



## DENVER TIER III DISCRETIONARY GRANTS

### Denver County Cultural Council

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 Amy Tancig-Andrle

### Program Manager

Tariana Navas-Nieves,  
 Director,  
 Cultural Affairs  
 Denver Arts & Venues

### Guidelines for Organization Development Grants

**Any organization with an existing Organization Development grant must submit a final report before seeking more funding.**

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

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 and 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 issues 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.*



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### 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

### GRANT GUIDELINES

- Organizations must be SCFD eligible and must have submitted an accepted application for GOS in Denver County in the most recent application cycle. Organizations must also conduct a majority of their annual activities in the City and County of Denver to be eligible.
- Applications must be for work that will be initiated after the award is approved. Retroactive awards will not be considered.
- Funds must be used within one year of receipt.
- Requests will generally not be funded for 100% of the budget. Please include additional funding sources from general operating or additional fundraising (cash or in-kind).
- Each organization is limited to one Organization Development project request in each annual grant cycle.
- Existing Organization Development Grant should be expended and a Final Report submitted by the deadline prior to submitting a new application. Organizations that have *not* submitted a Final Report for previous awards by the deadline will not be considered for new support.
- The Final Report is a letter describing the use of the funds as proposed or an explanation of any changes. Briefly describe the benefit to the organization and the community. The report must also include receipts or paid invoices from the vendor/consultant to document use of the funds by the appropriate deadline.
- Organization Development funds are distributed annually at the discretion of the Denver County Cultural Council.

If you have questions about Organization Development Grants eligibility, application, or final reports, please email Tariana Navas-Nieves, Director of Cultural Affairs at Arts & Venues at [Tariana.Navas@denvergov.org](mailto:Tariana.Navas@denvergov.org)

Email the application and all attachments as a **single PDF** to [tariana.navas@denvergov.org](mailto:tariana.navas@denvergov.org)  
**Please write Organization Development and the name of your organization on the subject line**