,000 each for a standard process; OR
- Allocate $100,000 to Experiments in Public Art projects to inform further planning for the campus
- Advertised RFC Budget: ~$300,000
- Contingency: Approximately 10% of final budget

Artwork Location – To be reviewed and determined in Q3 of 2021 and included in the selection process in Q3 of 2021. An overview of the site/area recommendations can be found at https://www-static.boulder.college.gov/docs/Art Area Plan - Final -1-20200111144.pdf

Anticipated Timeline – The project will begin in Q3 of 2022, integrating the schedule of the anticipated Experiments of Public Art project to align with the final research and design phases, which are currently tracking for 2023.

If the city determines this project will proceed with the standard commissioning process, the timeline could align with the parent project construction schedule:
Context and Theme – The project planning process in Q3 of 2022 will determine the context and theme of the commissioned art projects, including the potential opportunity to integrate Experiments in Public Art commissioning of temporary projects as part of the research and engagement for a permanent integrated project. Although this is not a routine commissioning process, it is appropriate for this site and aligns with the large scope of the project.

Community Engagement – A public art community engagement plan will be developed in Q3 of 2022. Community engagement could occur through the Experiments in Public Art temporary projects, with coordinated outreach through the Western City Campus planning outreach. Please email questions or comments on this project to publicart@bouldercolorado.gov with the subject line “Western City Campus Public Art.”

Selection Participants – In Q3 of 2022, the city will begin to assemble a community selection panel and a technical review committee. The community selection panel will include:
> Arts Commissioner
> Artist
> Arts Professionals
> Community Members
> Community Members

The technical review committee will include:
> BCH Deconstruction Project Management Team
> Park Operations
> Transportation Representative (if applicable)
> East Boulder Planning (if applicable)
> Community Cultural Plan Representative
> Project Design Team
> Risk Management
> City Attorney’s Office
> Development Services

Boulder Public Library - George Reynolds Branch Remodel Public Art Opportunity

Project Introduction – The George Reynolds Branch (GRB) is in the midst of a small remodel in the fall of 2021, with $2,000 allocated towards a mural in the children’s story time area. The opportunity will solicit an artist from the Mural Artist Roster, seeking someone with aesthetics appropriate to the updated children’s area of the library (see proposed wall below in existing context, before renovation).

Project Budget – Commission Budget: $2,000 (all-inclusive) | Budget Source: Library Renovation

Artwork Location – See image at left for proposed wall

Anticipated Timeline – The project will begin in Q4 of 2021, complete by the end of 2021. The mural will be installed after the renovation.

Context and Theme – Working closely with the GRB Design Advisory Group, the project will run through the Standing Selection Panel to select an artist based on budget, interest, and response to the GRB remodel goals and finishes.
2.1.2

2020-2027 CIP: Parks and Recreation Percent for Art Opportunities

In the 2020/2021 CIP, the following projects are eligible for Percent for Art allocations. These budgets have been reviewed and confirmed collectively by Parks and Recreation and Office of Arts and Culture staff. Due to small funding amounts for each project, these funds will be pooled for one project at Valmont City Park. See 2021-2026 Recommended CIP pp 59-66.

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated % for Art Allocation</th>
<th>Parent Project Timeline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic Facility Enhancements</td>
<td><strong>$26,380</strong></td>
<td>2020-2026</td>
<td></td>
</tr>
<tr>
<td>Valmont City Park - Phase 2</td>
<td><strong>$30,000</strong></td>
<td>2020-2026</td>
<td>Most public-facing project</td>
</tr>
<tr>
<td>Flatirons Golf Course Enhancement</td>
<td><strong>$64,900</strong></td>
<td>2020-2024</td>
<td></td>
</tr>
<tr>
<td>Violet and Eaton Capital Infrastructure Enhancement</td>
<td><strong>23,220</strong></td>
<td>2023-2024</td>
<td></td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL</strong></td>
<td><strong>$144,500</strong></td>
<td>2022-2020</td>
<td></td>
</tr>
</tbody>
</table>

Valmont City Park - Phase II Public Art Opportunity

**Project Introduction** – This project provides for the development of the next major phase of Valmont City Park, south of Valmont Road. Potential amenities to be built include:
- adventure playground elements
- community garden space
- a splash pad
- skate elements
- an event pavilion
- additional parking

Final plans, including park amenities and the public art selection process will be completed in 2023. Final design and permitting will occur in 2024 with construction to begin in 2026. This project increases park services for the surrounding areas of East Boulder and the entire Boulder community.

**Project Budget** – Commission Budget: **$144,500** (all-inclusive) | Budget Source: Parks and Recreation (0.25 Cent Sales Tax or Permanent Parks Fund). This budget is pooled from 2021-2026 Boulder Parks and Recreation (BPR) CIP qualifying projects.
- Advertised RFC Budget: $119,500
- Honorarium Allocations: Up to $10,000
- Contingency: $15,000 to support design/review needs

**Artwork Location** – To be reviewed Q4 of 2022 and included in the selection process in 2023.
Anticipated Timeline – The project will begin in Q1 of 2023, with anticipated public art installation to align with park construction, which is currently tracking for completion in 2026.

<table>
<thead>
<tr>
<th>Planning</th>
<th>Selection</th>
<th>Design</th>
<th>Fabrication</th>
<th>Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 2022</td>
<td>Q1 2023</td>
<td>Q1 2024</td>
<td>Q1 2025</td>
<td>Q1 2026</td>
</tr>
</tbody>
</table>

Context and Theme – Information anticipated in Q4 of 2022.

Community Engagement – The community engagement Plan for Valmont City Park public art will be coordinated with BPR outreach and engagement in Q4 of 2022. Please email questions or comments on this project to publicart@bouldercoloardo.gov with the subject line “Valmont Phase II Public Art.”

Selection Participants – In Q4 of 2022, the city will begin to assemble a community selection panel and a technical review committee. The community selection panel will consist of:
- Arts Commissioner
- Artist
- Arts Professional
- Community Member
- Community Member

The technical review committee will consist of:
- Valmont Phase II Project Management Team
- Park Operations
- Transportation Representative (if applicable)
- Community Cultural Plan Representative
- East Boulder Planning (if applicable)
- Project Design Team
2.1.3

2020-2026 CIP: Transportation Percent for Art Opportunities

In the 2020 CIP, the following projects are eligible for a Percent for Art allocation. These budgets have been reviewed and confirmed collectively by Transportation and Office of Arts and Culture staff. Due to small funding amounts for each project, these funds will be pooled for one project, which will be determined depending on final budget and site opportunities. See 2023-2026 Recommended CIP pp 69-74.

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated % for Art Allocation</th>
<th>Parent Project Timeline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>28th St Valmont to Iris (Baseline)</td>
<td>~$47,000</td>
<td>2012-2022</td>
<td>Tough footprint for public art (highway); consider adjacent park?</td>
</tr>
<tr>
<td>Downtown Boulder Transit Station</td>
<td>~$7,000</td>
<td>2021-2023</td>
<td>Tough footprint for public art; pool</td>
</tr>
<tr>
<td>Arapahoe Multi-Use Path/Transit Enhancement</td>
<td>~$13,000</td>
<td>2021-2023</td>
<td>Tough footprint for public art (highway); pool</td>
</tr>
<tr>
<td>38th/Colorado Intersection</td>
<td>~$20,000</td>
<td>2023</td>
<td>Pool with 30th and Colorado</td>
</tr>
<tr>
<td>30th St Protected Bike Lane</td>
<td>~$45,000</td>
<td>2015-2026</td>
<td>Pool with 30th and Colorado</td>
</tr>
<tr>
<td>38th and Upland</td>
<td>~$51,000</td>
<td>2021-2023</td>
<td>Underpass 2021</td>
</tr>
<tr>
<td>ESTIMATED TOTAL</td>
<td>~$183,000</td>
<td></td>
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</tr>
</tbody>
</table>

The Public Art Program and the Department of Transportation recommend pooling adjacent projects (28th and Colorado, 30th St. Protected Bike Lane) to fund the design proposed for the 30th and Colorado Urban Design project.

Considerations of site and project timelines for public art integration are also recommended before moving forward with a project. Staff additionally recommends pooling Transportation Percent for Art funds until they reach a minimum total of $100,000 and can be bid within an appropriate location. This recommendation takes into account generating budgets to meet scale of project site(s), project longevity, and expanded opportunities with collaborative potential.

30th and Colorado Underpass

Project Introduction – The city of Boulder has initiated planning and design for a new underpass at 30th Street and Colorado Avenue. These projects will provide safer, more accessible, and uninterrupted traffic flow. The urban design opportunities will support permanent design treatments, encompass various art types and media, and include innovative approaches in the ways artists can address these overlooked places in the urban environment of Boulder.

Artwork Location(s) – Design for new underpass at 30th and Colorado

Project Status
30th and Colorado – Design

(Renderings: 30th and Colorado Underpass recommended design by Y Rosemary Flavio and Ransom Beegles)
19th and Upland Underpass

Project Introduction – The Department of Public Works: Transportation and Utilities/Greenways approached the Public Art Program in April 2021 with the desire to integrate an artist onto the design team for a new underpass at 19th and Upland by the end of 60% Design. In May 2021, the Arts Commission approved a direct commission for artist Anthony Garcia, Sr, to extend a contract initiated for the two new street murals he completed as part of the city’s Vision Zero Innovation Program and a CDOT Can Do Challenge Grant. The Arts Commission specifically asked Garcia to engage with local artists and youth of the community in the 19th and Upland Underpass mural.

Artwork Location(s) – Design for new underpass at 19th and Upland

Project Status
Parent Project Design Process

Anticipated Timeline –
### Vision Zero Innovation Program – Collaborative Projects

Vision Zero is the city’s program aimed at reducing the number of traffic-related fatalities and serious injuries to zero. At its core, this goal is inspired by the belief that traffic collisions are preventable, and even one fatality is too many. The Vision Zero program has determined specific intersections and crosswalks that are ideal for artist-designed treatments and has allocated a portion of the program budget for mural opportunities. The Standing Selection Panel and the project’s technical review committee will select artists from the Mural Artist Roster.

<table>
<thead>
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<th>Estimated % for Art Allocation</th>
<th>Parent Timeline</th>
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</tr>
</thead>
<tbody>
<tr>
<td>20th and Spruce</td>
<td>$5,000</td>
<td>2021</td>
<td>COMPLETED by grueral</td>
</tr>
<tr>
<td>19th and Yarmouth</td>
<td>$2,500</td>
<td>2021</td>
<td>COMPLETED by Anthony Garcia, Sr</td>
</tr>
<tr>
<td>9th: Balsam and Cedar</td>
<td>*$4,000</td>
<td>2021</td>
<td>Community Survey open; tracking to complete 10/2021</td>
</tr>
<tr>
<td>Grove: 17th and 18th</td>
<td>*$4,000</td>
<td>2021</td>
<td>Neighborhood feedback underway; tracking to complete 10/2021</td>
</tr>
</tbody>
</table>

### 2.3.3 HOLD Experiments in Public Art

**Project Introduction** – The Public Art Program manages an ongoing series of temporary artworks through the Experiments in Public Art program, which serves as a citywide laboratory to expand the potential of public art. Unlike a traditional public art commission, Experiments in Public Art projects are as much an experiment for the community as they are opportunities for artists to work within unconventional parameters. Participating artists are selected, in part, by incorporating concepts and materials that extend beyond the notion of traditional public art.

This is the most diverse program within the Public Art Program. It is designed to have layers of outcomes built into its framework and emphasize collaborations across communities and disciplines. This program creates a tool for artists and the community to respond to challenging community events and can be linked to other arts and culture events. Experiments in Public Art also can provide opportunities to explore and inform race equity, all ages and abilities access, and climate justice and resilience goals, as well as the Cultural Plan, Percent for Art projects, and the existing collection. [https://boulderarts.org/public-art/temporary/](https://boulderarts.org/public-art/temporary/)

**Artwork Locations** – To be determined

**Project Budget** – 2022 funding to be determined
Roster of Participating Artists (2016-2018)

- Dispersion (Boulder, CO) | Spire ($35,000) | March 2016 - Fall 2016
- Ethan Jackson (Queena, NM) | Atom and Cubicule ($20,000) | June 2018
- Katie Shion (Baltimore, MD) | Trees Harp and Wind Harps, Too ($10,000) | June 2018
- Helianthus Wilkins (Boulder, CO) | laissez les bons temps rouler ($15,000) | September 2018
- Parsa Tashakori (Boulder, CO) | Hello Boulder ($10,000) | October 2018 - Spring 2019
- Collin Parson (Denver, CO) | Jeepe and Dufur ($7,000) | October 2018 - Spring 2019
- Michael Theodore (Denver, CO) | are you me ($20,000) | 2017
- Mary Mattingly (USA) | Everything At Once ($20,000) | Fall 2017
- Ana Maria Hernandez (Boulder, CO) | Boulder Balloon ($10,000) | Spring 2017
- Rebecca DiDomenico (Boulder, CO) | Constellatory ($20,000) | 2017 - 2018
- The Art Guys (Houston, TX) | The Urban Preserve of Boulder ($20,000) | Fall 2016
- Matthew Mazzotta (Canton, NY) | Harm to Table ($50,000) | Summer 2016
- Markus Dominger (Vienna, Austria) | Mapping Stories ($10,000) | September 2016
- Emma Hardy (Jamestown, CO) | Boulder Bees ($10,000) | Summer 2016

Anticipated Timeline — HOLD

Project Status — HOLD; to be determined contingent on funding

Selection Participants — To be determined

(Images clockwise from top: Harm to Table by Matthew Mazzotta; Boulder Bees by Emma Hardy; Trees Harp and Wind Harps by Katie Shion)

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3. MAINTENANCE

Introduction — The Public Art Program maintains a functional asset management system for the permanent collection of public artworks and record of temporary artworks, ensuring these commissions are an enduring legacy for future generations. Proper stewardship of the collection is a responsibility of the Office of Arts and Culture.

Anticipated Maintenance Budget —

2021: $30,000 | Budget Source: $40,000 General Fund; $25,000 ARPA
2022: $35,000 anticipated | Budget Source: $30,000 General Fund; $25,000 ARPA

Condition Survey — A comprehensive survey of the collection, including 2D and portable works, permanent and traditional works, and an archive survey of temporary projects will identify permanent projects in need of conservation and build a comprehensive report of the collection in its entirety. This scope of work will be conducted by a contractor. A comprehensive condition report was last completed in 2019. Regular updates and review is ongoing through the support of interns, contractors, and cross-departmental collaboration. A condition report will be due 2024. The anticipated budget for this report is $30,000.
Treatment Priorities — Maintenance priorities will be determined based on findings from the Condition Survey and budget availability. Outreach will be conducted to determine the condition and locations for the works. Funded projects may include immediate technical maintenance on select works not safe for public display, with budgets ranging from $1,250 to $30,000. These include conservation on works within the 2D collection for permanent installation at the forthcoming NOBO library, works associated with Transportation projects, and small works within the Civic Area, Haunting Sculpture Park, and Boulder Public Library-Main’s edible garden.

Accessible Signage — In 2021, an Accessible Signage Plan for the public art collection was created. It recommends a uniform approach to signage and makes it easier for viewers to access works of public art in Boulder by identifying pieces as part of the community’s collection, providing consistent fundamental information, and including storytelling to heighten the meaning and relevancy of works. This guidance document will be useful across departments as new works of art are installed and to improve the look and utility of labels, small didactic panels, story-telling signs, and online content. The summary Accessible Signage Plan is included in Appendix []. The plan recommends phased funding from $50,000-$300,000 to implement varying levels of recommendations.

Custom Rebuild of Collection Database, Public-facing Website Database — Using the existing Condition Survey as a foundation, a streamlined collection database will be developed. This data will build back-end development for the boulderarts.org/public-art site. A priority will be to review contracts and other project-related data.

Support for Community-Initiated Projects — Community-Initiated projects and donations require support from the Public Art Program beyond staff time. This category allocation is discretionary and will be assigned as-needed.

