



**CITY OF BOULDER
CITY COUNCIL AGENDA ITEM**

MEETING DATE: MARCH 5, 2019

CULTURAL FACILITIES FUNDING

PRESENTERS:

Jane Brautigam, City Manager
David Farnan, Library & Arts Department Director
Matthew Chasansky, Office of Arts and Culture Manager

EXECUTIVE SUMMARY

Council provided funding to support facilities-based cultural and educational organizations as part of the approval of the 2019 city budget at the meeting on October 16, 2018. During discussion of that approval, ideas for criteria, goals, and expected outcomes were discussed. In follow-up from that discussion, staff has been working with the Boulder Arts Commission to develop a purpose statement, criteria, and draft an application.

To ensure that the grant would have the best chance of success, staff and members of the Arts Commission reached out to the community, and especially leaders in nonprofits that might be eligible for the grant. Suggestions were included in the conversation at commission meetings throughout the process.

At their meeting on January 16, 2019, the Arts Commission made final recommendations to staff for a draft application. A copy of that draft document can be found in Attachment A of this memo.

Staff is now working with members of the Arts Commission to design the scoring system for this grant. It is expected that the application will be released in early April with an application deadline in July.

STAFF RECOMMENDATION

City Council will be asked to advise staff on any changes needed to the process before this “special facilities grant” is released publicly.

COMMUNITY SUSTAINABILITY ASSESSMENTS AND IMPACTS

- Economic – There are three primary ways by which the Cultural Grants Program can affect Boulder’s economy: cultural participation, workforce, and direct spending by organizations.

The economic benefit of cultural participation by our community is measured through ticket sales, attendance to education programs, donations, grants, and the secondary economic benefits of this activity. These components are measured in the *Arts and Economic Prosperity 5* (AEP5) study.¹ The industry trade group, Americans for the Arts, conducted this study in hundreds of regions across the nation, including Boulder. The local study of 65 organizations and 834 audience members is the basis of their analysis of cultural tourism in Boulder.

In our most recent evaluation from 2016, 1.3 million people visited cultural attractions in Boulder. Of these visitors:

- About 1 million were local, indicating that the average Boulder resident participates in cultural events about 10 times per year! These locals usually spend about \$22 per person, per event, on expenses such as dinner, drinks, transportation, and childcare.
- 300,000 came from around the state, bringing with them about \$45 per person in “new money” that had continuing effects as each dollar traveled through the economy. That amount went up to about \$174/person when they added a hotel stay.
- About 50% of those 1.3 million participants visited only because of the cultural offering. And, about 50% said they would have gone to another city if the event were not being held in Boulder.

The second impact that the grants have on Boulder’s economy is through workforce. The AEP5 study describes the cultural workforce by examining the entire marketplace of cultural nonprofit organizations. As a sector, cultural nonprofits:

- Directly employ 968 full time equivalent jobs plus a greater impact in other sectors for a total workforce impact of 1,832 FTEs.
- Spend about \$29.3 million in direct pay to employees. That is more than double the impact of cities of similar size to Boulder and the national median.

¹ For more information on *Arts and Economic Prosperity 5*, and to read Boulder’s full report, visit: <https://boulderarts.org/afta-arts-economic-prosperity-study-5/>

Finally, AEP5 reports that the direct spending of cultural organizations is a small but healthy part of Boulder's economy. For the entire sector, AEP5 describes the total economic impact of the arts to be just under \$70 million. That includes just over \$2.2 million in local tax revenues.²

- Environmental – The cultural activity that is supported by the Cultural Grants Program is a keystone element of city life. As described in the Cultural Plan's "Connections to the Sustainability Framework:"³

Cultural organizations and practicing artists add vibrancy to the social offerings that are critical infrastructure for city life. Our community will build a foundation of livability, and thus attachment to Boulder, on the programs offered by these creative leaders.

This "attachment" to Boulder may be one of the factors which motivate our residents to take critical action on climate change.

- Social – The "Connections to the Sustainability Framework" in the Cultural Plan describes the elements of social cohesion and livability which are enhanced by the Cultural Grants Program:

Communities that gather for cultural activities know their neighbors and check up on each other. These connected neighborhoods may be safer and more resilient.

Opportunities for creative expression are a part of community health that is offered by the variety of cultural organizations that call Boulder home.

