

Colorado Creates Fiscal Year (FY) 2024*

Grant Guidelines

Application Guidelines for Operations Occurring
During Colorado Creative Industries' Fiscal Years 2024 and 2025

*July 1, 2023–June 30, 2024 and July 1, 2024–June 30, 2025

NOTE: Grants provide funding for a two-year period, dependent on available funds and compliance with terms and conditions. A **Mid-Cycle Report, due in May 2024, is required to access the second year of funding.**

DEADLINE: Applications must be submitted online by **4:00 p.m. on Wednesday, May 24, 2023. 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.

ABOUT COLORADO CREATES GRANTS

The purpose of Colorado Creates, Creative Industries' largest annual competitive grant program, is to provide support to nonprofit arts organizations who produce and present arts and cultural activities. All grants are for General operating support.

ACCESSIBILITY

Colorado Creative Industries is committed to ensuring that all individuals, including those with disabilities, have equal access to our grant opportunities. We strive to make our grant application process, events, and activities accessible to all individuals, including those with disabilities. We are committed to compliance with state and federal laws regarding accessibility and non-discrimination, and we will take appropriate steps to ensure that our grant program is inclusive and accessible to all individuals. [Read the CCI Accessibility and Belonging Statement/Policy.](#)

Recipients of CCI funds must comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). We encourage our grantees to complete the [CCI Grantee Accessibility Checklist](#) (or Self-Evaluation or a Plan) during the grant period. These requirements demonstrate a commitment to disability justice, universal design, and accessibility, aligning with CCI's values and principles. Answering 'no' and 'not applicable' will not impact your grant funding but will alert you to accessibility issues that your organization

should address during your next strategic planning process. Please keep on file for three years.

The grant application process is available online. If you have any questions or concerns about accessibility or if you require accommodations to complete the application, please contact [CCI Staff](#) or 720.702.2476 at least two weeks before the application deadline. We will make every effort to provide reasonable accommodations for individuals with disabilities who wish to participate in our grants.

APPLICANT ELIGIBILITY CRITERIA

Colorado Creates grants are open to Colorado-based, arts-focused 501(c)3 visual, performing, literary, cultural community, and media arts organizations including:

- Organizations supporting the arts as a part of their primary organizational mission.
- Independent components, such as arts focused programs of a college or university or unit of government. *Independent components* must be both programmatically and administratively distinct from their parent organization. **NOTE: Independent component applicants must contact staff before applying.** (See APPENDIX A - DEFINITIONS)
- Organizations that program and/or present significant artistic or cultural programming in an area, or to a specific community with limited access may be considered on a case by case basis.
 - **NOTE: Applicants seeking to apply that do not support arts as their primary organizational mission must contact staff to verify eligibility before applying.**
 - Additional documentation may be required. (See APPENDIX A - DEFINITIONS)

This eligibility criterion excludes organizations whose stated mission is not specific to the arts. Organizations that have other goals but include some arts programming are not eligible, unless they program and/or present proportionally-significant artistic or cultural programming in an area, or to a specific community with limited access.

Applicants are encouraged to contact CCI well in advance of the grant deadline if they have eligibility questions.

Additional eligibility requirements:

- Applicants must have been providing public programs in the arts in Colorado for at least two years by the application deadline.
- Applicants may not apply using a fiscal agent.
- Organizations are required to sit out for one year after two consecutive years of Colorado Creates funding. [Applicants who received FY22 or FY23 funding](#) are ineligible for this round of funding.
- Applicants must have a minimum cash operating budget of \$25,000 for their last completed fiscal year. Previous Colorado Creates awardees concerned about the pandemic affecting their budget should contact marcie.gantz@state.co.us.
- Article 9, Section 7 of the Colorado Constitution, excludes churches, religious/sectarian organizations, and sectarian purposes from eligibility.