4. RESOURCE LINKS and ATTACHMENTS

Community Cultural Plan —

Public Art Policy —

Accessible Signage Framework (abbreviated), —

Office of Arts and Culture Public Art Program: Accessible Signage Framework Abbreviated Summary

The City of Boulder Office of Arts and Culture Public Art Program’s Accessible Signage Framework is rooted in the Community Cultural Plan, which calls for “Interpretation, Communications, and Legacy Initiatives — a set of tools for staff to promote the public art collection as an important part of daily life in Boulder that includes tours, signs, online programs, and continuing relationships with artists” (p.22).

Overall Recommendations for the Accessible Signage Framework:

- A uniform approach to signage makes it easier for viewers to access works of public art in Boulder by identifying pieces as part of the community’s collection, providing consistent fundamental information, and including storytelling to heighten the meaning and relevancy of works.
- Accessibility, Equity, and Inclusion: Public Art Signage needs to be physically and conceptually accessible. People with differing abilities must be able to tangibly approach and use it. They should find content relevant to their own lives and experiences that will resonate and make their encounter with public art memorable.
- The environmental and graphic design of signage will meet (and often exceed) Americans with Disabilities Act minimal requirements for visibility and readability; people approaching on foot and in wheelchairs, for example, will be able to easily find and view signage. Graphic considerations — font size, style, and contrast — prioritize legibility.
• Signage for the overall, city-wide collection will be considered in addition to specific informational signs at individual artworks.

The Framework offers recommendations for levels of written interpretation—a classification of signage types—and general storytelling approaches, including:

• Specific strategies to make overall messaging as consistent, recognizable, and engaging as possible, yet flexible to apply to a variety of works and settings;
• Standardization of minimal content, options for additional information, and variations on storytelling techniques to share details and invite involvement with public art; and;
• Options for increased accessibility including consideration of ways to further interpret permanent works through platforms and resources other than physical signage.

**Fundamental Elements of Accessible Signage**

All signs will include standard, always-available identifying content. Potential languages for physical signage and audio descriptions include the major languages used for communication in Boulder—English, Spanish, Nepali, and/or the artist’s preferred language. Additional communications options, including audio, tactile, and Braille, are encouraged. Physical placement for accessibility encourages installing signs at 48 inches height at a 20-degree angle to best serve people with differing mobilities.

The signage should include the following information:

2ADHETIMED

**Artist** Name/Nombre del **Artista**

**Material** [Optional], **Year/Año**

**Narrative**/**Narrativa** [Optional—appears on Short Story and Extended-level signs (see layered content categories below)]

**Credit**/**Crédito** [Optional, for example, “Sponsored by...” or “In memory of...”]


**Short Story**

In addition to the fundamental information, narrative content may include:

• Short Story A—Brief to Middling: one or two copy blocks, usually 15–70 words
• Short Story B—Longer: two copy blocks, not more than 120 words total

The following are considerations for Short Story content:

• Include relevant story content that relates to a work’s physical setting and the experience people have there;
• An invitation to the public to interact with the work;
• Temporary signage may be appropriate at times. For permanent works, temporary signage can be used for research (to gather data on what resonates with viewers) or to share a theme throughout the public art collection that may be implemented throughout the city for a season.
What we’re borrowing from other communities:

- “Use jargon-free language. Be clear, concise, and direct.” - Greater Pittsburgh Arts Council’s Public Art Signage
- “Encourage signs in English and a designated language of the artist’s choice (this can be their mother language), ...with the artist providing the translation materials.” — Arts and Culture Program Art on the Atlanta Beltline
- Build relevance, relationships among individuals, communities, and works of public art through signage systems, as a layer of interpretation. Methods for creating meaningful messages and connecting to users can be found in the realm of heritage interpretation and the original principles developed by Freeman Tilden for nature interpretation, widely used by national and state parks.
- “Consider alternative means of telling histories that have been missing from the conventional histories of the dominant culture—document, record, and share stories told by a range of people whose experiences contribute to the development of a community but which may be concealed by a dominant culture narrative.” (p.17) — Monumental Considerations: Addressing Problematic* Artworks, Memorials, and Monuments, Suggestions for Public Art Programs
- Create a “planning-centered community” in three ways: “by listening deeply in early planning, by testing interpretation with visitors and iterating based on their feedback throughout the process, and by integrating community voices as expertise that enriches and expands art historical content.” - Delaware Art Museum
October 6th, 2021

Dear Boulder Arts Commissioners,

Block 1750 is grateful for the opportunity to propose a shift in the use of this funding and to respond to the questions you posed in September’s meeting. Please see our answers below.

1. How are you creating a safe space and community and what actions and changes have been made to ensure this?

In August we took a pause to reflect on the first seven years of our organization, its progress, and the feedback we had received calling for action and change in terms of overlapping relationships between staff and adult, consenting students. We have been and are still in ongoing reflection on the role of dance organizations in creating, shaping, and upholding cultural values. We are slowing down, focusing on the principles and values that we build our community around, and the actions that lead up to this call for change. Until 2020, the Block was a completely volunteer-run organization. Its early beginnings were from the labor, love, and efforts of young street dancers in our community and we are grateful for the foundations they built. As a professional staff, we have hired an HR representative who can create healthy and accountable systems for employees, and we are working with our Business Consultant to create structures and policies that align with the many cultural renovations that are permeating the dance world at large. We want to be transparent about the steps we are taking and the barriers we are experiencing in taking on this process. We believe that these actions go above and beyond the initial call to address relationships at Block 1750 by also addressing larger cultural changes we wish to participate in based on our own experiences in the dance world as professionals in the field. Here is a list of steps we have been taking:

Actions Items and Education:

- We are in the final stages of transitioning our former Executive Director Alex Milewski out of his role and moving Leah Woods into Interim Executive Director to focus on Organizational Structure and long-term planning with our Board of Directors to support oversight.
- We are holding a sexual harassment training for core staff on Sunday, October 10th with Emilie Mithcell of VSC Sexual Harassment Training as a preventative measure.
- IMPACT personal safety has agreed to come in and lead the following training opportunities once we are able to secure funding (we have recently applied for funding for these efforts):
  - Youth Program and core staff Bystander training and policy oversight
  - Safety and verbal communication training for Block teachers and staff
- Creative Strategies for Change has agreed to come in and lead the following restorative justice community offerings once we are able to secure funding (we have recently applied for funding for these efforts):
  - Preparatory training for staff and leadership
  - One three hour community restorative justice circle
  - Follow up circles as needed
• Leah Woods will be traveling to complete a basic community mediation training through CORA Good Shepherd Mediation, with the intention of having trauma-informed, trained, and skilled individuals on staff with better resources and awareness of the appropriate protocols and actions to take alongside HR efforts.
• Here is a list of our current staff for those interested in knowing more about us:
  https://block1750.com/crew/

2. What is your commitment to the teachers?

We are committed to the safety, health, vitality, and success of movement teachers of all walks of life. We endeavor to compensate artists generously, support their careers with cross-pollination and networking by co-creating meaningful events with other leaders in the field, and by being intentional with how we structure our programming. We are invested in offering an event that honors both the teachers and students. We are choosing teachers that use adaptable, life-affirming, and inclusive approaches to their teaching because we want to promote an environment of well-being and deep learning. We have always honored our teachers' time, energy, and expertise. We have always been sure to compensate teachers fairly even when there have been changes and promise to do the same for this event. We will continue to incorporate all public health measures into our offerings and accommodations.

3. How do the proposed changes still reflect the original proposal? How does this change still reflect the needs of the community?

Our original Block Party proposal was intended to offer a “massive cultural exchange that exposes local artists and youth to international legends.” Our January iteration would do exactly this, in that we would be bringing in international legends of dance to work with our local dance community. We believe that this iteration of the Community grant will continue to “fill gaps in cultural offering in an exceptional way” because it, just like Block Party, brings something unique to Boulder that is currently not offered outside of this opportunity.

This Movement Research Summit (Movement Zoo), like the original Block Party proposal, remains completely aligned with the Cultural Plan’s Community Priorities:
• "Create a supportive environment for artists and creative professionals..."
  ○ This event includes workshops taught by incredible dancers from around the globe. These classes are open to the public and provide professional development opportunities for local artists to grow their skills and exchange with national and international guest artists, right here in Boulder.
• "Authentic expressions of diversity"
  ○ The Movement Summit will be welcoming dancers from breaking, contemporary, contact improvisation, floor work, fighting monkey practice, and more. Like Block Party, we aim to welcome dancers from all backgrounds and genres to participate in the workshops and to come to enjoy performances and open jams.
• "Develop Boulder’s creative identity in becoming an innovative world leader"
  ○ The Movement Summit will bring in artists from Belgium, Spain, NYC,
Germany, and Mexico as a continuation of the intention to “[increase] the
vibrancy of Boulder as a cultural destination.

- “Support the sustainability of cultural orgs”
  - This event would support our continued reputation of offering high-value
    events that put Boulder on the map, as well as cross-pollinate international
dance leaders with not only our organization but other local dance companies
and organizations.

- “serendipitous encounters with the arts”
  - By offering a free performance and jam at the week’s completion we hope to
    inspire and engage our local community to continue to seek out opportunities
to see and support the performing arts. Block Party has historically drawn
many new enthusiastic participants to dance classes and events, and we believe
this event will as well.

- “address issues of access and affordability”
  - The final performance and jam will be completely free, open to the public, and
    reflect current public health safety measures.

The Movement Research Summit is the spiritual successor of Block Party 2021. It aims to
accomplish the same goals, at a later date with a new name to reflect the cultural changes
we are currently enacting. We are most interested in engaging the many dance/movement
communities currently situated in Boulder (Boulder Ballet, AnC Co, Third Law, Frequent
Flyers, etc., Easton Training Center, CATS Gym, APEX Movement, etc.) with an
accessible opportunity to continue their training and development alongside one other as
peers. Boulder has many fantastic dance organizations, but there is no other event that
currently provides the breadth of training that this single event would bring. As a hub of
movement modalities nationally, Colorado is uniquely positioned to offer such an eclectic
mix of styles and methodologies represented in one event. Just like the original proposal
“[the collaboration] and networking opportunities [at this event] lead to unforgettable
moments and relationships.” We still aim to offer “a massive cultural exchange that not
only exposes local artists and youth to international legends of dance but provides the
opportunity for authentic engagement and unforgettable moments with said legends.”
General Eligibility Requirements

Contractual age. All applicants must be of legal contractual age as defined by the state of Colorado (18 years). We encourage those younger than 18 years of age to collaborate with an eligible artist or organization in order to apply. Contact the Office of Arts and Culture to learn more.

City of Boulder Conflict of Interest policy. City employees are not eligible to receive grant funding.

Good standing. Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous Boulder Arts Commission-sponsored project, and/or can demonstrate good faith efforts to comply with Boulder Arts Commission requests regarding previous projects.

Compliance with law and policy. All applicants, organizations, and the content of all projects must comply with the ordinances and policies of the City of Boulder.

Service area. The product (performance, piece of art, etc.) funded in whole or in part by the Boulder Arts Commission must be provided for and accessible to the Boulder community. Any product that receives other funding may be held in another municipality or area, provided that at least one performance is provided within Boulder Valley, as defined in the Boulder Valley Comprehensive Plan, and is for the direct benefit of the Boulder community. As a shorthand, office staff use addresses with the zip code starting with 803— to determine if it is in the acceptable area.

Civil Rights Act compliance. All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

Exclusions. Funds will not be provided for: projects that have occurred before the grant funding decisions have been made, the purchase of alcohol or marijuana, debt reduction, creating or building endowments, political activity, programming that promotes a single religion over others, re-granting of the funds, or for capital construction or acquisition of real estate unless exceptionally approved by the Boulder Arts Commission with a showing of a significant public purpose.
Grant FAQs

➢ Do I need to be a non-profit to apply?
  Specifics vary from application to application.
  Non-profit status is not required to apply for General Operating Support Grants at the Small level, Community Projects Grants, Arts Education Grants, or Rental Assistance Grants.

➢ Must an organization be headquartered in Boulder to be eligible?
  It varies depending on the grant.
  For General Operating Support Grants the organization must demonstrate that they are headquartered in Boulder.
  For all other grants, it is not necessary that the applicant organization be headquartered in Boulder. However, the applicant must be able to demonstrate that the grant program takes place in the City of Boulder and that the programming meets the criteria described in the Chapter 14-1-2 of the City of Boulder Revised Code. Also, though anyone may apply, preference is given through the panel process to organizations that are based in, or focused on, the Boulder community.
  For the determination of programming or organizational headquarters location, the term “Boulder” as defined in the Boulder Valley Comprehensive Plan, and is for the direct benefit of the Boulder community. As a shorthand, office staff use addresses with the zip code starting with 803— to determine if it is in the acceptable area.

➢ How much detail is required for the organizational information such as board members and budget documents?
  The required documents and information in the organizational information section of the application is used to give the commissioners an understanding of your organization: what you do, how you do it, and who is involved. Make sure your details are complete, and convey the necessary information, but not protracted. An article and examples of budget documents can be found through this link.

➢ Who is on the panel?
  The panel consists of the seven City Council-appointed Boulder Arts Commissioners and two members of the community. The panel was selected by the Boulder Arts Commission to aid them in their decision-making.

➢ How does the panel come to their decision?
  Specifics vary from application to application.
  For General Operating Support and project grants, the commission and panel will read through your background information to understand your organization or project; they will then provide
scores in two sections:

First, the panel members provide scores on the information you provide in the “Panel Questions” section. Panel members provide a score of 1 to 8 for each panel question.

Second, the panel members provide additional points on two focus areas: 1) for Boulder-based organizations and 2) for organizations that have not received funding over $1,000 in the grant cycle. A maximum of 4 additional points is available to the panel members for each question.

The scores for each panel member are added together to establish a preliminary score for the application. All questions are weighted equally. Those preliminary scores are averaged across all the panel members to establish a preliminary score. This score is used to rank your application for consideration. For each grant category, the Arts Commission will establish a threshold score (equal to a whole number that is approximately 75% of the maximum possible score) over which an application is considered eligible for an award. Please note that meeting the threshold score does not automatically approve an application for funding.

In addition to providing a score, the commissioners will include questions or comments for each applicant. We will provide these comments to you before the second round of scoring. You will have the opportunity to offer a one-page statement answering the questions raised, or further informing the panel about your application.

After your one-page response is completed, the panel will rescoring the application. Once this rescore is complete, the applications are re-ranked. At the decision meeting, the members of the Boulder Arts Commission then deliberate to decide final approval of the applications which will receive a grant. The Arts Commission may a) accept the top scores in the ranking, b) choose to adjust the ranking, or c) ask the panel to reconsider specific scores.

The complete scoring system and rubric can be found here.

> If I am awarded a grant, may I apply for other opportunities?  
Only one Professional Development Sponsorship is awarded per applicant annually. There are no other restrictions on applying for multiple grants.

> Does the Boulder Arts Commission have an appeals process?  
Yes. The appeals process can be found here.
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 at Office of Arts and Culture's 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 one-page response for the panel.
7. Before the Arts Commission meeting, the panel will rescore the applications. At the decision meeting, the members of the Boulder Arts Commission then deliberate to decide final approval of the applications which will receive a grant.
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 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 one-page response. 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 one-page response. Applicants have time to prepare a one-page response document for the panel following the first round of scoring and comments. The one-page response 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.

9. Rescoring of grant applications. Before the Arts Commission meeting, the panel will rescore the applications. At the decision meeting, the members of the Boulder Arts Commission then deliberate to decide final approval of the applications which will receive a grant.

10. Funding decisions. The Boulder Arts Commission makes final decisions on Community Project Grants, Arts Education Grants, and Operating Grants.

11. 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.

12. Written Appeals Process. The deadline for a written appeal is 14 days after funding decisions have 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

APPEALS PROCESS

Written appeals process. The deadline for a written appeal is 14 days after funding decisions have been made. The appeals process can be found on our website.

APPLY

Log onto the Boulder Arts Commission online grant portal to preview and apply. 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.

REPORTING

If awarded a grant, Grantees will need to complete a grant report at the Boulder Arts Commission online grant portal. After logging in, go to Dashboard then Follow Up. Use the Edit button to review and complete the final report. The report due date is in your grant application.

GRANT AWARDS

1. 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.

2. **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.

3. **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@bouldercitylibrary.org.

4. **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an Applicant.