The variety and diversity of social offerings, and the degree to which they are a welcoming part of everyday life, is a priority.

These concepts are measured in part through the 2018 Boulder Community Livability Report. In that survey, 87% of residents positively rated cultural, arts, and music activities in the city, exceeding the rating observed in peer cities,⁴ and representing a significant positive trend since 2007 (82%).

Finally, social impacts of the entire grants program, its structure and outcomes, are being assessed and improved through the principles defined in the Statement on Cultural Equity, adopted by the Boulder Arts Commission in 2016.⁵

OTHER IMPACTS

² For more information on *Arts and Economic Prosperity 5*, and to read Boulder's full report, visit:

<https://boulderarts.org/afta-arts-economic-prosperity-study-5/>

³ The "Connections to the Sustainability Framework" document can be found in the attachments to the Community Cultural Plan on page 130: <https://boulderarts.org/about-us/community-cultural-plan/>

⁴ To read the full Community Livability Report, visit: <https://bouldercolorado.gov/city-manager/community-survey>.

⁵ To read the full Statement on Cultural Equity, visit: <https://boulderarts.org/wp-content/uploads/2016/12/Statement-on-Cultural-Equity.pdf>

- Fiscal – The facilities grant is a planned program in the 2019 budget; \$250,000 was assigned as one-time funding to be incorporated into the cultural grants program. There are no additional impacts to the city budget or staff capacity.
- Staff time – The additional capacity needed to implement this program has been absorbed by existing staff and integrated into the current 2019 work plan without negative impacts.

BOARD AND COMMISSION FEEDBACK

The Arts Commission has been very invested in council’s feedback and looks forward to being responsive to advice from council on how to improve the grant program before applications and scoring are finalized.

BACKGROUND

The cultural grants program is an anchor recommendation found in the [2015 Community Cultural Plan](#). In outreach to more than 2,500 community members, the Cultural Plan established the six priorities for culture. First among them is a directive from the community to “support the resiliency and sustainability of cultural organizations to enhance their ability to benefit the community.” The Cultural Plan then declares the community’s vision for culture:

Together, we will craft Boulder’s social, physical, and cultural environment to include creativity as an essential ingredient for the well-being, prosperity, and joy of everyone in the community.

The grants program is the cornerstone of the “support cultural organizations strategy.”

In the first phase of the Cultural Plan, 2016–2018, the grants were designed to primarily focus on operational funding as the most effective mechanism to achieve the outcome of sustainable nonprofit businesses.

These General Operating Support (GOS) grants were implemented for a three-year cycle. Complementing this focus on GOS grants, the Arts Commission also invested in some project funding, scholarships, and special funds such as venue rental assistance and school field trip support.

The first cycle of the GOS grants proved very effective. In 2017, the second year of the triennial cycle, City Council added funding to allow several more organizations to be awarded GOS grants. All these GOS grants completed the first cycle in 2018. A full assessment of the first cycle is underway, and the Arts Commission has already remarked that the data and qualitative evidence is coming in to prove that the program was very successful.

While the GOS grants have proven value, two gaps have emerged in the ability of this funding to fully meet goals. First, the individual grant amounts are unequally distributed. Smaller organizations receive 8% or more of their annual budget from these grants while the largest

nonprofits in Boulder may get 1% or less.⁶ A more effective scenario would be for the GOS funding to represent 8%-10% of an organization's budget regardless of size, indicating a gap among the largest organizations. Second, the grants program has not been mobilized to address the recommendations in the Cultural Plan for improving the mix of venues in Boulder.

In addition, it has been observed that organizations operating cultural facilities have year-round building and staffing expenses that individual artists, festivals, and other non-facilities organizations often don't have. And, because they maintain buildings and staff year-round, facilities-based organizations can leverage grants quickly and efficiently to provide incremental programs for the benefit of the community. Nonprofits that own or operate venues all fall in this group of larger organizations.

These points taken together have been the subject of conversation in the community and among council leading up to the decision to create this new program.