- Applicants must be registered with the Colorado Secretary of State as a Colorado business and its primary business location must be in the state of Colorado.
- To be eligible for a grant, a nonprofit organization is required to show it is in “good standing” with the Colorado Secretary of State’s office.
- Applicants must be current in Creative Industries reporting. Applicants’ delinquent in prior final reports will be disqualified.
- **Organizations currently certified as Colorado Creative Districts through the CCI-designated program are not eligible to apply for the Colorado Creates grant.** Other creative/arts/cultural organizations or districts within the certified Colorado Creative District that meet all other Colorado Creates eligibility criteria may apply for this funding.
- Public and private K-12 schools and school districts are not eligible.
- Be in compliance with all pertinent state and federal regulations including but not limited to: Fair Labor Standards, the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Drug-Free Workplace Act of 1988; and Section 1913 of 18 U.S.C. and Section 319 of P.L. 101-121. Apart from all other provisions of law, particularly the requirements of the Americans with Disabilities Act, which bear upon all CCI grantees, those grantees whose grant is composed all or in part of funds derived from the [National Endowment for the Arts](#) will be required to be in compliance with Section 504 of the Rehabilitation Act of 1973 at the time of and as a condition of receipt of the grant under penalty of rescission and any others set forth under law.

FUNDING RESTRICTIONS

Ineligible uses of grant funds are:

- Capital improvements, new construction, renovation or restoration or purchase of major equipment (\$5,000 or more)
- Debt and deficit reduction
- Re-granting of grant funds

DEADLINE & TIMELINE

March 28, 2023	Online application opens
March 31, 2023	Information session via Zoom with CCI staff
April 7, 14, 21, and 28, 2023	Friday office hours with staff 12-1pm
Wednesday, May 24, 2023	Online application submit deadline - 4:00 p.m.
June/ July 2023	Review panels evaluate applications
August 2023	Council reviews recommendations; funding announced
September/October 2023	Payment
July 1, 2022 - June 30, 2023	Year 1 funding
July 1, 2023 - June 30, 2024	Year 2 funding

NUMBER OF APPLICATIONS ACCEPTED

No organization may be the lead applicant on more than one application.

An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization is not eligible to apply if the affiliated organization submits its own

application. This prohibition applies even if each organization has its own 501 (c) 3 status. For example, the “Friends of ABC Museum” may not also apply if the ABC Museum applies.

GRANT AMOUNTS

Grant awards are flat amounts based on the size of the applicant’s cash operating revenue for the organization’s most recently completed fiscal year (as of the grant deadline date). All applicants in the same budget range who are recommended for funding will receive the same dollar amount. Both the first year and the continuation of a second-year grant is contingent upon available funds.

Although indirect costs are not allowed, a portion of the administrative costs directly associated with the proposed operations is allowable.

Please refer to the budget chart below for grant request information.

If your cash operating revenue in your most recently completed fiscal year was:	You will request:
\$1 million or more	\$10,000
\$500,000-999,999	\$8,500
\$250,000-499,999	\$7,500
\$100,000-249,999	\$6,500
\$25,000-99,999	\$4,000

REVIEW CRITERIA & PROCEDURES

The following criteria and weights are used by reviewers to evaluate and rank proposals (See APPENDIX B - NARRATIVE QUESTIONS and APPENDIX D - REVIEW RUBRIC)

- Artistic excellence and artistic merit of proposed activities (40%)
*(See Appendix A - DEFINITIONS)
- Community involvement and impact with and benefit of the organization’s activities (30%)
- Implementation capacity such as effective planning, management and budgeting of the organization and its activities (30%)

The review process incorporates peer specialists in a variety of artistic disciplines, education, nonprofit management, community development and business who review, score and rank the application and support materials. Panel recommendations are not final until approved by the Creative Industries Council in August. Applicants will be notified via email in August of the result of the funding recommendations.

ONLINE APPLICATION SUBMISSION

Applications must be submitted online by 4:00 p.m. on Wednesday, May 24, 2023.

No exceptions will be made for late submissions.

This document contains program guidelines only. New users will need to register for an account on the CCI Grants Portal (<https://co-cci.smapply.org>).