5. **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."

6. **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. Failure to supply a proper W-9 may invalidate the grant award.

7. **IRS taxation.** Grant awards are non-transferable, taxable and are reported to the federal government.

8. **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.

9. **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. Community Project, Arts Education, and Professional Development Grants are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant award is paid out upon receipt and Boulder Arts Commission approval of the grant report. The remaining grants are paid in full once the agreement is signed. Failure to submit a final grant report will result in ineligibility to apply for future grants.

10. **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.
11. 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.
2022 Grants and Meetings Schedule
Updated 9/24/2021

Info Sessions and Training
- Info session – Wednesday, December 8 at 12 noon on Zoom
- Info session – Thursday, January 13, 2022, at 4 p.m. on Zoom
- Commission and Panel Grants training – Thursday, January 27, 2022, from 4 to 6 p.m. on Zoom

Professional Development Grants, Round One
- Friday, January 1, 2022 – Applications open
- Monday, February 7 at 11:59 p.m. – Deadline for applications
- February 7 to February 21 – Staff review of applications (15 days)
- February 21 – Notification of decisions

Community Project Grants – Organizations
- Monday, January 24 at 11:59 p.m. – Deadline for applications
- January 24 to 28 – Review by staff for eligibility and revision by applicants if necessary
- January 28 to February 11 – Preliminary review and score by panel (15 days)
- February 11 to 16 – Score processing by staff
- February 16 – Preliminary scores and comments sent to applicants via email
- February 16 to February 23 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clicl@boulderlibrary.org by Wednesday, February 23, 2022, at 11:59 pm.
- February 23 to 28 – Response processing by staff
- February 28 – Responses sent to panel
- February 28 to March 8 – Final review and score by panel (9 days)
- March 8 to March 11 – Processing of final scores
- March 11 – Final scores sent to applicants via email
- March 16 – Arts Commission meeting. Discussion and final decisions on grants

Professional Development Grants, Round Two
- Tuesday, February 8 – Applications open
- Monday, May 16 at 11:59 p.m. – Deadline for applications
- May 16 to May 30 – Staff review of applications (15 days)
- May 30 – Notification of decision

Community Project Grants – Individuals
- Monday, February 14 at 11:59 p.m. – Deadline for applications
- February 14 to 18 – Review by staff for eligibility and revision by applicants if necessary
- February 18 to March 4 – Preliminary review and score by panel (15 days)
- March 4 to 11 – Score processing by staff
- March 11 – Preliminary scores and comments sent to applicants via email
- March 11 to March 18 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clicl@boulderlibrary.org by Friday, March 18, 2022, at 11:59 pm.
- March 18 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 20 – Arts Commission meeting. Discussion and final decisions on grants
General Operating Support Grants – Large and Mid-Sized Organizations
- Monday, March 14 at 11:59 p.m. – Deadline for applications
- March 14 to 18 – Review by staff for eligibility and revision by applicants if necessary
- March 18 to April 4 – Preliminary review and score by panel (18 days)
- April 4 to 8 – Score processing by staff
- April 8 – Preliminary scores and comments sent to applicants via email
- April 8 to April 15 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Friday, April 15, 2022, at 11:59 pm.
- April 15 to 20 – Response processing by staff
- April 20 – Responses sent to panel
- April 20 to May 4 – Final review and score by panel (15 days)
- May 4 to 11 – Processing of final scores
- May 11 – Final scores sent to applicants via email
- May 18, 2022 – Arts Commission meeting. Discussion and final decisions on grants

General Operating Support Grants – Extra Large and Small Organizations
- Monday, March 14 at 11:59 p.m. – Deadline for applications
- March 14 to April 8 – Review by staff for eligibility and revision by applicants if necessary
- April 8 to May 2 – Preliminary review and score by panel (25 days)
- May 2 to 6 – Score processing by staff
- May 6 – Preliminary scores and comments sent to applicants via email
- May 6 to 13 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Friday, May 13, 2022, at 11:59 pm.
- May 13 to May 18 – Response processing by staff
- May 18 – Responses sent to panel
- May 18 to June 3 – Final review and score by panel (17 days)
- June 3 to June 8 – Processing of final scores
- June 8 – Final scores sent to applicants via email
- June 15, 2022 – Arts Commission meeting. Discussion and final decisions on grants

Arts Education Project Grants
- Monday, May 9 at 11:59 p.m. – Deadline for applications
- May 9 to 13 – Review by staff for eligibility and revision by applicants if necessary
- May 13 to May 27 – Preliminary review and score by panel (15 days)
- May 27 to June 1 – Score processing by staff
- June 1 – Preliminary scores and comments sent to applicants via email
- June 1 to June 8 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Wednesday, June 8, 2022, at 11:59 pm.
- June 8 to June 15 – Response processing by staff
- June 15 – Responses sent to panel
- June 15 to July 1 – Final review and score by panel (17 days)
- July 1 to July 8 – Processing of final scores
- July 8 – Final scores sent to applicants via email
- July 20, 2022 – Arts Commission meeting. Discussion and final decisions on grants
2022 CU Boulder Graduate Certificate in Arts Administration Scholarships
- Thursday, June 16, 2022, 11:59 p.m. – Deadline for applications
- June 16 to June 23 – Review by staff for eligibility, revision by applicants if necessary
- June 23 to July 20 – Review by Arts Commission (28 days)
- July 20 – Arts Commission meeting: Interviews and final decisions on scholarships

Professional Development Grants
Two deadlines. These are awarded by Office of Arts and Culture staff on a set of criteria, and on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

Rental Assistance Funds (Boulder venues)
1st of each month at 5 p.m., year-round deadline for applications. These are awarded on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

Macky Free Rental & Supplementary Funds
1st of each month at 5 p.m., year-round deadline for applications. These are awarded on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

Cultural Field Trip Fund
1st of each month at 5 p.m., year-round deadline for applications. These are awarded on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

2022 Boulder Arts Commission MEETING CALENDAR
- Boulder Arts Commission meeting - Wednesday, Jan. 19
- Boulder Arts Commission meeting - Wednesday, Feb. 16
- Boulder Arts Commission meeting - Wednesday, March 16
- Boulder Arts Commission meeting - Wednesday, April 20
- Boulder Arts Commission meeting - Wednesday, May 18
- Boulder Arts Commission meeting - Wednesday, June 15
- Boulder Arts Commission meeting - Wednesday, July 20
- Boulder Arts Commission meeting - Wednesday, Aug. 17
- Boulder Arts Commission meeting - Wednesday, Sept. 21
- Boulder Arts Commission meeting - Wednesday, Oct. 19
- Boulder Arts Commission meeting - Wednesday, Nov. 16
- Boulder Arts Commission meeting - Wednesday, Dec. 21
Scoring System and Decision Process
2022

How does the panel come to a decision?

The panel consists of the seven City Council-appointed Boulder Arts Commissioners and ?? additional community members selected by the commission to enhance public voice and help in decision making. After reading your application, the panel will provide scores and comments.

The questions are divided into two sections:

First, the panel members provide scores on the information you provide in the “Panel Questions” section. Panel members provide a score of 1 to 8 for each panel question.

Second, the panel members provide additional points on two focus areas: 1) for Boulder-based organizations and 2) for organizations that have not received funding over $1,000 in the grant cycle. A maximum of 4 additional points is available to the panel members for each question.

The scores for each panel member are added together to establish a preliminary score for the application. All questions are weighted equally. Those preliminary scores are averaged across all the panel members to establish a preliminary score. This score is used to rank your application for consideration. For each grant category, the Arts Commission will establish a threshold score (equal to a whole number that is approximately 75% of the maximum possible score) over which an application is considered eligible for an award. Please note that meeting the threshold score does not automatically approve an application for funding.

In addition to providing a score, the commissioners will include questions or comments for each applicant. We will provide these comments to you before the second round of scoring. You will have the opportunity to offer a one-page statement answering the questions raised, or further informing the panel about your application.

After your one-page response is completed, the panel will rescore your application. Once this rescoring is complete, the applications are re-ranked. At the decision meeting, the members of the Boulder Arts Commission then deliberate to decide final approval of the applications which will receive a grant. The Arts Commission may a) accept the top scores in the ranking, b) choose to adjust the ranking, or c) ask the panel to reconsider specific scores.

The complete scoring system and rubric can be found below.

How do the panel members use the scoring system?

Panel members use the following rating scale descriptions to help align their decisions about each score.
<table>
<thead>
<tr>
<th>Score</th>
<th>Descriptor</th>
<th>Strengths/Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Exceptional</td>
<td>Exceptionally strong (a model for field or discipline with essentially no weaknesses).</td>
</tr>
<tr>
<td>7</td>
<td>Outstanding</td>
<td>Very strong with some minor weaknesses.</td>
</tr>
<tr>
<td>6</td>
<td>Very Good</td>
<td>Strong with numerous minor weaknesses.</td>
</tr>
<tr>
<td>5</td>
<td>Good</td>
<td>Strong but with at least one moderate weakness.</td>
</tr>
<tr>
<td>4</td>
<td>Satisfactory</td>
<td>Some strengths but with some moderate weaknesses.</td>
</tr>
<tr>
<td>3</td>
<td>Fair</td>
<td>Some strengths but with at least one major weakness.</td>
</tr>
<tr>
<td>2</td>
<td>Marginal</td>
<td>A few strengths and a few major weaknesses.</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>Very few strengths and numerous major weaknesses.</td>
</tr>
</tbody>
</table>

**Minor weakness:** An easily addressable weakness that does not substantially lessen impact.

**Moderate weakness:** A weakness that lessens impact.

**Major weakness:** A weakness that severely limits impact.

Scoring System Rubrics

> How do the members of the panel interpret the scoring system for each application?

Before the grants awards process begins, panel members are trained in how to interpret the scoring system and rubrics, or set of criteria, which helps reduce the possibility of subjective scores based on personal preferences. Please keep in mind, however, that although panel decisions follow this set of criteria, scores could reflect a small degree of subjectivity individual to each panel member. Panel members must be able to defend their scores with observations about each application's specific strengths or weaknesses during the scoring and rescoring process.

Following are the scoring systems for various application categories.
Community Project Grant, page one

Community Priorities
The City of Boulder’s Community Cultural Plan is a visionary 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.

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 more of the Community Priorities described in the Community Cultural Plan? Does the project contribute to one priority thoroughly?

<table>
<thead>
<tr>
<th>1-2: Poor to Marginal</th>
<th>3-4: Fair to Satisfactory</th>
<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not or minimally addresses how the project will contribute to one or several of the Community Priorities.</td>
<td>Few or some aspects of the project will address one or several of the Community Priorities.</td>
<td>Several aspects of the project will address one or more of the Community Priorities.</td>
<td>The project will address one or more of the Community Priorities in very strong or exceptional ways.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>1-2: Poor to Marginal</th>
<th>3-4: Fair to Satisfactory</th>
<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimally fills a gap in the cultural offerings of Boulder with major weaknesses.</td>
<td>A few aspects of the project may fill gaps in cultural offerings with a few major or moderate weaknesses; only modest innovations are proposed.</td>
<td>Some or many aspects of the project fill gaps in cultural offerings with moderate or minor weaknesses; some new or innovative programming.</td>
<td>The project fills gaps in cultural offerings in very good or exceptional ways with a few or no minor weaknesses; the project is new and innovative.</td>
</tr>
</tbody>
</table>
Community Project Grant, page two

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 underserved by arts programming and funding models (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. For reference, please review the Boulder Arts Commission Statement on Cultural Equity.

Reference: Boulder Arts Commission Statement on Cultural Equity

<table>
<thead>
<tr>
<th>1-2: Poor to Marginal</th>
<th>3-4: Fair to Satisfactory</th>
<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>It offers no or very few advances for equity and diversity.</td>
<td>The project addresses issues of equity and diversity in a minor way with one or more major or moderate weaknesses.</td>
<td>The project addresses issues of equity and diversity in a moderate way with few minor weaknesses.</td>
<td>The project addresses issues of equity and diversity in very good or exceptional ways with one or no minor weaknesses.</td>
</tr>
</tbody>
</table>

Proposed Outcomes and Evaluation Strategy
Describe your evaluation strategy and how you will collect data. Please include your goals for this project and how you will measure the benefit to the community.

<table>
<thead>
<tr>
<th>1-2: Poor to Marginal</th>
<th>3-4: Fair to Satisfactory</th>
<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation strategy for understanding program/project success is lacking; goals, measures, and plans for data collection are not in place.</td>
<td>Provides only limited descriptions of evaluation strategies and goals with moderate weaknesses.</td>
<td>Provides clear and thoughtful evaluation strategies and goals with a few moderate or minor weaknesses.</td>
<td>Evaluation strategy is comprehensive; contains detailed information on goals, benchmarks, and data collection and how to measure success.</td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
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</thead>
<tbody>
<tr>
<td>Not based in Boulder; programs only occasionally offered in Boulder; few connections to Boulder businesses and workers; no ties to the community.</td>
<td>May not be based in Boulder; programs regularly offered in Boulder; strong connections to Boulder businesses and workers; moderate ties to the communities and neighborhoods; few connections to Boulder among staff and board.</td>
<td>May not be based in Boulder; programs primarily in Boulder; some connections to Boulder businesses and workers; some ties to Boulder communities and neighborhoods; some connections to Boulder among the staff and board.</td>
<td>Based in Boulder; programs primarily offered in Boulder; significant connections to Boulder businesses and workers; Boulder communities and neighborhoods; staff and board are invested in Boulder.</td>
</tr>
</tbody>
</table>
Community Project Grant, page three

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 been funded in the current cycle in an amount over $1,000.

1. Received a grant this year.
   Applies often and receives grants from the Boulder Arts Commission often.

2. Received a grant this year.
   Occasionally receives funding from the Boulder Arts Commission.

3. Has applied for funding but not received funding in this grant cycle from the Boulder Arts Commission.

4. First time applicant, has not received a grant from the Boulder Arts Commission.
General Operating Support Grants, page one

Capacity Building

How will this grant increase the capacity of your organization to meet goals in your strategic plan or master plan? In what way will this grant increase your organization's sustainability and resiliency? What innovations, growth, or new community benefits will be made possible by this award?

1-2: Poor to Marginal
None, or only a few, strong strategies to improve capacity, sustainability, innovation, growth, or community benefits. Numerous or a few major weaknesses.

3-4: Fair to Satisfactory
Some strong strategies to increase capacity, sustainability, innovation, growth, or community benefits. At least one major weakness or some moderate weaknesses.

5-6: Good to Very Good
Many strengths to increase capacity, sustainability, innovation, growth, or community benefits. But, with at least one moderate weakness or numerous minor weaknesses.

7-8: Outstanding to Exceptional
Outstanding case for creating organizational capacity, and improvements to sustainability, innovation, growth, or community benefits. Few or no minor weaknesses.

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.

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

- Supports artists and creative professionals by providing professional development opportunities.
- 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 does your organization contribute to one or more of the Community Priorities described in the Community Cultural Plan?

1-2: Poor to Marginal
Does not or minimally addresses how the organization will contribute to one or several of the Community Priorities.

1-2: Poor to Marginal
Does not or minimally addresses how the organization will contribute to one or several of the Community Priorities.

1-2: Poor to Marginal
Does not or minimally addresses how the organization will contribute to one or several of the Community Priorities.

1-2: Poor to Marginal
Does not or minimally addresses how the organization will contribute to one or several of the Community Priorities.
General Operating Support Grants, page two

Proposed Outcomes and Evaluation
Describe your evaluation strategy and how you will collect data. Please also include measurement of progress towards your organizational goals and how the benefit to the community will be measured.

<table>
<thead>
<tr>
<th>1-2: Poor to Marginal</th>
<th>3-4: Fair to Satisfactory</th>
<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation strategy for understanding program / project success is lacking; goals, measures and plans for data collection are not in place.</td>
<td>Provides only limited descriptions of evaluation strategies and goals with moderate weaknesses.</td>
<td>Provides clear and thoughtful evaluation strategies and goals with a few moderate or minor weaknesses.</td>
<td>Evaluation strategy is comprehensive. Contains detailed information on goals, benchmarks and data collection and how to measure success.</td>
</tr>
</tbody>
</table>

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 represents groups who are typically underserved by arts programming and funding models (i.e., culturally diverse groups, organizations focused on age diversity, etc.) Describe how your organization does or does not fulfill one or several of these categories. For reference, please review the Boulder Arts Commission Statement on Cultural Equity.