The Arts Commission and staff reviewed the discussion of City Council from their meeting on October 16, 2018 to begin the conversation on how council's goals for the funding were best applied to a grant that also meets the principles of the cultural grants program including a transparent process, stewardship of the funding, attention to issues of cultural equity, and positioning the grant to the needs of the applicants. Among the concepts discussed by council members were the following:

1. **Facilities:** The organization must own or long-term lease its own program facility. The reason for this is that ownership of a facility typically comes with a full-time staff and year-round opening hours, allowing the facilities-based cultural and educational organization to easily leverage a grant into programs for the benefit of the community. Examples of facilities-based organizations include BMoCA (lease), Museum of Boulder (own), the Dairy (lease), Chautauqua (lease), eTown (own), and Studio Arts (lease, soon to own).
2. **Uses:** Grants can be used for programs, performances, and exhibits that serve the Boulder regional community. These can be used for new experiences, or for expansion or continuation of existing experiences that have already proven successful.
3. **Types:** Unlike typical arts grants, these grants would include programs, performances, and exhibits that are not traditionally art, although art could certainly be included. They would include any educational or engagement experience, including culture, science, art, and health.
4. **Beneficiaries:** The programs, performances, and exhibits would be targeted towards residents of the Boulder region (as opposed to tourists) and could be directed towards either adults or children or both.
5. **Expenditures:** The grants may be expended on any costs reasonably and directly incurred by the facilities-based cultural and educational organization to providing the

⁶ City of Boulder Office of Arts and Culture Survey of GOS Organizations, 2017: <https://boulderarts.org/wp-content/uploads/2018/04/Findings-from-the-GOS-Survey-2017-FINAL.pdf>

qualifying programs, performances, and exhibits. This could include materials used in the presentation of the experience, salaries and employment costs of permanent or temporary employees preparing or presenting the experience, and expenses incurred in marketing and promoting the experience to the Boulder regional community.

6. **Collaboration:** Special consideration will be given to grant applications demonstrating collaboration on the program, performance, and exhibits with non-facilities-based organizations. For example, if a facilities-based cultural and educational organization proposes to put on an exhibit or program on Latino experiences, collaboration with a non-facilities-based Latino organization would be favorably received in the grant process.
7. **Reporting:** Any grant would require reporting on the number of people in the community served, so that the grant committee can consider whether the particular grant should be renewed in the future, and whether grants for similar projects should be made.

Opportunities for community feedback were provided at public meetings of the Boulder Arts Commission in October 2018, November 2018, and January 2019. These included agenda items for public comment and discussion by commissioners. In addition, staff and commissioners reached out to leadership at organizations that may be eligible for the grant and ensured that their ideas were included in the discussion.

The Arts Commission paid special attention to the goals and desired outcomes of council in structuring the grant. These concepts include a) that the grant should be project based with opportunities for some limited operational funding, b) that it be open to venues of all disciplines, not just those focused on the arts, c) that the funding not negatively impact other grant categories, and d) that the focus of the funding decisions be on the best ideas from applicants for leveraging these facilities for the benefit of Boulder residents. Additionally, the structure of the grant is impacted by the fact that the funding is one-time, with the hope that ongoing funding be discussed in the future.

With this in mind, the Arts Commission developed a draft purpose statement and evaluation criteria. These are found in the draft application, attached:

PURPOSE: The Special Facilities Grant was established by the City of Boulder City Council in order to support nonprofits which own or operate venues to improve the provision of programming to the community through the public use of their facility. Administered by the Boulder Arts Commission, the grant seeks great ideas from applicants on how the funding can improve the public use of the venue. This may include projects, events, operational needs, or other new or planned programs which address one or several of the following:

- Deepens the connection to the community. This includes ideas to bolster or expand the ways the facility is a benefit to the residents of Boulder, build our sense of community, or introduce the venue to new audiences in Boulder.
- Encourage collaboration. This includes ideas to leverage the venue through collaborations with other nonprofits for programs, performances, or exhibitions. Or, projects that cooperate with local presenters, experts, and artists for new

programs sourced from creative people and groups in our community. Or, collaborations with organizations and cultural leaders outside of Boulder to benefit from fresh ideas and innovative experiences.

- Improving access. This includes ideas that lower barriers to entry, for outreach and marketing to underserved communities, that keep admission costs low, or other ideas for accessibility.
- Contributes to the experience of participants. This includes ideas for new performances or exhibitions, minor capital needs such as new or renovated equipment, temporary needs for visitor experience staff or contracted support of a program, startup costs for new experiences, or other operational or programmatic improvements.

