



DENVER TIER III DISCRETIONARY GRANTS

Organization Development Grants Application Form

ELECTRONIC SUBMISSION REQUIRED

Organization Development Grants are designed to address the primary needs of an organization by improving and expanding an organization’s expertise and ability to fulfill its mission. Areas of focus for these grants include: planning, administrative structure, fiscal integrity, artistic positioning, marketing, and communications. These grants may be used to develop a greater level of expertise within an organization or expand an organization’s ability to provide high-level programming for the Denver community. Indicate which category you will be addressing in your application:

- Marketing and communications
- Fundraising expansion and diversification
- Financial management
- Board development
- Program and audience development and evaluation
- Diversity, equity and inclusion training or consultation
- Purchases or education to improve administrative functions and fiscal integrity
- Training, Education & Conferences on non-profit management or professional development
Funds are only available for registration cost and fees that are directly attributable to the educational opportunity, and are not available for travel, lodging or per diem expenses.
- Hiring a consultant to address specific issue within the organization or the board
- Skills building or coaching that provides a one-time service based on expertise the organization does not possess
- Board and staff long-range planning involving transformational efforts, systemic change, or repositioning of an organization within its artistic space.
- Other
Other organization development requests may be considered by the Committee, based on need and merit.

SUBMISSION

The following information must be received electronically in a **single PDF file** by the deadline for consideration. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

- A completed application form
- A scope of work with cost estimate on consultant/vendor/provider letterhead
- Project budget, including anticipated expenses and revenue
- For purchase requests, a price listing advertisement or quote from vendor
- Qualifications of the consultant/vendor/training organization



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APPLICATION:

1. Applicant Organization:
2. Applicant Contact:
3. Title of Contact:
4. Phone:
5. Email:
6. Category you will be addressing in your application:
7. Briefly describe the organization development activities including the dates of the service, training, consultation or purchase.
8. Who from organization will participate?
9. If requesting funds for a **consultant or facilitator**, include a scope of work with cost estimate on consultant/vendor/provider letterhead. Also include qualifications of the consultant, vendor, or training organization. If requesting funding for a **purchase**, include price-listing advertisement or quote from vendor.
10. Budget – Please provide a detailed project budget including anticipated expenses and revenue
11. What other sources of funding will be used to support the project?
12. How will it benefit your organization and the community?

I have read the Denver County Cultural Council's ORGANIZATION DEVELOPMENT Program Policy and Procedures and agree to: use these funds for the above stated purposes; return full funds if for any reason the project is cancelled or not attended; consider any tangible material obtained as part of registration or consultation as property of the organization; and submit a final report defining benefits to the organization and the community, and an evaluation of the presenters program's merit to the DCCC Program Manager per the guidelines.

Applicant _____

Date _____

Email this form and all attachments as a **single PDF** to scfdgrants@denvergov.org
Please write Organization Development and the name of your organization on the subject line

Remember that to be eligible for funding, final reports from previous discretionary grants should be received before the final report deadline

<http://artsandvenuesdenver.com/scfd-denver-tier-iii/discretionary-funding-grants/>

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED – NO EXCEPTIONS