Reference: Boulder Arts Commission Statement on Cultural Equity

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<tr>
<th>1-2: Poor to Marginal</th>
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<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>It offers no or very few advances for equity and diversity.</td>
<td>The organization addresses issues of equity and diversity in a minor way with one or more major or moderate weaknesses.</td>
<td>The organization addresses issues of equity and diversity in a moderate way with few minor weaknesses.</td>
<td>The organization addresses issues of equity and diversity in very good or exceptional ways with one or no minor weaknesses.</td>
</tr>
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</table>

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 been funded in the current cycle.

<table>
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<tbody>
<tr>
<td>Received a grant this year.</td>
<td>Received a grant this year.</td>
<td>Did not receive a grant this year.</td>
<td>Did not receive a grant this year.</td>
</tr>
</tbody>
</table>
## Arts Education Projects Grant, page one

### Benefit to Students

In what ways will this project directly benefit the students and their growth as cultural participants or in the creative industries? What new skills or experiences will be offered?

<table>
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<th>1-2: Poor to Marginal</th>
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<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits to students in cultural participation or skill development are not or inadequately addressed with many major weaknesses.</td>
<td>The project will benefit students' cultural participation or skill development in only a few minor ways.</td>
<td>Many significant benefits to cultural participation or skill development are proposed with a few minor weaknesses.</td>
<td>Benefits to cultural participation or skill development are very good or exceptional with only a few or no minor weaknesses.</td>
</tr>
</tbody>
</table>

### Complementing Curriculum and Offerings

How does this project enhance, or fill a gap in, the generally available curriculum and offerings?

<table>
<thead>
<tr>
<th>1-2: Poor to Marginal</th>
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<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project does not demonstrate any enhancements to curriculum.</td>
<td>Enhancements to curriculum or offerings are modest with many major or moderate weaknesses.</td>
<td>There are clear enhancements to curriculum and offerings with only a few minor weaknesses.</td>
<td>The project has very good or exceptional enhancements to curriculum and offerings with only a few or no minor weaknesses.</td>
</tr>
</tbody>
</table>

### Proposed Outcomes and Evaluation Strategy

How will the benefits to the students be measured?

<table>
<thead>
<tr>
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<th>5-6: Good to Very Good</th>
<th>7-8: Outstanding to Exceptional</th>
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<tr>
<td>The outcomes and evaluation strategy are not or inadequately addressed with many major weaknesses.</td>
<td>The outcomes and evaluation strategy are addressed in a few minor ways.</td>
<td>The outcomes and evaluation strategy are addressed in a significant and positive way, with a few minor weaknesses.</td>
<td>The project addresses outcomes and evaluation in a very good or excellent way, with only a few or no minor weaknesses.</td>
</tr>
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### 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:** [Art Plan and 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.
## Arts Education Projects Grant, page two

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

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<td>Does not or minimally addresses how the project will contribute to one or several of the Community Priorities.</td>
<td>Few or some aspects of the project will address one or several of the Community Priorities.</td>
<td>Several aspects of the project will significantly address one or more of the Community Priorities.</td>
<td>The project will address one or more of the Community Priorities in very strong or exceptional ways.</td>
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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 underserved by arts programming and funding models (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. For reference, please review the Boulder Arts Commission Statement on Cultural Equity.

### Reference: Boulder Arts Commission Statement on Cultural Equity

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### 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?

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<td>May not be based in Boulder; programs primarily offered in Boulder; some connections to Boulder businesses and workers; some ties to Boulder communities and neighborhoods; some connections to Boulder among the staff and board members.</td>
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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 been funded in the current cycle in an amount over $1,000.

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<tr>
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Arts Education Project Grant - DRAFT

Full application

Si prefiere leer este documento en español, 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 revisados.

For this application in other languages please contact the Office of Arts + Culture Grants Administrator Lauren Click at clickl@boulderlibrary.org.

PURPOSE: The Arts Education Project Grant provides opportunities for children in the City of Boulder to have unique experiences with practicing artists, access to tools and techniques, or improved instruction in the creative professions. The goal of the grant is to increase the exposure of students to unique and memorable experiences that may shape their future in cultural participation and creative careers.

HOW TO APPLY

1. Review the below information.
2. Log onto the Boulder Arts Commission online grant portal. If you have not logged on before, create a profile. Applications must be submitted through this online grant application system. 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, applications will be sent to the panel for scoring and comments. The panel consists of the seven City Council-appointed Boulder Arts Commissioners and ?? members of the community.
6. You will receive notification that the panel’s preliminary scores and comments on your application are available. Please review their scores and comments and prepare a one-page response for the panel.
7. Before the Arts Commission meeting, the panel will re-score the applications. At the decision meeting, the members of the Boulder Arts Commission then deliberate to decide final approval of the applications which will receive a grant.
8. When a grant is awarded, staff from the Office of Arts and Culture will contact the successful Applicant to complete any necessary paperwork.

Total Funds: $30,000
Awards: Approximately 10 awards at $3,000 each
Details: The award amount of $3,000 is a maximum funding guideline. Smaller requests will be accepted.
Cycle: Annually

DEADLINE TO SUBMIT APPLICATION: Monday, May 9 at 11:59 p.m.

Decision Timeline:
- Monday, May 9 at 11:59 p.m. — Deadline for applications
- May 9 to 13 — Review by staff for eligibility and revision by applicants if necessary
- May 13 to May 27 — Preliminary review and score by panel (15 days)
- May 27 to June 1 — Score processing by staff
- June 1 — Preliminary scores and comments sent to applicants via email
- June 1 to June 8 — Applicants prepare and send written responses to the panel's questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Wednesday, June 8, 2022, at 11:59 pm.
- June 8 to June 15 — Response processing by staff
- June 15 — Responses sent to panel
- June 15 to July 1 — Final review and score by panel (17 days)
- July 1 to July 8 — Processing of final scores
- July 8 — Final scores sent to applicants via email
- July 20, 2022 — Arts Commission meeting. Discussion and final decisions on grants

ELIGIBILITY REQUIREMENTS

- General eligibility. Meets all general eligibility requirements.
- Open to educators, administrators, and presenters. Classroom teachers and school administrators in public schools, private schools, home school associations, and non-traditional classroom settings, as well as artists / individuals / organizations collaborating with schools on programming are eligible.
- Service area and programming. Projects must have a demonstrated benefit to school children in the City of Boulder.
- Projects must take place after the grant deadline and end before the end of the 2023 spring semester.

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 of applications. Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the Boulder Arts Commission looks for indication of growth and a fresh approach to their work.
- Evaluation criteria.
  - Benefit to students (Maximum 8 points)
  - Complementing curriculum and offerings (Maximum 8 points)
  - Proposed outcomes and evaluation strategy (Maximum 8 points)
  - Community priorities (Maximum 8 points)
  - Cultural equity (Maximum 8 points)
  - Boulder focus (Maximum 4 points)
  - Encouragement points (Maximum 4 points)
- The complete scoring system and rubric for the Arts Education Project Grant can be found here.

APPEALS PROCESS
**Written appeals process.** The deadline for a written appeal is 14 days after funding decisions have been made by the Boulder Arts Commission. The appeals process can be found on our website.

**APPLY**

Log onto the Boulder Arts Commission online grant portal to preview and apply. 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.

**GRANT AWARDS**

1. **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.

2. **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.

3. **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.

4. **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an Applicant.

5. **PERA Impacts.** Recipients 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.”

6. **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. Failure to supply a proper W-9 may invalidate the grant award.

7. **IRS taxation.** Grant awards are non-transferable, taxable and are reported to the federal government.

8. **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.

9. **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.

10. 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.

11. 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 FUNDED PROJECTS

> 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@boulderslibrary.org with the following information:
  o an update on the project status,
  o a request to change the project completion date, and
  o 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.

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

- Discipline: *
If Multi-Discipline, please indicate which disciplines are included.
- Tax status: *
- 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."

Project Narrative

- Project title (50 character limit) *
- Amount requested (Maximum $3,000) *
- Project summary. A brief overview of your project. Include how it will connect with or complement the class curriculum, how many students the project will reach, if the project will benefit underrepresented populations, and the benefits that you expect for the students. (1,250 character limit)
- Project calendar. Projects must take place after the grant deadline and before the end of the 2020 spring semester. (500 character limit) *
- Project completion date (Projects must take place after the grant deadline and before the end of the 2020 spring semester.) *
- Report due date (One month following the project completion date) *
- Project location. Where do your projects take place? (250 character limit) *
- 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@bouldercoloardo.gov and received feedback from staff which inform my understanding of project review, permitting, and timing considerations.

Panel Evaluation
Bulleted responses are encouraged in these sections.

- Benefit to students. In what ways will this project directly benefit the students and their growth as cultural participants or in the creative industries? What new skills or experiences will be offered? (1,250 character limit) *
- Complementing curriculum and offerings. How does this project enhance, or fill a gap in, the generally available curriculum and offerings? For more information about curriculum in Colorado visit this website. (1,250 character limit) *
- Proposed outcomes and evaluation strategy. Describe your evaluation strategy for this project and how you will collect data. How will the benefits to the students be measured? (1,250 character limit) *
- 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. 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? (1,800 character limit) *

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.

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 Statement on Cultural Equity. Reference: Boulder Arts Commission Statement on Cultural Equity

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? (1,250 character limit) *

- 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. Confirm if your organization has received more than $1,000 in funding from the Boulder Arts Commission in the current cycle. (1,250 character limit) *

Attachments

Please title the attachments according to the headings listed below. Required attachments are starred (*).
- Budget summary.* Please provide a brief project budget summary including all revenue (monetary and in-kind contributions including this grant) and expenses. (1 page)
- 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 page)
> Venue confirmation letter.* Attach confirmation from the hosting venue or school administrator that the project is approved and scheduled.
> Letters of support. Attach any letters of support that will be useful in understanding community involvement and enthusiasm for the project. (Optional)
> Other support materials. Attach any documents that will help the panel fully understand the project. You may also attach videos and other materials, as appropriate, to help the commission evaluate artistic quality. (Optional)

Agreements, grant report certification and submission

> 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. (Optional)
> 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 *
Community Project Grant - DRAFT
Full Application

Si prefiere leer este documento en español, 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.
For this application in other languages please contact the Office of Arts + Culture Grants Administrator Lauren Click at clickl@boulderlibrary.org.

PURPOSE: The purpose of Community Project Grants is to encourage innovation and exploration in support of the Community Cultural Plan’s Community Priorities, identified by the Boulder community as:

1. Support the resiliency and sustainability of cultural organizations to enhance their ability to benefit the community.
2. Create a supportive environment for artists and creative professionals, while fostering innovative thinking and leadership among them.
3. 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.
4. Develop Boulder’s creative identity in becoming an innovative world leader in cultural matters and projects that identity to the region and the world.
5. 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.
6. 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.

HOW TO APPLY
1. Review the below information.
2. Log onto the Boulder Arts Commission online grant portal. If you have not logged on before, create a profile. Applications must be submitted through this online grant application system. 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, applications will be sent 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 one-page response for the panel.
7. Before the Arts Commission meeting, the panel will rescore the applications. At the decision meeting, the members of the Boulder Arts Commission then deliberate to decide final approval of the applications which will receive a grant.
B. When a grant is awarded, staff from the Office of Arts and Culture will contact the successful Applicant to complete any necessary paperwork.

**Total funds:** $85,000  
**Awards:** Organizations $60,000 @ maximum $10,000 each // Individuals $25,000 @ maximum $5,000 each  
**Details:** The award amount of $10,000 for organizations or $5,000 for individuals is the maximum grant offered. Smaller requests will be accepted.  
**Cycle:** Annual

**Definitions:** For Community Projects, "individual" is defined as “applications in which the project are being created and managed by a single individual, a sole-proprietorship, or a for-profit business with only one employee.” The term “organization” is defined as “applications in which the project is being created and managed by a nonprofit or a for profit business with multiple employees”.

**DECISION SCHEDULES:**

**Community Project Grants – Organizations**  
- Monday, January 24 at 11:59 p.m. – Deadline for applications  
- January 24 to 28 – Review by staff for eligibility and revision by applicants if necessary  
- January 28 to February 11 – Preliminary review and score by panel (22 days)  
- February 11 to 16 – Score processing by staff  
- February 16 – Preliminary scores and comments sent to applicants via email  
- February 16 to February 23 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Wednesday, February 23, 2022, at 11:59pm.  
- February 23 to 28 – Response processing by staff  
- February 28 – Responses sent to panel  
- February 28 to March 8 – Final review and score by panel (9 days)  
- March 8 to March 11 – Processing of final scores  
- March 11 – Final scores sent to applicants via email  
- March 16 – Arts Commission meeting. Discussion and final decisions on grants

**Community Project Grants – Individuals**  
- Monday, February 14 at 11:59 p.m. – Deadline for applications  
- February 14 to 18 – Review by staff for eligibility and revision by applicants if necessary  
- February 18 to March 4 – Preliminary review and score by panel (15 days)  
- March 4 to 11 – Score processing by staff  
- March 11 – Preliminary scores and comments sent to applicants via email  
- March 11 to March 18 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Friday, March 18, 2022, at 11:59pm.  
- March 18 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)
ELIGIBILITY REQUIREMENTS

1. General eligibility. Meets all general eligibility requirements.
2. Open to all. Anyone may apply if the General Eligibility Guidelines 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).
3. Service area and programming. Applicant’s Projects must have a significant component of public programming that takes place within the city limits of Boulder, and that programming must meet the criteria described in the Section 14-1-2, B.R. C. 1951.
4. Projects must take place after the grant funding decision and be completed by June 30, 2023.

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

APPEALS PROCESS

Written appeals process. The deadline for a written appeal is 14 days after funding decisions have been made. The appeals process can be found on our website.

APPLY

Log onto the Boulder Arts Commission online grant portal to preview and apply. 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.

REPORTING
If awarded a grant, Grantees will need to complete a grant report at the Boulder Arts Commission online grant portal. After logging in, go to Dashboard then Follow Up. Use the Edit button to review and complete the final report. The report due date is in your grant application.

**GRANT AWARDS**

1. **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.

2. **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.

3. **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@bouldercitylibrary.org.

4. **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an Applicant.

5. **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."

6. **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. Failure to supply a proper W-9 may invalidate the grant award.

7. **IRS taxation.** Grant awards are non-transferable, taxable and are reported to the federal government.

8. **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.

9. **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.
10. **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.

11. **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 FUNDED PROJECTS**

1. **Timeframe for reporting.** The grant report is due one month after the project is completed.
2. **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. 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.
3. **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](mailto:culturegrants@boulderlibrary.org) with the following information:
   a. update on the project status,
   b. a request to change the project completion date, and
   c. new report due date.
4. **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.
5. **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.

**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, I will continue to comply with those requirements and meet the guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting.

> I certify
Applicant information

> Tax status *

Individual applicants

> Discipline: *

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

> 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."

Organization applicants

> Date established
> Mission statement*
> Number of employees (Full time)*
> Number of employees (Part time)*

Project information ("Project")

> Project title (50 character limit) *
> Amount requested (The maximum award amount is $10,000 for organizations or $5,000 for individuals. Smaller requests will be accepted.) *
> Project summary. A brief overview of your project. (1,250 character limit)
> Project calendar. Projects must take place after the grant deadline and be completed by June 30, 2021. (500 character limit) *
> Project completion date (This is the last day of any public event related to the project. Project must be completed by June 30, 2023.) *
> Report due date (One month following the project completion date) *
> Project location. Where do your projects take place? (250 character limit) *
> Collaboration. Describe you/your organization’s plans to collaborate with other individuals or organizations for this project. If this is a solo project with no partners beyond the applicant, respond with "None." (500 character limit) *
> 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

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1 Much of the applicant organization information will be carried over from the applicant’s profile, so it does not need to be added on each application.
Panel evaluation
Bulleted responses are encouraged in these sections.