The Arts Commission has expressed enthusiasm for continuing this funding after thoughtful discussion with the community and City Council later this year. The success of the GOS program will assist in framing that conversation. The commissioners believe that a future grant focused on operational funding of nonprofits that own or operate community facilities is likely to be of enormous benefit to residents and contribute to progress on the Community Cultural Plan.

Since the Arts Commission review of the program earlier this year, two additional points have been raised. The first is a suggestion to revise the eligibility requirements to clarify that facilities owned and operated by the Boulder Valley School district would not qualify for this grant. This is consistent with the intended focus on nonprofits that are not otherwise supported by significant tax dollars.

The second suggestion would be to modify the grant review process (see page 3 of the application attached as Exhibit A) so that the grants panel would include members of the Arts Commission plus “four members of the community with experience in culture, arts, education and science.” This would broaden the experience base of the grants review committee. As another alternative, two members of City Council could be a part of the grants review process.

The Arts Commission has not yet had an opportunity to weigh in on these suggestions as the next meeting is March 20.

ANALYSIS

The Arts Commission has been responsive to City Council’s goals and input from the community. Taking into consideration the input that council will provide at the March 19 meeting, the program will be ready to implement. Further, staff will be working with grants applicants and those awarded funding to track and evaluate the success of the program.

NEXT STEPS

After receiving feedback from City Council, staff will work with the Arts Commission to finalize the application which will be available in April 2019.

The applications will be due in July, followed by the review and scoring phase. Unless council would like further input at that time, a final decision to award the grants will be made by the Arts Commission at their July meeting.

The time horizon for grantees to complete their projects will continue through the first part of 2020. Staff will conduct an interim evaluation of grantees ahead of the 2020 budget process and the October retreat of the Arts Commission. However, final reports and a full evaluation will be available some time in 2020.

QUESTION FOR COUNCIL

Since this is a one-year pilot grant program approved by council, does council have comments on the recent suggestions outlined above or other further suggestions on the criteria or process for approval of the grants?

LINKS TO REFERENCED DOCUMENTS

1. Community Cultural Plan
<https://boulderarts.org/about-us/community-cultural-plan/>
2. National Assembly of State Arts Agencies, General Operating Support Fact Sheet
https://nasaa-arts.org/nasaa_research/gos-grant-making-fact-sheet/

ATTACHMENTS

- A. Draft Application for the Special Facilities Grant.



Special Facilities Grant DRAFT

Full Application. Please note that this format is for review only. The application is available through the Office of Arts and Culture grants portal, described below.

DESCRIPTION: The Special Facilities Grant was established by the City of Boulder City Council in order to support nonprofits which own or operate venues to improve their provision of programming to the community through the public use of their facility.

HOW TO APPLY

1. Review the below information in full.
2. Log onto the Boulder Arts Commission [online grant portal](#). If you have not logged on before, make a profile. Applications must be submitted using our [online grant applications](#). We encourage you to watch this [training video](#) for instructions on registering and applying online.
3. Complete the application by 11:59 p.m. on the day of the deadline. The application consists of:
 - a. Online application form.
 - b. Project Budget.
 - c. Partner/collaborator list.
 - d. Letters of support.
 - e. Additional documentation and materials.
4. Look for an automated email message confirming receipt of your application.
5. After the deadline, staff will send all applications to the panel for scoring and comments. The panel consists of the five City Council-appointed [Boulder Arts Commissioners](#) and four members of the community.
6. You will receive notification that the panel's scores and comments on your application are available. Please review their scores and comments and prepare a 3-minute presentation for the Arts Commission meeting on the date scheduled.
7. At the Commission meeting the panel will hear all applicant presentations. The panel will then rescore the applications, discuss the scores, and make final decisions on the grants.
8. If you are awarded a grant, staff from the Office of Arts and Culture will contact you to complete any necessary paperwork.

PURPOSE: The Special Facilities Grant was established by the City of Boulder City Council in order to support nonprofits which own or operate venues to improve the provision of programming to the community through the public use of their facility. Administered by the Boulder Arts Commission, the grant seeks great ideas from applicants on how the funding can improve the public use of the venue. This may include projects, events, operational needs, or other new or planned programs which address one or several of the following:

- Deepens the connection to the community. This includes ideas to bolster or expand the ways the facility is a benefit to the residents of Boulder, build our sense of community, or introduce the venue to new audiences in Boulder.
- Encourage collaboration. This includes ideas to leverage the venue through collaborations with other nonprofits for programs, performances, or exhibitions. Or, projects that cooperate with local presenters, experts, and artists for new programs sourced from creative people and groups

in our community. Or, collaborations with organizations and cultural leaders outside of Boulder to benefit from fresh ideas and innovative experiences.

