

# Introduction



# *Broomfield* ARTS and HISTORY

## Community Grant Opportunities for Culture, Science and Education Programs

Fiscal Year 2026

### Introduction

The Library, Arts, History and CSU Extension (LAHE) Department envisions a thriving and connected community where all belong. As collaborators, LAHE's mission is to create welcoming spaces for opportunity, growth, trust and connection.

Within LAHE, the Arts and History division partners with the community to cultivate opportunities to connect, create and thrive. This is achieved by:

- Delivering arts, humanities, and sciences experiences to the community.
- Enhancing access to cultural opportunities for students and educators.
- Supporting the creative economy

To advance these objectives, the Arts and History division manages three grant opportunities available to the Broomfield community.

- [Arts, Culture and Science Grants](#)
- [Sister City Organization Grants](#)
- [Broomfield County Scientific and Cultural Facilities District](#)
- [Busing Subsidy for Education Grants](#)

We encourage applicants to carefully review the guidelines, deadlines and requirements for each grant program before submitting an application. For any questions, please contact [ArtsAndHistory@broomfield.org](mailto:ArtsAndHistory@broomfield.org).

# ACS Grants

# Arts, Culture and Science Grants

## Purpose:

Support specific arts, culture, or science-based programs that directly benefit Broomfield residents.

## Background:

Each year, the Broomfield City Council allocates funds for the Arts, Culture, and Science Grants (ACS) program. These grants specifically aim to assist Broomfield-based groups, organizations, and educators who are not currently receiving SCFD funding. The primary objective is to ensure Broomfield residents have access to impactful arts, culture, and science programs.

## Eligibility: Who Can Apply

- 501(c)(3) nonprofits not receiving SCFD funding in the current SCFD grant cycle
- Individuals or non-incorporated groups with a fiscal sponsor. Fiscal sponsors must be located in Colorado.
- Broomfield teachers (with principal approval)

## Program Requirements:

- Focus on arts, culture or science programs and experiences
- Nonprofits: Must occur in Broomfield
- Schools: Must occur in Broomfield or primarily benefit Broomfield residents
- Provide public benefit or educational outcome

**Grant Amount:** Up to \$2,000 per grant. Maximum of \$4,000 per school/organization.

**Funding Period:** January 1 to December 31, 2026

## Grant Schedule:

**Application opens:** December 1, 2025

**Deadline:** Rolling deadline through October 31, 2026

**Notifications:** Within 45 days of application submission

**Final Report:** Submission is required within 30 days of project completion.

Dates are subject to change.

Apply online: [broomfield.submittable.com](https://broomfield.submittable.com)

## Application Information

To apply, all applicants must first create a free [Submittable account](#). For assistance with the application process, please refer to this [guide](#).

Applications will be accepted until October 31, 2026, or until all funds have been distributed.

Include the following program information:

- Description of the specific program (not general operations or overall mission)
- Goals and expected outcomes
- Evaluation component and determination of success
- Timeline for the program
- Budget ([template](#))
- If applicable, who you will serve and how you will reach them (marketing/outreach plan)

## Grantmaking Process

City and County of the Broomfield staff will review requests for completeness and eligibility, and then reviewers will score pass/fail based on the following criteria. Each criterion serves as a prioritization guide, rather than an exhaustive list.

Each application receives a vote of “Fund”, “Decline” or “Need More Information.” All applications with a majority vote of “Fund” will be awarded in full as there will be no partial grant awards.

## Grant Review Criteria

- Does the application:
  - Provide specific, detailed answers to the application questions?
  - Is the program timeline reasonable for funding?
  - Has the organization or applicant received maximum funding this year?
- Does the program provide at least one of the following:
  - Provide creative art, culture and science-based experiences for residents within Broomfield?
  - Provide art, culture and science-based experiences for Broomfield students?
  - Support opportunities to enrich and expand residents’ intellectual and cultural horizons?
  - Provide the Broomfield community with avenues to express itself or learn about others through arts, culture and science?
- Does the program:
  - Use resources wisely and convey the activities and outcomes of the program?

- Does the program offer unique experiences not readily available elsewhere?

### **Past Examples:**

- STEAM-based programs including robotics
- Original choreography with student engagement and performance
- Original composition with student participation
- Graphic Novel genre study
- World of Difference cultural experiences
- Connecting community through Chorus

### **Ineligible Requests:**

- General operations requests
- Scholarships, sponsorship or pass-through requests
- Capital campaigns
- Travel requests
- Grants may not be used to reimburse past expenses or prior programs; funding applies to future programs only.