> 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. 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? (1,500 character limit) *

> 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 your project and to what degree of diversity and inclusivity it addresses. Describe your project’s financial support model and how it ensures access and equity. For reference, please review the Boulder Arts Commission’s Equity Policy. Reference: Boulder Arts Commission Statement on Cultural Equity

> 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. (1,500 character limit) *

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? (1,500 character limit) *

> 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. *

Attachments
Please title the attachments according to the headings listed below. Required attachments are starred (*).

- Budget summary.* Please provide a brief project budget summary including all revenue (monetary and in-kind contributions including this grant) and expenses. (1 page)
- 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 page)
- Venue confirmation letter.* Attach confirmation from the hosting venue that the project is approved and scheduled. (1 page)
- Letters of support. Attach any letters of support that will be useful in understanding community involvement and enthusiasm for the project. (Optional)
- Other support materials. Attach any documents that will help the panel fully understand the project. You may also attach videos and other materials, as appropriate, to help the commission evaluate artistic quality. (Optional)

Agreements, grant report certification and submission

- 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. (Optional)
- 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*
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 through training at the University of Colorado at Boulder Graduate Certificate in Arts Administration.

This certificate will instruct on best practices in arts administration from the University of Colorado’s esteemed College of Music. The certificate will provide training for anyone who has already embarked upon a career in arts management, or those contemplating such a career. The program is designed to offer students the opportunity to gain valuable knowledge and depth of understanding of the goals, objectives, and perspectives of those in arts management.

Learn all about the program by visiting the College of Music web page.

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:
   1. Online application form
   2. Professional experience (resume)
   3. Letter of recommendation
   4. Letter of interest in the program
   5. 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 seven City Council-appointed Boulder Arts Commissioners.
6. At the meeting on July 20, 2022, 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: $6,000
Cycle: Annually.
Maximum Amounts for Scholarships: $6,000
Details: Open to students admitted to the University of Colorado at Boulder Graduate Certificate in Arts Administration program for the Fall 2022 / Spring 2023 certificate program. You may apply if you are awaiting admission into the program.

DEADLINES TO SUBMIT APPLICATION: Thursday, June 16, 2022, 11:59 p.m.

Decision timeline:

2022 CU Boulder Graduate Certificate in Arts Administration Scholarships
- Thursday, June 16, 2022, 11:59 p.m. – Deadline for applications
- June 16 to June 23 – Review by staff for eligibility, revision by applicants if necessary
- June 23 to July 20 – Review by Arts Commission (28 days)
- July 20 – Arts Commission meeting; interviews and final decisions on scholarships

ELIGIBILITY REQUIREMENTS

1. General eligibility. Meets all general eligibility requirements.
2. Open to students admitted to the University of Colorado at Boulder Graduate Certificate in Arts Administration for the Fall 2022 / Spring 2023 certificate program. You may apply if you are awaiting admission into the program.

REVIEW PROCESS

1. Deliberation. Applicants are expected to attend the July 20, 2022, meeting of the Arts Commission for a live, group interview with the Commission members. Decisions will be made at the same meeting.
2. 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

APPLY

Log onto the Boulder Arts Commission online grant portal to preview and apply. 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.

REPORTING

If awarded a grant, Grantees will need to complete a grant report at the Boulder Arts Commission online grant portal. After logging in, go to Dashboard then Follow Up. Use the Edit button to review and complete the final report. The report due date is in your grant application.

APPEALS PROCESS
Written appeals process. The deadline for a written appeal is 14 days after funding decisions have been made. 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.

1. 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.

2. 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.

3. 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.

4. Award amount. The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an Applicant.

5. 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."

6. 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. Failure to supply a proper W-9 may invalidate the grant award.

7. IRS taxation. Grant awards are non-transferable, taxable and are reported to the federal government.

8. 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.

9. 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. Failure to submit a final grant report will result in ineligibility to apply for future grants.

10. 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.

11. **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**

1. **Timeframe for reporting.** The grant report is due one month after the project is completed.
2. **Method.** Submit the report through the online system access through the [boulderarts.org](http://www.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.
3. **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](mailto:culturegrants@boulderlibrary.org) with the following information:
   a. an update on the project status,
   b. a request to change the project completion date, and
   c. new report due date.
4. **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.
5. **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.

**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 *
Cultural Field Trips Fund
Full application (in Formstack)

PURPOSE: The Cultural Field Trips Fund provides opportunities for children at Title 1 schools in the City of Boulder to have direct experience with Boulder’s arts institutions and cultural destinations, while contributing to and reinforcing their classroom learning. Research has shown that early exposure to the arts results in continued engagement with the arts throughout a lifetime. The goals of the fund are to impact children in schools where there is the most need and increase the exposure of students to unique and memorable experiences that may shape their future in cultural participation, creative careers, and personal lives.

Total funds available for the 2022 to 2023 school year: $10,000

Maximum amount per application: The costs of transportation and/or entry fees up to $2,000 per teacher for cultural field trips that take place within the Boulder Valley, as defined by the current version of the Boulder Valley Comprehensive Plan. Funds awarded on first come, first served basis — with consideration to equitable distribution of funds — until all monies are distributed.

Cycle: Annually. Field trips must take place before the end of the spring 2023 semester.

Deadline to apply for the 2022 to 2023 school year: 1st of each month at 5 p.m., year-round deadline for applications. These are awarded on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

ELIGIBILITY REQUIREMENTS

1. General eligibility. Meets all general eligibility requirements.
2. Open to: Public school teachers are eligible with the approval of their school administrators. These funds will be available to schools with Title 1 designation. Consideration will be given to maximize the number of schools participating.
3. Cultural Field Trips must take place after the funding decision and within the school year that the funds are awarded.

REVIEW PROCESS

1. Deliberation. Applications for Cultural Field Trips are approved through administrative review by staff of the City of Boulder Office of Arts and Culture, and awards are announced at the next monthly meeting of the Boulder Arts Commission following the deadline.
2. Evaluation of applications. Applications for Cultural Field Trips are awarded on a first come, first served basis — with consideration to equitable distribution of funds — to those who have met all the requirements of application. Receiving an award in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications.

APPLY
Applications are done through a simple form on the Office of Arts and Culture website.

Applicant information

- First Name*
- Last Name*
- Address (1) *
- Address (2) *
- City*
- State *
- Zip Code *
- Phone No. *
- Email *
- How did you find out about grants through the Office of Arts + Culture? *

Application forms

- School*
- Title or role within the school*
- Date of Cultural Field Trip - Toggle Calendar*
- Destination of Cultural Field Trip*
- Address of Cultural Field Trip*
- Website of the Field Trip Site (if available) *
- Nature of the Field Trip. Where will you visit, what will the trip entail, who will join you? (1,250 characters maximum) *
- Grade(s) of students *
- Number of students expected to attend *
- Number of adults expected to attend*
- Confirmation from administrator*
- I have received approval from administrative staff.*
- Name of approving administrator*
- Email and phone number for approving administrator *
- Grant Amount Requested (The costs of transportation and/or entry fees up to $2,000 per applicant for cultural field trips that take place within the Boulder Valley as defined by the then current version of the Boulder Valley Comprehensive Plan. A shorthand way to know is if the zip code begins with 803—then it is generally accepted in this area)*
- Please give a breakdown of the full Cultural Field Trip expenses including: entry fees, transportation fees, staff fees, etc.*
- Date Final Report is due (30 days after the convention, workshop, etc.)*

Submission and signature

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*This application is not through the Foundant grant system.
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. *

REPORTING

Staff at the Office of Arts and Culture will send you a short questionnaire following the event. Contact Lauren Click at clickl@boulderlibrary.org or 720-564-2355 if you do not receive the report questionnaire via email.
General Operating Support (GOS) Grants
Full Application

Si prefiere leer este documento en español, 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 revisados.
For this application in other languages please contact the Office of Arts + Culture Grants Administrator Lauren Click at clcik@boulderlibrary.org.

DESCRIPTION: To bolster the sustainability of the community’s cultural organizations, a series of operating grants is a priority for the cultural grants program. This system of institutional funding supports the Community Priorities and goals in the Community Cultural Plan, including the “Support for Cultural Organizations” strategy.

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. Budgets
   c. Major Contributors
   d. In-kind Contributions
   e. Board of Directors List
   f. Position(s) on the board [officer and committee positions]
   g. Occupation and name of employer and/or affiliation[s]
   h. City or county of residence
   i. Term end date for each board member
   j. Proof of IRS Federal Tax-exempt Status or Alternative
   k. Anti-discrimination Statement
   l. Staff List
   m. Annual Report or Strategic Plan (optional)
   n. Evaluation Results - Provide the organization’s most recent evaluation results or findings relevant to this request. (optional)
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 seven City Council-appointed Boulder Arts Commissioners and TBD members of the community.
6. You will receive notification that the panel’s preliminary scores and comments on your application are available. Please review their scores and comments and prepare a one-page response for the panel.
7. Before the Arts Commission meeting, the panel will re-score the applications. At the decision meeting, the members of the Boulder Arts Commission then deliberate to decide final approval of the applications which will receive a grant.

8. When a grant is awarded, staff from the Office of Arts and Culture will contact the successful Applicant to complete any necessary paperwork.

PURPOSE:

Our approach to operating funding is derived from the National Assembly of State Arts Agencies, and is modified to suit the circumstances of the Community Cultural Plan in the following ways:

1. Operating grants maintain the autonomy of grantees, allowing them to allocate the dollars to their most pressing needs.
2. Operating grants tend to be more predictable over time, which helps organizations maintain continuity of services to their communities.
3. Because operating grants are flexible, grantees can use the funds in more opportunistic or entrepreneurial ways than project-restricted funds often allow.
4. Operating grants come with stringent accountability and management requirements that incentivize and perpetuate good business practices among arts organizations.
5. Because the grantee—not the grant maker—ultimately defines the activities for which operating grants are used, this funding mechanism can reduce “mission drift” among grantees and can help to curtail the proliferation of programs designed solely to appeal to funders.
6. Operating grants strengthen the non-profit arts infrastructure and deepen working relationships between funders and core grantees.

DETAILS

Total Funds: $758,000

Awards: In 2022 there will be four levels of GO Grants, based on the size of the organization’s budget:
- Extra Large Orgs (1M or more) with grants of $50K each
- Large Orgs (250k - 999k) with grants of $20K each
- Mid-sized Orgs (100k - 249k) with grants of $10K each
- Small Orgs (99k or less) with grants of $8K each.

The number of General Operating Support Grants in each category will vary depending on the number of applicants in order to ensure that levels of competition are similar in each category. Review the fund structure here.

Cycle: Triannual (Every year for three years).
- Your annual revenue according to your 2019 or 2020 tax documents (990 or 990-EZ) will determine your award category. The Commission will use the higher of the two revenue numbers to determine your category. You may submit a completed but unfiled 990 or 990-EZ should you need.
• Once an applicant is approved to receive an Operating Grant, the approval would be valid for the full three-year cycle.
• Reporting once a year, the organizations will be responsible for providing the Boulder Arts Commission with necessary information to track progress on their stated evaluation.
• Due to the rules of the City of Boulder’s budget process, the commitment is made for only one year at a time. At the end of each year the Boulder Arts Commission will re-certify that the grant continues into the next year by approving the report. At that time, the Boulder Arts Commission may also choose to review specific organizations that may have defaulted on the terms of their award in order to advise staff to take action.
• At each November meeting of the Boulder Arts Commission, when the city budget is identified, staff will build recommendations on allocations for the following year. This may include increases or decreases to the award allocations for grant recipients in proportion to the overall change of the budget of the Office of Arts Culture.

**GRANT TIMELINES**

**General Operating Support Grants – Large and Mid-Sized Organizations**
- Monday, March 14 at 11:59 p.m. – Deadline for applications
- March 14 to 18 – Review by staff for eligibility and revision by applicants if necessary
- March 18 to April 4 – Preliminary review and score by panel (18 days)
- April 4 to 8 – Score processing by staff
- April 8 – Preliminary scores and comments sent to applicants via email
- April 8 to April 15 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Friday, April 15, 2022, at 11:59pm.
- April 15 to 20 – Response processing by staff
- April 20 – Responses sent to panel
- April 20 to May 4 – Final review and score by panel (15 days)
- May 4 to 11 – Processing of final scores
- May 11 – Final scores sent to applicants via email
- May 18, 2022 – Arts Commission meeting. Discussion and final decisions on grants

**General Operating Support Grants – Extra Large and Small Organizations**
- Monday, March 14 at 11:59 p.m. – Deadline for applications
- March 14 to April 8 – Review by staff for eligibility and revision by applicants if necessary
- April 8 to May 2 – Preliminary review and score by panel (25 days)
- May 2 to 6 – Score processing by staff
- May 6 – Preliminary scores and comments sent to applicants via email
- May 6 to 13 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@boulderlibrary.org by Friday, May 13, 2022, at 11:59pm.
- May 13 to May 18 – Response processing by staff
- May 18 – Responses sent to panel
- May 18 to June 3 – Final review and score by panel (17 days)
- June 3 to June 8 – Processing of final scores
- June 8 – Final scores sent to applicants via email
- June 15, 2022 – Arts Commission meeting. Discussion and final decisions on grants

ELIGIBILITY REQUIREMENTS

> General eligibility. Meets all general eligibility requirements.
> Budget thresholds – in 2022 there will be four categories:
  ○ Extra Large Orgs (1M or more)
  ○ Large Orgs (250k - 999k)
  ○ Mid Orgs (100k - 249k)
  ○ Small Orgs (99k or less)

The number of General Operating Support (GOS) Grants will vary depending on the number of applicants in order to ensure that levels of competition are similar in each category. Review the fund structure here.

> Service area and programming. Must be able to demonstrate that a majority of the organization's programming takes place in the City of Boulder and that the programming meets the criteria described in the Chapter 14-1-2 of the City of Boulder Revised Code. The organization must also demonstrate that they are headquartered in Boulder. For the determination of programming or organizational headquarters location, the term "Boulder" is defined in the Boulder Valley Comprehensive Plan. For additional information on the planning area and Comprehensive Plan visit this link. As a short hand, office staff use addresses with the zip code starting with 803— to determine if it is in the acceptable area.

> Governance, Non Profit Status. Applicants must either provide formal IRS documentation of their 501(c)3 status or, for organizations with revenues under $250,000, alternative means of proof are described below. See a sample of IRS documentation here.

Emerging organizations with revenues under $250,000 that have not yet achieved not-for-profit status or community-oriented businesses may also apply for this grant. These organizations must be able to demonstrate the following:
  ○ The organization has community-oriented mission and goals, services, and programming.
  ○ The organization is currently active and has conducted programming consistently for at least two years.
  ○ The organization has oversight from a board, advisory committee, or other stewardship group. That group must include community representation.

In lieu of Non Profit Verification, the applicant is encouraged to provide a copy of their form CR0100 (Colorado Business Registration) and documentation of the above criteria. This can take the form of strategic or business plans, year-end-reports, media clippings, letters of support, or other documents.

> Consistent Management. The organization must have consistent management with no planned or expected changes to leadership during the term of the funding. It is recommended, but not required, that organizations maintain a succession plan in their human resources policies in order to demonstrate fulfillment of this requirement.
REVIEW PROCESS

➢ Deliberation. Grant applications are reviewed at Boulder Arts Commission meetings. See schedule.

➢ Evaluation of applications. Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the Boulder Arts Commission looks for indication of growth and a fresh approach to their work. Though there is no eligibility restriction for applicants who have applied for, received, or are currently executing other Arts Commission grants, be aware that the grants panel may take such circumstances into account.

➢ Evaluation criteria
  - Capacity Building (Maximum 8 points)
  - Community Priorities (Maximum 8 points)
  - Proposed outcomes and evaluation strategy (Maximum 8 points)
  - Cultural Equity (Maximum 8 points)
  - Boulder focus (Maximum 4 points)

➢ The complete scoring system and rubric for the General Operating Grants can be found here.

APPEALS PROCESS

Written appeals process. The deadline for a written appeal is 14 days after funding decisions have been made by the Boulder Arts Commission. The appeals process can be found on our website.

GRANT AWARDS

1. 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.

2. 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.

3. Implementation. Grantees shall implement programs/projects as outlined in the grant application. Any change to the project, venue, Grantee address, schedule, designated contact, or staff/team members must be reported to culturegrants@boulderlibrary.org.

