



Colorado Creative Corps ARP Grant Guidelines

DEADLINE: To offer flexibility to artists and expedite funding, the American Rescue Plan Grant for Individual Artists will be awarded two separate funding cycles. Applications that do not receive funding in the first round will automatically roll over for consideration in the second round.

- **Cycle A:** September 15, 2021-November 1, 2021. All applications must be submitted online by 4:00 PM MT, on Monday, November 1, 2021.
- **Cycle B:** November 2, 2021 - January 13, 2022. All applications must be submitted online by 4:00 PM MT, on Thursday, January 13, 2022.

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 THE COLORADO CREATIVE CORPS ARP GRANT

The American Rescue Plan (ARP) was enacted on March 11, 2021. This historic legislation represents a significant commitment to the arts and a recognition of the value of the arts and culture sector to the nation's economy and recovery. Inspired by the Depression-era Works Progress Administration, the Colorado Creative Corps ARP Grant is a new grant program designed to provide employment opportunities for artists affected by COVID-19, and to build new structures and partnerships that will help to sustain Colorado's creative sector in a post-pandemic America. \$500,000 will be dedicated to support grants to individual artists for specific, definable projects that connect artists and organizations to local initiatives in areas like youth mental health, suicide prevention, food justice, prison reform, youth at risk, and other civic engagements with the aim of fostering healthy communities. Projects might include art exhibitions, performances, readings, concerts, the creation of art, and portfolio creation, murals in public spaces, arts education programs, creative-focused public events, and other arts-centric, community-building projects that will help art and artists to survive, and also embed the arts more deeply into communities. Virtual/online projects are also eligible.

Grants to be awarded will range in size from \$2,500 - \$25,000.

APPLICANT ELIGIBILITY CRITERIA

An applicant must meet the following criteria:

- Must be an individual artist
- Must be a current Colorado resident 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.



- Must be at least 18 years old
- Artist collectives are eligible to apply, but will do so under the name of an individual member of the applying collective.
- An organization or community partner or a plan to select an organization or community partner must be in place when submitting an application.
- **For this program, Colorado Creative Industries is looking for projects with completion dates by June 30, 2022.*

FUNDING RESTRICTIONS

- ARP grant funds must be used solely as an artist fee/stipend for the grantee to carry out the specific project/activity. The cost of materials and supplies to carry out the project, as well as providing presentations, workshops, and research with tangible outcomes required by the project are allowable and considered part of the artist fee or stipend.

Ineligibility:

- Re-granting of grant funds

DEADLINE & TIMELINE

<p>September 15, 2021 September 15 – November 1, 2021 November 2021 – January 13, 2022 January 13, 2022 October 2021 – February 2022 Through June 30, 2022 July 15, 2022</p>	<p>Applications open, staff support available Cycle A application round Cycle B application round Final deadline to submit application – 4pm MT Funding decisions announced on a rolling basis Funding period (see Appendix A – Definitions) Final Report deadline – 4pm MT</p>
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GRANT AMOUNTS

Grant awards are one-time flat amounts between \$2,500 to \$25,000. Grant amounts will be determined and distributed based on the submitted budget and scope of the project and may differ from the requested amount. The CO Creative Corps ARP Grant may be used to fully fund a project. Matching funds are not required. Grants will be paid in two installments: 90% at the time of the award and 10% upon completion of the project.

REVIEW CRITERIA & PROCEDURES

The Colorado Creative Corps ARP Grant program will be adjudicated by a review panel. Panelists will serve as advisors to CCI. The panel will review and score Colorado Creative Corps ARP program applications with a standardized rubric and make recommendations to staff for approval by the Colorado Creative Industries Council on a rolling basis. 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. Proposals will be evaluated based on community engagement, impact, partnerships, and artistic excellence & merit.

The artistic excellence of the project includes the:

- Quality of the artists, works of art, or services that the project will involve, as appropriate to the project.
- Relevance of the artists, works of art, or services to a Colorado community, as defined by the applicant.

