

**From:** [noreply@mail.smaply.net](mailto:noreply@mail.smaply.net)  
**To:** [Kim Manajek](#)  
**Subject:** [External] Colorado Arts Relief Fund for Businesses and Organizations - Award Letter  
**Date:** Thursday, December 23, 2021 9:27:00 AM

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Dear Kim Manajek

On behalf of the Creative Industries Division of the Office of Economic Development (CCI), it is my pleasure to inform you that your organization has been awarded a grant through the Colorado Arts Relief Fund, a funding initiative passed by the State of Colorado Legislature during the First Extraordinary Session of the 72nd General Assembly from the Small Business Relief Program created in Section 4-48.5-316, enacted by Senate Bill 20B-001 and amended in the 2021 Regular Session with House Bill 21-1285. This amendment directs up to \$15.5 million for relief payments to eligible artists, crew members and organizations. You will receive the award in the next several weeks via a check issued by RedLine, our third-party grant payment administrator. Please see below for requirements pertaining to this funding.

**Grantee:** Longmont Museum

**Grant Amount:** 200000 (Award based on FY19 organizational budget size)

**Period of Support:** Operations & Activities from the date on this award letter through September 14, 2022.

**Grant Purpose:** To support organization's activities and operations. Funds are not eligible to be used for capital improvements, new construction, renovation or restoration or purchase of major equipment; distributions to partners, and/or business acquisitions; re-granting of grant funds; or the purchase of alcohol.

**Report Due:** Reports for this grant will be available on the [Colorado Creative Industries Portal](#) **after funds have been processed.**

Reports should be completed after funds are expended **and no later than 4:00 p.m. on September 15, 2022.** An automatic email will be sent when reports are available.

**Payments:** In order to process your award, you must complete and return a **signed W-9** (download a blank form [here](#)) and email to Michelle Reilly **no later than January 5, 2022** at [mreilly@redlineart.org](mailto:mreilly@redlineart.org). The speed of your payment is dependent on how quickly you provide this information.

**NOTE:** W-9 must be current and match your IRS designation. If you need the check mailed to a different address than listed on your W9, please provide it in your email to Michelle. No checks will be mailed to a non-Colorado address. Your 1099 tax document will be mailed in early 2023 to the address on your W9. **If your address changes, please send an update to [mreilly@redlineart.org](mailto:mreilly@redlineart.org).**

**Requirements:** It is incumbent upon your organization to keep your CCI account up to date at all times. **CCI is not responsible for any**

lack of communication about your report if your information is out of date.

**You must use the current logos** to [acknowledge Creative Industries](#) funding in all promotional materials related to this award. In addition, **you are required to thank state elected officials** responsible for appropriating funds for this relief. Contacts for your elected officials can be found here: [Find My Legislator](#).

**Please direct all questions about the payment of these relief funds to [lkargol@redlineart.org](mailto:lkargol@redlineart.org) or 303-296-4448.** Please note that emails will receive a quicker response time than phone calls.

For any questions related to the online grant portal or your final report, please contact Marcie Moore Gantz at [marcie.gantz@state.co.us](mailto:marcie.gantz@state.co.us). Due to the holiday, inquiries will be addressed after December 27th.

Margaret Hunt, Director

Colorado Creative Industries

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