### **Ineligible Applicants:**

- Any organization that received SCFD funding in the corresponding fiscal year.
- Any friends organizations affiliated with the City and County of Broomfield.
- Organizations with standing agreements with the City and County of Broomfield are subject to review.

## **Award Funding Requirements**

### **For Organizations**

- **Signature:** A grant agreement requires the organization's representative to sign.
- **W-9 Form:** All vendors must submit a [W-9 form](#) for payment.
- **Award Payment:** A check for the awarded amount will be issued after the grant agreement is complete.
- **Processing:** Please allow 45 days for award processing.

### **For Teachers and Schools**

- **Principal Signature Required:** A grant agreement must be signed by the school principal.
- **Reimbursement Limit:** Reimbursement for the grant will not exceed the amount of funding requested.
- **Award Payment Options:**
  - **Reimbursement:** Payments are made based on submitted receipts.

- **Direct Vendor Payment:** The City and County of Broomfield (CCOB) can pay vendors directly upon receipt of an invoice.
- **W-9 Requirement:** All vendors must provide a [W-9 form](#) for payment processing.
- **Processing Time:** Please allow 45 days for award processing.

## Public Acknowledgement Requirement

Grant recipients are required to acknowledge the City and County of Broomfield. The acknowledgement: "[This program is funded in part by the City and County of Broomfield,](#)" along with the [City and County of Broomfield logo](#), must be included in printed, electronic, and/or broadcast promotions.

## Final Report Guidelines

- **Submission Method:** All reports must be submitted through Submittable at [broomfield.submittable.com](https://broomfield.submittable.com).
- **Submission Deadline:** The deadline for submission of the final report is 30 days after the program's conclusion or January 30, 2026, whichever comes first.
- **Photos:** Please include photos from the program for use in future city grant reports and city marketing materials.
- **Eligibility:** Grant recipients with outstanding final reports will be ineligible for future ACS Grant cycles until final report is resolved.

# Sister City Grants

## Sister City Grants

The Sister City movement in the United States was inaugurated by President Eisenhower in 1956 as the "People to People program," whose purpose was to establish greater friendship and understanding between the people of the United States and the peoples of other nations through direct contact.

The City and County of Broomfield recognizes the existence of these people-to-people relationships through the establishment of Sister City affiliations. This recognition encourages exchanges of diverse cultural, educational, artistic, scientific and professional ideas and programs.

To support the goals of Sister City relationships, the Sister City (SC) Grant program funds programs, projects and activities of officially recognized Broomfield Sister City organizations.

### Eligibility for Sister City Grants

Organizations or groups applying for these grants must be officially recognized Sister City partnerships that align with the [City and County of Broomfield's Sister City Procedure](#). This requires:

- Partnership agreements with the Sister City.
- Annual submission and good standing with all required documentation to the City and County of Broomfield, as outlined in the procedure.

### Grant Type: General Operating Support (GOS)

These grants are administered as General Operating Support (GOS) grants. A GOS grant is an unrestricted grant designed to help an organization achieve its overall mission rather than funding specific projects or programs. It provides the "working capital" necessary for nonprofits to sustain their day-to-day operations.

#### Qualifying Expenditures:

- Staff costs
- Administrative costs
- Consultant costs
- Programming or project costs
- Using funds to reduce/offset the price of an event, program, or class to make offerings more affordable for individuals.

#### Non-Qualifying Expenditures:

- Capital expenses

- Campaigns
- Monetary awards (scholarships or prizes)
- Retiring debt
- Endowment expenses
- Political expenditures
- Religious expenditures

## Application Process

The application process incorporates both the compliance requirements of the CCOB Procedure and the grant process, as well as an in-person meeting.

**Grant Funding: up to \$8,000**

**Funding Period: January 1 - December 31, 2025**

## Grant Schedule

- **Application opens:** January 1, 2025
- **Deadline:** Monthly rolling deadline through April 30, 2026
- **Notifications:** Within 60 days of application submission
- **Final Report:** Submission is required within 30 days of project completion.

Applications will be accepted until April 30, 2026, or until funds are depleted, whichever comes first. Any remaining funds will be transferred to the ACS grant program in May.

Apply online: [broomfield.submittable.com](https://broomfield.submittable.com)

## Application Information

To apply, all applicants must first create a free [Submittable account](#). For assistance with the application process, please refer to this [guide](#).

The application will include the following types of questions:

- Provide a list of the organization's current board, staff, and/or key volunteers
- Provide a detailed list of Contributors: corporate, foundation, government, individual, other
- Organization's last year's financials: income statement and balance sheet
- Provide any additional information on the organization's finances.
- Current year organization budget
- Detail of Activities
- Current year Certificate of Insurance - City Requirements

## Grantmaking Process

City and County of the Broomfield staff will review requests for completeness and eligibility, and then reviewers will score “Fund”, “Decline” or “Need More Information”. All applications with a majority vote of “Fund” will be awarded.