- Improving access. This includes ideas that lower barriers to entry, for outreach and marketing to underserved communities, that keep admission costs low, or other ideas for accessibility.
- Contributes to the experience of participants. This includes ideas for new performances or exhibitions, minor capital needs such as new or renovated equipment, temporary needs for visitor experience staff or contracted support of a program, startup costs for new experiences, or other operational or programmatic improvements.

Hereafter, the proposals for projects, programming, or operational needs which form an application to this grant will be referred to as the "project".

Total funds: \$250,000

Awards: Applications will be accepted for grants of any amount. See below for further details.

Cycle: Annual, funding is only available in the 2019 grants cycle.

DEADLINE TO SUBMIT APPLICATIONS: Monday, June 10 at 11:59 p.m.

DECISION TIMELINE

- > Deadline for applications - Monday, June 10 at 11:59 p.m.
- > June 10 to June 14 - Review by staff for eligibility and revision by applicants if necessary
- > June 14 to July 5 - Preliminary review and score by panel (22 days)
- > July 5 to July 10 - Score processing by staff
- > July 10 - Preliminary scores posted online
- > July 10 to July 17 - Applicants prepare 3-minute optional presentation for the Boulder Arts Commission meeting
- > July 17 - Arts Commission meeting. Presentations by applicants; panel rescore; discussion and final decisions on grants

ELIGIBILITY REQUIREMENTS

- > **General eligibility.** Meets all [general eligibility requirements](#).
- > **Open to Public Venues and Facilities.** Applicants must be 501(c)3 nonprofit organizations which own or operate public venues such as museums, theaters, galleries, education facilities, or other facilities which provide programming to the general community. The facility may be programmed for any field or specialty including culture, heritage, social justice, science, or the arts.

The following types of facilities are not eligible:

- a) Individual or co-op visual and performing arts studios.
- b) University or college facilities.
- c) Facilities which are only accessible to paid members.
- d) Facilities that are exclusively used for retail sales.

- > **Service area and programming.** Must be able to demonstrate that a majority of the organization's programming takes place in the City of Boulder and that the programming meets the criteria described in the [Chapter 14-1-2 of the City of Boulder Revised Code](#). The organization must also demonstrate that they are headquartered in Boulder.
- > **Governance, Nonprofit Status.** Applicants must provide formal IRS documentation of their 501(c)3 status.

REVIEW PROCESS

Deliberation. Grant proposals are reviewed by the Boulder Arts Commission grants panel, which is composed of the five Boulder Arts Commissioners and four members of the arts-community. Final granting decisions are made at Boulder Arts Commission meetings. [See schedule.](#)

APPEALS PROCESS

Written appeals process. The deadline for a written appeal is 14 days after funding decisions has been made by the Boulder Arts Commission. The appeals process can be found [on our website.](#)

GRANT AWARDS

- > **Notifications and dispersal of funds.** Staff notifies all applicants if their proposals have been accepted or declined. If accepted, grantees must contact the grant coordinator to arrange for payment. Checks are sent by mail or electronically to bank accounts designated by the recipients.
- > **Communications.** All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate Boulder Arts Commission requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant agreements, identifying Boulder Arts Commission sponsorship on publicity materials, and reporting issues.
- > **Implementation.** Grantees shall implement programs / projects as outlined in the grant application. Any changes to the project, venue, grantee address, schedule, or staff / team members must be reported to culturegrants@boulderlibrary.org.
- > **Award amount.** The Boulder Arts Commission reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested.
- > **PERA impacts.** Retirees affiliated with the Colorado Public Employees Retirement Association (PERA) will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#). See "Disclosure of Compensation."
- > **IRS taxation.** Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant

recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

- > **Agreement.** When a funding award is made by the Boulder Arts Commission, the recipient will be contacted by staff to sign a grant project agreement with the City of Boulder. In the agreement, the recipient will indicate the completion date of the project and the date a grant report will be submitted to the Boulder Arts Commission. Reports are required one month after the project is completed, unless the agreement states otherwise. The report must be completed through the online system found at boulderarts.org.
- > **Vendor forms.** All grantees must submit a City of Boulder vendor form and current IRS W-9 form so that they may be added to the City's vendor list. Individuals must also submit an Immigration Status Affidavit and Determination of Independent Contractor / Employee Status for Payment document. The State of Colorado law requires proof of legal residency at the time of payment. The W-9 must be in the same name as the grant recipient named on the grant application. The Grants Coordinator will send the appropriate forms to grant recipients.
- > **Issuance of funding checks.** Once the agreement is signed, staff of the Office of Arts and Culture will submit it to City Finance along with the invoice. Funds are delivered within the next 3 weeks. Grants are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and Boulder Arts Commission approval of the grant report which is required one month after the project is completed. Failure to submit a final grant report will result in ineligibility to apply for future grants.
- > **Acknowledgment of Boulder Arts Commission funding.** All publicity for Boulder Arts Commission-funded projects must include the following credit line: *This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council.* In lieu of the credit line, the [Boulder Arts Commission Logo](#) may be used. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts and Culture will be able to use on their website, social media, printed materials or any other publicity.
- > **Release form.** The grantee will be asked to sign a release form and to submit photographs and / or videos of the project that the Office and Arts and Culture will be able to use on their website, social media, printed materials or any other publicity.
- > **Thanking City Council.** It is suggested that all grant recipients write the Boulder City Council members to thank them for supporting the Boulder Arts Commission and the Office of Arts and Culture. Please let them know how this grant will be used, and the difference it will make to your organization. Please also invite them to attend your events and programs. Visit the [City Council website page](#) to find out more about contacting City Council members.

REQUIRED REPORTING

- > **Timeframe for reporting.** The grant report is due one month after the project is completed.
- > **Method.** Submit the report through the online system access through the boulderarts.org website. Log in with the same user name and password utilized to submit the application for funds. After logging in, go to the 'Dashboard', then you'll see a 'Follow Up' section for the grant. On the far right is the 'Edit' button. That will take you to complete the final report.
- > **Extension requests for reporting.** If circumstances delay the grant recipient's ability to complete the project and/or the report, the recipient must notify the Commission before the original report deadline. The recipient must submit an email addressed to the Boulder Arts Commission at culturegrants@boulderlibrary.org that includes each of the following items:

- an update on the project status,
- a request to change the project completion date,
- a new report due date.
- > **Responsibility.** The grant recipient is responsible for submitting a report by the due date. The Commission recommends reviewing the online report form well in advance. There is no grace period for the report.
- > **Consequence of Delinquent Report.** Unless an extension request is approved by the Boulder Arts Commission in advance of the due date, the applicant and any individuals or organizations / businesses attached as collaborators on the project will no longer be eligible to apply for Boulder Arts Commission grant funds until the report has been received.

APPLICATION COPY

Certification

I certify that I have read the above information and that this project meets the Boulder Arts Commission's eligibility requirements and, if a funding award is made, will continue to comply with the Boulder Arts Commission's requirements and meet the guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting.*

- > I certify
-

Applicant information

- > Tax status*
- > Discipline*

If Multi-discipline, please indicate which disciplines are included.

- > Date established
 - > Mission statement*
 - > Number of employees (Full time)*
 - > Number of employees (Part time)*
-

- > Name of Venue
 - > Venue Address
 - > I certify that the applicant is the owner or operator of the facility listed above. Please note that staff will be confirming the status of the applicant and may ask for verification.
 - > I certify
-

Narrative

- > Title of "Project" (program, project, operational need, minor capital need, etc). (50 character limit)
- > Amount requested

- > Project calendar. Projects must take place after the grant deadline and be completed by June 30, 2020. (500 character limit)*
- > Project completion date (This is the last day of any public event related to the project. Project must be completed by June 30, 2020.)*
- > Report due date (One month following the project completion date)*
- > Collaboration. Describe you/your organization's plans to collaborate with other individuals or organizations for this project. If this is a solo project with no partners beyond the applicant, respond with "None." (500 character limit)*

