1. **CALL TO ORDER**  
   Approval of Agenda

2. **MINUTES**  
   Approval of the August 2023 Meeting Minutes

3. **PUBLIC PARTICIPATION**

4. **GRANTS PROGRAM BUSINESS** (45 min)  
   A. Grant Reports  
   B. Grant Report Follow-up: Boulder Ballet Community Project Grant  
   C. Program Change: LOCAL Theater Company  
   D. 2024 Grants Cycle Blueprint Step Three

5. **MATTERS FROM COMMISSIONERS** (10 min)  
   A. Letter from NAACP

6. **MATTERS FROM STAFF** (20 min)  
   A. Questions about the Manager’s Memo  
   B. October Retreat Update  
   C. 2024 Budget Update  
   D. Check in on Fourth Quarter Meeting Dates

7. **ADJOURNMENT**
**Name of Board/ Commission:** Boulder Arts Commission  
**Date of Meeting:** August 23, 2023  
**Contact information preparing summary:** Lisa Wuycheck, Executive Assistant  
**Commission members present:** Bruce Borowsky, Sheryl Cardozo, Maria Cole, Caroline Kert (Chair), Georgia Schmid (Vice-Chair), Yaelaed Whyel  
**Commission members absent:** Jeffrey Kash  

**Staff present:**  
Cris Jones, Director of Community Vitality  
Matt Chasansky, Arts & Culture Manager, Office of Arts & Culture/Community Vitality  
Lauren Click, Arts Program Manager, Office of Arts & Culture/Community Vitality  
Brendan Picker-Mahoney, Arts Program Manager  
Lisa Wuycheck, Executive Assistant, Community Vitality  

**Members of the public present:** Rick Dallago, Kate Gipson, Jennifer O’Neil, Sara Pike, Elaine Schnabel  

**Guests:** David Dadone (BMoCA), Robert Sher-Machherndl (Lemon Sponge Cake), Ellen Allen, Jessica Bertram, Lee Trombly, Meg York  

**Type of Meeting:** Hybrid (Location: 1500 Pearl Street, Suite #300, Boulder, CO 80302)  

**Agenda Item 1:** CALL TO ORDER  
**Item 1A:** Call to order and approval of agenda  
The meeting was called to order at 6:00 p.m.  
First motion by Schmid to approve the agenda as presented in the packet. Second by Borowsky. The motion passed unanimously.  

**Agenda Item 2:** MINUTES  
**Item 2A:** Approval of the July 26, 2023 Meeting Minutes  
First motion by Schmid to approve the minutes as amended. Second by Whyel. There was no discussion. The motion passed unanimously.  

**Agenda Item 3:** PUBLIC PARTICIPATION  
**Item 3A. In Person Participation**  
Jennifer O’Neil, Ellen Allen, Jessica Bertram, Lee Trombly, Meg York, Robert Sher-Machherndl  

**Item 3B. Video Participation**  
Rick Dallago, Kate Gipson, Sara Pike, Elaine Schnabel  

Robert Sher-Machherndl, Co-founder of Lemon Sponge Cake, spoke. He said his company has been creating art for 26 years, and he announced upcoming performances.  

Jennifer O’Neil, of the Boulder Arts Association, announced the organization’s 100th anniversary and discussed upcoming projects.  

Arts & Culture Manager Matt Chasansky posted the following message to public participants in the Q&A feature of the Zoom webinar. “Greetings, guests. If you would like to speak during public comment, please let me know in the Q&A.”
Agenda Item 4: MATTERS FROM GUESTS

Item 4A: Update on BMoCA’s (Boulder Museum of Contemporary Art) Relocation Plans

David Dadone, Executive Director and Chief Curator of BMoCA, gave a presentation titled, “A future BMoCA—Empowering a Community Through Art”. He spoke about the history, mission, and the vision of BMoCA.

Dadone presented their 2020-2024 Strategic Plan which incorporates Artistic Excellence, Reach, Audience Centered Experience, Community Leadership, and Place & Infrastructure.

He discussed the study for the expanded flagship facility in North Boulder and reviewed outreach venues for BMoCA’s exhibitions.

Dadone presented staff efforts from 2012 through 2022 made to fully explore the museum’s vision. He discussed the process which determined the flagship site relocation to the NoBo Art District. He said a factor in the decision to move to North Boulder was based on the library’s decision regarding their location.

Dadone said BMoCA’s larger, creative campus will include the following features.
- Museum
- Artist Live/Work Space
- Commercial/Retail
- Other Residential Housing
- Outdoor Community Space

Dadone described BMoCA’s methods of community engagement to gather feedback. He reviewed the museum’s expansion goals for a 17,500 square feet facility. He said staff is working with the City to create flexible zoning for the facility and added that BMoCA has secured $8.75 million of the $25 million goal for their 2023 Expansion Work Capital Campaign. He also described the campaign’s design process.

To recap, Dadone said BMoCA is looking to create a new flagship site in the NoBo Arts District that will be a part of a larger mixed-use creative campus with restaurants, commercial, residential, outdoor space, and artist studio space. He said the museum is in the very early stages of planning and discussions with the City and is expecting to break ground in 2027. Dadone added that BMoCA plans to continue to have a presence downtown.

Cole said the BMoCA team is tenacious and passionate, and she said BMoCA’s expanded facility will be a tremendous asset to the community.

Agenda Item 5: PUBLIC ART PROGRAM BUSINESS

Item 5A: Update to the Public Art Implementation Plan: Western City Campus Project

Picker-Mahoney reviewed the Alpine-Balsam West City Campus Implementation Plan’s process to date.

Picker-Mahoney said the budget for the project increased from $500K to $1.2M. He said the selection process for permanent artwork is set to begin in the first quarter of 2024.

Picker-Mahoney reviewed the updated Implementation Plan which includes location options for the project. He said the plan needs to be approved by the City Manager’s Office and said he hopes the art selection process will begin in early 2024.

Kert asked why the budget for the project increased. Picker explained the increase is due to current construction costs vs. estimated costs prior to COVID.
Cole asked to see the following City flowchart for the public arts selection process. Picker-Mahoney described the process.

![City flowchart](image)

Cole said, ‘I move that we recommend the City Manager approve the update to the Public Art Implementation Plan as it related to the Alpine-Balsam Western City Campus Project’. Second by Borowsky. The motion passed unanimously.

Picker-Mahoney and Chasansky expressed the importance of the commissioners’ advice for this process.

**Item 5B: Standing Selection Panel New Members Approval**

Picker-Mahoney announced Niki Eways Rademaekers and Steven Frost are joining the Standing Selection Panel.

Schmid said, ‘I move that we approve Niki Eways Rademaekers and Steven Frost to join the standing selection panel, bringing the membership up to five.’ Borowsky seconded. Cole said they both were fantastic. The motion passed unanimously.

**Item 5C: Deaccession of *Untitled (Artistic Bike Rack)* by Michelle Lee**

Picker-Mahoney reviewed the process to date for Michelle Lee’s creating of an artistic bike rack in honor of the USA Procycling Challenge held in Boulder in 2012.

- Lee was hired in January 2013, and the art was installed in 2013.
- In July 2023, due to the decline of the project’s structure, City leadership asked the Office of Arts & Culture to review the work for safety and maintenance issues and to consider options including deaccession.
- In July of 2023, the artist met with staff and agreed the work should be deaccessioned and requested any metals be recycled.
- On August 8, 2023, the Standing Selection Panel unanimously voted to deaccession ‘Untitled’ (Artist Bike Rack) and requested any metals be recycled.

Picker-Mahoney presented a photo of the art which showed cracking and decaying at the edges and the base. He said the work is made from Corian, a resin material, that can’t be repaired, and he said a complete replacement is not feasible due to

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*Note: The diagram is not transcribed for this text.*
costs and/or artist interest. He said the artist is in agreement that the work has lived its functional life and should be removed for safety and maintenance issues.

Kert expressed concerns about using the same material for future projects. Picker-Mahoney said the City has a new selection process since this project was approved. Chasansky said the art was commissioned before there was a public art policy. Chasansky added that the art was most likely damaged by snow removal. Picker-Mahoney said the use of Corian will be on a case-by-case basis.

Cardozo said, ‘I move that we deaccession the untitled artwork known as ‘Artistic Bike Rack’ by Michelle Lee from the Boulder Public Art Collection.’ Second by Borowsky. The motion passed unanimously.

Kert said she appreciates that the staff discussed the process and collected feedback from the artist.

**Agenda Item 6: GRANTS PROGRAM BUSINESS**

**Item 6A: Leadership Pipeline Fund Decisions**

Kert welcomed the (4) applicants present, in-person, to interview with the commissioners for the Leadership Pipeline Fund. The applicants were Ellen Allen, Jessica Bertram, Lee Trombly, and Meg York. Kert explained the selection process to the applicants.

Click said the purpose of the new fund is to provide financial support and professional development opportunities for emerging leaders who will focus their career in the arts on increasing diversity, improving equity, and elevating the voices of those historically under-represented in the arts and culture sector.

Click explained the funding is to be used for extending undergraduate or graduate studies, leadership training programs, and for opportunities that will help recipients gain the skills and connections necessary to succeed in arts leadership roles. She said preference will be given to applicants who have limited access to traditional leadership opportunities due to financial, social, or cultural barriers.

The applicants introduced themselves. The commissioners proceeded to ask the applicants a series of questions.

**QUESTION #1**

Schmid - ‘One of the main purposes of this grant is to help improve opportunities for all in Boulder. Will you each, in 90 seconds or less, explain how these grant funds will help you increase diversity, improve equity and elevate the voices of historically underrepresented groups through your career in the arts & culture sector, particularly in Boulder?’

- Bertram said she will use funds to develop an outreach program to increase diversity in CU’s dance program.
- Allen said she will use the funds towards the CU graduate program in Arts Administration. She said she runs an art modeling agency that represents marginalized groups. Allen said she’ll use the funds to advance her agency.
- Trombly said she will use the funds towards a graduate degree in Art History, American Studies, and English. She said she will also use the funds for everyday expenses as she plans to work unpaid internships and will volunteer to provide social media content via her camera at NoBo’s First Fridays. She said she is passionate about her art reflecting diversity.
- York is a clarinet player and said her ensemble plays with a diverse population of musicians. She explained she will use the funds to travel to Crete for an 8-week musical workshop run by Ross Daly. She said she is a musical ambassador at Peace, a non-profit in Boulder.

Schmid asked York where she will perform locally. York said she performs all along the front range and described a few upcoming performances in Boulder.

**QUESTION #2**
Kert- ‘How does the specific program you are attending contribute to your career plans in Boulder? And, if you are not certain you will remain or if you may be delayed in your return to Boulder, how does this funding support Boulder art & culture?’ (90 sec. each)

- Allen discussed her plan to study Arts Administration. She said the funds will enable her to serve on the NoBo Arts Board and to collaborate with other organizations. Allen said she plans to stay in Boulder.

- Trombly discussed studying in Maine and curating opportunities. She said she plans to return to Boulder in the summer. She said she wants to make the most of her educational experience and plans to have an artistic career in Boulder.

- York said, if she’s able to study in Crete, she will come back to Boulder with a fresh perspective and with international connections for Boulder.

- Bertram is in her 3rd year at CU in the dance program. She said she wants to enable graduate students to go out into the community to increase diversity for the program. She hopes to continue working in her department and to solidify connections with a larger community in Boulder.

Kert asked Allen how the grant will benefit Boulder if Allen sells her business. Allen said her heart is in her business, and it would take a lot to shut it down. Allen said, if her business fails, she intends to continue working in the arts community in Boulder.

QUESTION #3
Schmid- ‘The next question is about the frameworks that are already in place for your expected use of this grant. We’d like to have you each, in 60 seconds or less, tell us about the specific program you want to put the funds toward. If there are prerequisites to entering the program, what are they and where are you in that process?’

- Trombly said the funds will go towards her education at Colby College and curating an internship focused on diversity.

- York said the funds will help to cover the $10,000 cost to attend the 8-week program in Crete. She said the weekly cost for tuition is $1,500.

- Bertram said the funds will be used to pay for outreach costs for graduate students to engage with the community and recruit more diverse applicants for CU’s dance program. She said the funds will be used for the students’ transportation costs and to allow students to get paid to teach.

- Allen will use the funds to attend CU’s Arts Administration program. She said she was accepted into the program.

Schmid asked York where she is in the application process. York said she’s been accepted, and classes will begin sometime between April to July of 2024.

QUESTION #4
Kert- ‘The final prepared question is about relationships within your organizations and with other Boulder arts & culture community members. We’d like to hear from each of you, in 60 seconds or less, about the degree to which you are connected with communities, organizations, and artists of color in Boulder.’