4. Award amount. The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an Applicant.

5. 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."
6. **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. Failure to supply a proper W-9 may invalidate the grant award.

7. **IRS taxation.** Grant awards are non-transferable, taxable and are reported to the federal government.

8. **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.

9. **Issuance of funding checks.** Once the agreement is signed, staff of the Office of Arts and Culture will submit it along with the invoice. Funds are delivered within the next 3 weeks. Failure to submit a final grant report will result in ineligibility to apply for future grants.

10. **Acknowledgment of Boulder Arts Commission funding.** All publicity for Boulder Arts Commission-funded organizations must include the following credit line: *This organization 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.

11. **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 FUNDING PROJECTS**

- **Time Frame for Reporting.** Operating Grant recipients are required to report once a year. In addition to the annual report, grant recipients are required to participate in research projects such as the Arts & Economic Prosperity studies.

- **Method.** Submit the report through the online system access through the boulderarts.org website. Log in with the same username 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@bouldercolorado.org that includes each of the following items:
  - an update on the status,
  - a request to change the report completion 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 *(logic question – if not tax exempt/Nonprofit will halt further application)
> Discipline *
  If Multi-discipline, please indicate which disciplines are included.
> Date established *
> Mission statement *
> Geographic Area Served (500 character limit) *
> Number of employees (Full time)*
> Number of employees (Part time)*

Organization Narrative

The Institutional Narrative and Financial Overview questions will not be scored by the panel.

> Institutional Narrative (10,000 character limit)*
  Please be sure to address each question below. Include the heading for each question, though it is not necessary to repeat the content of each question.
  ○ Organizational Background. Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.
  ○ Goals. Describe the organization's current goals.
  ○ Current Programs. Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results.
Collaboration. Describe the organization's most significant interactions with other
organizations and efforts.

Inclusiveness. Describe how the organization strives to be inclusive in its programs, staff,
board, volunteers, and describe progress to date.

Board/Governance. Describe the role of the board of directors in advancing the mission
of the organization. Include the key issues related to board effectiveness that are being
addressed in the next three years, the organization policy regarding board terms, and
the percentage of the board that contributes financially to the organization.

Volunteers. Describe how the organization involves volunteers and unpaid personnel
(other than the board of directors) within a typical 12-month time period. Include
number of volunteers and hours.

Planning. Describe the challenges and opportunities facing the organization in the next
three years. Additionally, describe how the organization engages in planning and
describe the focus on any current planning efforts.

Optional. If there is additional information that is vital to convey in this proposal, do so
here.

Panel Evaluation

Bulleted responses are encouraged in these sections.

Capacity Building. How will this grant increase the capacity of your organization to meet goals in
your strategic plan or master plan? In what way will this grant increase your organization’s
sustainability and resiliency? What innovations, growth, or new community benefits will be
made possible by this award? (1,250 character limit)

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.

Examples of ways to demonstrate impact on the Community Priorities may include descriptions
of how your 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 does your organization contribute to one or more of the Community Priorities described in the Community Cultural Plan? (1,800 character limit) *

- Proposed outcomes and evaluation strategy. Describe your evaluation strategy and how you will collect data. Please also include measurement of progress towards your organizational goals and how the benefit to the community will be measured. (1,250 character limit) *
- 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 underserved by arts programming and funding models (i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your organization does or does not fulfill one or several of these categories. (1,250 character limit) Reference: Boulder Arts Commission Statement on Cultural Equity
- 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. Briefly describe your Boulder Arts Commission application and grant history (500 character limit) .

Attachments

Please title the attachments according to the bolded headings listed below:
- Financial Documents. Please provide either:
  - 2019 and 2020 audited financials from your last fiscal year and your current year budget OR
  - An income statement and balance sheet for 2019 and 2020 and budget for the current year.*
- Financial Overview Document. Please download this document, complete the green cells, and upload it as an excel or PDF.
- Major Contributors. For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of the individual donors. *
- In-kind Contributions. Summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year. *
- Board of Directors List. Include the following information for each board member: *
  - Position(s) on the board (officer and committee positions)
  - Occupation and name of employer and/or affiliation(s)
  - City or county of residence
  - Term end date for each board member
- Proof of IRS Federal Tax-exempt Status. Also called a Letter of Determination. This will be used to demonstrate your eligibility. Alternatively, small and mid-sized organizations who are applying with alternative governance structures can provide a statement of fiscal sponsorship, or a letter which describes how the organization fulfills eligibility described above.*
- Anti-discrimination Statement. *
- Staff List. Include only key staff with their qualifications and length of service with the organization. Do not include job descriptions or resumes. *
Final Questions: Financial Overview
> Provide explanations for any unusual items or items that may raise questions in any of the financials provided.
> If the organization had a deficit and/or debt, describe how this issue is being addressed at the board and organizational level. You must answer this question if the organization had a deficit (operating expenses exceeded your operating revenues) or if the organization has short or long term debt (such as loans from individuals or banks). Enter N/A if no deficit or debt. *
> Does your board have a policy regarding operating reserves? yes/no. Please explain.*

Agreements, grant report certification and submission
> 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. (Optional)
> 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 *
Grant Writing Fund
Full application (in Formstack)

PURPOSE: The Grant Writing Fund provides opportunities for first-time applicants and those who have not received a grant through the Boulder Arts Commission to get grant writing assistance.

Total Funds: $8,000
Awards: Approximately 16 awards at $500 each
Details: The award amount of $500 is a maximum funding guideline. Smaller requests will be accepted.
Cycle: Annually
Additional information: A list of grant writers can be found through this link. If you need help finding a professional grant writer, please contact the Office of Arts and Culture for assistance.

Cycle: Annually. Grant writer must be supporting a grant in the 2022 cycle.

Deadline: These are awarded on a first come, first served basis. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

ELIGIBILITY REQUIREMENTS

1. General eligibility. Meets all general eligibility requirements.
2. Open to: Applicants to the Boulder Arts Commission 2022 grant cycle. Must be first time applicants, or have never received a grant from the Boulder Arts Commission.

REVIEW PROCESS

1. Deliberation. Applications for the Grant Writing Fund are approved through administrative review by staff of the City of Boulder Office of Arts and Culture, and awards are announced at the next monthly meeting of the Boulder Arts Commission following the deadline.
2. Evaluation of applications. Applications for Grant Writing Fund are awarded on a first come, first served basis to those who have met all the requirements of application. Receiving an award in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications.

APPLY

Applications are done through a simple form on the Office of Arts and Culture website (provided by Formstack).

Applicant information:
   > First Name*
   > Last Name*
   > Address (1) *

* This application is not through the Foundant grant system.
Address (2) *
City *
State *
Zip Code *
Phone No. *
Email *
How did you find out about grants through the Office of Arts + Culture? *

Application Information

Is this your first time applying for a grant through the City of Boulder Arts Commission? Or, have you applied for a grant and not received one? *
Which Boulder Arts Commission grants will you be applying for in 2022?
Name of the grant writing consultant you will engage. *
Email and phone number of the grant writing consultant you will engage. *
Website of the grant writing consultant you will engage. *
Nature of the work that the consultant will assist with. *
Grant Amount Requested (The costs of a consultant for up to $500 per applicant) *
Date Final Report is due (30 days after the writing assistance is provided). *

Submission and signature

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. *

REPORTING

Staff at the Office of Arts and Culture will send you a short questionnaire via email following the end of your engagement with a grant writer. Contact Lauren Click at clickl@boulderlibrary.org or 720-564-2355 if you do not receive the report questionnaire.
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 303-449-2423.

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 re-score 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@bouldercolorado.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."

IRIS 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 of 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 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**

- 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 *

---

**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)

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

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 *
Professional Development Scholarships

Full application

PURPOSE: Encouraging leadership and the sharing of good practices through professional development will advance our creative economy, support professionals and businesses, and enhance cultural dialog.

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. Resume
4. Look for an automated email message confirming receipt of your application.
5. Professional Development Scholarships are awarded by the Office of Arts and Culture staff on a set of criteria, and on a first come, first served basis.
6. Staff reviews applications and notifies applicants on the date noted below. Awards are announced at the next meeting of the Boulder Arts Commission following the notification of decision.
7. When a grant is awarded, staff from the Office of Arts and Culture will contact the successful applicant to complete any necessary paperwork.

Total funds: $8,000

Cycle: Twice annually. Opportunities must take place in the calendar year the application is submitted.

Maximum Amounts for Scholarships: The costs of registration, travel, and expenses up to $500 for programs which take place in Colorado, out-of-state, or on-line opportunities.

Details: Individuals may apply for any professional development opportunity they wish. In addition, we encourage participation in two specific programs:
   Colorado Creative Industries Summit
   Americans for the Arts Annual Convention

Decision timelines:

Professional Development Grants, Round One
- Friday, January 1, 2022 – Applications open
- Monday, February 7 at 11:59 p.m. – Deadline for applications
- February 7 to February 21 – Staff review of applications (15 days)
- February 21 - Notification of decisions

Professional Development Grants, Round Two
- Tuesday, February 8 – Applications open
- Monday, May 16 at 11:59 p.m. - Deadline for applications
- May 16 to May 30 – Staff review of applications (15 days)
- May 30 - Notification of decision

ELIGIBILITY REQUIREMENTS

1. General eligibility. Meets all general eligibility requirements.
2. Open to all. Anyone may apply once the general eligibility guidelines are met.
3. Professional development opportunities must take place after the grant funding decision and within the calendar year the grant is awarded.
4. Award Limitations. One scholarship per individual will be awarded each year. Consideration will be given to maximize the number of organizations participating.

REVIEW PROCESS

1. Deliberation. Proposals for Professional Development Scholarships 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.
2. Evaluation of applications. Professional Development Grant applications are awarded on a first-come, first-served basis to those who have met all the requirements of application. Staff may take applications to the Arts Commission for review should they have questions.
3. Evaluation criteria.
   - Contribution to Boulder culture
   - Professional experience (resume)

APPLY

Log onto the Boulder Arts Commission online grant portal to preview and apply. 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.

REPORTING

If awarded a grant, Grantees will need to complete a grant report at the Boulder Arts Commission online grant portal. After logging in, go to “Dashboard,” then “Follow Up.” Use the “Edit” button to review and complete the final report. The report due date is in your grant application.

APPEALS PROCESS

Written appeals process. The deadline for a written appeal is 14 days after funding decisions have been made. The appeals process can be found on our website.

SCHOLARSHIP AWARDS

1. Registration, Accommodations, Travel, Meals. Attendees are responsible for arranging and paying for their own registration, travel, lodging, meals, etc.
2. **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.

3. **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.

4. **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.

5. **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an Applicant.

6. **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.”

7. **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. Failure to supply a proper W-9 may invalidate the grant award.

8. **IRS taxation.** Grant awards are non-transferable, taxable and are reported to the federal government.

9. **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.

10. **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.

11. **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.

12. **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

1. **Timeframe for reporting.** The grant report is due one month after the project is completed.
2. **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.
3. **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:
   a. an update on the project status,
   b. a request to change the project completion date, and
   c. new report due date.
4. **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.
5. **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.

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

> Discipline: *
If Multi-discipline, please indicate which disciplines are included.
> Organization affiliation *

Page 4 of 5
2022
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.

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Narrative

Location of professional development opportunity *
Title of professional development opportunity
City/State the professional development opportunity takes place; online opportunity. *
Website of the professional development opportunity (if available)
Scholarship amount requested (The costs of registration, travel, and expenses up to $500 for programs which take place in Colorado, out-of-state, or on-line opportunities.) *
Please give a breakdown of your expenses including: registration cost, hotel, mileage, meals, other expenses. (When possible please use actual costs or you may use this federal per diem rate calculator) *
Date of professional development opportunity
Date final report is due (30 days after the convention, workshop, etc.)
Contribution to Boulder culture. How do you participate in cultural life in Boulder? How will this program help you enhance your contribution? (1,250 characters) *

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Attachments

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

Resume.

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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 *
Rental Assistance Fund (Boulder Venues)

Full application

PURPOSE: To facilitate and assist community cultural groups with access and affordability of performance venues, the Boulder Arts Commission is offering support in the form of rental assistance grants to individuals, artists and organizations.

DEADLINE TO SUBMIT APPLICATIONS: Applications are accepted by the first of each month, year-round.

FUNDING DETAILS: Up to 50% of all rental costs to a maximum of $1,000. One grant per applicant per year. $10,000 is available for funding on January 1, 2023, until funds are exhausted. Funds may also be used for purchasing COVID 19 testing and/or equipment for hosting online programming, such as software, cameras, or tech support.

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 Letter of verification or contract
   c. Budget Summary for the project
4. Look for an automated email message confirming receipt of your application.
5. Rental Assistance Funds (Boulder venues) are decided upon on the first of each month and are awarded on a first come, first served basis.
6. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.
7. 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 requirements are met.
- Timeframe. Rental event dates must take place after the grant funding decision and within the calendar year during which they are applied for.
- Venues must be in Boulder, as described in the Boulder Valley Comprehensive Plan, and may include non-traditional locations. You must include a confirmation from your hosting venue that the project is approved and scheduled. See sample.

REVIEW PROCESS
GRANT AWARDS

> **Deliberation.** Proposals for Rental Assistance 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 Rental Assistance 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.

> **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. 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 project is completed.

> Method. Submit the report through the online system access through the boulderarts.org website. Log in with the same username 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 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

> 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 *

Program information

> Program title (50 character limit) *
> Amount requested (Must equal 50% of total rental and/or other event costs up to $1,000) *
> Rental venue (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) *
> Give a brief description of the venue, its amenities and why it is a good fit for your event/production. (1,250 character limit) *
> Detailed breakdown of rental costs. Please show all rental costs including equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. You may apply for 50% of the total cost up to $1,000. Funds may also be used for purchasing COVID-19 testing and/or equipment for hosting online programming, such as software, cameras, or tech support. (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) *

Attachments

The following attachments are required. Please title the attachments according to the bolded headings below:
> Venue confirmation Letter of verification or contract
> Budget Summary for the project
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. *
- 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 *
### General Operating Support Grant Application 2022

#### Financial Overview

Please fill in the green squares below and attach it in the Boulder Arts Commission online system to your application as an Excel or PDF document. These categories align to the SCFD application.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2019 Completed Fiscal Year (Actuals)</th>
<th>2020 Completed Fiscal Year (Actuals)</th>
<th>2021 Completed Fiscal Year (Actuals)</th>
<th>2022 Current Fiscal Year (Budget)</th>
<th>2023 Upcoming Fiscal Year (Projections)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned Revenue</td>
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<td></td>
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<tr>
<td>Contributed Revenue</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| In Kind Support |                                     |                                     |                                     |                                   |                                     |

<table>
<thead>
<tr>
<th>Expenses</th>
<th>2019 Completed Fiscal Year (Actuals)</th>
<th>2020 Completed Fiscal Year (Actuals)</th>
<th>2021 Completed Fiscal Year (Actuals)</th>
<th>2022 Current Fiscal Year (Budget)</th>
<th>2023 Upcoming Fiscal Year (Projections)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Expenses</td>
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<tr>
<td>Admin Expenses</td>
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<tr>
<td>Fundraising Expenses</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| In Kind Support |                                     |                                     |                                     |                                   |                                     |

<table>
<thead>
<tr>
<th>2021 Completed Fiscal Year (Actuals)*</th>
<th>Total Assets</th>
<th>Total Liabilities</th>
<th>WORKING CAPITAL</th>
<th>Months of working capital</th>
</tr>
</thead>
</table>

* We are using 2021 as a benchmark to use your most recent numbers. This is to simplify the multiple year request for information. We need your most accurate calculation at the date of application if you haven’t finished 2023 numbers yet.
Arts Education Project Grant

Report

Instructions and deadlines

1. **Timeframe for reporting.** The grant report is due one month after the project is completed.

2. **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.

3. **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.

4. **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.

5. **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.

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Applicant Information:

> Project title (50 character limit) *

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ATTACHMENTS

Please title the attachments according to the headings listed below. Required attachments are starred (*).

