

Colorado Arts Relief Fund—Individuals Grant FY22 Guidelines



Application Guidelines for Funding Period January 1, 2022–September 14, 2022

DEADLINE: Applications must be submitted online by 4:00 PM, MT on Tuesday, November 2, 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. <https://oedit.colorado.gov/colorado-creative-industries>

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](#) and amended in the 2021 Regular Session with [House Bill 21-1285](#). This amendment directs up to \$15.5 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—Organization and Business FY22 and, 2) Colorado Arts Relief—Individuals FY22. The programs are administered by Colorado Creative Industries.

The Colorado Arts Relief fund for Individuals will provide grants up to \$4,000 to arts, culture, and entertainment artists and crewmembers. The program's purpose is to support a resilient post-pandemic economy. This funding prioritizes artists and crewmembers that applied for previous Arts Relief funding and did not receive funding due to lack of funds.

APPLICANT ELIGIBILITY CRITERIA

An applicant must meet the following requirements:

- Be an arts, cultural, or entertainment artist or crew member, defined as individuals who work full-time or part-time in the music, dance, visual arts, literary arts, theater, media arts (e.g. radio or podcasts) motion picture or television industry, and graphic design
- 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 be at least 18 years old
- Must be a current Colorado resident, as of March 15, 2020, and plan to be a Colorado resident through the funding period. No out-of-state applications will be considered, and no checks will be mailed out of state.

FUNDING RESTRICTIONS

Ineligibility:

- Distributions to partners, and/or business acquisitions
- Re-granting of grant funds

DEADLINE & TIMELINE

Mid-August 2021 Tuesday, November 2, 2021 November 2021 December, 2021 January 1, 2022—September 14, 2022 September 15, 2022	Grant information & staff support available Online application submit deadline—4:00 PM, MT Review of applications Funding decisions announced Funding period (see APPENDIX A—DEFINITIONS) Final Report Deadline—4:00 PM, MT
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NUMBER OF APPLICATIONS ACCEPTED

Only one application will be accepted per applicant. Applications that include specific details and meaningful documentation will have a better chance of receiving funding.

GRANT AMOUNTS

Grant awards are one-time flat amounts up to \$4,000. Funding can be used to cover any personal or business expense. The grant amount is contingent upon availability of funds. Grant amounts will be determined and distributed in an equitable manner based on the total number of applications received.

Funding amounts will be determined and distributed in an equitable manner based on the following factors:

- number of total applications received
- level of financial need

Please refer to the chart below for grant request information.
 (See **APPENDIX A—DEFINITIONS**)

If your level of financial need is:	You will request:
Level 4—Extreme Financial strain	\$4,000
Level 3—Severe Financial strain	\$3,000
Level 2—Moderate Financial strain	\$2,000
Level 1—Mild Financial strain	\$1,000

REVIEW CRITERIA & PROCEDURES

The following criteria are used by reviewers to evaluate and rank proposals.

(See **APPENDIX B—NARRATIVE QUESTIONS**)

- Severity of loss and financial strain
- Barriers to replacing lost personal income
- Likelihood of funds supporting post-pandemic professional recovery
- Additional weight will be given to individuals who applied and did not receive funding in the last round of Colorado Arts Relief funding.
- Additional weight will be given to individuals who live in Colorado communities that lack access to significant resources (e.g. rural, frontier, tribal)

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 not be contacted for follow up information from the reviewers. Applicants will be notified via email, through the online grant portal, of the result of the funding recommendations after the CCI Council approves the recommendations at their December meeting.

ONLINE APPLICATION SUBMISSION

Applications must be submitted online by **4:00 PM, MT on Tuesday, November 2, 2021.**

This document contains program guidelines only. **New users will need to register for an account on the [CCI Grants Portal](#).** Applicants will need to verify their email addresses in order to receive notifications about award decisions and funding. Emails sent from the online grant portal will come from: noreply@mail.smapply.net. Please add this address to your trusted list of senders to prevent communications ending up in your Spam folder.

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 up to 350 words. The online application will start a countdown when the applicant clicks into the field.

SUPPORT MATERIALS

Applicants are required to submit one support document to provide proof of creative occupation. Examples include:

- Resume
- Link to website (a professional profile such as LinkedIn is acceptable)

- Artistic support materials, such as
 - audio or video sample of performance (up to 3 minutes)
 - image or PDF of multiple images
 - short excerpts from a publication in a PDF format.

GRANTEE REPORTING REQUIREMENTS & GRANT CANCELLATIONS

Grant recipients will be required to submit a final report due **September 15, 2022**, per [HB21-1285](#). All funding must be expended by September 14, 2022. Final reports will include how the funding was expended along with other pertinent information.

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

- Fails to comply with the terms of the grant award requirements, including submitting the final report by the specified deadline
- Relocates to another state prior to filing a final report on September 15, 2022

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, literary arts, theater, motion picture, or television industry.

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

LEVELS OF FINANCIAL NEED

- **LEVEL 1 mild financial strain** – The loss of income due to COVID-19 impacts my ability to continue my current lifestyle. I am unable to purchase items necessary for my business/creative pursuits.
- **LEVEL 2 moderate financial strain** - I will have to use limited savings due to COVID-19. I may not be able to pay all of my bills.

- **LEVEL 3 severe financial strain** –I have limited to no savings. I’m unable to cover some basic needs such as food and rent due to COVID-19 impacts. I’m partially financially responsible for family members.
- **LEVEL 4 extreme financial strain** –I have no savings. I’m unable to cover basic needs such as food and rent due to COVID-19 impacts. I’m financially responsible for family members.

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 or commitments you have and/or obstacles you have encountered in replacing lost personal income as a result of COVID-19.

RESILIENCE. Describe how these funds will be used to support your professional, post-pandemic recovery.

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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