- York said she works with diverse refugees.

- Bertram said she works with artists of color at CU. She said, at Cleo Parker Robinson Dance in Denver, she sees black bodies working through space.

- Allen said she did an internship with Boulder Arts Alliance and worked at the Arts Hub in Lafayette. She said her work represents all marginalized groups, and she gives them paid work in the arts.
• Trombly said she maintains connections with the Boulder organizations and non-profits listed on her resume, and she creates joint activities with them. Trombly said she likes to explore new opportunities which are usually grounded in her interests.

Kert asked Allen if her husband and daughter are owners or operators of her business. Allen said her husband volunteers, and she has 51% ownership of her business. She said it is an LLC, and she is the sole proprietor.

Schmid asked Allen how she is a minority-owned business. Allen said she is a woman.

The interviews concluded. The applicants left the room while the commissioners discussed their opinions regarding which applicants should be awarded funding from the Leadership Pipeline Fund.

Kert proposed a straw poll. She said the Leadership Pipeline Fund awards (2) $8K grants. Borowsky read the criteria and purpose of the Leadership Pipeline Fund.

After some discussion, the following votes resulted from the straw poll.
Bertram 3
Trombly 4
York 1
Allen 2

After some discussion, the commissioners made (2) formal motions.

Cole said, ‘I move that Lee Trombly be awarded the Leadership Pipeline Fund Scholarship’ Whyel seconded. The motion carried by passed by a vote of 4 to 2.

Schmid said, ‘I move that Jessica Bertram be awarded the Leadership Pipeline Fund Scholarship.’ Second by Cardozo. The motion passed by a vote of 5 to 1.

**Item 6B: Reports and Report Follow Ups**

At this meeting, Commission members will vote on the approval of the reports. Commissioners have the option to:

a. Approve all reports,
b. Approve individual reports,
c. Approve individual reports while submitting specific questions,
d. Postpone approval of individual reports pending the answers to specific question, and/or
e. Not approve individual reports and cancel the final 20% payment.

Cole said, ‘I move that we approve the grant reports from the Boulder Symphony and Grace Gee.’ Second by Borowsky. The vote passed unanimously.

The commissioners began the discussion to approve the revised grant report from the Boulder Ballet.

Schmid recused herself from the vote because she received funds from the grant. Schmid discussed Boulder Ballet’s revised budget report and pointed out differences between the report and her experiences working for the Ballet.

Chasansky said, if the commissioners choose to reject the report and the final 20% payment based on fraud in a formal grant program, he suggests postponing the vote to invite the City Attorney’s Office to examine the report.

Kert said she’s leaning towards a delay. Borowsky would like to hear a rebuttal. Whyel discussed her concerns about Schmid not being able to recuse herself when the grant was originally awarded. Schmid did not know she was being paid by that grant funding. Cardozo said the Boulder Ballet should be allowed to reply.
None of the commissioners objected to this course of action. Chasansky said he will reach out to the CAO, and the Commission may possibly revisit this motion at a later meeting.

**Item 6C: 2024 Grants Cycle Blueprint (Step 2)**

Click said presented the staff’s recommended financial structure for the Grant Cycle Blueprint. Click said this update, which is Step 2 of the process, does not require a vote by the Commission.

Click presented the staff recommendations for program changes.
  - Require comments on scores 5 and below
  - Staff administer up to three extension requests. At the fourth extension request, the Commission will review the final request.
  - Return to the use of ‘Boulder Focus’ points in place of the Boulder-based eligibility requirement

Click said staff is proposing eliminating the requirement for grant applicants to be headquartered or to reside in Boulder. She said the project must focus on Boulder, but the organization doesn’t have to be headquartered in Boulder. Chasansky said this has worked well in the past and the criteria enabled more goal attainment for the Cultural Plan.

Kert discussed changing the Boulder Focus 4-point question to a 6-point question. All commissioners agreed.

Click presented the 2024 Grant Program Schedule.
  - You'll review approximately 4 grant categories.
  - You should expect to read from 50 to 80 individual applications.
  - Reviewing will last from February through June, and decisions will be made from April through June

Click presented the next steps.
  - Step 3 of the Grant Blueprint at the September Arts Commission Meeting
  - Grant Info Sessions: 11:30 a.m. on 11/16/23 and 4 p.m. on 12/13/23 (locations TBD)
  - 2024 Grant Program Training: Wednesday, January 17 at 4 p.m. at the Office of Arts & Culture Offices

**Agenda Item 7: MATTERS FROM COMMISSIONERS**

There were no matters from the commissioners.

**Agenda Item 8: MATTERS FROM STAFF**

Chasansky announced the City of Boulder has an open position for the Artist Liaison and another position will be open soon for the Public Art Coordinator.

**Item 8A: Questions about the Manager’s Memo**

There were no questions from the commissioners.

**Item 8B: October Retreat**

No action was taken.

**Item 8C: 2024 Budget Process Update**

No action was taken.

**Agenda Item 9: ADJOURNMENT**
There being no further business to come before the commission at this time, Kert adjourned the meeting at 8:50 p.m.

Date, time, and location of next meeting:
The next Boulder Arts Commission meeting will be held at 6 p.m. on Wednesday, September 27, 2023. This is a hybrid meeting to be held at The City of Boulder’s Community Vitality Department and via a Zoom webinar link.
TO: Members of the Boulder Arts Commission
FROM: Matt Chasansky, City of Boulder Office of Arts + Culture
DATE: September 22, 2023
SUBJECT: Manager’s Update for the Boulder Arts Commission Meeting
On September 27, 2023

> To maximize access, the September 2023 meeting of the Arts Commission will be held as a hybrid in-person / video meeting. It is our pleasure to welcome community members back for in-person participation at this meeting. The Arts Commission, members of the community, and staff may attend either in person or by video.

− The in-person meeting will be held at the Community Vitality Offices: 1500 Pearl Street, 3rd Floor. Due to room capacity, there may be a limited number of seats available for members of the community to attend in person.

− To attend, please make a request by email to rsvp@bouldercolorado.gov by Tuesday, September 26 at 12:00 P.M. Please indicate in your email if you are requesting to attend in person or by video.

> Notes on the September Meeting Agenda

− 4B, Report Follow-up: Boulder Ballet Community Project Grant

SUMMARY: This is the second request for information from the Boulder Ballet regarding their Adaptive Dance Program Community Project Grant report. Following guidance of the Arts Commission at the August meeting, and together with advice from the City Attorney’s Office, staff of the Office of Arts and Culture asked the Ballet for specific documentation. This documentation is intended to answer any final questions that the Commission may have to inform their decision.

   

   Recommended Motion: “I move that the report by the Boulder Ballet be approved.”

Commissioners have the options to:
   a. Approve the grant report,
   b. Not approve the grant report and cancel the final 20% payment, and/or
   c. Postpone approval of the report pending the answers to specific questions.

− 4C, Program Change Request: LOCAL Theater Company

SUMMARY: LOCAL Theater Company has requested a change to the scope of their project grant. In situations like this, 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. When staff determines that the request is substantively different than what was described in the approved application, the decision to approve the changes goes to the Arts Commission for discussion and vote. Details can be found in Attachment One: the letter requesting the changes in scope to the grant. Also in Attachment One is pertinent portions of the original application for reference. The new, proposed program is eligible for funding according to the eligibility requirements, but substantively different from the project described in the application. During the meeting, staff will ask the Commission to determine if new program is still a good use of the funding. Commission members will not be asked to provide new scores at the meeting.
Recommended Motion: “I move that the program change request by LOCAL Theater Company be approved.”

Commissioners have the options to:

a. Approve the change in program request,
b. Not approve the change in program request and request return of the funds already received;
c. Postpone approval of the change in program request pending the answers to specific questions.

4D, 2024 Grants Cycle Blueprint Step Three – In Attachment Two please find the 2024 Cultural Grants Program draft documents including budget structure, schedule, applications, reports and scoring system. Changes from the 2023 documents have been highlighted in red. At this meeting the Commission will offer any final input on the documents. A vote on the grant documents will be made at the October retreat.

Following conversations over the last three months, staff has integrated improvements to the grants structure, process, and criteria that were recommended by members of the Commission, staff, and community members into the draft grant documents. Below is a summary of those changes:

- The geographic requirements for eligibility have returned to the pre-2023 version. “Boulder Focus” points will return with a 6-point award instead of the previous 4-point award.
- In order to address concerns about transparency and the ability for applicants to provide quality feedback during the rescoring step, comments or questions be required for scores 5 and below.
- Staff will administer up to three extension requests. At the fourth extension request, the Commission will review the final request.
- Minor language clean up and refinement, including changes to wording in the criteria and language in the Leadership Pipeline Fund.

> Commission Correspondence

The transparency practices of the Boulder Arts Commission require that emails to three or more members of the Commission be published in the public record. In Attachment Three please find emails received between the publication of the August and September 2023 meeting packets.

> Staff Updates

Please join the upcoming Cultural Organizations Summit: Addressing Intolerance on Wednesday, October 4 at 4 p.m. at Out Boulder. Details can be found at the Office of Arts and Culture website. RSVP required to rsvp@bouldercolorado.gov.

The Office of Arts and Culture website now has a page of Resources for Artists Experiencing Harassment.

Staff is supporting the Finance Department and City Council on the process to approve the 2024 city-wide budget.

- Grants and Programs for Organizations

  Work continues to support applicants and panelists for the current grant categories and 2023 Grant Program.

  Staff continues to work on building the 2024 cycle of grants, due to be released on November 15.

The following Cultural Field Trip Fund Grants were approved in advance of the meeting:

> Columbine Elementary (4th and 5th grade classrooms of Stephanie Fida), to the Dairy Arts Center for the Magic Flute by Mozart performed by the Boulder Opera, $1,620
> Columbine Elementary (4th grade classroom of Stephanie Fida), to Macky Auditorium to see the Boulder Philharmonic, Discovery Concert, $341
> Pioneer Elementary School, (4th and 5th grade classrooms of Wanda Vásquez García), to the Dairy Arts Center for the Magic Flute by Mozart performed by the Boulder Opera, $2,000

The following venue grants and fee waiver reports were approved in advance of the meeting:
> Boulder Jazz Dance Collective, Boulder Jazz Dance Collective Performance, Charlotte York Irey Theatre, $1,000
> Boulder Samba School, Colorado Brazil Fest, Boulder Bandshell, $1,000
> Colorado Music Festival & Center for Musical Arts, Colorado Music Festival, Chautauqua Auditorium, $1,000
> Frequent Flyers Productions, 25th Anniversary Aerial Dance Festival 2023 Performance Showcase, Dairy Arts Center, $1,000
> Future Arts Foundation, Bluebird Music Festival, Macky Fee Waiver and $1,000
> Parlando School for the Arts, New Musical Project and Festival, Dairy Arts Center, $1,000

The following Artist Hiring Incentive Grant reports were approved in advance of the meeting:
> Colorado Music Festival & Center for Musical Arts, Colorado Music Festival, $3,000
> NoBo Art District, Sustainable Sculpture Installations – TreeSky EcoArtz, $3,000

In Attachment Four, please find a current grants program budget.

Public Art Program

Conversations have begun with staff in Finance and other departments on new percent-for-art allocations, new projects, and the update to the Public Art Implementation Plan which is necessary to begin work on these new public art projects. This will be on the agenda to discuss at an upcoming meeting of the Arts Commission.

Staff continues to work with the Budget Office on public art funding allocation procedures in the Capital Improvement Program and from the Community Culture Resilience and Safety Tax (CCRS) allocations.

Staff continues to support colleagues in the Planning and Development Services division on improvements to the permitting of public art.

Public Art Commissioning Updates:
> North Broadway (Sharon Dowell): Design Development. Working on preliminary approvals for proposed locations for art.
> Experiments in Public Art, Farm to Spaceship: Several projects will be on view at the Social Streets – Community Art Day on Sunday Sept. 24th and at the Placeholder Festival on October 20-22. All but two of the projects are planned to be completed before the end of 2023.
> NoBo Library (Daily tous les jours): Final Design. Construction begins soon, with completion expected in the winter of 2024. www.dailytouslesjours.com
> Valmont Rain Garden: Contracting almost complete.
> Art in Parking Garages: 11th and Spruce (David Franklin): Design Development.
> 30th Protected Lane: Pre-approval.
> 28th and Colorado: Pre-approval.
> Western City Campus (Alpine Balsam): Pre-approval.
> Baseline Bike Lane Barriers Urban Design Project: Installation. Staff is supporting the Transportation Department to address low barrier walls for bike lanes. The selected artist is Talia Parsell, mural artist from our roster. Should be installed by early October.