> Financial statement for the project. Please resubmit a copy of your original project budget from the grant proposal and add columns for and information detailing: “Actual income”, “Actual expenses”, “Variance” (or difference between the two).*

> Evaluation materials. Include here a concise data report with a table or chart showing the results of your project.

> Collateral materials. Please provide proof that you’ve given credit to the Boulder Arts Commission for grant funding (proof could be a mention of grant support with the Commission’s official logo in advertising, schedules, news/media chippings, programs, etc.)*

> Media files. Please submit at least three and up to 9 photographs (jpegs) documenting your grant project. Include a Word document listing; name of the event, date, and photo credits. Upload any audio or video files onto YouTube or a similarly accessible social media site and...
submit a document (Word or pdf) with a list of website links.*

> Attach a one-page summary responding to these questions about your project. If you would like to review your responses on the application, click on the Application tab under your contact information at the top of the Follow Up page.*

  o Project outcome. Provide a brief description of the completed project. How successful were you in achieving your goals for this project? Did you experience any obstacles that kept the project from meeting its objectives? If so, what changes did you make that were successful? If the final outcome(s) of the project differed from your description in your original grant, please give details.
  o Updated project calendar. If your calendar differed from what you proposed in your application, please tell us how.
  o Benefit to students. How many unique students benefited from your project and how does that compare to what you projected in your original grant application? Describe at least one anecdote of how a student benefited in a meaningful way from one of your activities.
  o Complementing curriculum and offerings. Were you successful in implementing the curriculum in the classroom? Please explain why. Did you experience any obstacles that kept the program from meeting any of its objectives? If so, what changes did you make and were they successful?
  o Outcomes and evaluation strategy. How did your evaluation strategy work? Did you collect data? What did the data tell you? How successful was this project in benefiting the community? Describe briefly how someone benefited in a meaningful way from your project. If you would like to provide a table or chart regarding the results of your project instead of writing text here, please include in the attachments section.
  o Takeaways. Please tell us what you learned—the big ideas or breakthroughs for you, your organization, the arts in Boulder, and/or the community.

Agreement

> I grant the City of Boulder Office of Arts and Culture, its representatives and employees the right to use these photographs/videos/audios with proper accreditation for any lawful purpose, including publicity, illustration, advertising, newsletters, publications social media and Web.

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Grant report certification and submission

> I certify that the information contained in this grant budget report 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
Community Project Grant - DRAFT

Report

Instructions and deadlines

1. Timeframe for reporting. The grant report is due one month after the project is completed.
2. 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.
3. 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:
   a. an update on the project status,
   b. a request to change the project completion date, and
   c. new report due date.
4. 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.
5. 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.

[Conditional]

Organization grantees

➢ Date established
➢ Mission statement*
➢ Geographic area served *
➢ Number of employees (full time)*
➢ Number of employees (part time)*

Individual grantees

➢ Organization affiliation. Awards will be made to the individual whose account is associated with this application, even if an organization is stated. If you are not affiliated with an organization, please state “none.” *

Project Information

➢ Project title (50 character limit) *

-----

Page 1 of 3
2022
Attachments

Please title the attachments according to the headings listed below. Required attachments are starred (*).

- Attach a one-page summary responding to the above questions about your project (Project Outcome, Community Priorities, Outcomes and Evaluation, Cultural Equity, Takeaways). If you would like to review your responses on the application, click on the Application tab under your contact information at the top of the Follow Up page.
  - Project outcome. Provide a brief description of the completed project. How successful were you in achieving your goals for this project? Did you experience any obstacles that kept the project from meeting its objectives? If so, what changes did you make that were successful? If the final outcome(s) of the project differed from your description in your original grant, please give details.
  - Community Priorities. How successful were you in addressing the Community Priorities contained in the Cultural Plan? How have you measured success?
  - Outcomes and evaluation strategy. How did you evaluate the strategy you used? Did you collect data? What did the data tell you? How successful was this project in benefiting the community? Describe briefly how someone benefited in a meaningful way from your project. If you would like to provide a table or chart regarding the results of your project instead of writing text here, please include in the attachments section.
  - Cultural equity and opportunity. Describe how your project provided an opportunity for cultural equity and/or opportunity.
  - Takeaways. Please tell us what you learned—the big ideas or breakthroughs for you, your organization, the arts in Boulder, and/or the community.

- Financial statement for the project. Please resubmit a copy of your original project budget from the grant proposal and add columns for and information detailing: "Actual income," "Actual expenses," and "Variance!" (or difference between the two).

- Evaluation materials. Include here a concise data report with a table or chart showing the results of your project. This is required only if you did not explain your outcomes in the one-page summary.

- Collateral materials. Please provide proof that you’ve given credit to the Boulder Arts Commission for grant funding (proof could be a mention of grant support with the Commission’s official logo in advertising, schedules, news/media clippings, programs, etc.)

- Media files. Please submit at least three and up to 10 photographs (jpeg) documenting your grant project. Include a Word document listing name of the event, date, and photo credit. Upload any audio or video files onto YouTube or a similarly accessible social media site and submit a document (Word or pdf) with a list of website links.

Agreement

- I grant the City of Boulder Office of Arts and Culture and its representatives and employees the right to use these photographs/videos/audios with proper accreditation for any lawful purpose, including for publicity, illustration, advertising, newsletters, publications, social media, and Web use.

Grant report certification and submission
> I certify that the information contained in this grant budget report 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
Cultural Field Trips Fund
Report (in iFormstack)

Instructions and deadlines

1. **Timeframe for reporting.** The grant report is due one month after the project is completed.
2. **Method.** An email of questions will be sent to the email used to apply for the grant. Submit the report via email to culturegrants@boulderlibrary.org.
3. **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:
   a. an update on the project status,
   b. a request to change the project completion date, and
   c. new report due date.
4. **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.
5. **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.

-----

Grantee information

- First Name
- Last Name
- School address (1)
- School address (2)
- City
- State
- Zip Code
- Phone No.
- Email

Trip information

- School
- Title or role within the school
- Date of Cultural Field Trip
- Destination of Cultural Field Trip
- Address of Cultural Field Trip
- Website of the Field Trip Site (if available)
- Nature of the Field Trip
- Grade(s) of students
- Number of students attended

Page 1 of 2
2022
> Number of adults attended
> Write a succinct report on your field trip. (1000 character maximum).

Grant report certification and submission

> I certify that the information contained in this grant report is true and correct to the best of my knowledge.
> First name
> Last name
> Title
> Date
Macky Free Rental & Supplementary Funds

REPORT COPY

Instructions and deadlines

Please complete the whole grant report form no later than one month after you finish the project. The report due date was submitted in your application.

If a report is not approved, staff will notify you with questions regarding your report.

If you can’t complete a grant project on time, you must email a letter to the Boulder Arts Commission at culturegrants@boulderlibrary.org to ask for an extension before the report due date. Send this email before the report due date with these details:

> explanation for the delay;
> timing for project completion (provide a specific date);
> timing for project’s grant report submission (provide a specific date one month after finishing your project)

Staff will review your extension request email and provide a response. If a report extension is not approved, staff will notify you about how you could revise or add more information.

Failure to follow these procedures will jeopardize your eligibility to apply for future Boulder Arts Commission grant awards. If you have questions, contact information for staff is on the boulderarts.org website, or you may email culturegrants@boulderlibrary.org, or call 720-564-2355.

-----

Program information

> Program title (50 character limit) *
> Program date(s) *
> Did you receive a $1,000 Rental Supplement Grant? *
> Ticket prices for the event *
> Number of people attending the event *
> Total revenues from this event *
> Please briefly describe what marketing and promotions you undertook for this event. (500 character limit) *

-----

Attachments

The following attachments are required. Please title the attachments according to the headings below:
If you received a $1,000 Rental Supplement Grant, please attach a financial statement for
your event which includes a detailed breakdown of all rental costs.

- Collateral materials. Please provide proof that you’ve given credit to the Boulder Arts
  Commission for grant funding (proof could be a mention of grant support with the
  Commission’s official logo in advertising, schedules, news/media clippings, programs, etc.)
- Media files. Please submit at least three and up to 10 photographs (jpeg) documenting your
  grant project. Include a Word document listing name of the event, date, and photo credits.
  Upload any audio or video files onto YouTube or a similarly accessible social media site and
  submit a document (Word or pdf) with a list of website links.

Agreement

- I grant the City of Boulder Office of Arts and Culture, its representatives and employees the
  right to use these photographs/videos/audios with proper accreditation for any lawful
  purpose, including for publicity, illustration, advertising, newsletters, publications social
  media and Web.

Grant report certification and submission

- I certify that the information contained in this grant budget report 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
Professional Development Scholarship
Report

REPORT COPY

Instructions and deadlines

Please complete the whole grant report form no later than one month after you finish the project. The report due date was submitted in your application.

If a report is not approved, staff will notify you with questions regarding your report.

If you can’t complete a grant project on time, you must email a letter to the Boulder Arts Commission at culturegrants@boulderlibrary.org to ask for an extension before the report due date. Send this email before the report due date with these details:
> explanation for the delay;
> timing for project completion (provide a specific date);
> timing for project’s grant report submission (provide a specific date one month after finishing your project)

Staff will review your extension request email and provide a response. If a report extension is not approved, staff will notify you about how you could revise or add more information.

Failure to follow these procedures will jeopardize your eligibility to apply for future Boulder Arts Commission grant awards. If you have questions, contact information for staff is on the boulderarts.org website, or you may email culturegrants@boulderlibrary.org, or call 720-564-2355.

-----
> Which professional development opportunity event did you participate in?*
> What dates did the professional development opportunity occur?*
> Write a report on what you learned or gained by participating in this event. (1,250 character maximum).*

Grant report certification and submission

> I certify that the information contained in this grant report is true and correct to the best of my knowledge.
> First name
> Last name
> Title
> Date
Rental Assistance Fund
Report

REPORT COPY

Instructions and deadlines

Please complete the whole grant report form no later than one month after you finish the project.
The report due date was submitted in your application.

If a report is not approved, staff will notify you with questions regarding your report.

If you can’t complete a grant project on time, you must email a letter to the Boulder Arts
Commission at culturegrants@boulderlibrary.org to ask for an extension before the report due date.
Send this email before the report due date with these details:
  > explanation for the delay;
  > timing for project completion (provide a specific date);
  > timing for project’s grant report submission (provide a specific date one month after
    finishing your project)

Staff will review your extension request email and provide a response. If a report extension is not
approved, staff will notify you about how you could revise or add more information.

Failure to follow these procedures will jeopardize your eligibility to apply for future Boulder Arts
Commission grant awards. If you have questions, contact information for staff is on the
boulderarts.org website, or you may email culturegrants@boulderlibrary.org, or call 720-564-2355.

-----

Program information

  > Program title (50 character limit) *
  > Program date(s) *
  > Grant amount awarded *
  > Ticket prices for the event
  > Number of people attending the event
  > Total revenues from this event
  > Please briefly describe what marketing and promotions you undertook for this event. (500
    character limit)*
  > Please tell us why this rental assistance grant was important to executing your program and
    the difference it made to your project / program. (1,250 character limit)*

-----

Attachments

The following attachments are required. Please title the attachments according to the bolded
headings below:
Please attach a financial statement for your event which includes a detailed breakdown of all rental costs including equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. This is a requirement for your grant report.*

Collateral materials. Please provide proof that you’ve given credit to the Boulder Arts Commission for grant funding (proof could be a mention of grant support with the Commission’s official logo in advertising, schedules, news/media clippings, programs, etc.)*

Media files. Please submit at least three and up to 10 photographs (jpeg) documenting your grant project. Include a Word document listing: name of the event, date, and photo credits. Upload any audio or video files onto YouTube or a similarly accessible social media site and submit a document (Word or pdf) with a list of website links.*

Agreement

I grant the City of Boulder Office of Arts and Culture, its representatives and employees the right to use these photographs/videos/audios with proper accreditation for any lawful purpose, including for publicity, illustration, advertising, newsletters, publications social media and Web.*

Grant report certification and submission

I certify that the information contained in this grant budget report 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
### Boulder Arts Commission 2022 Cultural Grants Funding Structure

**DRAFT October 15, 2021**

<table>
<thead>
<tr>
<th>GRANT TYPE</th>
<th>CATEGORY</th>
<th># OF GRANTS</th>
<th>GRANT AMOUNT</th>
<th>CATEGORY BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOS</strong></td>
<td>Combined (see below)</td>
<td>~ 43</td>
<td>@</td>
<td>varies</td>
</tr>
<tr>
<td><strong>PROJECT GRANTS</strong></td>
<td>Community Projects – Orgs.</td>
<td>6</td>
<td>@</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td>Community Projects – Indv.</td>
<td>5</td>
<td>@</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>Arts Education</td>
<td>10</td>
<td>@</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>STRATEGIC FUNDS</strong></td>
<td>Venue and Online Event Fund</td>
<td>10</td>
<td>@</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td>Equity Grants</td>
<td>tbd</td>
<td>@</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td>Risk Capital Fund</td>
<td>on hold</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Assistance for Grant Writing</td>
<td>16</td>
<td>@</td>
<td>$500</td>
</tr>
<tr>
<td><strong>SCHOLARSHIPS</strong></td>
<td>Professional Development</td>
<td>~ 16</td>
<td>@</td>
<td>~ $500</td>
</tr>
<tr>
<td></td>
<td>Certificate Scholarships</td>
<td>1</td>
<td>@</td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td>Cultural Field Trips</td>
<td>5</td>
<td>@</td>
<td>~ $2,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GOS Structure Options:**

**A. Four Tiers**

<table>
<thead>
<tr>
<th>Tier</th>
<th>Budget Range</th>
<th># of Grants</th>
<th>Amount per Grant</th>
<th>Total Category Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Large</td>
<td>&gt; $1 million</td>
<td>~7</td>
<td>$50,000</td>
<td>$350,000</td>
</tr>
<tr>
<td>Large</td>
<td>$250k – 999k</td>
<td>~ 8</td>
<td>$20,000</td>
<td>$160,000</td>
</tr>
<tr>
<td>Mid-size</td>
<td>$100k – 249k</td>
<td>~ 12</td>
<td>$10,000</td>
<td>$120,000</td>
</tr>
<tr>
<td>Small</td>
<td>&lt; 99k</td>
<td>~ 16</td>
<td>$8,000</td>
<td>$128,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$758,000</strong></td>
</tr>
</tbody>
</table>

**B. Budget Indexing Percentage**

**Examples:**

<table>
<thead>
<tr>
<th>Example Budget</th>
<th>Example Indexed %</th>
<th>Example Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case One</td>
<td>$5 million</td>
<td>3.18%</td>
</tr>
<tr>
<td>Case Two</td>
<td>$900,000</td>
<td>3.18%</td>
</tr>
<tr>
<td>Case Three</td>
<td>$500,000</td>
<td>3.18%</td>
</tr>
<tr>
<td>Case Four</td>
<td>$250,000</td>
<td>3.18%</td>
</tr>
<tr>
<td>Case Five</td>
<td>$99,000</td>
<td>3.18%</td>
</tr>
<tr>
<td>Case Six</td>
<td>$2,000</td>
<td>3.18%</td>
</tr>
</tbody>
</table>
Hello Commission,

Please be reminded of these documents to review for our meeting tomorrow. I look forward to seeing all of you!

Cheers, Lauren

---------
Lauren Click  
she/her/hers  
clil@boulderlibrary.org

Cultural Grants Program  
Office of Arts + Culture  
Library & Arts Department  
1001 Arapahoe Avenue | Boulder, CO | 80302  
www.boulderarts.org

Sign up for our newsletter, and follow us on Twitter and Instagram for updates on Boulder’s rich arts and culture scene.