Panel evaluation

- > Project Summary. A brief overview of your project. (1,250 character limit.) Please address how the project will fulfill the purpose of the grant:
 The Special Facilities Grant was established by the City of Boulder City Council in order to support nonprofits which own or operate venues to improve the provision of programming to the community through the public use of their facility. Administered by the Boulder Arts Commission, the grant seeks great ideas from applicants on how the funding can improve the public use of the venue. This may include projects, events, operational needs, or other new or planned programs which address one or several of the following:
 - Deepens the connection to the community. This includes ideas to bolster or expand the ways the facility is a benefit to the residents of Boulder, build our sense of community, or introduce the venue to new audiences in Boulder.
 - Encourage collaboration. This includes ideas to leverage the venue through collaborations with other nonprofits for programs, performances, or exhibitions. Or, projects that cooperate with local presenters, experts, and artists for new programs sourced from creative people and groups in our community. Or, collaborations with organizations and cultural leaders outside of Boulder to benefit from fresh ideas and innovative experiences.
 - Improving access. This includes ideas that lower barriers to entry, for outreach and marketing to underserved communities, that keep admission costs low, or other ideas for accessibility.
 - Contributes to the experience of participants. This includes ideas for new performances or exhibitions, minor capital needs such as new or renovated equipment, temporary needs for visitor experience staff or contracted support of a program, startup costs for new experiences, or other operational or programmatic improvements.
- > Community Priorities. The City of Boulder's [Community Cultural Plan](#) is a visioning and strategic document that describes how the people of Boulder will align efforts, with the support of the municipal government, to achieve our collective vision: *Together, we will craft Boulder's social, physical, and cultural environment to include creativity as an essential ingredient for the wellbeing, prosperity, and joy of everyone in the community.* The Community Priorities are six points that summarize the community's most common responses in answer to the question, "What is your vision for Boulder's culture and creative economy?" Reference: [Cultural Plan and Community Priorities](#). In what way will this project contribute to one or several of the Community Priorities described in the Community Cultural Plan? Does the project contribute to one priority thoroughly?

Examples of ways to demonstrate impact on the Community Priorities may include descriptions of how your project or organization:

- Supports artists and creative professionals by providing professional development programming.
 - Contributes to Boulder’s creative identity and creates a vibrant cultural destination through high artistic merit and excellence in the practice of a medium or discipline.
 - Engages the community in civic dialogue about the arts through interactive outreach in the neighborhoods.
 - Adds creativity in the public realm by engaging underserved populations in art making for their community. (1,250 character limit)*
- > Cultural equity. Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to applicants whose organizational leadership or audience represent groups who are typically underserved by arts programming and funding models (i.e. culturally diverse groups, organizations focused on age diversity, etc.) Describe how your project does or does not fulfill one or several of these categories. Describe how your project will address affordability, availability, accessibility, accommodation, and acceptability to diverse groups. For reference, please review the Boulder Arts Commission Statement on Cultural Equity. (1,250 character limit).*
- References:
<https://boulderarts.org/wp-content/uploads/2016/12/Statement-on-Cultural-Equity.pdf?x64198>
- > Proposed outcomes and evaluation strategy. Describe your evaluation strategy for this project and how you will collect data. Please also include your goals for this project and how the benefit to the community will be measured. (1,250 character limit)*

Additional questions

- > Encouragement points. Among the goals of the Boulder Arts Commission is to encourage the equitable, fair, and just distribution of funds in support of the community. This includes providing support to applicants who have not yet received a grant in this cycle. Confirm if your organization has been funded in the current cycle.*

Attachments

Please title the attachments according to the headings listed below. Required attachments are starred (*).

- > Budget. Please provide a brief project budget summary including all revenue (monetary and in-kind contributions including this grant) and expenses. Please be sure to clearly list other sources of funding needed to complete the project including specific project grants or sponsorships you have secured or to which you will be applying. (1 page)
- > Partner/collaborator list. Provide a list of each individual / organization that has a significant coordinating role in this project. Include their name, contact information, and role. (1 page)
- > Letters of support. Attach any letters of support that will be useful in understanding community involvement and enthusiasm for the project. (Optional)

- > Other. Attach any documents that will help the panel fully understand the project. You may also attach videos and other materials, as appropriate, to help the commission evaluate the quality and details of the project. (Optional)

Agreements, grant report certification and submission

- > I certify that, if funding is awarded, my application may be presented on the boulderarts.org website. The Office of Arts and Culture staff will send a copy of the document to the applicant listed for approval in advance of posting on the website. (Optional)
- > I certify that the information contained in this application is true and correct to the best of my knowledge.*
- > First name*
- > Last name*
- > Title*
- > Date*

DRAFT