Community-Initiated and Donation Projects Updates:
> Temple of Tranquility: Opening on October 14th at Harlow Platts Community Park.
> Los Seis de Boulder/El movimiento sigue: Coordinating install. The artist and the families connected to the project have approved of a new permanent location at 17th and Pearl.
> Nobel Circle Donation: Pre-approval.

Maintenance and Conservation:
> Accessible Signage: Meeting with Finance and Budget Office. Staff is working towards hiring a consultant to audit the entire public art collection and enter information into a new database. Then staff can hire a fabricator to begin work on all new signage for the artworks.
> Deaccession of Untitled by Michelle Lee: Approved. Artistic bike rack will be removed before the end of 2023.

Murals/Paint the Pavement Projects:
> George Reynolds Branch Mural (Marco Garcia): Mural completed. Planning signage and celebratory event for Friday, Sept. 22, 2023 (4:30 – 6pm) at the library. Boulder Arts Commission is invited to attend.

In Attachment Five, please find the status of the five-year public art commissioning budget.

– Creative Neighborhoods

Work continues on preliminary preparations for the Boulder Strong permanent memorial process.

– Venues

The first round of applications has opened for nonprofit grants funded by the Community Culture Resilience and Safety Tax.

Staff is working with multiple departments to negotiate and complete a new lease with The Dairy Arts Center.

Work continues to provide support on the proposal from the Boulder Museum of Contemporary Art (BMoCA) to relocate their facility to a new location in the NoBo Art District.

– Civic Dialog, Boulder Arts Week

Work continues on moving the boulderarts.org website to the City’s website.

Boulder Arts Week returns April 5 to April 13, 2024! Boulder is home to an abundance of cultural destinations, public art and artists. To celebrate art and creativity in the Boulder community, Boulder Arts Week returns in 2024 for our 11th year. Boulder Arts Week is the only large-scale, inclusive celebration of Boulder’s artists, arts and cultural offerings. Boulderartweek.org for more information or to join the newsletter.
15 September, 2023

Dear Boulder Arts Commission,

Since receiving the generous Arts Education award from the Boulder Arts Commission for Local Theater Company’s LocalWRITES middle school literacy program, a few logistics have changed in the execution of that program. I am reaching out with a request for an amendment to our original application.

Local Theater Company (LTC) originally requested $3,000 to support the LocalWRITES (LW) program at Casey Middle School (CMS), where we have been administering that program since 2016. Since the time of our application, we received word from CMS that due to decreased enrollment and increased restrictions on the ELA curriculum that restrict classes to district sanctioned unit plans and assessments only, CMS will have to pause this partnership for the 23-24 school year.

Collaborating with the I HAVE A DREAM (IHAD) foundation, LTC was able to swiftly pivot to offer weekly instruction of LocalWRITES to the Diagonal Cohort, a group of thirteen “Dreamers” (the foundation’s name for students involved in the program). Many of the Dreamers live at the Diagonal Court public housing (Boulder Housing Partners). These students, grades 6-8, will be instructed by two trained LW educators, one of whom is English-Spanish bilingual. This skill is essential considering that nearly all of the students speak Spanish in their households, and many are English Language Learners.

The core objective of the LocalWRITES program, a standards-based playwriting program for middle and high school students, is to share the tools of dramatic literature so that students can more effectively communicate, collaborate, and articulate their own personal stories. The results of this literacy program are improved reading and writing skills, greater confidence in public speaking, and a developed ability to participate in collaborative dialogue on multifaceted global/social issues. Because dramatic literature emphasizes the value of the spoken word, one that mimics the unique ways in which people speak, students struggling in language arts often experience a new freedom in composition. This partnership with the Boulder chapter of the I HAVE A DREAM FOUNDATION succinctly addresses all of the original goals of LW to engage emerging bilingual students from under-resourced communities.

LTC will provide at least two field trips to productions, and include companion enrichment experiences including conversations with the creative teams and backstage tours. Additionally, free tickets will be offered to students’ grown ups. We know that attending theater provides both
entertainment and an important element of civic engagement. By introducing more citizens to our community’s theater, we increase access and foster a sense of belonging.

Because the primary objective of IHAD is to support students in achieving higher education, and the LocalWRITES program effectively improves reading and writing skills, the curriculum seamlessly integrates. Please see the attached budget amendment for details.

Looking toward the future: while the relationship between LTC and IHAD is developing, LTC envisions a 3-5 year long collaboration that allows us robust and consistent scaffolded instruction to more specifically address student needs and track their growth.

It is our great privilege to work with this specific population of students. We have every expectation that the LocalWRITES program will greatly benefit the students we’ll serve through the IHAD foundation. We hope that the Boulder Arts Commission will consider continuing the support of Local Theater Company and the LocalWRITES program through this important collaboration.

Thank you.

All the Best,

Kate Gipson
Executive Director
Local Theater Company
kate@localtheaterco.org
303.588.0092
LocalWrites
2023-2024 Budget (Fall Semester only)

Fall 2023: 11 weekly 60 minute residency sessions at HAVE A DREAM, Diagonal Cohort
total of 40 class periods taught
Spring 2023: 2 class periods taught twice a week for 10-week classes at Longs Peak Middle School
total of 40 class periods taught

73 Students projected
60 students

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<tr>
<td>Food for final projects</td>
<td>1st semester only</td>
</tr>
<tr>
<td>Directors (2 per semester)</td>
<td>1st semester only - $300 per director (minimal rehearsal time) - less than 12 hours</td>
</tr>
<tr>
<td>Actors (8 per semester)</td>
<td>1st semester only; $250 stipend</td>
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<tr>
<td>Venue rental</td>
<td>1st semester only</td>
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Field Trip

| Tickets for plays | 1 semester; $15/student for 2 plays | 390 |
| Food for field trip | Semester 1, $10/student | 260 |

TOTAL | 13,240 |
For individuals: organizational affiliation
Even if an organizational affiliation is stated, awards will be made to the individual whose account is associated with this application. If no organization affiliated, please state ‘none’.

Project information

Project title
LocalWRITES

Amount requested
The maximum award amount offered is $3,000.
$3,000.00

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.
LocalWRITES (LW) is a standards-based playwriting program for 7th and 8th graders. Developed with a middle school literacy specialist, LW utilizes theater practices to address language arts standards and is customizable to integrate into the language arts curriculum. Across 30 instruction hours, students write an original monologue, see a local production, and write a 10-minute play that demonstrates facility with dramatic narrative principles. At the school’s request in 2022, LW expanded to two classes at Casey Middle School (CMS), doubling the number of students served from 25 to 50. In Fall 2022, 36% of students self-identified as LatinX or Hispanic and 27% as Black, Afro-Caribbean, Native American, South Asian, or biracial and 22% spoke a language other than English at home. A total of 49.4% of students at CMS are eligible for free or reduced lunch options. In 2023-24, LW is projected to reach 50-60 students at CMS.
In unit one (monologue), students learn a shared vocabulary, write a monologue, and perform for teachers, administration and family. Unit two (story) focuses on human interactive dynamics, character, and dialogue. Students work with professional actors and directors to realize a final performance of their plays.

Project calendar
Projects must take place after the grant deadline and end before the end of the 2024 spring semester.
In Fall 2022 LW was in Casey Middle School classrooms on Mondays and Thursdays from 12:30-3:40 for 10 weeks. Fall 2023 is projected to follow a similar schedule running from October-December 15, 2023. School schedules released in summer 2023 will determine final dates.
In spring 2024, LW will replicate the same schedule at Longs Peak Middle School in the St. Vrain Valley School District, expanding the total number of students impacted to 120.
Project location
Where do your projects take place?
Casey Middle School Language Arts classrooms, Fall, 2023 Longs Peak Middle School Language Arts Classrooms, Spring 2024

Project completion date
This is the last day of any public event related to the project. Projects must take place after the grant deadline and end before the end of the 2024 spring semester.
12/31/2023

Date grant report is due
One month after the project completion date.
01/31/2024

Panel evaluation

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?
LocalWRITES is integrated within the curriculum of language arts classrooms determined by the school to impact students who will most benefit from literacy support, typically those reading three or more levels below grade. The LWR curriculum addresses the CO literacy standards, “Reading for all Purposes,” “Speaking and Listening,” and “Writing and Composition.” Results of CMS pre- and post-residency surveys in 2022 demonstrated increases in learning in each standard area between 47-50% with 99% of students meeting standards by the end of the residency. “Thank you for making me understand that I could stand up in front of people and that girls can do anything boys can do. I will always remember the encouragement to speak in front of people,” wrote one student.

Approximately 50% of students report that performing in front of others, sharing their own stories, and seeing a professional theatrical production ties them to the cultural vibrancy of their geographical community.

Other observed benefits include the development of empathy that students build after hearing their classmate’s stories. By sharing perspectives in a structured, supported forum, students realize that what concerns them also concerns their peers.
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.

CO middle school standards require schools to provide arts offerings, but typically these are available to students performing at or above grade level. Reluctant readers and emerging bilingual students attend enhanced reading study periods with curriculum that rarely includes performance or creative writing.

Middle school curriculums support literary formats, essays, and poetry, but rarely address dramatic narrative or “how to write like you talk.” Writing dramatic narrative allows students to write using familiar speech patterns. At least one of two instructors in every class is fluent in both Spanish and English. Program outcomes are reported in increased reading comprehension, original works written by students, and the development of a supportive environment for self-expression.

CMS literacy specialist Val Wheeler was an early collaborator and champion of LW at Casey Middle School. She wrote, “there are only a few classes in middle school that offer students artistically driven learning opportunities. Students needing literacy support typically sit in front of the computer for the majority of a class period. The authenticity of the reading experience in the LocalWrites class is what turns middle school students around.”

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?

Outcomes are measured using both qualitative and quantitative measures. At CMS, teachers and students complete pre- and post- surveys during participation in LW. These surveys demonstrate comprehension of key concepts that include understanding of dramatic literary terms, accomplishing public speaking and engaging in facilitated conversations with peers. They ask students to identify strengths and challenges during the residency and measure enthusiasm for the material. These survey results are reviewed at the conclusion of each LW session. Future development of the program is a result of the outcomes tracked during these surveys. For example, in recent years, surveys demonstrated high numbers (>50%) without prior public performance experience. As a result, the LW curriculum was adapted to include strategies for presentation in both units.

Qualitatively, both LW educators and school teachers make observations on students ability to express themselves clearly and articulately, and demonstrate agency and empathy. From Val Wheeler at Casey Middle School, “Students who experience the LocalWrites program will naturally apply some of the deep learning they acquired during the program as they move into high school.”

Community Priorities

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

Community Priorities*

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? Or, does it address many? What specific benefits to the community are planned? How will success be measured?

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.

Local Theater Company (LTC) and LW contribute to Community Priorities by supporting local theater makers and teaching artists in professional development and employment opportunities. LW leverages instruction by teaching artists from the local theater community including actors Ilana Lucero Baron and Ilseay Gray, playwrights like Josh Hartwell, and multi-disciplinary artists and educators like Lorenzo Gonzalez. In 2022-23, LTC added a second educator into every classroom, decreasing the student-teacher ratio and providing more opportunities for artist educators. In 2023-24, LTC anticipates further expansion with the integration of two annual LW training workshops where past and future artist educators will receive professional development to address Colorado standards and the LW curriculum. LTC is supporting the development of a pool of trained bilingual artist educators who support continued expansion of LW, benefit from professional development, and can benefit other theater education programs.

The inclusion of the field trip to a theatrical performance ensures that not only are students experiencing the enhanced benefits of theater within their school community, but that they can identify themselves as part of a larger local arts community and see the vibrancy of Boulder’s cultural destinations. These students grow up to be creatively engaged residents whose early arts experiences inform their relationship to art and culture. From the Americans for the Arts Social Impact Explorer, “78% of students with arts-rich experiences in their schools are more likely to vote or engage in political campaigns and low-income students with in-school arts-rich experiences are more than twice as likely to attend and graduate from college as their peers without arts education.”

Cultural equity*

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

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

LTC's 2022–2026 Strategic Plan names our explicit intent on fostering a culture of belonging by honoring diversity, inclusion, and accessibility, along with an impassioned commitment to protect the earth we live in. In 2022, LTC shifted to a shared artistic leadership model to ensure that diverse ideas, perspectives, and communities were represented in all decision making. Shared artistic leadership maximizes creativity and artistic excellence. For the 2022–23 season, artistic leadership identifies as 66% female, 33% male, 33% BIPOC, and 66% white. Full- and part-time staff self-identify as 12% male, 76% female, 12% gender fluid, 37% BIPOC, and 63% white. Co-Leadership on the Board of Directors is 50% female-identifying and BIPOC.