The artistic merit of the project includes the:

- Potential of the project to reach populations that are underserved—those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.
- Potential to make quality arts or cultural resources more widely available.
- Appropriateness of the project to the artist’s and/or partnering organization's mission, audience, community, and/or constituency.
- Ability of the project to grow the artist’s capacity and experience, as appropriate.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project activities and goals, the resources involved, and the qualifications of the project's personnel.
- Evidence of direct compensation to artists, art collectives, and/or art workers.
- As appropriate, engagement with the following constituencies as encouraged by White House Executive Orders:
 - Historically Black Colleges and Universities,
 - Tribal Colleges and Universities,
 - American Indian and Alaska Native tribes,
 - African American Serving Institutions,
 - Hispanic Serving Institutions,
 - Asian American and Pacific Islander communities, and
 - Organizations that support the independence and lifelong inclusion of people with disabilities.

ONLINE APPLICATION SUBMISSION

Applications must be submitted online by 4:00 PM, MT on Monday, November 1, 2021 for cycle A and Thursday, January 13, 2022 for cycle B. Applications will be accepted and reviewed on a rolling basis during each cycle.

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. See Appendix B for a list of narrative questions.

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:** Project budget form. Artist fees and stipends, including the cost to carry out specific projects and activities, should be outlined. The cost of materials and supplies to carry out the project, as well as providing presentations, workshops, and research with tangible outcomes required by the project are allowable and considered part of the artist fee or stipend.
- **REQUIRED:** Applicants are required to submit up to 5 samples of previous work and a word or PDF file that includes an inventory of work sample information (title, date, medium, size). Samples should demonstrate the artistic excellence of the applicant and any collaborating artists or organizations associated with this project. Samples should clearly support the project narrative and may include video of live performances, audio clips of music, images of artistic work, writing samples, etc.

Examples of acceptable sample formats include:

- audio or video sample of performance (up to 3 minutes)
- Photo documentation of visual artworks
- 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 no later than July 15, 2022. All funding must be expended by June 30, 2022. The grantee must file a final report online via Survey Monkey Apply no more than 30 days after the completion of the project. The report should contain a brief summary as well as reporting requirements of the NEA (National Endowment for the Arts). Failure to submit reports will make the grantee ineligible for funding for all Colorado Creative Industries grants for one full year after the fiscal year in which the grant was awarded.

Final Report outline:

- Federal data reporting (FDR) questions (required)
- Discuss the community impact and engagement that occurred as a result of this project. (required)
- Number of artists and/or creative workers employed during the project. (required)
- Total estimated **paid** hours of artist and/or creative worker employment during the project. (required)
- Would this employment opportunity have been available without support from the Colorado Creative Corps ARP grant? (required)



- If additional local, state, private support or cash resources were leveraged please include a numerical amount. (optional)
- If additional in-kind commitments or resources of another nature were leveraged please include an estimated numerical amount (optional).
- Please provide project documentation (high resolution images (indicate if CCI can use), press articles, promotional materials.

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 June 31, 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 up to three years after the final report is submitted for funds expended under the terms of contract award for the purpose of audit examination, reference or transcription.
- As a condition of the grant, Colorado Creative Industries requires the recipient of public funds to comply with all [state terms \(PDF\)](#) and [federal terms \(PDF\)](#). All material submitted regarding application for grant funds becomes the property of the State of Colorado and is subject to the terms of Colorado Revised Statutes 24-72-201 through 24-72-206, Public Open Records. The State of Colorado has the right to use any or all information/material presented in reply to the Announcement, subject to limitations for proprietary or confidential information. Disqualification or denial of the application does not eliminate this right. Any restrictions on the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. The contents of the application will become contractual obligations if the project is funded.

APPENDIX A—DEFINITIONS

Artist: Must be a practicing, professional artist with a sustained commitment to their art form: The term “artist” applies broadly across disciplines, including music, performing, visual, literary, media, and multi-disciplinary artists who devote a significant portion of their time to the creation of artwork. The professional artist is likely paid for performances, sells their artwork, or shares their body of work with the public on a regular basis

Artist fee/stipend: The cost of materials and supplies to carry out the project, as well as providing presentations, workshops, and research with tangible outcomes required by the project are allowable and considered part of the artist fee or stipend.