From: Click, Lauren  
Sent: Wednesday, September 8, 2021 9:09 AM  
To: Kathleen McCormick (fonthead1@gmail.com) <fonthead1@gmail.com>; Eboni Freeman <ebonifree4545@gmail.com>; Bruce Borowsky <bruce@boulderdigitalarts.com>; Devin Hughes <devinpatrickhughes@me.com>; Georgiamichelle@hotmail.com; Carolinekert@gmail.com; Maria Cole <m.cole205@gmail.com>  
Cc: Chasansky, Matthew <ChasanskyM@boulderlibrary.org>; Seaton, Celia <SeatonC@boulderlibrary.org>  
Subject: Addition: Documents to review for Boulder Arts Commission meeting 9/15/2021

Dear Commission,

Apologies, there is one more grant-related document for early review for the Commission meeting.
- Patricia D Bruck, 3rd Extension, Community Project Grants, Awarded March 21, 2018, River Beginning: A Journey From the Edge, $4,000

Patricia Bruck has requested a third extension request for the 2018 Community Project Grant for
River Beginning: A Journey From the Edge. Attached is her request letter, together with the other documents for review. It can also be found in the online software. The first extension granted was granted on July 29, 2019; the second was granted September 16, 2020. Patricia Bruck will be present at the meeting to answer any questions.

- For the extension request, Commissioners have the options to:
  - Approve the extension request,
  - Not approve the extension request and cancel the final 20% payment, and/or
  - Postpone approval of the extension pending the answers to specific questions.

Feel free to reach out with any questions!
Thank you, Lauren

--------
Lauren Click
she/her/hers
clickl@boulderlibrary.org

Cultural Grants Program
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Library & Arts Department
1001 Arapahoe Avenue  |  Boulder, CO  |  80302
www.boulderarts.org

Sign up for our newsletter, and follow us on Twitter and Instagram for updates on Boulder’s rich arts and culture scene.

From: Click, Lauren
Sent: Tuesday, September 7, 2021 4:58 PM
To: Kathleen McCormick (fonthead1@gmail.com); Eboni Freeman (ebonifree4545@gmail.com); Bruce Borowsky (bruce@boulderdigitalarts.com); Devin Hughes (devinpatrickhughes@me.com); georgiamichelle@hotmail.com; carolinekert@gmail.com; Maria Cole (m.cole205@gmail.com);
Cc: Chasansky, Matthew (ChasanskyM@boulderlibrary.org); Seaton, Celia (SeatonC@boulderlibrary.org)
Subject: Documents to review for Boulder Arts Commission meeting 9/15/2021

Dear Commission,

Thank you for your time reviewing these grant program documents! This is an advance look at the grant documents for the next meeting to make sure you have as much time as possible to review them and think through the issues. Please review the documents in advance of the Boulder Arts Commission meeting on Wednesday, September 15 at 6pm.

To access the folder of documents go to the online portal, then to your Shared Documents folder, then to the appropriate folder. The documents are also attached.
Documents for review:

- Follow up responses: 2020 Arts Education Grant, Colorado Conservatory for the Jazz Arts, SheBop Weekend Workshop, $3,000
- Report: 2020 Community Project Grant for Individuals, Angie Eng, Earth Wear, $5,000
- Change in Program Request:
  - Original application for the 2021 Community Project Grant for Organizations, Block 1750, Block Party, $10,000
  - Update proposal letter

Regarding the change in program request, it is important to give you background on this process. When a grant recipient notifies staff about a change in the nature of an already-awarded grant, staff reviews the request to ensure the project still meets eligibility requirements of the grant category and continues to meet the nature of the application that was approved by the Arts Commission. In cases where staff determines that the project is substantively different than what was described in the approved application, the decision goes to the Arts Commission for discussion and vote. In this case the grantee, Block 1750 was awarded funds for their program Block Party in 2021 and is unable to complete the event, so they are proposing that the grant funds be dedicated to a different program. The new, proposed program, Movement Zoo, is eligible for funding according to the Community Project Grant eligibility requirements, but substantively different from the project described in the application. The Commission will be asked to determine if Movement Zoo is still a good use of the funding. You’ll not be asked to give scores at the meeting, however you are highly encouraged to review the Scoring System and Rubric to help determine if the proposed program is a reasonable replacement for the awarded program. At the meeting you’ll discuss and determine if this Movement Zoo warrants funding.

At the meeting you will vote on the report and the change in program request.

- For the report, Commissioners have the options to:
  - Approve the grant report,
  - Not approve the grant report and cancel the final 20% payment, and/or
  - Postpone approval of the report pending the answers to specific questions.
- For the change in program request, Commissioners have the options to:
  - Approve the change in program request,
  - Not approve the change in program request and request return of the funds already received by Block 1750;
  - Postpone approval of the change in program request pending the answers to specific questions. Interim Executive Director Leah Woods and Creative Consultant Alex Milewski will be on hand to answer any questions.

Of course, feel free to email or call me if you have questions. My cell is 660-553-7289.

Cheers, Lauren

--------
Lauren Click
she/her/hers
clickl@boulderlibrary.org
Commissioners—

Every year we provide City Council with an update on decisions in the current cycle of the Cultural Grants program. That update was published as part of their current meeting packet. You can download the packet using this link. Refer to page 325 for the Cultural Grants information item.

Let me know if you have any questions.

—Matt

Matt Chasansky
Manager,
Office of Arts and Culture
he/him/his

City of Boulder
Library & Arts

303-441-4113
chasanskym@boulderlibrary.org
boulderarts.org

Library & Arts Department
1001 Arapahoe Avenue | Boulder, CO 80302
bouldercolorado.gov
Commissioners—

Apologies: the document starts on page 293. Thanks, Bruce, for catching my error.

—Matt

From: Chasansky, Matthew
Sent: Monday, September 20, 2021 10:38 AM
To: Bruce Borowsky <bruce@boulderdigitalarts.com>; Caroline Kert <carolinekert@gmail.com>; Devin Hughes <devinpatrickhughes@me.com>; Eboni Freeman <ebonifree4545@gmail.com>; Georgia Michelle <georgiamichelle@hotmail.com>; Kathleen McCormick (fonthead1@gmail.com) <fonthead1@gmail.com>; Maria Cole <m.cole205@gmail.com>
Cc: Seaton, Celia <SeatonC@boulderlibrary.org>; David Farnan (FarnanD@boulderlibrary.org) <FarnanD@boulderlibrary.org>; Click, Lauren <ClickL@boulderlibrary.org>
Subject: City Council Information Item

Commissioners—

Every year we provide City Council with an update on decisions in the current cycle of the Cultural Grants program. That update was published as part of their current meeting packet. You can download the packet using this link. Refer to page 325 for the Cultural Grants information item.

Let me know if you have any questions.

—Matt
Commissioners—

I am looking forward to the conversation at our annual retreat. Below is a bit of homework which I hope will make that conversation efficient and effective. Please take some time to go through the following videos and documents:

1. 2022 Work Plan Presentation, 33 minutes. In this video, staff provides an overview of plans for our strategies and programs. [Follow this link to view the video.]

2. Public Art Implementation Plan Final Draft. Staff will ask the commission to consider a motion endorsing the Implementation Plan. This is provided now to give you as much time as possible to read and consider your questions and comments.

3. Draft 2022 Grant Cycle Documents. Staff has adjusted all documents for the grant program in response to Commission discussion over the past three months. Please access those drafts through the City’s SharePoint online system:

   [2022 Boulder Arts Commission Grant Program documents for review at our next Commission meeting through this link.]

You’ll see changes to the 2021 documents marked in red. We encourage you to capture your thoughts directly on the documents. Please be sure to track your edits and comments.

To use this shared document, you’ll need to verify your identity. Look for an email in your inbox (or junk mail…) to complete that registration. Get in touch with Lauren if you have any trouble.

4. Grant Reporting. Attached, please find a PDF of these follow up documents and reports:
   a. Program Change Request: Block 1750, request to change the nature of the 2021 Community Project Grant previously awarded for Block Party 2021, $10,000
   b. Reports and Follow Up Responses
      Angie Eng, Earth Wear, $5,000 – follow up responses
      Patti Bruck, River Beginning: A Journey From the Edge, $4,000 – follow up responses
      Cindy Brandle Dance Company, “Project Human”, $10,000 – report
We will follow up at the end of the week with the official packet, including some of these documents for the public record. At that time, I’ll extend the offer to meet and talk through anything. Until then, happy watching and reading! Thank you so much.

—Matt
Hi!
This was sent to the full Commission.
Cheers, Lauren

---------
Lauren Click
she/her/hers
clickl@boulderlibrary.org

Cultural Grants Program
Office of Arts + Culture
Library & Arts Department
1001 Arapahoe Avenue  |  Boulder, CO  |  80302
www.boulderarts.org

Sign up for our newsletter, and follow us on Twitter and Instagram for updates on Boulder's rich arts and culture scene.

From: Jenny Shank <jenny.a.shank@gmail.com>
Sent: Tuesday, October 12, 2021 1:01 PM
To: Seaton, Celia <SeatonC@boulderlibrary.org>; Saxton, Carissa <SaxtonC@boulderlibrary.org>; Vink, Mandy <VinkM@boulderlibrary.org>; Click, Lauren <ClickL@boulderlibrary.org>; Chasansky, Matthew <ChasanskyM@boulderlibrary.org>; fonthead1@gmail.com; devin@devinpatrickhughes.com; bruce@boulderdigitalarts.com; georgiamichelle@hotmail.com; carolinekert@gmail.com; m.cole205@gmail.com; EboniFreemanInstitute@gmail.com
Subject: Thank you for my Boulder Arts Commission professional development grant!

Dear Boulder Arts Commission,

The Boulder Arts Commission was kind enough to award me a professional development grant recently, and I wanted to let you know how much it meant to me, and also to invite you to my upcoming reading on October 21 at the Boulder Book Store.

My story collection MIXED COMPANY won the George Garrett Fiction Prize, and is being published this fall by Texas Review Press. MIXED COMPANY is a collection of funny stories set mostly in Colorado, about people trying to reach across chasms caused by differences in race, culture, native language, disability, age, gender, and political beliefs and form some kind of connection—love, friendship, or at least respect. These efforts often go awry--as in the story "Local Honey," when two white, aging hippie adoptive parents from Boulder try to bond with their Black teenage son by bringing him to a Wu-Tang Clan concert--but all the stories show people trying to reach out from the
limitations of their own experiences and make an effort to understand someone different than them. I grew up in Denver during its era of court-ordered crosstown busing for racial integration, which immersed me in a variety of different cultures, languages, and neighborhoods, and influenced the topics I write about.

The Boulder Arts Commission awarded me a $500 grant, which I used to participate in the "Author Speed Dating" event at the Mountains & Plains Independent Booksellers Association’s fall conference last week. It worked like this: booksellers from throughout our region sat at 14 different tables, and then authors went around visiting each table. We had four minutes at each table to meet everyone and tell them about our books. It sounds crazy, but it was such a wonderful experience! My book is published by a small press, and so it’s hard to get the word out about it. This allowed me to connect with buyers from independent bookstores in our region--the very people who would be most interested in a short story collection set in Colorado. It was great to meet everyone from the Boulder Book Store, Maria’s Bookstore in Durango, Macdonald Bookshop in Estes Park, Off the Beaten Path in Steamboat, and many more. Representatives from all the wonderful bookstores I visit on my Colorado travels were there. I think that several of them were interested in stocking my book and letting their patrons know about it. I am very grateful to the Boulder Arts Commission for giving me this opportunity, because usually only major press authors can afford to participate in the conference.

Thank you for all the good, hard work you do, and thank you for supporting independent artists in Boulder through this grant program. Here are a couple of readings I have coming up--I would love to see any of you there, or just around town someday!

**Thursday, October 21: Boulder Book Launch: Boulder Book Store** (1107 Pearl St., Boulder, CO), 6:30 p.m. Tickets are $5, good for $5 toward a purchase in the store:

[https://www.boulderbookstore.net/event/jenny-shank-mixed-company](https://www.boulderbookstore.net/event/jenny-shank-mixed-company)

**Saturday, October 30: Lighthouse Happy Hour Reading: Lighthouse Writers Workshop** (York Street Yards, 3845 Steele St, Denver, CO), 5 p.m.

I will be baking some treats for everyone who attends in person. You can also watch and ask questions via Zoom. The reading is free, but please RSVP:


best wishes,

Jenny Shank

--

"Mixed Company: Stories," winner of the George Garrett Fiction Prize, Texas Review Press, October 2021, [preorder now](#) from your favorite bookstore!
"The Ringer," winner of the High Plains Book Award in Fiction
Faculty, Mile High MFA, Regis University
www.jennyshank.com
## Attachment Six

Current Public Art Program 5 Year Budget as of October 13, 2021

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>PROJECT/ARTIST</th>
<th>TOTAL APPROPRIATED</th>
<th>AMOUNT PAID TO DATE</th>
<th>BALANCE REMAINING</th>
<th>2021 PROJECTED SPENDING</th>
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<tbody>
<tr>
<td>Gen. Fund</td>
<td>Rotary Donation</td>
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<td>Los Seis de Boulder Donation</td>
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<td>Experiments in Public Art</td>
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<td>Gen. Fund</td>
<td>Creative Neighborhoods Program</td>
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<td>$0</td>
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<td>Gen. Fund</td>
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<td>$63,311.49</td>
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<td>$5,000</td>
</tr>
<tr>
<td>CCS v1</td>
<td>North Broadway / Dowell</td>
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<td>$41,250</td>
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<td>$50,000</td>
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<td>CCS v1</td>
<td>Univ. Hill / CU ENVD</td>
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<tr>
<td>CCS v2</td>
<td>NoBo Library / Daily Tous Les Jours*</td>
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<td>$112,500</td>
<td>$147,500</td>
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<tr>
<td>CCS v2</td>
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<td>~$25,000</td>
<td>$0</td>
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<tr>
<td>CCS v2</td>
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<td>$0</td>
<td>~$80,000</td>
<td>$20,000</td>
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<tr>
<td>CCS v2</td>
<td>Arapahoe Underpass / Sparks</td>
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<td>$1,500</td>
<td>$18,500</td>
<td>$18,500</td>
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<tr>
<td>% for Art</td>
<td>19th and Upland</td>
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<td>$51,700</td>
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<tr>
<td>% for Art</td>
<td>Foothills Underpass / Braaksma</td>
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<td>$35,000</td>
<td>$0</td>
<td>$1,750</td>
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<tr>
<td>% for Art</td>
<td>30th &amp; Colo / Fivian &amp; Beegles</td>
<td>$39,764.02</td>
<td>$39,764.02</td>
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<td>$0</td>
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<tr>
<td>% for Art</td>
<td>Alpine Balsam Pavilion Project</td>
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<td>$tbd</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>$834,775.51</td>
<td>$317,786.66</td>
<td>$516,988.85</td>
<td>$185,250.00</td>
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</table>

CCS: Community Culture and Safety Tax
*Multiple funding sources.
Additional maintenance projects are not represented.

**Projects included in the 2020-2022 Public Art Implementation Plan Updates will be reflected in the budget upon approval by the Arts Commission and City Manager.
## Attachment Seven

### Current Cultural Grants Program Budget as of October 13, 2021

<table>
<thead>
<tr>
<th>GRANT CATEGORY</th>
<th>ASSIGNED BUDGET*</th>
<th>ACTUAL BUDGET*</th>
<th>GRANTS AWARDED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOS: Extra Large Orgs</td>
<td>$392,400.00</td>
<td>$392,400.00</td>
<td>$392,400.00</td>
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<td>GOS: Large Orgs</td>
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<tr>
<td>GOS: Mid Orgs</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>GOS: Small Orgs</td>
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<td>$88,000.00</td>
<td>$88,000.00</td>
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<tr>
<td>Community Projects: Indv.</td>
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<td>$10,660.00</td>
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<tr>
<td>Community Projects: Org.</td>
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<td>Arts Education</td>
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<td>$29,800.00</td>
<td>$6,200.00</td>
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<tr>
<td>Rental Assistance // Venue and Online Event Affordability Fund</td>
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<td>Prof. Dev. Scholarships</td>
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<td>Certificate Scholarships</td>
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<td>$0.00</td>
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<tr>
<td>Cultural Field Trips</td>
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<tr>
<td>Admin / Admission fund</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>$1,027,000.00</strong></td>
<td><strong>$868,730.00</strong></td>
<td><strong>$158,270.00</strong></td>
</tr>
</tbody>
</table>

There are 13 free rentals still available for the Macky Auditorium.

*Please note that the Adjustment to Base 1 funds have been integrated into this breakdown. As we are finalizing the eligibility and granting of these funds now, the final quantities may change should some grantees be ineligible or unable to produce their programs as written. An update will be given in November following distribution of the funds.*