LW provides access to learning by supporting the encouragement and empowerment of students performing below grade level in reading and writing who are identified as reluctant readers (reading three or more grade levels below standard) or emerging bilingual students. LW classrooms are between 50-64% nonwhite each semester. Each LW classroom includes at least one bilingual educator. To ensure that cost is never a barrier to schools, LW remains 100% free to schools and students.

**Additional Questions**

**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 arts community. Panel members use these “extra points” to balance the scoring, emphasizing applications which tend to score lower in standard categories or historically are underrepresented in grantmaking. Commissioners will be looking for these elements in your responses above.

Examples include:

- First-time applicants and those who have never been awarded a grant.
- Youth applicants who are applying with the help of a mentor of legal age.
- Have the potential to support community and participatory culture and non-professional artmaking.
- Applicants for whom English is not their first language.
- Non-western European art forms or other forms of culture that have typically been disadvantaged by the systems and traditions of grantmaking.
- Elements of the application that the panel member determines will significantly advance stated priorities of the Arts Commission, important issues in the community outside of the arts, or other impacts that are not expressed in the other scoring criteria.

**Encouragement Points 1**

Please check this box if any of these are addressed in your application.

Yes
Encouragement Points 2*
Are you a first time applicant or have you not been awarded a grant before from the Commission?
No

Attachments

ATTACHMENTS

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

Budget summary*
Provide a brief budget summary for this project including all revenue (monetary and in-kind contributions, including this grant) and expenses. Please title the attachment “Budget summary”. Permitted file types: x1, xlsx, pdf.
Budget Summary.pdf

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

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

Service area confirmation*
Attach confirmation to demonstrate that you are headquartered Boulder, reside in Boulder, or are partnered with a Boulder-based artist or organization. Examples of documentation to demonstrate being headquartered in Boulder may include a utility bill, phone bill, pay stub, renter’s or mortgage bill, lease, insurance policy, or other official document. P.O. Boxes are not acceptable.
LOCAL service area confirm.pdf

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

**Other support materials**
Attach any documents that will help the jury fully understand the project, including videos and other materials that may help the commission evaluate artistic quality. This is optional. Please title the file, “Support materials”.
Permitted file types: doc, docx, xl, xlsx, pdf
Support Materials.pdf

**Submission and signature**

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

Yes

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

I certify

**Full name**
Kate Gipson

**Submission date**

03/03/2023

TO COMPLETE AND SUBMIT YOUR APPLICATION

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

Applicant File Uploads
- Budget Summary.pdf
- Collaborator List.pdf
- Venue Confirmation Letter.pdf
- LOCAL service area confirm.pdf
- Letters of Support.pdf
- Support Materials.pdf
LocalWRITES  
2023-2024 Budget (Fall Semester only)

Fall 2023: 2 class periods taught twice a week for 10-week residencies at Casey Middle School  total of 40 class periods taught
Spring 2023: 2 class periods taught twice a week for 10-week residencies at Longs Peak Middle School  total of 40 class periods taught
If students projected  60 students

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Final projects

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**TOTAL**  19,750
Attachment Two
2024 Grants Cycle Draft Documents

On the following pages, please find these draft documents:

1. Fund Structure
2. Grant Scoring System
3. Grant and Meetings Schedule
4. Grant Guidelines and Process
5. Grant FAQs
6. General Eligibility Requirements
7. Application: Artist Hiring Incentive Grant
8. Application: Arts Education Project Grant
9. Application: Community Project Grants
10. Application: Cultural Field Trips Fund
11. Application: eTown Free Rental
12. Application: Grant Writing
13. Application: Leadership Pipeline Fund Scholarship
15. Application: Macky Free Rental
16. Application: Venue Fund
17. Report: Artist Hiring Incentive Grant
18. Report: Arts Education Project Grant
19. Report: Community Project Grant
20. Report: Cultural Field Trips Fund
22. Report: General Operating Support
23. Report: Grant Writing
24. Report: Leadership Pipeline Fund Scholarship
25. Report: Professional Development Scholarships
26. Report: Macky Free Rental
27. Report: Venue Fund
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 certain levels, 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, projects must have a significant component of public programming that takes place within the city limits of Boulder. This programming must meet the criteria described in the 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 organizations, the applicant must demonstrate that they are headquartered in the city limits of Boulder. For individuals, the applicant must demonstrate that they reside at a permanent household address in the city limits of Boulder. Applicants may also demonstrate that they are partnered with a Boulder-based artist or organization. Examples of documentation to demonstrate being headquartered or residing in Boulder may include a utility bill, phone bill, pay stub, renter’s or mortgage bill, lease, insurance policy, or another official document. P.O. Boxes are not acceptable. In the case of individuals applying for Professional Development Scholarships, applicants must demonstrate that they or their employer fulfills this requirement.

  The term “city limits of Boulder” is defined in the Boulder Valley Comprehensive Plan. For additional information on the planning area and Comprehensive Plan visit this link. 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.

> **How does the panel come to their decision?**

Specifics vary from application to application.

For General Operating Support and project grants, the 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 encouragement points. A maximum of 4 additional points is available to the panel members for the encouragement points section, and 6 additional points for the Boulder focus section. Second, the panel members may provide additional points for encouragement points. A maximum of 4 additional points is available to the panel members for this 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 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 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. 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.
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 seven City Council-appointed Boulder Arts Commissioners.
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 rescoring 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 has been made by the Boulder Arts Commission. The appeals process can be found on the Office of Arts and Culture website.

GRANT ADMINISTRATION – MANAGING AWARDS

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.

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@bouldercolorado.gov.

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 a Determination of Independent Contractor / Employee Status for Payment document and copy of their Driver’s License. Applicants will receive the appropriate forms from payments@bouldercolorado.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 awarded 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.
# Boulder Arts Commission

## 2024 Cultural Grants Funding Structure

*Updated September 2023*

<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>GENERAL OPERATING SUPPORT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra Large Orgs (2022)</td>
<td>8</td>
<td>@ $50,000</td>
<td>$400,000</td>
</tr>
<tr>
<td></td>
<td>Extra Large Org (2023)¹</td>
<td>1</td>
<td>@ $26,035</td>
<td>$26,035</td>
</tr>
<tr>
<td></td>
<td>Large Orgs (2022)</td>
<td>9</td>
<td>@ $20,000</td>
<td>$180,000</td>
</tr>
<tr>
<td></td>
<td>Large Org (2023)¹</td>
<td>1</td>
<td>@ $10,414</td>
<td>$10,414</td>
</tr>
<tr>
<td></td>
<td>Mid Orgs (2022)</td>
<td>8</td>
<td>@ $10,000</td>
<td>$80,000</td>
</tr>
<tr>
<td></td>
<td>Mid Org (2023)¹</td>
<td>1</td>
<td>@ $5,207</td>
<td>$5,207</td>
</tr>
<tr>
<td></td>
<td>Small Orgs (2022)</td>
<td>12</td>
<td>@ $8,000</td>
<td>$96,000</td>
</tr>
<tr>
<td></td>
<td>Small Orgs (2023)¹</td>
<td>2</td>
<td>@ $4,166</td>
<td>$8,331</td>
</tr>
<tr>
<td><strong>PROJECT GRANTS</strong></td>
<td>Community Projects - Orgs</td>
<td>6</td>
<td>@ $10,000</td>
<td>$60,000</td>
</tr>
<tr>
<td></td>
<td>Community Projects – Indv</td>
<td>5</td>
<td>@ $5,000</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td>Arts Education</td>
<td>10</td>
<td>@ $3,000</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>STRATEGIC FUNDS</strong></td>
<td>Venue and Online Event Affordability Fund²</td>
<td>37</td>
<td>@ ~ $1,000</td>
<td>$37,000</td>
</tr>
<tr>
<td></td>
<td>Artist Hiring Incentive Grants³</td>
<td>18</td>
<td>@ $3,000</td>
<td>$54,000</td>
</tr>
<tr>
<td></td>
<td>Risk Capital Fund</td>
<td>on hold</td>
<td>on hold</td>
<td>$0</td>
</tr>
<tr>
<td><strong>SCHOLARSHIPS</strong></td>
<td>Professional Development</td>
<td>Approx. 16</td>
<td>@ ~ $500</td>
<td>$8,000</td>
</tr>
<tr>
<td></td>
<td>Leadership Pipeline Fund</td>
<td>2</td>
<td>@ $8,000</td>
<td>$16,000</td>
</tr>
<tr>
<td></td>
<td>Cultural Field Trips</td>
<td>5</td>
<td>@ ~ $2,000</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>SPONSORSHIPS</strong></td>
<td>Assistance for Grant Writing</td>
<td>8</td>
<td>@ $500</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$1,049,987</td>
</tr>
</tbody>
</table>

¹ $100,000 in GOS funds were added in March 2023. Funds awarded for two years (2023 and 2024).
² $21,000 in Venue and Online Event Affordability Fund awards were added in March 2023 from American Rescue Plan Act (ARPA) funds.
³ $54,000 in Artist Hiring Incentive Grants were added in March 2023 from American Rescue Plan Act (ARPA) funds.
2024 Grants and Meetings Schedule

Updated September 2023

Info Sessions and Training
- Info session – Thursday, November 16 at 11:30 a.m. at location TBD
- Info session - Wednesday, December 13 at 4:00 p.m. on Zoom
- Commission Grants Program training – Wednesday, January 17, 2024, from 4 to 6 p.m. at the Office of Arts + Culture Offices

Professional Development Grants, Round One
- Wednesday, January 1, 2024 – Applications open
- Wednesday, February 28 at 11:59 p.m. – Deadline for applications
- February 28 to March 8 – Staff review of applications (10 days)
- Friday, March 18 - Notification of decisions

Artist Hiring Incentive Grants, Round One
- Monday, January 1, 2024 – Applications open
- Friday, February 2 at 11:59 p.m. – Deadline for applications
- February 2 to February 9 – Staff reviews applications for eligibility
- Friday, February 9 – Staff uses Picker Wheel website to select 6 awardees randomly from the applicants. This is recorded for transparency. Grantees are alerted via email and are announced at the next meeting of the Boulder Arts Commission following the deadline.

Leadership Pipeline Fund Scholarship
- January 1 - Applications open
- Monday, July 8 at 11:59 p.m. - Deadline for applications
- July 8 to 15 - Staff review for eligibility
- Monday, July 15 - Commission receives the applications for review
- Wednesday, July 24 at 6 p.m. - Arts Commission meeting. Discussion and final decisions on grants Interview with the Commission

General Operating Support 2024 Report Due
- Thursday, February 1 at 11:59 p.m. – Report due
- February 28 – Arts Commission meeting. Discussion and decisions on reports

Community Project Grants – Organizations
- Wednesday, February 14 at 11:59 p.m. – Deadline for applications
- February 14 to 21– Review by staff for eligibility and revision by applicants if necessary
- February 21 to March 6 – Preliminary review and score by panel (15 days)
- March 6 to 13 – Score processing by staff
- March 13 – Preliminary scores and comments sent to applicants via email
- March 13 to March 20 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@bouldercolorado.gov by Wednesday, March 20, 2024, at 11:59pm.
- March 20 to 27 – Response processing by staff
- March 27 – Responses sent to panel
March 27 to April 10 – Final review and score by panel (15 days)
- April 10 to 19 – Processing of final scores
- April 19 – Final scores sent to applicants via email
- April 24 – Arts Commission meeting. Discussion and final decisions on grants

Artist Hiring Incentive Grants, Round Two
- Monday, February 12 – Applications open
- Friday, March 15 at 11:59 p.m. – Deadline for applications
- March 15 to March 22 – Staff reviews applications for eligibility
- Friday, March 22 – Staff uses Picker Wheel website to select 6 awardees randomly from the applicants. This is recorded for transparency. Grantees are alerted via email and are announced at the next meeting of the Boulder Arts Commission following the deadline.