All users are required to log into the portal and complete the online application. All support materials are uploaded into the online system. No hard copies or emailed copies of the application or support materials 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. Each organization has a Primary Administrator for their organization's portal account. This is the only person who can add members to the organization's account. (See APPENDIX C - GRANT PORTAL)

For additional help on using the online grant system, contact Marcie Gantz at marcie.gantz@state.co.us or 720-703-2476.

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. See appendix below for detailed questions.

FINANCIALS & SUPPORT MATERIALS

Applicants are required to submit financial information and support materials as described below. Omission of any required support materials will make your application ineligible for panel review.

- **Financial materials:**
 - **REQUIRED:** Income statement (with a line item for cash operating revenues) for the most recent fiscal year. The grant amount will be based on your Total cash Income/Revenue.
 - Organizations over 500K will require the most recent fiscal audit or review report.
 - **REQUIRED:** Current fiscal year budget projections
- **Supporting materials:**
 - **REQUIRED:** Newly generated [Certificate of Good Standing](#) from the Colorado Secretary of State, signed in 2023 or within 365 days of the application deadline. Please do not upload a Certificate of Registration or a screenshot of the summary.
 - **REQUIRED:** Current Board of Directors list (with current arts and/or cultural affiliations, if applicable).
 - **REQUIRED:** Staff bios document with qualifications.
 - **REQUIRED:** *At least one artistic support material attachment is required to avoid an applicant's disqualification.* Additional support materials may be required if your organization falls into one of the following disciplines below.
- **Optional:** Applicants may submit up to 5 additional work samples. **TIP:** Reference attached work samples within the narrative where appropriate.

REQUIREMENTS FOR APPLICANTS IN SPECIFIC DISCIPLINES

Failure to include work samples as described below may disqualify your application.

- **Performing arts organizations must provide at least one (1) audio or video sample of up to 3 minutes of actual performance.** Still images may be included to complement these samples but are not a substitute for live performance.
- **Visual arts or crafts organizations must provide up to 20 images of artists' work (in a single document).** Samples should be provided as in a PDF format.
- **Literary organizations must provide a sample cover/homepage, table of contents, and short excerpts from up to 3 print or online publications in a PDF format.**
- **Film and media organizations must provide audio (radio broadcasts) or video/media samples of work up to 3 minutes in length.**
- **Multidisciplinary organizations should provide a balance of appropriate samples as described above.** A variety of samples will be beneficial to your application.
- **Service organizations must provide up to 5 examples of their services.** These can be in multiple formats and could include agendas of workshops, instruction videos, bios of instructors, membership roster, or feedback from participants.

NOTE: Failure to provide the above work samples may eliminate your application from review.

GRANTEE REPORTING REQUIREMENTS & GRANT CANCELLATIONS

Grant recipients will be required to submit a **Mid-Cycle Report** to receive the 2nd year of Colorado Creates grant funding. Grant recipients who do not submit reports are ineligible for further Creative Industries funding.

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

- Misses deadlines for grant reports
- Does not notify the CCI of significant management changes or instances of fraud or embezzlement
- Fails to comply with the terms of the grant award requirements
- Demonstrates inadequate financial management and oversight
- Does not properly credit CCI support

APPEAL PROCESS

Applicants may appeal the Council's decision concerning a grant application. However, dissatisfaction with the denial is not sufficient reason for an appeal. Grounds for appeal are evidence that:

- The stated review process was not followed; or
- The Council's Conflict of Interest policy was violated.

A written appeal, describing the grounds for appeal and a desired remedy, must be sent to the Chair of the Colorado Creative Industries Council no later than three (3) weeks from the date of the notification of denial. The Council will reconsider its decision at its next regularly scheduled meeting after receipt of the written appeal.

OTHER CONDITIONS OF FUNDING

As a condition of the grant, Colorado Creative Industries requires the recipient of public funds

to comply with all state and federal laws and regulations. Those terms and conditions can be found here: [state terms](#), [federal terms](#), and [grant terms](#).

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.

Credit/Acknowledgment - Grantee agrees that a current [CCI logo](#) will be included in all announcements and promotional materials and efforts will be made to publicly credit CCI support in any public events related to the funding program and activities. Recipients may also use the current National Endowment for the Arts logo if desired.

