

Colorado Creates Fiscal Year (FY) 2022* Grant Guidelines



Application Guidelines for Operations Occurring During Colorado Creative Industries' Fiscal Years 2022 and 2023 *July 1, 2021—June 30, 2022 and July 1, 2022—June 30, 2023

NOTE: These grants provide funding for a two-year period, dependent on available funds and grantees meeting all conditions of the grant. A **Mid-Cycle Report, due in June 2022, is required to access the second year of funding.**

DEADLINE: Applications must be submitted online by **4:00 p.m. on Monday, June 7, 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 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.

APPLICANT ELIGIBILITY CRITERIA

Colorado Creates grants are open only to Colorado-based, arts-focused 501 (c) 3 organizations or *independent components*, such as programs of a college or university or unit of government **with a primary purpose to support the arts as reflected in their organizational mission.** This includes visual, performing, literary and media arts organizations.

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.

Independent components must be both programmatically and administratively distinct from their parent organization. Please contact Colorado Creative Industries staff prior to beginning an application if you fall into this category.

(See APPENDIX A – DEFINITIONS)

Additional eligibility requirements:

- Applicants must have been **providing public programs in the arts in Colorado for at least three 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. Click [here](#) to see if your organization is required to **sit out** this year. These organizations may apply again at the June 2022 (FY23) deadline for a two-year cycle.
- 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 Sami.Wells@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.

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

April 2021 Monday, June 7, 2021 July/August 2021 September 2021 July 1, 2021 – June 30, 2023	Grant information & staff support available Online application submit deadline – 4:00 p.m. Review panels evaluate applications Council reviews recommendations; funding announced Funding period
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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 merit of proposed activities (40%)
- Community involvement 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 September. Applicants will be notified via email in September of the result of the funding recommendations.

ONLINE APPLICATION SUBMISSION

Applications must be submitted online by **4:00 p.m. on Monday, June 7, 2021.**

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 Sami Wells at (303) 892-3822 or Sami.Wells@state.co.us.

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.

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.**

- **REQUIRED:** The **Three-Year Financial Summary**. This document is based on YOUR organization's most recently completed fiscal year, YOUR projection of your current fiscal year, and your anticipated budget for your next fiscal year.
- **REQUIRED:** A statement of your organization's cash operating revenues for *your most recently completed fiscal year*, signed by your board president or treasurer. **(Please do not send a balance sheet)** The grant amount will be based on your Total Income/Revenue.

Acceptable documents are:

- Profit and Loss statement or a signed list of expenditures from your financial system
- Statement of Activity

Not accepted documents:

- Balance Sheet
- Statement of Financial Position
- Cash Flow
- Tax, Audit or any documents with your EIN number

- **REQUIRED:** Newly generated Certificate of Good Standing from the Colorado Secretary of State. Please do not upload a Certificate of Registration or a screenshot of the summary.
- **REQUIRED:** Current Board of Directors list with affiliations.
- **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.

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.

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, theatre 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 have 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 also 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.

DIVERSITY AND INCLUSIVITY 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.

DUNS NUMBER, or a Data Universal Number System (DUNS) number, is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. Our NEA funding requires we collect this information. A good description of how to check to see if your organization has a DUNS number and how to obtain one can be found on the [Grants.gov](https://www.grants.gov) website.

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 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 achieve the organization's mission).

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

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

Community Involvement

COLLABORATION. Describe one or two specific 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?

INCLUSIVENESS. Discuss what diversity and inclusiveness mean to your organization. What are your organization's strengths and challenges concerning inclusiveness? How are you addressing the challenges?

VOLUNTEERS. How does the organization involve volunteers (other than the board of directors) in a typical 12-month period? Include number of volunteers and hours.

Implementation Capacity

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) What percentage of the board contributes financially to the organization?

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

FINANCIALS. If you ended your most recent fiscal year with a deficit, describe the organization's plan to eliminate the deficit and reach fiscal stability. If your organizational financials show large increases or decreases in line items, please explain.

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 3 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.



Colorado Creative Industries Division Colorado Creates Review Rubric

Attachment D

APPENDIX D – REVIEW RUBRIC

Artistic Excellence & Merit (40% total)	High Recommend highly 10 – 8	Medium Recommend with some reservations 7 – 6	Low Do not recommend 5	Notes
Artistic samples submitted	Artistic samples clearly show evidence of high accomplishment and skill, high quality audience experience and/or qualified leadership. Samples directly support applicant's focus or mission. Samples are appropriate to discipline (e.g. performing arts has video/audio and/or critical reviews, visual arts has high quality images)	Artistic samples show evidence of accomplishment and skill, quality audience experience and/or qualified leadership. Samples support applicant's focus or mission. Samples are appropriate to discipline (e.g. performing arts has video/audio and/or critical reviews, visual arts has high quality images)	Artistic samples are not included, do not show evidence of artistic accomplishment and skill, or show poor audience experience. Samples do not support the applicant's focus or mission	
Mission and goals	Programs are clearly aligned with organization's mission; goals are clearly described and measurable. Programs are clearly described and includes detail (e.g. population, numbers served, expected results)	Programs are aligned with organization's mission; goals are described and measurable. Programs have some detail and good description of expected outcomes	Programs are not aligned with the organization's mission; goals are incomplete and/or not measurable. Program description is difficult to understand	
Quality of leadership	Qualifications of artists and/or professionals involved in programs are high. Samples demonstrate strong and meaningful involvement of artists & stakeholders in planning	Qualifications of artists and/or professionals involved are somewhat evident. Samples demonstrate involvement of artists & stakeholders in planning	Lacks evidence of qualified artists and/or professionals involved. Samples lack meaningful involvement of artists & stakeholders in planning	
Preliminary Section Score:				