Professional Development Grants, Round Two
- Wednesday, February 28 – Applications open
- Monday, May 13 at 11:59 p.m. - Deadline for applications
- May 13 to May 28 – Staff review of applications (16 days)
- Tuesday, May 28 - Notification of decision

Community Project Grants – Individuals
- Wednesday, March 13 at 11:59 p.m. – Deadline for applications
- March 13 to March 20 – Review by staff for eligibility and revision by applicants if necessary
- March 20 to April 3 – Preliminary review and score by panel (15 days)
- April 3 to April 10 – Score processing by staff
- April 10 – Preliminary scores and comments sent to applicants via email
- April 10 to April 17 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@bouldercolorado.gov by Wednesday April 17, 2023, at 11:59pm.
- April 17 to 24 – Response processing by staff
- April 24 – Responses sent to panel
- April 24 to May 18 – Final review and score by panel (15 days)
- May 8 to 17 – Processing of final scores
- May 17 – Final scores sent to applicants via email
- May 22, 2024 – Arts Commission meeting. Discussion and final decisions on grants

Artist Hiring Incentive Grants, Round Three
- Monday, March 25 – Applications open
- Friday, April 26 at 11:59 p.m. – Deadline for applications
- April 26 to May 3 – Staff reviews applications for eligibility
- Friday, May 3 – Staff uses Picker Wheel website to select 6 awardees randomly from the applicants. This is recorded for transparency. Grantees are alerted via email and are announced at the next meeting of the Boulder Arts Commission following the deadline.

Arts Education Project Grants
- Wednesday, April 17 at 11:59 p.m. – Deadline for applications
- April 17 to 24 – Review by staff for eligibility and revision by applicants if necessary
- April 24 to May 8 – Preliminary review and score by panel (15 days)
- May 8 to 15 – Score processing by staff
- May 15 – Preliminary scores and comments sent to applicants via email
- May 15 to 22 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@bouldercolorado.gov by Wednesday, May 22, 2024, at 11:59pm.
- May 22 to 29 – Response processing by staff
- May 29 – Responses sent to panel
- May 29 to June 12 – Final review and score by panel (15 days)
- June 12 to 21 – Processing of final scores
- June 21 – Final scores sent to applicants via email
- June 26, 2024 – Arts Commission meeting. Discussion and final decisions on grants

Professionals 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.

Venue and Event Affordability Fund Grants
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 Auditorium Fee Waivers, eTown Fee Waivers, and Supplementary Funds
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
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.

2024 Boulder Arts Commission MEETING CALENDAR

Boulder Arts Commission meeting - Wednesday, Jan. 24
Boulder Arts Commission meeting - Wednesday, Feb. 28
Boulder Arts Commission meeting - Wednesday, March 27
Boulder Arts Commission meeting - Wednesday, April 24
Boulder Arts Commission meeting - Wednesday, May 22
Boulder Arts Commission meeting - Wednesday, June 26
Boulder Arts Commission meeting - Wednesday, July 24
Boulder Arts Commission meeting - Wednesday, Aug. 28
Boulder Arts Commission meeting - Wednesday, Sept. 25
Boulder Arts Commission meeting - Wednesday, Oct. 23
Boulder Arts Commission meeting - Wednesday, Nov. 27
Boulder Arts Commission meeting - Wednesday, Dec. 25
Scoring System and Decision Process

How does the panel come to a decision?

The panel consists of the seven City Council-appointed Boulder Arts Commissioners. 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 encouragement points. A maximum of 4 additional points is available to the panel members for the encouragement points section, and 6 additional points for the Boulder focus section.

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 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 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 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.
### Score Descriptions

<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 re-scoring 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 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 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 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>
</tr>
</tbody>
</table>

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

<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 offering 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 diversity, equity and inclusion.</td>
<td>The project addresses issues of diversity, equity, and inclusion in a minor way with one or more major or moderate weaknesses.</td>
<td>The project addresses issues of diversity, equity, and inclusion in a moderate way with few minor weaknesses.</td>
<td>The project addresses issues of diversity, equity, and inclusion 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>2-3</th>
<th>4-5</th>
<th>6</th>
</tr>
</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; few 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>
Encouragement Points

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 arts community. Panel members use these “extra points” to balance the scoring, emphasizing applications which tend to score lower in standard categories or historically are underrepresented in grantmaking. Commissioners will be looking for these elements in your responses above.

Examples include:

− First-time applicants and those who have never been awarded a grant.
− Youth applicants who are applying with the help of a mentor of legal age.
− Have the potential to support community and participatory culture and non-professional artmaking.
− Applicants for whom English is not their first language.
− Non-western European art forms or other forms of culture that have typically been disadvantaged by the systems and traditions of grantmaking.
− Elements of the application that the panel member determines will significantly advance stated priorities of the Arts Commission, important issues in the community outside of the arts, or other impacts that are not expressed in the other scoring criteria.

Please check this box if any of these are addressed in your application.*

Are you a first time applicant or have you not been awarded a grant before from the Commission?*

(cont.)

1. Does not need any “extra points” to be competitive in other grant scoring categories or the program overall.

2. A few elements of the application indicate the need for a rebalancing of scoring in order for the applicant to be competitive in one or two scoring categories.

3. Several of the elements of the application call for a rebalancing of scoring in order for the application to be competitive in all other scoring categories.

4. The application as a whole indicates the need for “extra points” in order to be competitive in all scoring categories. Or, a first time applicant. Or, requires a rebalancing of scoring to offset a significant historical or structural inequity.
**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>
<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>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>
<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>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>
<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>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>
</tbody>
</table>

### 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 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**

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Page 6 of 8

20243
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>
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<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 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>
</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 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 diversity, equity and inclusion.</td>
<td>The project addresses issues of diversity, equity, and inclusion in a minor way with one or more major or moderate weaknesses.</td>
<td>The project addresses issues of diversity, equity, and inclusion in a moderate way with few minor weaknesses.</td>
<td>The project addresses issues of diversity, equity, and inclusion in very good or exceptional ways with one or no minor weaknesses.</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>2-3</th>
<th>4-5</th>
<th>6</th>
</tr>
</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; few 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>

Encouragement Points

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 arts community. Panel members use these “extra points” to balance the scoring, emphasizing applications which tend to score lower in standard categories or historically are underrepresented in grantmaking. Commissioners will be looking for these elements in your responses above.

Examples include:

- First-time applicants and those who have never been awarded a grant.
- Youth applicants who are applying with the help of a mentor of legal age.
- Have the potential to support community and participatory culture and non-professional artmaking.
- Applicants for whom English is not their first language.
- Non-western European art forms or other forms of culture that have typically been disadvantaged by the systems and traditions of grantmaking.
- Elements of the application that the panel member determines will significantly advance stated priorities of the Arts Commission, important issues in the community outside of the arts, or other impacts that are not expressed in the other scoring criteria.

Please check this box if any of these are addressed in your application.*

Are you a first time applicant or have you not been awarded a grant before from the Commission?*

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not need any “extra points” to be competitive in other grant scoring categories or the program overall.</td>
<td>A few elements of the application indicate the need for a rebalancing of scoring in order for the applicant to be competitive in one or two scoring categories.</td>
<td>Several of the elements of the application call for a rebalancing of scoring in order for the application to be competitive in all other scoring categories.</td>
<td>The application as a whole indicates the need for “extra points” in order to be competitive in all scoring categories. Or, a first time applicant. Or, requires a rebalancing of scoring to offset a significant historical or structural inequity.</td>
</tr>
</tbody>
</table>
**ARTIST HIRING INCENTIVE GRANTS**

**Full application**

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

For this application in other languages please contact the Office of Arts + Culture Arts Program Manager Lauren Click at clickl@bouldercolorado.gov

**PURPOSE:** To respond to industry-specific, COVID-related workforce impacts through targeted grants to nonprofits. This grant is a hiring incentive for nonprofits to employ Boulder-area visual, performing, and literary artists to perform or create new work. This grant is funded through the American Rescue Plan Act (ARPA).

The creative industries represent approximately 10% of the workforce in Boulder (WESTAF Creative Vitality Snapshot for the City of Boulder, 2017). This sector was disproportionately impacted by the pandemic; one study by Colorado State University and Colorado Creative Industries estimates that, statewide, the industry retracted by about one decade of growth in workforce and revenue (2020 Colorado Creative Economy Report, 15-17).

**HOW TO APPLY**

1. Review the below information in full.
2. Log onto the Boulder Arts Commission online 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. The application consists of:
   a. Online application form
   b. Resume of the artist
4. Look for an automated email message confirming receipt of your application.
5. Artist Hiring Incentive Grants 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 a rolling basis. 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:** $54,000

**Awards:** 182 grants at $3,000 each

**Details:** The costs of hiring a Boulder-based artist for exhibition or performance.

**Cycle:** Three rounds awarding 6 grants each cycle.
Decision Timelines

Round One
- Monday, January 1, 2024 – Applications open
- Friday, February 2 at 11:59 p.m. – Deadline for applications
- February 2 to February 9 – Staff reviews applications for eligibility
- Friday, February 9 – Staff uses Picker Wheel website to select 6 awardees randomly from the applicants. This is recorded for transparency. Grantees are alerted via email and are announced at the next meeting of the Boulder Arts Commission following the deadline.

Round two
- Monday, February 12 – Applications open
- Friday, March 15 at 11:59 p.m. – Deadline for applications
- March 15 to March 22 – Staff reviews applications for eligibility
- Friday, March 22 – Staff uses Picker Wheel website to select 6 awardees randomly from the applicants. This is recorded for transparency. Grantees are alerted via email and are announced at the next meeting of the Boulder Arts Commission following the deadline.

Round three
- Monday, March 25 – Applications open
- Friday, April 26 at 11:59 p.m. – Deadline for applications
- April 26 to May 3 – Staff reviews applications for eligibility
- Friday, May 3 – Staff uses Picker Wheel website to select 6 awardees randomly from the applicants. This is recorded for transparency. Grantees are alerted via email and 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 all. Any organization may apply if the General Eligibility Requirements are met, including non-profit organizations, organizations with pending non-profit status, fiscally
sponsored organizations, and for-profit organizations with a community focus. These for-profit 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.

3. **Service area and programming.** Applicants 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.

4. **Boulder-based artists.** The artist hired must have their primary address in Boulder (this cannot be a P.O. Box). 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 the artists’ address is in the acceptable area.

5. **Award Limitations.** One grant per organization or business will be awarded.

6. **Projects** must take place after the grant funding decision and be completed by June 30, 2025.

**REVIEW PROCESS**

**Deliberation and evaluation of applications.** Artist Hiring Incentive Grants are selected lottery-style to those who have met all the requirements of application. Staff may take applications to the Arts Commission for review should they have questions. Awards are announced at the next meeting of the Boulder Arts Commission following the deadline.

**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.
GRANT AWARDS

1. **Notifications and dispersal of funds.** Staff notifies all awardees 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@bouldercolorado.gov.

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@bouldercolorado.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**

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 username 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@bouldercolorado.gov 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

I certify that my documents are open to the Colorado Open Records Act §24-72-204(3)(a)(IV), C.R.S. If any part of the application is confidential, I certify that I have noted it as such. *

> I certify

>
Applicant information

> Tax status *

-----

Project information (“Project”)

> Project title (50 character limit) *
> Amount requested (The maximum award is $3,000.) *
> Project calendar. Projects must take place after the grant award date and be completed by June 30, 2023. (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 will the project take place? (250 character limit) *
> By checking this box, I confirm that the artist(s) hired for this project live in the City of Boulder. 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. Applicants may be asked to verify the address.
> By checking this box, I consider this project to include an art in public places component (for example, a public sculpture, mural, projection, or performance in the public realm). I have contacted publicart@bouldercolorado.gov and received feedback from staff which inform my understanding of project review, permitting, and timing considerations.

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Attachments

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

> Project summary. A brief overview of your project. (1 page – 3,000 characters, not including spaces).*
> Project budget, including artist fee. *
> Anti-discrimination statement. *
> Venue confirmation letter. *
> Other supporting documents. *

-----

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 *
Arts Education Project Grant
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 Program Manager Lauren Click at clickl@bouldercolorado.gov.

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.
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.
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: Wednesday, April 17 at 11:59 p.m. Wednesday, April 12 at 11:59 p.m.

Decision Timeline:
- Wednesday, April 17 at 11:59 p.m. – Deadline for applications
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. This programming must meet the criteria described in the [Chapter 14-1-2 of the City of Boulder Revised Code](#). For the determination of programming 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.
- **Timing.** Projects must take place after the grant deadline and end before the end of the 2024 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 6 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 has 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.

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@bouldercolorado.gov.

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 a Determination of Independent Contractor / Employee Status for Payment document and copy of their Driver’s License. Applicants will receive the appropriate forms from payments@bouldercolorado.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.

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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.

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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](http://boulderarts.org) website. Log in with the same [username](http://boulderarts.org) 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@bouldercolorado.gov with the following information:
  - an update on the project status,
  - a request to change the project completion date, and
  - new report due date.
Responsibility. The Grantee is responsible for submitting a report by the due date. The Boulder Arts Commission recommends reviewing the online report form well in advance. There is no grace period for the report.

