Arts, Culture and Science (ACS) Funding Program

The Broomfield City Council authorizes funds in the City budget to support arts, culture and science programs offered to the community. The Broomfield County Cultural Council (BCCC) reviews grant applications and makes recommendations to the City Council. Funding decisions are based on benefits to the Broomfield community, consistent with the City's cultural master plan, Creative Broomfield.

Applications proposing programs to be presented in Broomfield County will be accepted. Resident applicant organizations will receive priority consideration. Innovative programs that address an unmet arts, science or cultural niche are encouraged. Funding requests for general operations, capital campaigns, individuals, and trip or event sponsorships will not be considered due to limited ACS funding.

Applications for 2013 grants from the City and County of Broomfield Arts, Culture and Science Funding Program are being accepted to meet the cultural needs of the greater Broomfield community. Schools, libraries and nonprofits are encouraged to apply. Total funding available in 2013 is approximately $12,207.

Special consideration will be given to grant applications that request funding for programs supporting science, cultural diversity and/or the visual arts, and also support the City's cultural master plan, *Creative Broomfield*. A copy of this plan can be downloaded at:
http://www.broomfield.org/DocumentCenter/View/1274

To apply, please provide the original application plus 8 copies of the cover letter, summary pages, narrative, budget for the specific Program, and related support documentation and attachments. Please limit grant applications to one Program per applicant organization. Collaboration is strongly encouraged.

Completed applications must be received (hard copies by post or hand delivery) no later than 5:00 p.m. on Friday, September 6, 2013. Late and/or incomplete applications will not be accepted.

All grant applications must be submitted to the City and County of Broomfield care of the:

Cultural Affairs Division
Mamie Doud Eisenhower Public Library
3 Community Park Road
Broomfield, CO 80020

Grant applications meeting the above criteria will be reviewed by the BCCC in October 2013. Recommendations for funding will be submitted to the Broomfield City Council for approval in November. Grant checks will be awarded in December (pending receipt of signed applicant contract) for use in 2014. Final Program summary reports for 2013 grant recipients will be due to Cultural Affairs on March 1, 2015.

NOTE: Availability of Arts, Culture and Science funding for subsequent grants is dependent upon the annual budgeting process overseen by the Broomfield City Council and is subject to change.

For questions about the suitability of a funding proposal or related information, please contact the Cultural Affairs Office at 303-464-5829/5835, or email: kgerrity@broomfield.org

For a list of past ACS grant recipients and programs funded as well as a copy of the Creative Broomfield Cultural Master Plan, please visit: http://www.broomfield.org/index.aspx?NID=875

City and County of Broomfield
Arts, Culture and Science (ACS) Funding Program
Grant Application Outline

NOTE: Please submit the original plus 8 copies of each document requested for Items A-D. Please label each page with the organization's name, page number and application date.

A. Cover letter
Printed on organization's letterhead and signed by Executive Director or Board President

B. Summary of Applicant Organization *
Signed by Executive Director or Board President

C. Narrative (2 to 5 page proposal; please be concise)

- **Organizational information –** briefly describe mission, history and current programs
- **Purpose of proposed program** – include:
  a. Statement of need
  b. Target population
  c. Goals and Objectives
  d. Activities planned and timetable
  e. Collaboration efforts
  f. Role of volunteers
- **Proposed program budget * –**
  a. Include all funding sources specific to requested program
  b. Indicate if partial funding of grant request would be acceptable or if entire amount is required to complete program
- **Evaluation** – Detail expected results, measurements of success and how you will disseminate and use this data for future programming
- **Special consideration –** How does this program support or enhance the city and county's cultural master plan, *Creative Broomfield***?**

D. Attachments

1. **Board of Directors**
   - Occupations, community affiliations and terms
   - Anti-discrimination statement adopted by board
2. **Staff Information** (if applicable) - names and qualifications of key staff
3. **Current year budget** (for organization)
4. **Current and previous year financial statements** (audited if available)
5. **Most current annual report-**if available or previous year's financials if not available
6. **IRS 501 c 3 determination letter** (not required of public schools)
7. **Major contributors and amounts –** list for current year's budget
8. **Past ACS funding** - If you received funds from the Arts, Culture and Science program in the last funding cycle, briefly describe the status of the funds granted.

** Indicates form provided by city for completion and inclusion by applicant*

City and County of Broomfield
Arts, Culture and Science (ACS) Funding Program
Summary of Applicant Organization and Request

Organization Name: _____

Address: _____

City: _____ **CO** **Zip:** _____

Executive Director/President: _____

Phone: _____ **Fax:** _____

Email: _____ **Cell:** _____

Contact (If other than Executive Director/President):

Name: _____ **Title:** _____

Phone: _____ **Fax:** _____

Email: _____ **Cell:** _____

This grant request is for (please check one): ☐ **A new program** ☐ **An existing program**

Program Name:

Purpose:

Brief description:

Annual Budget: $_____ **For fiscal year:** _____

Program Budget: $_____ **For fiscal year:** _____

GRANT REQUEST: $_____ **Fiscal year ends:** _____

_____ _____

Signature, President/Board of Directors **Date**

_____ _____

Signature, Executive Director **Date**

City and County of Broomfield
Arts, Culture and Science (ACS) Funding Program
Program Budget

ORGANIZATION NAME: ____

PROGRAM NAME: ____

Below provide a budget for the described project. Include all projected revenue sources (ticket sales, contributed income, grants, etc) including the amount requested from ACS and projected expenses (professional fees, printing etc) for the requested project. List in-kind revenues at the bottom of this sheet.

Revenues	Amount
In-Kind Revenues	**Amount**

Expenses	Amount

AMOUNT OF GRANT REQUEST	**$** __________