

# Colorado Arts Relief Fund—Organization and Business Grant FY22 Guidelines



**Application Guidelines for Funding Period  
January 1, 2022–September 14, 2022**

**DEADLINE: Applications must be submitted online by 4:00 PM, MT on Tuesday, November 2021.** No extensions will be granted.

## **ABOUT COLORADO CREATIVE INDUSTRIES**

Colorado Creative Industries (CCI) is a division of the Colorado Office of Economic Development and International Trade. Established to capitalize on the immense potential for our creative sector to enhance economic growth in Colorado, the mission of Colorado Creative Industries is to promote, support and expand the creative industries to drive Colorado's economy, grow jobs and enhance our quality of life. <https://oedit.colorado.gov/colorado-creative-industries>

## **ABOUT COLORADO ARTS RELIEF FUND—ORGANIZATION AND BUSINESS GRANT FY22**

Arts and culture are a vital component of [Colorado's economic and cultural vitality](#), playing an important role in community resiliency and recovery. The COVID-19 Relief program for arts, cultural and entertainment artists, crew members and organizations (Colorado Arts Relief program) is 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. Funding through this bill will be distributed through two separate grant applications: 1) Colorado Arts Relief—Organization and Business FY22 and, 2) Colorado Arts Relief—Individuals FY22. The programs are administered by Colorado Creative Industries.

The Colorado Arts Relief Fund for Organizations and Businesses provides general operating support to arts, culture, and entertainment organizations and businesses. The program's purpose is to support a resilient post-pandemic economy. Funds are targeted to help avoid permanent arts, culture, and entertainment business closures, retain or rehire jobs, and preserve community cultural assets affected by the COVID-19 public health emergency. This funding prioritizes organizations and businesses that have the greatest potential to stimulate their local economy and that serve the most pandemic-impacted communities. By providing financial assistance to the arts and culture organizations significant to communities across Colorado, this funding will help support the grantee's recovery.

## **APPLICANT ELIGIBILITY CRITERIA**

Colorado Arts Relief Fund grants are open to Colorado-based for-profit, nonprofit and government organizations or businesses involved in the music, theater, dance, visual arts, literary arts, or film industry. This includes but is not limited to, independent music venues,

nonprofit and for-profit community theaters, galleries, art and cultural museums, performing arts venues and production companies that depend upon these types of venues.

**(See APPENDIX A—DEFINITIONS)**

Additional eligibility requirements:

- Must have been fully operational prior to March 15, 2020.
- Organizations previously funded in the first round of this grant are eligible; applicants who have not received funding in the first round will be given priority.
- Applicants must be registered with the Colorado Secretary of State as a Colorado business and its primary business location must be in the state of Colorado.
- To be eligible for a grant, an organization is required to show it is in *good standing* with the Colorado Secretary of State’s office, including being current in annual corporate reports and charitable solicitation registration.

## **FUNDING RESTRICTIONS**

Ineligibility:

- Sporting events, karaoke, exotic dancing, fitness, studios in private homes, private events (e.g. galas, weddings), franchise businesses, or chain movie theaters that own and/or operate multiple physical locations
- Article 9, Section 7 of the Colorado Constitution, excludes churches, religious/sectarian organizations and sectarian purposes from eligibility
- Capital improvements, new construction, renovation or restoration or purchase of major equipment
- Distributions to partners, and/or business acquisitions
- Sole proprietors are not eligible for the organization/business grant, however sole proprietors are eligible for the individual grant
- Fiscal Agents are not eligible
- Re-granting of grant funds is not allowed
- Purchase of alcoholic beverages is not allowed

## **DEADLINE & TIMELINE**

Mid-August 2021 <b>Tuesday, November 2, 2021</b> November 2021 December, 2021 January 1, 2022—September 14, 2022 <b>September 15, 2022</b>	Grant information & staff support available <b>Online application submit deadline—4:00 PM, MT</b> Review of applications Funding decisions announced Funding period (see APPENDIX A—DEFINITIONS) <b>Final Report Deadline—4:00 PM, MT</b>
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## **NUMBER OF APPLICATIONS ACCEPTED**

No organization or business may be the lead applicant on more than one application.

## GRANT AMOUNTS

Grant awards are flat amounts based on the size of the applicant's cash operating revenue for the organization's 2019 fiscal year. If you are a newer business and/or do not have complete financials for the year of 2019, contact CCI staff for direction. All applicants in the same budget range who are recommended for funding will receive the same dollar amount. The grant amount is contingent upon available funds.

Funding amounts will be determined and distributed in an equitable manner based on the following factors:

- Number of total applications received
- Organization's operating budget based on the applicant's 2019 fiscal year

Although indirect costs are not allowed, a portion of the administrative costs directly associated with the proposed operations is allowable.