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

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

I certify that my documents are open to the Colorado Open Records Act §24-72-204(3)(a)(IV), C.R.S. If any part of the application is confidential, I certify that I have noted it as such. *

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 2024 spring semester. (500 character limit) *
> Project completion date (Projects must take place after the grant deadline and before the end of the 2024 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@bouldercolorado.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 arts community. Panel members use these "extra points" to balance the scoring, emphasizing applications which tend to score lower in standard categories or historically are underrepresented in grantmaking. Commissioners will be looking for these elements in your responses above. Examples include:

− First-time applicants and those who have never been awarded a grant.
− Youth applicants who are applying with the help of a mentor of legal age.
− Have the potential to support community and participatory culture and non-professional artmaking.
− Applicants for whom English is not their first language.
− Non-western European art forms or other forms of culture that have typically been disadvantaged by the systems and traditions of grantmaking.
− Elements of the application that the panel member determines will significantly advance stated priorities of the Arts Commission, important issues in the community outside of the arts, or other impacts that are not expressed in the other scoring criteria.

Please check this box if any of these are addressed in your application. *

Are you a first time applicant or have you not been awarded a grant before from the Commission? *

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. *

> First name *

> Last name *

> Title *

> Date *
Community Project Grant
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 Program Manager Lauren Click at clickl@bouldercolorado.gov.

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.60
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.
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.
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 rescoring 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: $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
- Wednesday, February 14 at 11:59 p.m. – Deadline for applications
- February 14 to 21 – Review by staff for eligibility and revision by applicants if necessary
- February 21 to March 6 – Preliminary review and score by panel (15 days)
- March 6 to 13 – Score processing by staff
- March 13 – Preliminary scores and comments sent to applicants via email
- March 13 to March 20 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@bouldercolorado.gov by Wednesday, March 20, 2024, at 11:59pm.
- March 20 to 27 – Response processing by staff
- March 27 – Responses sent to panel
- March 27 to April 10 – Final review and score by panel (15 days)
- April 10 to 19 – Processing of final scores
- April 19 – Final scores sent to applicants via email
- April 24 – Arts Commission meeting. Discussion and final decisions on grants

Community Project Grants – Organizations
- Friday, February 10 at 11:59 p.m. – Deadline for applications
- February 10 to 15 – Review by staff for eligibility and revision by applicants if necessary
- February 15 to March 1 – Preliminary review and score by panel (15 days)
- March 1 to 8 – Score processing by staff
- March 8 – Preliminary scores and comments sent to applicants via email
- March 8 to March 15 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@bouldercolorado.gov by Wednesday, March 15, 2023, at 11:59pm.
- March 15 to 22 – Response processing by staff
- March 22 – Responses sent to panel
- March 22 to April 5 – Final review and score by panel (15 days)
- April 5 to 14 – Processing of final scores
- April 14 – Final scores sent to applicants via email
- April 19 – Arts Commission meeting. Discussion and final decisions on grants
Community Project Grants – Individuals

- Wednesday, March 13 at 11:59 p.m. – Deadline for applications
- March 13 to March 20 – Review by staff for eligibility and revision by applicants if necessary
- March 20 to April 3 – Preliminary review and score by panel (15 days)
- April 3 to April 10 – Score processing by staff
- April 10 – Preliminary scores and comments sent to applicants via email
- April 10 to April 17 – Applicants prepare and send written responses to the panel’s questions. The written response should be emailed to Lauren Click at clickl@bouldercolorado.gov by Wednesday April 17, 2023, at 11:59 pm.
- April 17 to 24 – Response processing by staff
- April 24 – Responses sent to panel
- April 24 to May 8 – Final review and score by panel (15 days)
- May 8 to 17 – Processing of final scores
- May 17 – Final scores sent to applicants via email
- May 22, 2024 – Arts Commission meeting. Discussion and final decisions on grants

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. **General eligibility.** Meets all general eligibility requirements.
4. **Open to all.** Anyone may apply once the general eligibility requirements are met, including individuals, artists, non-profit organizations, organizations with pending non-profit status, fiscally sponsored organizations and for-profit organizations with a community focus.
5. **Service area and programming.** Projects must have a significant component of public programming that takes place within the city limits of Boulder. This programming must meet the criteria described in the Chapter 14-1-2 of the City of Boulder Revised Code. For organizations, the applicant must demonstrate that they are headquartered in the city limits of Boulder. For individuals, the applicant must demonstrate that they reside at a permanent household address in the city limits of Boulder. Applicants may also demonstrate that they are partnered with a Boulder-based artist or organization. Examples of documentation to demonstrate being headquartered or residing in Boulder may include a utility bill, phone bill, pay stub, renter’s or mortgage bill, lease, insurance policy, or other official document. P.O. Boxes are not acceptable. The term “city limits of Boulder” is defined in the Boulder Valley Comprehensive Plan. For additional information on the planning area and Comprehensive Plan visit this link. As a shorthand, office staff use addresses with the zip code starting with 803— to determine if it is in the acceptable area.

6. Projects must take place after the grant funding decision and be completed by June 30, 2025.

**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 56 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.
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@bouldercolorado.gov.

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 a Determination of Independent Contractor / Employee Status for Payment document and copy of their Driver’s License. Applicants will receive the appropriate forms from payments@bouldercolorado.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 Gant 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 website. Log in with the same username and password utilized to submit the grant. 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@bouldercolorado.gov 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

Certifications

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 that my documents are open to the Colorado Open Records Act §24-72-204(3)(a)(IV), C.R.S. If any part of the application is confidential, I certify that I have noted it as such. *

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 contacted publicart@bouldercolorado.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.

> 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) *

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

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. (1,250 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? (1,250 character limit) *

> 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 arts community. Panel members use these “extra points” to balance the scoring, emphasizing applications which tend to score lower in standard categories or historically are underrepresented in grantmaking. Commissioners will be looking for these elements in your responses above. Examples include:

− First-time applicants and those who have never been awarded a grant.
− Youth applicants who are applying with the help of a mentor of legal age.
− Have the potential to support community and participatory culture and non-professional artmaking.
− Applicants for whom English is not their first language.
- Non-western European art forms or other forms of culture that have typically been disadvantaged by the systems and traditions of grantmaking.
- Elements of the application that the panel member determines will significantly advance stated priorities of the Arts Commission, important issues in the community outside of the arts, or other impacts that are not expressed in the other scoring criteria.

Please check this box if any of these are addressed in your application.*

Are you a first time applicant or have you not been awarded a grant before from the Commission?*

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 *
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 2024 to 2025 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 2024 to 2025 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 fund is 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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1 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 clickl@bouldercolorado.gov or 720-564-2355 if you do not receive the report questionnaire via email.
**Macky eTown Hall Fee Waiver**

**Complete Application**

**PURPOSE:** To facilitate and assist community cultural groups with access and affordability of performance venues, the Boulder Arts Commission and eTown offer up to 12 days per calendar year of rent-free space at eTown Hall.

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

**DETAILS:** All applicants must have the requested dates confirmed with eTown Hall at the time of the application, and supply a letter of verification from eTown 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 eTown. The contact phone number for eTown is 303-443-8696 and website page is here.

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**Macky Auditorium Fee Waiver**

**Complete Application**

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

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

**Details:** The grant is for rent only; the applicant will be fully responsible for any and all additional fees required by the University, including but not limited to equipment rental, direct labor costs for technical staff, ushers, security personnel, etc. You may apply for a maximum of two days free rental annually. Supplementary Funds are available from the Rental Assistance Fund for applicants who may not be able to afford these additional costs. Please apply for the supplementary funds only if it is necessary to your use of the Macky Free Rental grant. These $1,000 supplementary grants are distributed on a first-come first-served basis until monies in the Rental Assistance Fund run out. One grant per applicant per year is allowed. You may apply for a supplementary grant by checking the applicable box in this application.

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

**HOW TO APPLY**

1. Review the below information in full.
2. Log onto the Boulder Arts Commission online grant portal. If you have not logged on before, make a profile. Applications must be submitted using our online grant applications.

3. Complete the application by 11:59 p.m. on the day of the deadline. The application consists of:
   1. Online application form.
   2. Venue confirmation: letter of verification or contract
   3. Budget Summary for the project
4. Look for an automated email message confirming receipt of your application.
5. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.
6. 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. eTown Hall 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 eTown 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 eTown including the project dates and rental fees is an acceptable alternative. Timeframe. Macky Hall 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.
accepted. A contract with Macky including the project dates and rental fees is an acceptable alternative.

REVIEW PROCESS

- **Deliberation.** Proposals for free rental of eTown Hall 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. 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 eTown Hall 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. 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 a fee waiver award at eTown will be notified by email with a copy sent to eTown staff responsible for oversight of eTown Hall. Recipients of free rental at Macky will be notified by email with a copy sent to University of Colorado staff responsible for oversight of Macky.

- **Notifications and dispersal of funds.** Staff notifies all applicants if their proposals have been accepted or declined. If awarded a $1,000 Supplementary Grant, grantees must contact the grant coordinator to arrange for payment. Checks are sent by mail or electronically to bank accounts designated by the recipients.

- **Communications.** All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person’s responsibility to communicate Boulder Arts Commission requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant agreements, identifying Boulder Arts Commission sponsorship on publicity materials, and reporting issues.

- **Implementation.** Grantees shall implement programs / projects as outlined in the grant application. Any changes to the project, venue, grantee address, schedule, or staff / team members must be reported to culturegrants@boulderlibrary.org.

- **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested.

- **PERA impacts.** Retirees affiliated with the Colorado Public Employees Retirement Association (PERA) will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the PERA website. See "Disclosure of Compensation."
IRS taxation. Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

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

Vendor forms. All grantees must submit a City of Boulder vendor form and current IRS W-9 form so that they may be added to the City’s vendor list. Individuals must also submit an Immigration Status Affidavit and Determination of Independent Contractor / Employee Status for Payment document. The State of Colorado law requires proof of legal residency at the time of payment. The W-9 must be in the same name as the grant recipient named on the grant application. The Grants Coordinator will send the appropriate forms to grant recipients.

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

Acknowledgment of Boulder Arts Commission funding. All publicity for Boulder Arts Commission-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the Boulder Arts Commission Logo may be used.

Release form. The grantee will be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts and Culture will be able to use on their website, social media, printed materials or any other publicity.

Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit the City Council website page to find out more about contacting City Council members.

REQUIRED REPORTING ON PROJECT

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

Method. Submit the report through the online system access through the boulderarts.org website. Log in with the same 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.gov that includes each of the following items:
  o an update on the project status,
  o a request to change the project completion date, and
  o a new report due date.

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

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

**APPLICATION COPY**

Certification

I certify that I have read the above information and that this project meets the Boulder Arts Commission’s eligibility requirements and, if a funding award is made, will continue to comply with the Boulder Arts Commission’s requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgement 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 *
**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: **$4,000 TBD**
Awards: Approximately TBD 8 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 2024 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 20243 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 information¹
> First Name*
> Last Name*
> Address (1) *

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 grant(s) will you be applying for in 2023? *
> 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). *

Attachments

> Attach confirmation (email, letter, agreement) that the grant writer has agreed to work with you.

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. *

I certify that my documents are open to the Colorado Open Records Act §24-72-204(3)(a)(IV), C.R.S. If any part of the application is confidential, I certify that I have noted it as such. *

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@bouldercolorado.gov or 720-564-2355 if you do not receive the report questionnaire.
Leadership Pipeline Scholarship
Full application

PURPOSE: Provide financial support and professional development opportunities to Boulder-based, emerging leaders of color focusing their career on equity in the arts. This scholarship aims to increase diversity and equity in arts leadership by empowering and elevating the voices of historically underrepresented individuals.

The scholarship will provide funding for individuals attending undergraduate or graduate studies, joining leadership training programs, and partaking in internship opportunities that will help scholarship recipients gain the skills and connections necessary to succeed in arts leadership roles focused on diversity, equity, inclusion, and justice.

The program’s selection criteria will consider a number of factors including, but not limited to: applicants identify as a member of a racial or ethnic minority group and commitment to pursuing a career in arts leadership. The potential of the applicant to catalyze positive change in the equity environment of Boulder’s cultural industries. Preference will be given to applicants who have limited access to traditional leadership development opportunities due to financial, social, or cultural barriers.