Grantee agrees to send a letter to their state legislators, informing them of the importance of State funding. Grantees are strongly encouraged to join the Colorado Business Committee for the [Arts Arts Action Network](#), to ensure that arts, culture and the creative industries are valued and supported by policymakers and voters.

APPENDIX A - DEFINITIONS

501 (C) 3 ORGANIZATIONS WITH A PRIMARY PURPOSE THAT SUPPORTS ARTS are organizations whose stated—and board adopted—mission is specific to visual, performing, media and literary arts.

Organizations that have other goals but include some arts programming are not eligible, unless they **program and/or present proportionally-significant artistic or cultural programming in an area, or to a specific community with limited access.**

- **Either one of the following must apply to your organization :**
 - 25% or more of organization's overall programming is arts and cultural programming specific to visual, performing, media and literary arts
 - Organization can demonstrate a significant portion of annual operating budget (minimum of 15%) dedicated to presenting and programming arts and culture
- **AND the following must apply to your organization:**
 - Organization's arts and culture programming primarily supports populations and/or geographies with limited access to similar services

Applicants are encouraged to contact CCI well in advance of the grant deadline if they have eligibility questions.

Examples of specific non-profit organizations that may qualify include art museums, visual arts centers, ceramic studios, photographic studios, community arts councils, orchestras and choral societies, opera societies, music festivals, theater groups, film festivals, dance organizations, creative writing programs, tribal cultural organizations, quilting and fiber arts organizations, ethnic crafts, saddle making and cowboy poetry festivals.

This definition excludes organizations whose **stated mission is not *specific* to arts**, including history museums, botanic gardens, preservation organizations, economic development and planning agencies and therapeutic and social service agencies.

AN INDEPENDENT COMPONENT is a program of an organization, college/university or a unit of government that is both programmatically and administratively distinct from its parent organization. To qualify as an independent component, the following must be in place:

- A community-based independent board or advisory committee that has substantial responsibility for oversight and management;
- A distinct and separate mission from its parent organization;
- Dedicated staff and volunteers for the programs of the independent component;
- A budget separate from the parent organization (the independent component **MUST** produce a distinct set of financials as a part of the grant application); and
- If affiliated with a university or college, the independent component must provide programs or services open to the public and must document that the activities serve 50% or more non-student or faculty audiences

For example, a university academic program that primarily serves students, offers a major or minor, and has very little external funding would not be eligible for Colorado Creates funding. However, if the university seeks funding for its art museum, which serves the public, possesses organizational permanency, has programmatic autonomy, is managed by a dedicated staff, is

fiscally independent of other academic units, and has its own advisory board, the art museum would qualify as an eligible applicant.

Another example of an independent component is a department or division of a city or municipality that is overseen by an advisory board, develops its own arts or cultural heritage programming and has a line item for financial support in the city or county budget. These eligible applicants might include a cultural office or a performing arts center.

The following DO NOT qualify as independent components:

- Academic departments/schools of colleges and universities;
- Programs or projects of organizations, e.g. “friends of” groups sponsored by the organization but are actually programs or fundraising bodies, not independent components; or
- General city or county governments.

Organizations that believe they qualify as Independent Components should contact CCI staff prior to starting an application.

COLLABORATIONS, for the purpose of Colorado Creates, will be understood as organizations working together with a shared vision to achieve a shared goal. Collaborating organizations should be able to show mutual investment of funds or other resources to the activity. This is different from cooperation, which typically refers to individual organizations providing resources to each other they would not otherwise have. Although commonly used interchangeably, the terms collaboration and cooperation represent fundamentally different ways of contributing to a project.

For example, an organization that offers free rental space at their facility to another arts or service organization would be considered cooperation in that it helps the implementation of that organization’s project. A collaborative relationship would be characterized by the creation of something new through mutual investment.

ARTISTIC EXCELLENCE AND ARTISTIC MERIT

Artistic Excellence (Value) includes the quality of the artists and other key individuals, creative process, works of art, organizations, arts education providers, artistic partners, and/or services involved in the project and their relevance to the audience or communities the project aims to serve.