Please refer to the budget chart below for grant request information.

If your <b>cash operating revenue</b> in your 2019 fiscal year was:	You will request:
\$2 million or more	\$200,000
\$1 million-1,999,999	\$100,000
\$500,000-999,999	\$80,000
\$250,000-499,999	\$60,000
\$100,000-249,999	\$40,000
\$50,000-\$99,999	\$20,000
Up to \$50,000	\$10,000

## REVIEW CRITERIA & PROCEDURES

The following criteria are used by reviewers to evaluate and score proposals.

(See **APPENDIX B—NARRATIVE QUESTIONS**)

- Community and Cultural Impact (mission, cultural significance, and communities served)
- Economic Impact (role in local economic recovery, ability to retain or rehire jobs, provider of unique products or services, likelihood of post-pandemic resilience)
- Additional weight will be given to organizations and businesses that support Colorado communities lacking access to significant resources (e.g. rural, frontier, tribal, POC-led)
- Additional weight will be given to organizations and businesses that applied and did not receive funding in the last round of Colorado Arts Relief funding.

The application process will be administered by the CCI staff. Applications will be reviewed, scored with a standardized rubric, and ranked by CCI staff with the involvement of others as deemed necessary. Applicants will not be contacted for follow up information from the reviewers. Applicants will be notified via email, through the online grant portal, of the result of the funding recommendations after the CCI Council approves the recommendations at their December meeting.

## ONLINE APPLICATION SUBMISSION

Applications must be submitted online by 4:00 PM, MT on Tuesday, November 2, 2021.

This document contains program guidelines only. **New users will need to register for an account on the [CCI Grants Portal](#).** Applicants will need to verify their email addresses in order to receive notifications about award decisions and funding. Emails sent from the online grant portal will come from: [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net). Please add this address to your trusted list of senders to prevent communications ending up in your Spam folder.

All users are required to log into the portal and complete the online application. All support materials are uploaded into the online system. No hard copies or emailed copies of the application or support materials will be accepted. We recommend that applicants register in the portal and review the online grant system with plenty of time before the deadline to allow staff proper time to assist with any questions or issues.

For additional help on using the online grant system, contact CCI staff at [oedit\\_creativeindustries@state.co.us](mailto:oedit_creativeindustries@state.co.us).

## NARRATIVE QUESTIONS

Each narrative question in the online application allows for 350 words. The online application will start a countdown when the applicant clicks into the field.

## FINANCIALS & SUPPORT MATERIALS

Applicants are required to submit financial information and support materials as described below. **Omission of any required support materials may make your application ineligible for review.**

- **REQUIRED:** The **Three-Year Financial Summary**. This form is in the application and includes 2019, 2020, and 2021.
- **REQUIRED:** A statement of your organization's cash operating revenues for your 2019 fiscal year, signed by an authorized person in your organization/business (cannot be the same person as the listed applicant for the grant). **(Please do not send a balance sheet or tax documents; they will be deleted before the review stage)**. Instead use a profit and loss statement or a signed list of expenditures from your financial system)
- **REQUIRED:** Current Certificate of Good Standing from the Colorado Secretary of State.
- **NOTE:** If you are a newer business and/or do not have complete financials for the year of 2019, contact CCI staff for direction.

**NOTE: Failure to provide the above support materials may eliminate your application from review.**

## GRANTEE REPORTING REQUIREMENTS & GRANT CANCELLATIONS

Grant recipients will be required to submit a final report due **September 15, 2022**, per [HB21-1285](#). All funding must be expended by September 14, 2022. Final reports will include how the funding was expended along with other pertinent information.

Creative Industries has the right to withhold, reduce or cancel grants if an applicant does the following:

- Fails to comply with the terms of the grant award requirements, including submitting the final report by the specified deadline

#### **OTHER CONDITIONS OF FUNDING**

As a condition of the grant, Colorado Creative Industries requires the recipient of public funds to comply with all state laws and regulations pertaining to the following:

- Fair Labor Standards—including minimum wage and working conditions.
- Nondiscrimination—including statutes prohibiting discrimination on the basis of age, race, sex, color, creed, religion, national origin, sexual orientation, gender identity, ancestry or marital status.
- Audit—All applications accepted for funding become official records of the State of Colorado and are subject to an audit. CCI requires open access to accounting records for funds expended under the terms of contract award for the purpose of audit examination, reference or transcription.
- Fair Language—In compliance with Title VI of the Civil Rights Act of 1964, grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to programs, activities and services.
- Access for People with Disabilities—Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against persons with disabilities. All events funded by the Creative Industries must be accessible to persons with disabilities, including those with visual, hearing, mobility and learning impairments. Questions about the Americans with Disabilities Act may be directed to VSA arts of Colorado at 303-777-0797.