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.
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
   c. Letter of recommendation
   d. Letter of interest in the program. Please respond to these questions.
      i. Contribution to Boulder Culture: tell us about your plans to work in the city of Boulder?
      ii. How does the program you are attending contribute to your career plans in Boulder?
      iii. The program’s selection criteria will consider a number of factors including, but not limited to: financial need, status as a women or minority applicant, degree to which you are connected with communities, organizations, and artists of color. Are you a member of an underrepresented community in Boulder? How would you use your career to advance equity in the arts community in Boulder?
      iv. If you’re not able to stay in the arts and culture community in Boulder, how does this funding support the advancement of equity in the arts in Boulder?
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 August 23/July 24, 2024, 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: $16,000 total; two awards of $8,000.

Cycle: Opportunities must take place after the grant funding decision on July 24, 2024. May be used to cover classes and programs through December 2025. Must take place after the grant funding decision on August 23, 2023. May be used to cover classes and programs through December 2024.

Maximum Amounts for Scholarships: Scholarship funds may be used for program costs, tuition, room and board, food, and transportation.

Details: Individuals may apply for any program or opportunity they wish. In addition, we encourage participation in this specific program: CU Boulder Graduate Certificate in Arts Administration

Decision timelines:

- January 1 - Applications open
- Monday, July 8 at 11:59 p.m. - Deadline for applications
- July 8 to 15 - Staff review for eligibility
- Monday, July 15 - Commission receives the applications for review
- Wednesday, July 24 at 6 p.m. - Arts Commission meeting, Discussion and final decisions on grants Interview with the Commission

Application opens – Friday, June 30, 2023
Application closes – Friday, August 4 at midnight
Staff review for eligibility – August 4 through 11
Commission receives the applications – August 14
Interview with the Commission – at the meeting on Wednesday, August 23 at 6pm

ELIGIBILITY REQUIREMENTS

1. General eligibility. Meets all general eligibility requirements.

2. Emerging leaders. Interns, students of all ages are welcome, but it is intended for arts leaders early in their career. The fund is intended for individuals who are in the early stages of their careers within the creative and cultural sector and are demonstrating the potential to become influential and impactful leaders in this field. These individuals may include students, interns, artists, curators, arts administrators, cultural managers, and others involved in various aspects of the arts and cultural industries. Emerging leaders in the arts typically possess a combination of artistic talent or expertise, a strong passion for their chosen artistic discipline (such as visual arts, performing arts, literature, etc.), and the leadership qualities necessary to guide and shape the cultural landscape. These qualities may include creativity, innovation, the ability to communicate effectively, organizational skills, and a vision for the future of the arts.

2.3. Types of Programs. Funding is limited to the costs of the applicant to participate in a specific education or internship program including tuition, room and board, transportation, supplies, or other direct costs. Preference will be given to undergraduate and graduate programs. In the case of internships, the costs of an organization or business to provide compensation to the intern may be considered.
3.4. Opportunities must take place after the grant funding decision on August 23, 2023, July 24, 2024. May be used to cover classes and programs through December 2024.

4.5. Award Limitations. One scholarship per individual will be awarded each year. Consideration will be given to maximize the number of organizations participating. The scholarship may only be used by the applicant for costs associated with attending the program described in the application; multiple recipients of a single scholarship are not eligible.

REVIEW PROCESS

1. Deliberation. Applicants are expected to attend the Wednesday, August 23, July 24, 2023, 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
   - Resume
   - Letter of recommendation

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.

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@bouldercolorado.gov.

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 a Determination of Independent Contractor / Employee Status for Payment document and copy of their Driver’s License. Applicants will receive the appropriate forms from payments@bouldercolorado.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 of 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 username 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@bouldercolorado.gov 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.

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**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 that my documents are open to the Colorado Open Records Act §24-72-204(3)(a)(IV), C.R.S. If any part of the application is confidential, I certify that I have noted it as such.

Individual applicants

- **Discipline:**

  - **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.

Questions

- **Location of leadership opportunity**
- **Title of leadership opportunity**
Website of the leadership opportunity (if available)
Final date of leadership opportunity
Date final report is due (30 days after the class, program, workshop, etc.)

Attachments

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

> Resume.
> Letter of recommendation.
> Contribution to Boulder culture. Respond to these questions in one page or less.
  > Tell us about your plans to work in the city of Boulder?
  > How does the program you are attending contribute to your career plans in Boulder?
  > The program’s panel will consider a number of factors related to the advancement of equity in the arts. This includes, but is not limited to: financial need, status as a women or minority applicant, the applicant as a member of an underserved community, degree to which you are connected with communities, organizations, and artists of color. To address these factors, please answer the following questions: Are you a member of an underrepresented community in Boulder? How would you use your career to advance equity in the arts community in Boulder?
  > The panel is interested in supporting applicants that will have a measurable impact on advancing equity in Boulder’s arts community. Please describe how your career goals will accomplish this. If you’re not able to stay in the arts and culture community in Boulder, how does this funding support the advancement of equity in the arts in Boulder?

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 *
Macky Fee Waiver
Complete Application

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

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

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

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

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

HOW TO APPLY

1. Review the below information in full.
2. Log onto the Boulder Arts Commission online grant portal. If you have not logged on before, make a profile. Applications must be submitted using our online grant applications.
3. Complete the application by 11:59 p.m. on the day of the deadline. The application consists of:
   1. Online application form.
   2. Venue confirmation: letter of verification or contract
   3. Budget Summary for the project
4. Look for an automated email message confirming receipt of your application.
5. Staff reviews applications and awards are announced at the next meeting of the Boulder Arts Commission following the deadline.
6. If you are awarded a grant, staff from the Office of Arts and Culture will contact you to complete any necessary paperwork.

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.
2. 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
3. Look for an automated email message confirming receipt of your application.
4. 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.
5. 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.
6. At the meeting on DATE, the panel will hear all applicant presentations. The panel will then rescore the applications, discuss the scores, and make final decisions on the grants.
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 guidelines are met.
Timeframe. Macky Rental event dates must take place after the grant funding decision and within the calendar year during which they are applied for.
Venue confirmation. All applications must include a letter of commitment from the Macky management indicating the project date(s). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. A contract with Macky including the project dates and rental fees is an acceptable alternative.

REVIEW PROCESS

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

GRANT AWARDS

Notifications of awards. Recipients of free rental at Macky will be notified by email with a copy sent to University of Colorado staff responsible for oversight of Macky.
Notifications and dispersal of funds. Staff notifies all applicants if their proposals have been accepted or declined. If awarded a $1,000 Supplementary Grant, grantees must contact the grant coordinator to arrange for payment. Checks are sent by mail or electronically to bank accounts designated by the recipients.
> **Communications.** All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person’s responsibility to communicate Boulder Arts Commission requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant agreements, identifying Boulder Arts Commission sponsorship on publicity materials, and reporting issues.

> **Implementation.** Grantees shall implement programs / projects as outlined in the grant application. Any changes to the project, venue, grantee address, schedule, or staff / team members must be reported to culturegrants@boulderlibrary.org/colorado.gov.

> **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested.

> **PERA impacts.** Retirees affiliated with the Colorado Public Employees Retirement Association (PERA) will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the PERA website. See "Disclosure of Compensation."

> **IRS taxation.** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

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

> **Vendor forms.** All grantees must submit a City of Boulder vendor form and current IRS W-9 form so that they may be added to the City’s vendor list. Individuals must also submit an Immigration Status Affidavit and Determination of Independent Contractor / Employee Status for Payment document. The State of Colorado law requires proof of legal residency at the time of payment. The W-9 must be in the same name as the grant recipient named on the grant application. The Grants Coordinator will send the appropriate forms to grant recipients.

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

> **Acknowledgment of Boulder Arts Commission funding.** All publicity for Boulder Arts Commission-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the Boulder Arts Commission Logo may be used.

> **Release form.** The grantee will be asked to sign a release form and to submit photographs and / or videos of the project that the Office and Arts and Culture will be able to use on their website, social media, printed materials or any other publicity.
Thanking City Council. It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit the City Council website page to find out more about contacting City Council members.

REQUIRED REPORTING ON PROJECT

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

> **Method.** Submit the report through the online system access through the boulderarts.org website. Log in with the same 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.gov that includes each of the following items:
  o an update on the project status,
  o a request to change the project completion date, and
  o a new report due date.

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

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

APPLICATION COPY

Certification

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

> I certify

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, or up to $1,000 for programs that take place out-of-state, or $500 for 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
- Wednesday, January 1, 2024 – Applications open
- Wednesday, February 28 at 11:59 p.m. – Deadline for applications
- February 28 to March 8 – Staff review of applications (10 days)
- Friday, March 18 - Notification of decisions
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
- Wednesday, February 28 – Applications open
- Monday, May 13 at 11:59 p.m. - Deadline for applications
- May 13 to May 28 – Staff review of applications (16 days)
- Tuesday, May 28 - Notification of decision

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 or colorado.gov.

5. Award amount. The Boulder Arts Commission reserves the right to adjust the amount of a grant offer 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 and copy of their Driver’s License. Colorado law requires proof of local residency prior to payment. Applicants will receive the appropriate forms from payments@bouldercolorado.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 username 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 that my documents are open to the Colorado Open Records Act §24-72-204(3)(a)(IV), C.R.S. If any part of the application is confidential, I certify that I have noted it as such.

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."

> Title or role within organization

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

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, or up to $1,000 for programs that take place out-of-state, or $500 for on-line opportunities. 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) *

Attachments

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

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 *
Venue and Online Event Affordability Fund
(Formerly Rental Assistance Fund)
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 Venue and Online Event Affordability Fund 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.
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. Venue and Online Event Affordability Funds 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
> **Deliberation.** Proposals for Venue and Online Event Affordability 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 Venue and Online Event Affordability 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.

**GRANT AWARDS**

> **Notifications and dispersal of funds.** Staff notifies all applicants if their proposals have been accepted or declined. If accepted, grantees must contact the grant coordinator to arrange for payment. Checks are sent by mail or electronically to bank accounts designated by the recipients.

> **Communications.** All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person’s responsibility to communicate Boulder Arts Commission requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant agreements, identifying Boulder Arts Commission sponsorship on publicity materials, and reporting issues.

> **Implementation.** Grantees shall implement programs/projects as outlined in the grant application. Any changes to the project, venue, grantee address, schedule, or staff/team members must be reported to culturegrants@bouldercolorado.gov.

> **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](http://www.pera.state.co.us). 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.** 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 a Determination of Independent Contractor / Employee Status for Payment document and copy of their Driver’s License.
Applicants will receive the appropriate forms from payments@bouldercolorado.gov. Failure to supply a proper W-9 may invalidate the grant award.

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@bouldercolorado.gov culturegrants@bouldercolorado.gov 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

I certify that my documents are open to the Colorado Open Records Act §24-72-204(3)(a)(IV), C.R.S. If any part of the application is confidential, I certify that I have noted it as such. *

Formatted: Indent: Left: 0.5", No bullets or numbering

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 *
Artist Hiring Incentive Grants
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 username 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@bouldercolorado.gov 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.

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Applicant information

Organization grantees

> Date established
> Mission statement *
> Geographic area served *

Project 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 (*).

> Attach a one-page summary responding to the below questions about your project.
   o Project outcome. Provide a brief description of the completed project. How did the
use of these funds for hiring of an artist contribute to the 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.

- Takeaways. Please tell us what you learned—the big ideas or breakthroughs for you, your organization, the arts in Boulder, and/or the community.
- Were there any changes to the budget that you submitted and, if so, please explain.

- 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 (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.*

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.

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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
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@bouldercolorado.gov 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.

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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 (*).

> 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.

- 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?

- 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.

- 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", "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 clippings, 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.*

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
Community 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@bouldercolorado.gov 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) *
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 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.

- **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 (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.*

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

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@bouldercolorado.gov.
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@bouldercolorado.gov 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
> 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 budget report is true and correct to the best of my knowledge.
> First name
> Last name
> Title
> Date
eTown Fee Waiver

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@bouldercolorado.gov 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@bouldercolorado.gov, or call 720-564-2355.

-----

Program information

> Program title (50 character limit) *
> Program date(s) *
> 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:

> 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 (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.*

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 *
General Operating Support Grant - DRAFT

Instructions and deadlines

1. 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. 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. Please complete the whole grant report form and the Cultural Organization Index Survey. Reporting for must be completed no later than February 1, 2024, at 11:59 p.m. The report is in three parts in 2023:
   • The online report form
   • The Cultural Organization Index Survey, which is to be completed and emailed directly to culturegrants@bouldercolorado.gov. This survey is intended to establish an index of operational sustainability/resiliency among Boulder’s Cultural organizations. Though the Boulder Arts Commission will be briefed on this survey, the information will not be used in the evaluation of grants. It is understood that not all organizations will be able to complete all fields; please provide as many accurate and verifiable points of data as is possible. Use the data for your organization’s fiscal year. Pop-up definitions have been provided in most fields. If you have any questions, please contact Lauren Click at clickl@bouldercolorado.gov or 720-564-2355.

