



Colorado Arts Relief Fund—Business and Organization Grant Guidelines

**Application Guidelines for Funding Period
February 1, 2021–May 31, 2021**

DEADLINE: Applications must be submitted online by 4:00 PM, MT on Friday, January 8, 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. www.coloradocreativeindustries.org

ABOUT COLORADO ARTS RELIEF FUND—BUSINESS AND ORGANIZATION GRANT

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](#). This initiative directs up to \$7.5 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—Business and Organization and, 2) Colorado Arts Relief—Individuals. The programs are administered by Colorado Creative Industries.

The Colorado Arts Relief Fund for businesses and organizations will provide general operating support grants to arts, culture, and entertainment organizations who operate under a business model in which ticket sales and/or physical foot traffic direct a significant portion of total annual revenue that has been financially affected by venue closures due to the pandemic. The program goal is to sustain a resilient economy by avoiding permanent arts, culture and entertainment business closures, retaining jobs and preserving community cultural assets affected by the COVID-19 public health emergency.

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 or film industry. This includes but is 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.

(See APPENDIX A—DEFINITIONS)

Additional eligibility requirements:

- Organizations and businesses must program live music, comedy, dance, theater, motion picture, visual arts or film/television as a primary driver of their business and operate under a business model that relies primarily on revenue generated through in-person programming, including ticket sales, admission fees, rental space, and in-person purchases. 50% of the business or organization’s revenue must be earned income generated through these in-person activities.
- Must have been fully operational prior to March 15, 2020.
- Organizations and businesses that are for-profit, nonprofit or government.
- 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.
- Must provide proof demonstrating loss of income and/or increased costs directly due to the COVID-19 pandemic through a document upload of Profit and Loss statements for 2019 and 2020.

FUNDING RESTRICTIONS

Organizations and businesses applying for the Colorado Arts Relief Fund are not eligible to apply or receive funds from the small business relief program outlined in section 24-32-129 in [SENATEBILL20B-001](#), administered by the Division of Local Government in the Department of Local Affairs. This program is currently under development and will award funds to counties for distribution to eligible small businesses, including restaurants, bars, movie theaters, and fitness and recreational sports centers.

Ineligibility:

- Sporting events, karaoke, exotic dancing, fitness, studios in private homes, private events (e.g. galas, weddings), or chain movie theaters that own and/or operate multiple physical locations
- Capital improvements, new construction, renovation or restoration or purchase of major equipment
- Distributions to partners, and/or business acquisitions
- Re-granting of grant funds

DEADLINE & TIMELINE

December 2020 Friday, January 8, 2021 January 2021 January 31, 2021 February 1, 2021—May 31, 2021 June 1, 2021	Grant information & staff support available Online application submit deadline—4:00 PM, MT Review of applications Funding decisions announced Funding period Final Report Deadline—4:00 PM, MT
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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 one-time flat amounts based on the size of the applicant’s cash operating revenue loss from 2019 to 2020. 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 percentage of lost revenue between calendar year 2019 and 2020 (from 30% to 100%)

REVIEW CRITERIA & PROCEDURES

The following criteria are used by reviewers to evaluate and rank proposals.
(See **APPENDIX B – NARRATIVE QUESTIONS**)

- Severity of loss or increased expenses (demonstration of an immediate need based on current financial strain directly due to the COVID-19 pandemic)
- Cultural impact (mission, historic and/or cultural significance, and communities served with a focus on historically marginalized communities)
- Geographic location (review will consider equitable distribution of funds across the state)

Funding will be prioritized by the extent of financial hardship due to closures related to COVID-19 and are at the highest risk of permanent closure of a physical venue. Priority will also be given to venues that have significant artistic, cultural impact and/or historic relevance to the local community. Preference will also be given to organizations and businesses that are owned by or that support historically marginalized communities.

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 be notified via email in January of the result of the funding recommendations.

ONLINE APPLICATION SUBMISSION

Applications must be submitted online by 4:00 PM, MT on Friday, January 8, 2021.

This document contains program guidelines only. **New users will need to register for an account on the [CCI Grants Portal](#).**

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 oesdit_creativeindustries@state.co.us.

NARRATIVE QUESTIONS

Each narrative question in the online application allows for 350 words. You should prepare answers to the narrative questions in a word processing or notepad document, **check the word count** and then cut-and-paste into the online application.

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 document is based on YOUR organization's most recently completed fiscal year, YOUR projection of your current fiscal year, and your anticipated budget for your next fiscal year.
- **REQUIRED:** A statement of your organization's cash operating revenues for the calendar year 2019 and the calendar year 2020, signed by your board president, treasurer, accountant. (**Please do not send a balance sheet;** 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: 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 June 1, 2021.

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

- Does not notify the CCI of applying for funding from other opportunities offered within [SENATEBILL20B-001](#)
- Fails to comply with the terms of the grant award requirements

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 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.

PROGRAM PERIOD is defined as the timeframe to expend the awarded funds.

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.

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.

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 your organization or business.

MISSION STATEMENT. Define your business or organization's mission or include a mission statement.

COMMUNITY. Define, in your own terms, the “community” that you are serving or strive to serve.

SIGNIFICANCE: Please describe the significance related to the artistic, cultural and or historic relevance of this business or organization to the local community and/or population that it serves.

INCLUSIVENESS. Discuss what diversity and inclusiveness mean to your organization or business. What are your organization's strengths and challenges concerning inclusiveness? How are you addressing the challenges?

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.

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.

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