Colorado Creative Industries Division Colorado Creates Review Rubric

Community Involvement & Benefit (30% total)	High Recommend highly 10 – 8	Medium Recommend with some reservations 7 – 6	Low Do not recommend 5	Notes
Collaboration	Collaborations are highly diverse, nature of collaboration is specified and shows meaningful and demonstrate mutual benefit	Collaborations are varied, nature of collaboration is alluded to, and demonstrate some mutual benefit	Collaborations are limited, superficial and demonstrate little benefit for one or more parties	
Inclusiveness	Organization demonstrates a high level of inclusiveness within multiple stakeholders, e.g. board, staff, programs and volunteers	Organization demonstrates some inclusiveness within one or more stakeholder group, e.g. board, staff, programs and volunteers	Organization demonstrates little or no inclusiveness within board, staff, programs and volunteers	
Accessibility	Program is highly accessible due to location, appropriate costs, and/or ability to serve those with special needs	Program is accessible due to location, appropriate costs, and/or ability to serve those with special needs	Program is not accessible due to location, appropriate costs, and/or ability to serve those with special needs	
Population served	Applicant clearly defines community served by organization. Programs are planned with identified community, and program clearly reaches self-defined intended audience	Applicant defines community served by organization. Programs involve some outreach to identified community, and program reaches self-defined intended audience	Applicant does not define community served by organization. Programs are not planned with targeted audiences, and program reach is not well defined and limited in scope	
Community support	Clear evidence programs and services fulfill community needs and/or community interest. In-kind shows a strong connection to community through donated goods or services	Evidence programs and services fulfill community needs and/or community interest. In-kind shows a connection to community through some donated goods or services	Little or no evidence programs and services fulfill community needs and/or interest. Little or no evidence of connection to community. Lack of in-kind support	
Preliminary Section Score:				



Colorado Creative Industries Division Colorado Creates Review Rubric

Implementation Capacity (30% total)	High Recommend highly 10 – 8	Medium Recommend with some reservations 7 – 6	Low Do not recommend 5	Notes
Financial information	Operating budget is clearly feasible and shows a diversity of non-CCI funding; if applicable, required cash match is easily met; organization is financially stable; major swings in income and expense or one year of deficit are explained clearly	Operating budget is feasible and shows some non-CCI funding; if applicable, required cash match is met; organization is financially stable or has plans for stability; major swings in income and expense or one to two years of deficit are explained	Operating budget is not feasible and lacks diversity of funding; if applicable, required cash match is barely or not met; organization is financially unstable and has no articulated plans for stability; major swings in income and expense or one or more years of deficit are not explained	
Accuracy	Application is accurate throughout and includes all required information; clarity and specificity of writing, lack of typos and other mistakes indicate a careful application	The majority of the application is accurate and includes required information; writing is adequate for panel understanding	The application has numerous inaccuracies, directions have not been followed, writing lacks clarity and required information is incomplete	
Planning & management	Planning and goals are clear and based on sound, measurable evaluation techniques; key personnel are highly qualified and experienced	Planning and goals are adequate and based on evaluation techniques; key personnel are qualified and experienced	Planning and goals are not adequate and do not address evaluation results; qualifications of key personnel are not included	
Board or advisory committee & volunteers	Number of board members, terms/rotation and composition is appropriate for the size and mission of organization; board is diverse and representative of the community and 100% contribute financially to the organization. Volunteer numbers and hours are provided and appropriate to organization's size	Number of board members, terms/rotation and composition of the board is adequate for the size and mission of organization; board is diverse and representative of the community and contributes financially to the organization. Strong evidence of volunteer participation is provided and adequate to organization's size	Number of board members and composition of the board (professions, skills, experience) is not appropriate for the size and mission of organization; terms and rotation are not defined; board is not diverse and/or representative of the community and demonstrates low commitment to the organization	
Preliminary Section Score:				

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.

- ☐ Register for a DUNS number (if your organization does not have a DUNS number).
- ☐ Create (or update) your Account information in the **online grant portal**.

STEP 3: Prepare the Colorado Creates 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.”**
 - Excess pages, items not listed in the guidelines or alternative formats are not acceptable.

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: oeedit_creativeindustries@state.co.us

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

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

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