



Making It Possible.



## BROOMFIELD COUNTY TIER III GRANT GUIDELINES AND SCHEDULE

**DEADLINE: 4:00 p.m., Friday, April 18, 2008**

Deliver to the attention of Cultural Affairs Division at the City and County Building

One DesCombes Drive, Broomfield, CO 80020 ♦ Directions: 303-464-5829 or 5835

[www.broomfield.org/cultural](http://www.broomfield.org/cultural)

*Grant applications must be received by 4:00 p.m. on April 18. **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.scfcd.org](http://www.scfcd.org) for an eligibility application. Eligibility applications must be submitted to the SCFD no later than 60 days prior to the Broomfield County grant deadline to allow time to determine eligibility.
2. Final reports: All reporting for the 2008 grant cycle will be due on January 31, 2010. Organizations who received SCFD funding during the 2006 grant cycle must submit a single, compiled final report by January 31, 2009. Organizations with delinquent reports will not be allowed to apply for funding in 2008.
3. Special Project Funds: The Broomfield County Cultural Council (BCCC) allocates 50% of its SCFD formula funds for support of special projects taking place in Broomfield County or outside the county where participation by Broomfield citizens can be documented.
4. General Operating Funds: The Broomfield County Cultural Council will allocate 50% of its SCFD formula funds for general operating support (GOS) of organizations based in Broomfield; half of these GOS funds are allocated to the Cultural Affairs Division per city ordinance #1710. Recipients of GOS funds must be resident organizations whose primary offices (as listed by the IRS) are located in Broomfield County.
5. Minimum Grant Request: \$1000
6. Maximum Funding Per Organization: 25% of total formula funds available (GOS and Project grants combined)
7. Maximum Project Requests Per Organization: 2
8. Incomplete or late grant applications: Not scored (applications must include all items on BCCC checklist)
9. Collaborations: Encouraged and defined in Broomfield County as two or more SCFD-eligible organizations delivering joint programs to the community.

### Schedule:

All BCCC meetings and workshops are open to the public and take place in the lower level of the Broomfield City and County Building located at One DesCombes Drive in Broomfield unless noted otherwise. For a current list of meetings and committee members, please visit: [www.broomfieldculturalcouncil.com](http://www.broomfieldculturalcouncil.com)

#### **Saturday, January 12, 2008 8:30 a.m.–1:00 p.m.: SCFD Tier III District-wide Grant Application Workshop**

A free workshop 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. Location: Broomfield Auditorium (3 Community Park Road) and Broomfield Community Center (280 Lamar).

**Friday, April 18, 2008, 4:00 p.m.**

**SCFD GRANT APPLICATION DEADLINE**

**Monday, April 28, 2008, 6:30 p.m.**

**SCFD Grant Application Review Meeting**

**Monday, May 5, 2008, 6:00-9:00 p.m.**

**SCFD Grant Applicant Interviews\* (by appointment)**

**Monday, May 12, 2008, 6:00-9:00 p.m.**

**SCFD Grant Applicant Interviews\* (by appointment)**

**Monday, May 19, 2008, 6:00-9:00 p.m.**

**SCFD Grant Applicant Interviews\* (by appointment)**

**Tuesday, May 27, 2008 (alternate)**

**SCFD Grant Applicant Interviews\* (by appointment)**

**Monday, June 2, 2008, 6:30 p.m.**

**Grant Allocation Meeting to draft SCFD Funding Plan**

**Tuesday, July 22, 2008, 6:00 p.m.\*\***

**SCFD Funding Plan Submitted to Broomfield City Council**

**Tuesday, October 21, 2008, 6:00 p.m.\*\***

**Broomfield County SCFD Check Distribution and Reception**

\* Interviews may be scheduled per discipline on these evenings.

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