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

2. 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@bouldercolorado.gov with the following information:
   a. an update on the report status,
   b. a request to change the completion date, and
   c. new report due date.

3. 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.

4. 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.

ATTACHMENTS
Grant evaluation report, budget report and attachments

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

> 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.*
Final capacity building narrative. Please provide an update on the progress that your organization has made on "Capacity building" since your application.

Final Community Priorities narrative. Please provide an update on the progress that your organization has made on "Community Priorities" since application.

Final narrative on impact of grant funds. This is a general operating grant. Keeping this in mind, how have you spent these funds and how have they impacted your organization as far as encouraging innovation and helping your organization to be resilient? What if anything has changed since your application?

Grant evaluation report. Please provide a concise updated report in the attachments section that covers (a) a restatement of the "outcomes and evaluation" question from the application, (b) the data that you have recorded this year including tables, charts, graphs, etc., and (c) your interpretation of the findings. This may be more flexible and allow you to respond directly to what was in the application.*

Year-end financial statements (prior fiscal year P&L and fiscal year-end Balance Sheet.*

Financial Overview document.*

If the Financial Overview document does not match the financials provided, please explain.

Collateral materials. Submit supplementary materials displaying credit of Boulder Arts Commission grant funding (such as advertising, schedules, news/media clippings, programs, etc.).*

Media files. Submit up to 10 photographs (.jpegs) documenting your grant program. Please include a Word document listing: name of the event, date and photo credits. Audio and video files are not requested as direct submissions. To provide access to video or audio files, please upload them onto YouTube or similarly accessible social media sites and submit a document (word or pdf) with a list of website links.*

Agreements

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.

I certify that I have emailed the completed Cultural Organization Index Survey to culturegrants@bouldercolorado.gov.

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
Leadership Pipeline Fund 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@bouldercolorado.gov 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@bouldercolorado.gov, or call 720-564-2355.

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> Which leadership opportunity did you participate in?*
> What dates did the leadership opportunity occur?*
> Write a report on what you learned or gained by participating in this program. (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
Macky Fee Waiver

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@bouldercolorado.gov 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@bouldercolorado.gov, or call 720-564-2355.

-----

Program information

- Program title (50 character limit) *
- Program date(s) *
- 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:

- 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 (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.*

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 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@bouldercolorado.gov 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@bouldercolorado.gov, 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
Venue and Online Event Affordability 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@bouldercolorado.gov 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@bouldercolorado.gov, 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 (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.*

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
From: Art of Modeling <artofmodelinginfo@gmail.com>
Sent: Thursday, August 24, 2023 6:34 PM
To: Click, Lauren <clickl@bouldercolorado.gov>
Cc: Bruce Borowsky <bruce@pixelmillstudios.com>; georgiamichelle@hotmail.com; Maria Cole <m.cole205@gmail.com>; Caroline Kert <carolinekert@gmail.com>; Yaelaed Whyel <yaelaedart@gmail.com>; Jeffery Kash <jefferyakash@gmail.com>; Sheryl Cardozo <aspiringnomad1@gmail.com>

Subject: My Sincerest Apologies!

Dear Boulder Arts Commission,

I want to officially apologize for appearing misleading and for angering and hurting the feelings of the members of the Boulder Arts Commission. I sincerely hope that you believe me when I say that that was not my intention. Please let me attempt to explain.

My application for the Pipeline Scholarship was submitted on July 22, and I had added the “Black Owned” part in my list of descriptions based on my husband’s strong opinion that it is just that by virtue of the legal business of our marriage. He has been quite adamant about it.

Roughly two weeks AFTER my grant application submission, on August 3rd, I attended a Business Certifications workshop by the SBDC in this very room where I was to learn about officially becoming certified as a Woman-Owned Business. While I was in attendance I inquired about whether or not the business of AOM would qualify as a Black Owned Business, and it wasn’t until this date that I received a clear answer on that (no), which was what I relayed the knowledge of to you at our interview. That SBDC video was recorded so you can hear what I asked, what I was told, and how I replied to that.

I did not remember that I had submitted the application with that description rattled off on the list, or I would have certainly edited and resubmitted it. I am devastated and embarrassed that you think that I acted deceptively. I have never claimed anywhere on the AOM website or in my social media, in any way, that AOM is a Black-Owned business, only a Woman Owned Business. On a sidenote, I did apply for the grant as an individual running an arts business, but not as a business, if that means anything.

I am a wholehearted ally to the oppressed in general and have always been as I have proven time and again through my written and spoken words and my actions over my entire lifetime. I sincerely believe that diversity and equal representation in the arts is important and continually work toward that using AOM as a platform. One of the reasons that I wanted to take the Arts Administration course was to learn what I’m doing right and what I’m doing wrong and be a better leader in the arts realm, and how to be effective and learn best practices. I guess I will have to continue to do so the way that I have been, which is flying by the seat of my pants, honestly, hence my new position in the view of the Arts Commission as an apparent culturally appropriating fraud.

At Patrick’s strong insistence we intend to file form 8832 to change AOM from a one-owner LLC to a partnership, of which he will assume 51% ownership and I will assume 49% ownership, thus legitimately making AOM a Black-Owned Business, once we file for the official government certification, I suppose. As long as it is about semantics, my Black family may as well reap any rewards of such a certification. We will adjust the business classification with the Secretary of State as well. I am not aware of the date for Part Two of the SBDC certification workshop, but had planned on attending and hope to gain more knowledge there and we may have to wait until the start of the next tax year to fulfill these goals; I honestly do not know yet, but this is now the direction that AOM is being steered in due to this mishap.
You are welcome to invite Dr. Allen to attend the next Arts Commission meeting to express his thoughts to you on this matter himself and to confirm our intentions to form a business partnership. I hope that you will accept my sincerest apologies and that you will try to withhold your continued judgement of my integrity as a person.

Best,
Ellen Allen, Executive Director, Art of Modeling
www.artofmodeling.org
Pronouns: She/Her/Hers,
Subject: Invitation to BAC to Vienna Vienna

Hi Bruce, Georgia, Maria, Caroline, Yaelaed, Jeffery, Sheryl,

Lemon Sponge Cake would like to invite you to Vienna Vienna. This way you may experience a whole piece live. Thank you!
Robert

Begin forwarded message:

From: LEMON SPONGE CAKE CONTEMPORARY BALLET <dance@lemonspongecake.org>

Subject: TICKETS SELLING FAST! VIENNA VIENNA . DAIRY ARTS CENTER 😊

Date: September 16, 2023 at 6:11:29 AM MDT

To: <lemonsponge@me.com>

Reply-To: LEMON SPONGE CAKE CONTEMPORARY BALLET <dance@lemonspongecake.org>

VIENNA VIENNA
ROBERT SHER-MACHHERNDL AND MAKAILA WALLACE IN PERFORMANCE

Internationally recognized choreographer Robert Sher-Machherndl’s highly specialized movement language is on full display in Vienna Vienna. He collaborates with Makaila Wallace a highly-skilled contemporary ballet dancer who masterfully and fearlessly approaches this signature choreography, and portrait of home. Robert’s sophisticated body knowledge has been gained and developed over a diverse, illustrious dance career. His presence radiates wisdom and knowledge embedded somatically, intellectually and energetically. A force to be reckoned with, his works are performed nationally and internationally to audiences without compromise.

“... highlight of the program. *The New York Times*”

“Austrian-born dancer and choreographer, Robert Sher-Machherndl, is everything an artist should be: a fiercely creative, self-confident individual who exploits familiar forms for his own devices. A visionary who forces us to look at the human body in strangely appealing new ways, and a dancer who makes the rigorous and punishing seem at once effortless and alien. *Dance Person of the Year* | *Denver Post*”

DAIRY ARTS CENTER SAT SEPTEMBER

BUY TICKETS
### Current Public Art Program 5 Year Budget as of September 18, 2023

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<th>FUNDING SOURCE</th>
<th>PROJECT/ARTIST</th>
<th>TOTAL APPROPRIATED</th>
<th>AMOUNT PAID TO DATE</th>
<th>BALANCE REMAINING</th>
<th>2023 PROJECTED SPENDING</th>
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<td>Los Seis de Boulder Donation</td>
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<td>$800</td>
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<tr>
<td>Gen. Fund</td>
<td>GRB Mural / Marco Garcia</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$0</td>
<td>$2,000</td>
</tr>
<tr>
<td>% for Art</td>
<td>19th and Upland (2021)</td>
<td>$51,700</td>
<td>$2,585</td>
<td>$49,115</td>
<td>$15,000</td>
</tr>
<tr>
<td>% for Art</td>
<td>30&amp;Colo / Fivian &amp; Beegles</td>
<td>$39,764.02</td>
<td>$39,764.02</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>% for Art</td>
<td>Transportation (2023)</td>
<td>$330,000</td>
<td>$0</td>
<td>$330,000</td>
<td>tbd</td>
</tr>
<tr>
<td>% for Art</td>
<td>Valmont City Park (2023)</td>
<td>$144,000</td>
<td>$0</td>
<td>$144,000</td>
<td>tbd</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$1,217,964.02</strong></td>
<td><strong>$241,924.02</strong></td>
<td><strong>$976,040.00</strong></td>
<td><strong>$257,010.00</strong></td>
</tr>
</tbody>
</table>

CCS: Community Culture and Safety Tax
CCRS: Community Culture Resiliency and Safety Tax
Additional maintenance projects are not represented.

*Please note, this figure is expected to increase significantly in the coming months as project planning develops.
### Attachment Five

**Current Cultural Grants Program Budget as of September 18, 2023**

<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 Orgs¹</td>
<td>$400,000</td>
<td>$426,035</td>
<td>$426,035</td>
<td>$0.00</td>
</tr>
<tr>
<td>GOS: Large Orgs</td>
<td>$180,000</td>
<td>$190,414</td>
<td>$190,414</td>
<td>$0.00</td>
</tr>
<tr>
<td>GOS: Mid Orgs</td>
<td>$80,000</td>
<td>$85,207</td>
<td>$85,207</td>
<td>$0.00</td>
</tr>
<tr>
<td>GOS: Small Orgs</td>
<td>$96,000</td>
<td>$104,332</td>
<td>$104,332</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Projects: Indv.</td>
<td>$25,000</td>
<td>$25,800</td>
<td>$23,925</td>
<td>$1,875⁴</td>
</tr>
<tr>
<td>Community Projects: Orgs.²</td>
<td>$60,000</td>
<td>$90,000</td>
<td>$86,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Arts Education</td>
<td>$30,000</td>
<td>$30,900</td>
<td>$29,700</td>
<td>$1,200⁵</td>
</tr>
<tr>
<td>Venue and Event Affordability Fund</td>
<td>$16,000</td>
<td>$22,646</td>
<td>$22,600</td>
<td>$46</td>
</tr>
<tr>
<td>Prof. Dev. Scholarships³</td>
<td>$8,000</td>
<td>$8,800</td>
<td>$0.00</td>
<td>$800</td>
</tr>
<tr>
<td>Leadership Pipeline Fund</td>
<td>$16,000</td>
<td>$16,000</td>
<td>$16,000</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cultural Field Trips</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$3,961</td>
<td>$6,039</td>
</tr>
<tr>
<td>Assistance for Grant Writing</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$925,000</strong></td>
<td><strong>$1,014,134</strong></td>
<td><strong>$1,000,174</strong></td>
<td><strong>$13,960</strong></td>
</tr>
</tbody>
</table>

There are 8 free rentals still available for the Macky Auditorium. There are 6 free rentals still available from eTown Hall.

¹100K was added to the budget from the general fund in May 2023. These funds were added to the four GOS categories and the $26 remaining to the Venue Fund.  
²36K was added to the budget from the general fund in June 2023. A vote will be taken at this June meeting on where to dedicate these funds.  
³$800 was returned from a PD grantee.  
⁴$800 is included from a declined CPI report.  
⁵$900 is included from a returned AE grant.

### AMERICAN RESCUE PLAN ACT FUNDS (2023)

<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>Artist Hiring Incentive Grants</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$36,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>Venue and Event Affordability Fund</td>
<td>$21,000</td>
<td>$21,000</td>
<td>$20,726</td>
<td>$274</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$75,000</strong></td>
<td><strong>$75,000</strong></td>
<td><strong>$37,726</strong></td>
<td><strong>$37,274</strong></td>
</tr>
</tbody>
</table>