Note: Artistic excellence is a subjective measure, as different people may have different opinions about the value of a particular piece. Artistic excellence can be determined by a variety of factors, such as the skill and technique used to create the work, the originality of the concept, the emotional impact it has on viewers, and its historical or cultural significance. It can be influenced by the artisan/creator’s reputation, how well critics and the public receive the artwork, or whether the piece is considered a “masterpiece” in the art world.

Artistic Merit (Situational) includes:

- The value and appropriateness of the project to the organization’s mission, artistic field, artists, audience, community, and/or constituency

- The ability to carry out the project based on such factors as the appropriateness of the budget, clarity of the project activities, resources involved, and the qualifications of the project's personnel and/or partnerships
- Clearly defined goals and/or proposed outcomes and an appropriate plan to determine if those goals and/or outcomes are met
 - This includes, where relevant, measures to assess student and/or teacher learning in **arts education**
- Evidence of direct compensation to artists, art collectives, and/or art workers
- As applicable:
 - Engagement with individuals whose opportunities to experience the arts are limited by geography, race or ethnicity, economics, or disability.
 - Ability to strengthen the arts sector through knowledge-sharing and resources.

Note: Situational merit refers to the value or worth of a work of art in a specific context or situation. This can include factors such as the setting in which the artwork is displayed, the audience viewing it, and the purpose for which it was created. For example, a sculpture that is displayed in a park may have different situational merit than the same sculpture displayed in a museum. Similarly, an artwork that is created for commercial purposes may have different situational merit than one created for a gallery exhibition. Situational merit is a way of evaluating the value of an artwork based on how it is being used or experienced in a specific context.

DIVERSITY, INCLUSIVITY, and ACCESSIBILITY is defined in varying ways by organizations. For guidance in answering the questions in this application related to CCI's values around this topic, we offer these broad definitions:

Diversity refers to a range of perspectives and voices being present in an organization and enriching its decision-making and effectiveness. This includes different life experiences based on race, ethnicity, nationality, age, sexual orientation, gender identity, income, religion, geography, disability, and a range of other factors.

Inclusivity refers to an environment in which any individual or group can be and feel welcomed, respected, supported, and valued to participate in the mission, life, and decision-making of an organization. By definition, an inclusive organization must be diverse, but a diverse organization may not necessarily be inclusive.

Accessibility refers to the design and implementation of products, services, technologies, environments, and facilities that are accessible and usable by people with disabilities. Accessibility is about removing barriers and making things easier to use and understand for everyone, regardless of their abilities or disabilities. Accessibility can encompass a wide range of disabilities, including visual, auditory, physical, cognitive, and neurological disabilities.

*[Use this helpful resource](#) to self-check your organization's accessibility status!

SAM UEI NUMBER, or a Universal Entity Identifier (UEI_ID) number. Effective April 4, 2022, the federal government will phase out the use of DUNS numbers and move to the Unique Entity Identifier (UEI) created in SAM.gov. This transition streamlines SAM.gov registration for

new entities and eliminates the need to work through Dun & Bradstreet for ongoing entity management.

The SAM UEI is a unique 12 character identifier (a combination of letters and numbers) assigned to all entities (public and private companies, individuals, institutions, or organizations) that are required to register to do business with the federal government.

As a potential subgrantee receiving federal funds through the Colorado Creative Industries' Partnership Agreement with the NEA, you must obtain a SAM UEI. We strongly urge that you address this transition, get your SAM UEI immediately, and enter it into CCI's grants system when you apply for your next grant. The SAM UEI is issued at no cost through the federal System for Award Management website (SAM.gov). Organization information is included in each application via our online portal, you must be a moderator for your organization.

FISCAL YEAR (FY) is a term that is used to differentiate an organization's budget or financial year. A fiscal year usually starts at the beginning of a quarter, such as April 1, July 1 or October 1. However, some organizations' fiscal year also coincides with the calendar year, which starts January 1.