**Credit/Acknowledgment** – Grantee agrees to send a letter to their state legislators, informing them of the importance of State funding.

## APPENDIX A—DEFINITIONS

**ARTS, CULTURE, and ENTERTAINMENT ORGANIZATIONS** are organizations or businesses involved in the music, theater, dance, visual arts, literary arts, or film industry.

Examples include, but are not limited to, independent music venues, nonprofit and for-profit community theaters, galleries, art museums, performing arts venues and production companies that depend upon these types of venues.

**FISCAL YEAR (FY)** is a term that is used to differentiate an organization's budget or financial year. A fiscal year usually starts at the beginning of a quarter, such as April 1, July 1 or October 1. However, some organizations' fiscal year also coincides with the calendar year, which starts January 1.

**FUNDING PERIOD** is defined as the timeframe to expend the awarded funds. All funds must be spent before the end of the funding period.

**HISTORICALLY EXCLUDED GROUP** refers to any group of people that has been historically excluded from full rights, privileges and opportunities in a society or organization.

**POC** stands for person/people of color.

**DIVERSITY AND INCLUSIVITY** is defined in varying ways by organizations. For guidance in answering the questions in this application related to CCI's values around this topic, we offer these broad definitions:

***Diversity*** refers to a range of perspectives and voices being present in an organization and enriching its decision-making and effectiveness. This includes different life experiences based on race, ethnicity, nationality, age, sexual orientation, gender identity, income, religion, geography, disability, and a range of other factors.

***Inclusivity*** refers to an environment in which any individual or group can be and feel welcomed, respected, supported, and valued to participate in the mission, life, and decision-making of an organization. By definition, an inclusive organization must be diverse, but a diverse organization may not necessarily be inclusive.

## APPENDIX B—NARRATIVE QUESTIONS

You will answer the following narrative questions in the online application. **Each question text box allows up to 350 words.**

ORGANIZATION DESCRIPTION. Provide a brief description of the organization or business.

MISSION STATEMENT (*optional*). Define your business or organization's mission/purpose or include a mission statement.

COMMUNITY & AUDIENCE: Define, in your own terms, the community and/or audience served by the business or organization. Does your business or organization primarily serve an historically excluded group(s), is your organization POC-led or serving, or located in a rural area with limited access to other resources etc.?

CULTURAL IMPACT: Please describe the significance of this business or organization related to the artistic, cultural and or historic relevance to the local community and/or population that it serves. What role or need is fulfilled by your business or organization?

ECONOMIC IMPACT. Describe the role of the business or organization in local economic recovery, including if you are a provider of unique products or services, ability to retain and rehire jobs and the likelihood of post-pandemic resilience.

## APPLICATION CHECKLIST

STEP 1: Read the Guidelines and Application Instructions thoroughly.

- ☐ Verify your eligibility. If you have questions about your eligibility, please contact a CCI staff member before starting the application.
- ☐ Review the Guidelines and make special note of requirements, funding criteria, required attachments and application deadline.

STEP 2: Complete required registrations and updates.

- ☐ Create (or update) your Account information in the **online grant portal**.

STEP 3: Prepare the application.

- ☐ Narrative Questions
  - Prepare your answers in a word processing document, then cut and paste into online application. Each question text box allows a maximum of 350 words
- ☐ Uploads/Attachments
  - Prepare documents for upload (financials and certificate from SOS)
  - Excess pages, items not listed in the guidelines or alternative formats are not acceptable and will not be reviewed.

STEP 4: Review your application thoroughly and **submit** the application.

- ☐ Contact CCI staff with any questions at least a day or two prior to the deadline.
- ☐ Hit the “Submit” button with plenty of time before the 4:00 p.m. deadline.  
**No extensions will be granted.**

Thank you for your time and effort in completing this application.



## STAFF CONTACTS

Applicants seeking assistance are advised to contact CCI staff well in advance of the application deadline. Prior to contacting a staff member, applicants should read the guidelines thoroughly.

Colorado Creative Industries  
1600 Broadway, Suite 2500  
Denver, CO 80202

Email: [ocedit\\_creativeindustries@state.co.us](mailto:ocedit_creativeindustries@state.co.us)

Website: <https://ocedit.colorado.gov/colorado-creative-industries>

CITY OF LONGMONT:

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MAYOR

ATTEST:

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CITY CLERK

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DATE

APPROVED AS TO FORM:

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ASSISTANT CITY ATTORNEY

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DATE

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PROOFREAD

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DATE

APPROVED AS TO FORM AND SUBSTANCE:

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ORIGINATING DEPARTMENT

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DATE

CA File: 21-001538