



Colorado Arts Relief Fund—Individuals 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—INDIVIDUALS 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 individuals will provide grants up to \$2,500 designed to assist arts, culture, and entertainment artists and crewmembers who are experiencing income loss due to government-mandated closures and have been unable to generate meaningful income to replace income lost through the cancellation of events, classes, performances, and other related work. 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 throughout the COVID-19 public health emergency.

APPLICANT ELIGIBILITY CRITERIA

An applicant must meet the following requirements:

- Be an arts, cultural, and entertainment artist or crew member, defined as individuals who work full-time or part-time in the music, dance, visual arts, theater, motion picture, or television industry
- Earn a significant portion of personal annual income (33% or more) through arts and culture activities
- Must have been employed or been contracted to work as an arts, cultural, or entertainment artist or crew member prior to March 2020
- Must have incurred a significant loss of income (33% or more based on 2019 annual income) as a direct result of the mandated closure of venues, galleries, or museums, or as a result of cancelled events and activities
- Must be at least 18 years old
- Must be a Colorado resident, as of March 15, 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:

- 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

Only one application will be accepted per applicant.

GRANT AMOUNTS

Grant awards are one-time flat amounts up to \$2,500. The grant amount is contingent upon availability of funds. Grant amounts will be determined and distributed in an equitable manner based on the following factors:

- Number of total applications received
- Level of financial need

Funding can be used to cover any personal or business expense.

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)
- Barriers to replacing lost personal income
- Geographic location (review will consider equitable distribution of funds across the state)

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. No hard copies or emailed copies of the application 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 oedit_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.

GRANTEE REPORTING REQUIREMENTS & GRANT CANCELLATIONS

Grant recipients will be required to submit a final report due June 1, 2021. The final report will ask in general terms how the funding was spent.

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:

- **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.

APPENDIX A – DEFINITIONS

ARTS, CULTURE, and ENTERTAINMENT ARTIST or CREW MEMBER are individuals who work full-time or part-time in the music, dance, visual arts, theater, motion picture, or television industry.

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

APPENDIX B – NARRATIVE QUESTIONS

You will answer the following narrative questions in the online application. **Each question text box allows up to 350 words.**

INCOME AFFECTED. Describe how your income or expenses have been adversely affected as a result of closures related to COVID-19.

BARRIERS. Describe any additional financial responsibilities you have and/or barriers you have encountered to replacing lost personal income as a result of COVID-19.

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, 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

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 PM 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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