



BROOMFIELD COUNTY TIER III GRANT GUIDELINES AND SCHEDULE

DEADLINE: 4:00 p.m., Friday, April 16, 2010

**Deliver to the attention of Cultural Affairs Division at the Mamie Dowd Eisenhower Public Library
3 Community Park Road, Broomfield, CO 80020 ♦ Directions: 303-464-5829 or 5835
www.broomfield.org/cultural**

Grant applications must be received by 4:00 p.m. on April 16. 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 for an eligibility application. Eligibility applications must be submitted to the SCFD between June 1 and October 31, 2009 for the 2010 grant year.
2. Final reports: All reporting for the 2010 grant cycle will be due on January 31, 2011. Organizations who received SCFD funding during the 2009 grant cycle must submit a single, compiled final report by February 8, 2010. Organizations with delinquent reports will not be allowed to apply for funding in 2010.
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. Project is defined as one or more activities that are linked by content, audience or venue.
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 Grant Request: **Project:** \$5000 **GOS,** \$28,000 (based on our best estimate of 25% of the funds available, subject to revision)
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

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 9, 8:30 am until 1:30 pm., Buck Recreation Center and February 21, 1 pm until 6 pm, D.L. Parsons Theater.

Friday, April 16, 2010, 4:00 p.m.	SCFD GRANT APPLICATION DEADLINE
Monday, April 26, 2010, 6:30 p.m.	SCFD Grant Application Review Meeting
Monday, May 3, 2010, 6:00-9:00 p.m.	SCFD Grant Applicant Interviews* (by appointment)
Monday, May 10, 2010, 6:00-9:00 p.m.	SCFD Grant Applicant Interviews* (by appointment)
Monday, May 17, 2010, 6:00-9:00 p.m.	SCFD Grant Applicant Interviews* (by appointment)
Monday, May 24, 2010 (alternate)	SCFD Grant Applicant Interviews* (by appointment)
Monday, June 7, 2010, 6:30 p.m.	Grant Allocation Meeting to draft SCFD Funding Plan
Tuesday, July 13, 2010, 6:00 p.m.**	SCFD Funding Plan Submitted to Broomfield City Council
Tuesday, October 26, 2010, 6:00 p.m.**	Broomfield County SCFD Check Distribution and Reception

* Interviews may be scheduled per discipline on these evenings.
Broomfield County 2010 Grant Guidelines

** Tentative date and time; to be confirmed by Cultural Affairs staff
Page 1