



## BROOMFIELD COUNTY TIER III GRANT GUIDELINES AND SCHEDULE

**DEADLINE: 4:00 p.m., Friday, April 17, 2009**

**Deliver to the attention of Cultural Affairs Division at the Mamie Doud Eisenhower Public Library  
3 Community Park Road, Broomfield, CO 80020 ♦ Directions: 303-464-5829 or 5835**

[www.broomfield.org/cultural](http://www.broomfield.org/cultural)

*Grant applications must be received by 4:00 p.m. on April 17. Late applications will not be accepted.*

### Guidelines:

1. Organization must be SCFD-eligible to apply: If the organization has never applied to the Scientific and Cultural Facilities District (SCFD) for funding, visit [www.scfid.org](http://www.scfid.org) for an eligibility application. Eligibility applications must be submitted to the SCFD no later than 90 days prior to the Broomfield County grant deadline to allow time to determine eligibility.
2. Final reports: All reporting for the 2009 grant cycle will be due on January 31, 2011. Organizations who received SCFD funding during the 2007 grant cycle must submit a single, compiled final report by January 31, 2009. Organizations with delinquent reports will not be allowed to apply for funding in 2009.
3. Project Funds: Organizations that are **NOT** Broomfield-based may apply for funding for **ONE** project taking place in Broomfield County or outside the county where participation by Broomfield citizens can be documented.
4. General Operating Funds: These funds support organizations based in Broomfield whose primary offices (as listed by the IRS) are located in Broomfield County. Broomfield organizations should **ONLY** apply for General Operating Funds.
5. Minimum Grant Request: \$1000
6. Maximum Funding Per Organization: 25% of total formula funds available
7. Incomplete or late grant applications: Not scored (applications must include all items on application checklist)
8. Collaborations: Encouraged and defined in Broomfield County as two or more SCFD-eligible organizations delivering joint programs to the community.
9. Ordinance Mandate: 25% of the total funds available are allocated to the Cultural Affairs Division per city ordinance #1710.

### Schedule:

All BCCC meetings and workshops are open to the public and most take place in the Eisenhower Room located on the second floor of the Mamie Dowd Eisenhower Library at 3 Community Park Rd. For a current list of meetings and committee members, please visit: [www.broomfieldculturalcouncil.com](http://www.broomfieldculturalcouncil.com)

**SCFD Tier III District-wide Grant Application Workshop: CHOOSE ONE OF TWO** free workshops offered to prospective and existing SCFD-funded organizations to learn about the updated Tier III grant application and county-specific funding process and criteria used by the seven counties comprising the SCFD. Dates, Times and Locations: January 10, 8:30 am until 1:30 pm., Buck Recreation Center and February 8, 8:30 am until 1:30 pm, D.L. Parsons Theater.

Friday, April 17, 2009, 4:00 p.m.  
Monday, April 27, 2009, 6:30 p.m.

**SCFD GRANT APPLICATION DEADLINE**  
**SCFD Grant Application Review Meeting**

Monday, May 4, 2009, 6:00-9:00 p.m.  
Monday, May 11, 2009, 6:00-9:00 p.m.  
Monday, May 18, 2009, 6:00-9:00 p.m.  
Tuesday, May 26, 2009 (alternate)

**SCFD Grant Applicant Interviews\* (by appointment)**  
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Monday, June 1, 2009, 6:30 p.m.

**Grant Allocation Meeting to draft SCFD Funding Plan**

**Tuesday, July 21, 2009, 6:00 p.m.\*\* SCFD Funding Plan Submitted to Broomfield City Council**

**Tuesday, October 13, 2009, 6:00 p.m.\*\* Broomfield County SCFD Check Distribution and Reception**

*\* Interviews may be scheduled per discipline on these evenings. \*\* Tentative date and time; to be confirmed by Cultural Affairs staff*