In-kind support: An in-kind contribution or support is a non-cash contribution of a good or a service. Examples include donated supplies, labor etc.

Funding period: The funding period is from the date the funds are distributed to June 30, 2022. Projects must occur and be completed within this time frame.

APPENDIX B – NARRATIVE QUESTIONS

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

1. Describe the project and the community that will benefit from it.
2. Describe your artistic practice and interest in this project.
3. List the partners involved (ie artist(s), local organizations, advisors, etc.) and describe their roles. If certain partners have not yet been identified, describe the process for selecting partners.
4. Describe where the proposed artwork will be located or occur. How will the artwork product and/or creation process be accessible to the public or a defined community?
5. Please outline the timeline for the project with milestones?
6. How will success be determined?

APPENDIX C – GRANT PORTAL

If registering for an account in the grant portal for the first time, there are 3 steps to complete:

- Register as an individual
- Verify your email address
- Complete the eligibility quiz

Each time a user logs into the portal, the system defaults to the individual account. If you are trying to access organization applications, you will need to switch to the organization account by selecting your name in the upper left corner. (additional grant portal [instructions](#))

To successfully submit your application, **all tasks** must be completed and then the submit button will be available. A confirmation email will be sent upon a successful submission.



APPLICATION CHECKLIST

- STEP 1: Read the Guidelines and Application Instructions thoroughly.
- Verify your eligibility. If you have questions about your eligibility, please contact CCI staff before starting the application.
 - Review the Guidelines and make special note of program 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 Colorado Creative Corps ARP application.
- Grant request information
 - 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
 - **Provide in the order listed and save using the following naming convention as a template – “ORGANIZATION NAME_descriptive title.”**
- STEP 4: Review your application thoroughly and submit the application.
- Call 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.

Colorado Creative Industries
1600 Broadway, Suite 2500
Denver, CO 80202
Tel: 303-892-3840

Email: oesdit_creativeindustries@state.co.us

Website: <https://oesdit.colorado.gov/colorado-creative-industries>

For General questions and assistance in using the online grant system:
[CCI Grant Portal Assistance Document](#)

Libby Barbee
Libby.barbee@state.co.us



Colorado Creative Industries Division
Colorado Creative Corps ARP - Review Rubric

Artistic Excellence & Merit (50% total)	Highly Recommend 10 – 8	Medium Recommend 7 - 6	Low Recommend 5
Artistic Merit	<ul style="list-style-type: none"> • Project reaches one or more populations that are underserved • Project has strong potential to make quality arts or cultural resources more widely available. • Project is highly appropriate to the artist’s and/or partnering organization’s mission, audience, community, and/or constituency • Project has a strong ability to grow the artist’s capacity and experience, as appropriate. 	<ul style="list-style-type: none"> • Project reaches at least one underserved population • Project has the potential to make quality arts or cultural resources more widely available. • Project is appropriate to the artist’s and/or partnering organization’s mission, audience, community, and/or constituency • Project has the ability to grow the artist’s capacity and experience, as appropriate. 	<ul style="list-style-type: none"> • Project does not reach underserved populations. • Project demonstrates limited potential to make quality arts or cultural resources more widely available. • Project is not well aligned to the artist’s and/or partnering organization’s mission, audience, community, and/or constituency. • Project demonstrates limited ability to grow the artist’s capacity and experience, as appropriate.



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Colorado Creative Corps ARP - Review Rubric

<p>Artistic Excellence</p>	<ul style="list-style-type: none"> • Artistic samples and application materials provide evidence of meaningful participant experience through the arts. • Materials show evidence of high accomplishment and skill within the cultural context of the presented project. 	<ul style="list-style-type: none"> • Artistic samples and application materials provide evidence of participant experience through the arts. • Materials show evidence of accomplishment and skill within the cultural context of the presented project. 	<ul style="list-style-type: none"> • Artistic samples and application materials lack evidence of meaningful participant experience through the arts. • Materials lack evidence of accomplishment and skill within the cultural context of the presented project.
<p>Preliminary Section Score:</p>			