- Review staff will provide funding recommendations, which may be partial awards
- If an application is partially funded, an updated activity report may be requested with any budget changes

## Award Funding Requirements

- **Signature:** A grant agreement requires the organization's representative to sign.
- **W-9 Form:** All vendors must submit a [W-9 form](#) for payment.
- **Award Payment:** A check for the awarded amount will be issued after the grant agreement is complete.
- **Processing:** Please allow 45 days for award processing.

## Public Acknowledgement Requirement

Grant recipients are required to acknowledge the City and County of Broomfield. The acknowledgement: "[This program is funded in part by the City and County of Broomfield,](#)" along with the [City and County of Broomfield logo](#), must be included in printed, electronic, and/or broadcast promotions.

## Final Report Guidelines

Per the City and County of Broomfield (CCOB) Sister Cities Procedure, the Sister City Organization shall annually submit a status report to a designated CCOB staff liaison by the 1st of March of each year. Please refer to the [Sister Cities Procedure](#).

# SCFD Grants

## **Broomfield County Scientific and Cultural Facilities District**

For all information regarding your eligibility for the Broomfield County Scientific and Cultural Facilities District (SCFD) grant program, please visit [scfd.org](http://scfd.org).

# Bus Subsidy Grants

## Busing Subsidy for Education Grants (BSE)

### Purpose:

Provide partial funding to offset transportation costs for students attending off-site arts, culture, science, and humanities programs.

### Background:

The Library, Arts, History, and CSU Extension (LAHE) Department recognizes that transportation costs are often a barrier to accessing educational experiences beyond the classroom.

The Busing Subsidy for Education (BSE) Grants are designed to help offset transportation expenses, enabling Broomfield students to participate in arts, culture, science, and humanities programs and events that may not otherwise be available at school.

These grants are supported by a one-time funding source and will conclude once all funds have been distributed.

### Eligibility: Who Can Apply

Applicants must be one of the following:

- A teacher or staff member at a Broomfield school or Broomfield homeschool organization.
- A nonprofit organization applying on behalf of a specific Broomfield school or homeschool organization to support bus transportation for one of their presented programs.

### Program Requirements:

- Focus on arts, culture, science, and/or the humanities.
- Typically be offered by a nonprofit organization; requests from other organizations will be considered on a case-by-case basis.
- Fund future programs only; reimbursement for past expenses or completed programs is not allowed.
- Priority will be given to programs in Broomfield County
- Account for a 30-day review period in your timeline.

**Grant Amount:** Up to \$500 per grant. Maximum of \$1,000 per school.

**Funding Period:** January 1 to December 31, 2026

### Grant Schedule:

**Application opens:** January 1, 2026

**Priority:** Given to programs in Broomfield County

**Deadline:** Rolling deadline through October 31, 2026 or until funds are exhausted

**Notifications:** Within 45 days of application submission

**Final Report:** Submission is required within 30 days of project completion.

Dates are subject to change.

Apply online: [broomfield.submittable.com](https://broomfield.submittable.com)

### Application Information

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Include the following information:

- Description of the program
- Number of participants
- Goals and expected outcomes
- Areas of curriculum or standard included in program
- Evaluation component and determination of success
- Budget

### Grantmaking Process

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Each application receives a vote of “Fund”, “Decline” or “Need More Information.” All applications with a majority vote of “Fund” will be awarded in full as there will be no partial grant awards.

Priority will be given to grant applications planning to attend programs in Broomfield County.

### Past Examples:

- Attend the Opera Colorado or Colorado Symphony at the Broomfield Auditorium
- Field Trip at the Broomfield Depot Museum or Broomfield Veterans Museum

- Attend the Denver March Powwow
- Attend BVSD Choir Festival

### Ineligible Requests:

- Travel requests outside of the Denver Metro Area, including out of state travel
- Requests over \$1,000 maximum per school
- Grants may not be used to reimburse past expenses or prior programs; funding applies to future programs only.

### Ineligible Applicants:

- Non-Broomfield-based schools

### Grant Awards:

#### For Teachers and Schools

- **Principal Signature Required:** A grant agreement must be signed by the school principal.
- **Reimbursement Limit:** Reimbursement for the grant will not exceed the amount of funding requested.
- **Award Payment Options:**
  - **Reimbursement:** Payments are made based on submitted receipts.
  - **Direct Vendor Payment:** The City and County of Broomfield (CCOB) can pay vendors directly upon receipt of an invoice.
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