MEDIA ARTS organizations include those that focus on film, television, radio, audio, video, online, interactive and mobile technologies. Competitive applications in this discipline should address the history of community involvement in the organization and the amount and quality of local or regionally developed or produced content in their work.

APPENDIX B - NARRATIVE QUESTIONS

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

Artistic Excellence and Artistic Merit (40%)

ORGANIZATION BACKGROUND: Discuss the original issue or opportunity leading to the organization's founding or development and how that may have changed over time *

GOALS: Describe the organization's current goals (how you will specifically achieve the organization's mission)

CURRENT PROGRAMS: Describe the organization's current programs. Include population/demographics and numbers served.

ARTISTIC EXCELLENCE AND MERIT. Describe how your organization commits to high artistic, educational, and/or cultural standards. How do you involve professional artists in planning and programming decisions? Are they compensated?

Community Involvement and Impact (30%)

COLLABORATION: Describe one or two specific, impactful, and preferably measurable collaborations or cooperative efforts with other organizations or community members. *

COMMUNITY: (a) Define, in your own terms, the “community” that you are serving or strive to serve. (b) Are the people you serve (or hope to serve) also involved in leadership roles within the organization? (c) What data or survey information do you have about the community you serve? (d) What feedback do you have about the experiences you provide and how does your organization involve the people you serve in the decision making or feedback process(es)?

INCLUSIVENESS: Discuss what diversity and inclusiveness mean to your organization. What are your organization's strengths and challenges concerning inclusiveness? How are you measuring and addressing the challenges through your strategic planning or otherwise?*

Implementation Capacity (30%)

EVALUATION: Describe one or two specific measures (data or information collected) by which the organization evaluates its program and operations and measures its impact.*

OUTCOMES: Did you achieve the desired outcomes related to your goals? Summarize key evaluation results that demonstrate the organization’s progress toward its goals or desired impact.*

BOARD ROLES: Describe the role and responsibilities of the board of directors. Include the key issues related to board effectiveness that are currently being addressed.*

BOARD STRUCTURE: (a) How many members serve on the board? (b) What is the organization’s policy regarding board terms? (c) How is your board reflective of the community you engage with?

PLANNING: Describe the challenges and opportunities facing the organization in the next three years. Describe how the organization engages in planning.*

Financial Information

Describe your organization’s current financial state.

How did you arrive at your budget estimates? (explain any line items that are questionable or unclear).

If your organizational financials show large increases or decreases in line items, please explain. (on the current application)

If you ended your most recent fiscal year with a deficit, describe the organization’s plan to eliminate the deficit and reach fiscal stability. (on the current application).

APPENDIX C - GRANT PORTAL

Each organization should have only **one organization account** assigned to a Primary Administrator. This admin can add members to the organization and give access to applications. If registering for an account in the grant portal for the first time, there are three steps to complete:

- Register as an individual or organization
- 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.

Checklist

- APPLICATION COMPLETE**
- REQUIRED:** Income statement (with a line item for cash operating revenues) for the most recent fiscal year. The grant amount will be based on your Total Income/Revenue.
 - Organizations over 500K will require the most recent fiscal audit or review report.
- REQUIRED:** Current fiscal year budget projections
- REQUIRED:** Budget for next fiscal year
- REQUIRED:** Newly generated [Certificate of Good Standing](#) from the Colorado Secretary of State signed in 2023 or within 365 days of the application deadline. Please do not upload a Certificate of Registration or a screenshot of the summary.
- REQUIRED:** Current Board of Directors list with any current arts and/or cultural affiliations.
- REQUIRED:** Staff bios document with qualifications and/or lived experiences
- REQUIRED:** *At least one artistic support material attachment is required to avoid an applicant's disqualification.* Additional support materials may be required if your organization falls into one of the following disciplines below.
- Optional:** Applicants may submit up to 5 additional work samples.
 - TIP:** Additional support materials may be required based on artistic discipline(s). Please read the grant guidelines carefully. *
 - TIP:** Strong artistic samples tell the story of the organization and demonstrate its programming