Colorado Creative Industries Division
Colorado Creative Corps ARP - Review Rubric

Project Impact (25% total)	Highly Recommend 10 – 8	Medium Recommend 7 - 6	Low Recommend 5
Demonstrated community benefit and clarity of intent	<ul style="list-style-type: none"> • Application strongly communicates a community benefit and the intended outcome of the project. • The intended outcome of the project is directly related to a community need or benefit. 	<ul style="list-style-type: none"> • Application communicates a community benefit and the intended outcome of the project. • The intended outcome of the project is related to a community need or community benefit. 	<ul style="list-style-type: none"> • Application does not clearly communicate a community benefit and the intended outcome of the project. • The intended outcome of the project is not directly related to a community need or benefit.
Appropriate scope of project and capacity of applicant and partners to complete project	<ul style="list-style-type: none"> • Strong evidence of appropriate timescale, budget, and staff capacity to successfully complete the project. • The partners and artists included in this project are highly qualified for their roles and a good fit for the project. • The scale of the project is appropriate for the stated goals and for engagement of the intended community/audience. 	<ul style="list-style-type: none"> • Evidence of appropriate timescale, budget, and staff capacity to successfully complete the project. • The partners and artists included in this project are qualified for their roles and a good fit for the project. • The scale of the project is somewhat appropriate for the stated goals and for engagement of the intended community/audience. 	<ul style="list-style-type: none"> • Little evidence of appropriate timescale, budget, and staff capacity to successfully complete the project. • The partners and artists included in this project lack qualifications for their roles and the project. • The scale of the project is not aligned with the stated goals and for engagement of the intended community/audience.
Preliminary Section Score:			



Colorado Creative Industries Division
Colorado Creative Corps ARP - Review Rubric

Accessibility & Engagement (15% total)	Highly Recommend 10 – 8	Medium Recommend 7 - 6	Low recommend 5
Project is accessible to the public	<ul style="list-style-type: none"> The application clearly communicates how the artwork will be made accessible to the general public, either through physical location, online engagement, marketing and outreach, or other methods of distribution and outreach. 	<ul style="list-style-type: none"> The application communicates how the artwork will be made accessible to the general public, either through physical location, online engagement, marketing and outreach, or other methods of distribution and outreach. 	<ul style="list-style-type: none"> The application lacks details about how the artwork will be made accessible to the general public, either through physical location, online engagement, marketing and outreach, or other methods of distribution and outreach
Engagement	<ul style="list-style-type: none"> The project includes strong engagement of the community or participants at one or more stages of the project. This could include during the planning, design, or creation stage; or through the presentation of participatory or interactive experiences/artworks. 	<ul style="list-style-type: none"> The project includes engagement of the community or participants at one or more stages of the project. This could include during the planning, design, or creation stage; or through the presentation of participatory or interactive experiences/artworks 	<ul style="list-style-type: none"> The project lacks engagement of the community or participants at one or more stages of the project. This could include during the planning, design, or creation stage; or through the presentation of participatory or interactive experiences/artworks
Preliminary Section Score:			



Colorado Creative Industries Division
 Colorado Creative Corps ARP - Review Rubric

Partnerships (10% total)	Highly Recommend 10 – 8	Medium Recommend 7 - 6	Low recommend 5
Approach is collaborative and includes strong cross-sector partnerships	<ul style="list-style-type: none"> • Proposal clearly identifies one or more community partners with whom the artist will partner to present, exhibit, or otherwise make publicly accessible the funded artwork(s). • Proposal indicates a strong level of cooperation and collaboration between applicant and partners 	<ul style="list-style-type: none"> • Proposal identifies a community with whom the artist will partner to present, exhibit, or otherwise make publicly accessible the funded artwork(s). • Proposal indicates cooperation and collaboration between applicant and partners 	<ul style="list-style-type: none"> • Proposal lacks a community with whom the artist will partner to present, exhibit, or otherwise make publicly accessible the funded artwork(s). • Proposal lacks evidence of cooperation and collaboration between applicant and partners
Preliminary Section Score:			