



DISCRETIONARY GRANTS

Denver County Cultural Council

Guidelines for Annual Innovative Collaboration Grants

Application deadline: Monday, November 16, 2015 at 4pm

Any organization with existing Innovative Collaboration Grant funds and seeking additional funding must submit a final report no later than **Friday, November 6, 2015 at 4pm**. See the guidelines for details.

INNOVATIVE COLLABORATION GRANTS are available through the Denver County Cultural Council for programming and administrative collaborations led by Denver Tier III organizations.

Denver County Cultural Council

Pam Packer
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Steve Chavez
Patsy Hunt
Lee Gash-Maxey
Peter Kirsch
Sarah Wolfram

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

SUBMISSION

Application:

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

1. A completed application form
2. A narrative not to exceed three pages explaining:
 - a. goal/intended outcome of the collaboration
 - b. list of proposed collaboration activities with a timeline
 - c. statement of benefits to the collaboration partners and to the community
 - d. outline of how the collaboration will be evaluated
3. A scope of work with cost estimate on consultant/vendor/provider letterhead
4. **For purchase requests, a price listing advertisement or quote from store**
5. Qualifications of the consultant/vendor/training organization
6. Project budget, including anticipated expenses and revenue

GRANT GUIDELINES

Procedures:

- Lead organizations seeking Innovative Collaboration Grant funds represent themselves and all of the associated organizations that are included on the grant request.
- Before applying for an Innovative Collaboration Grant, the lead organization must have completed all outstanding Innovative Collaboration Grant final reports and submit them to the Denver County Cultural Council no later than November 6, 2015 to be eligible for future funding.
- Lead organizations that have not submitted a Final Report by the deadline for previous Innovative Collaboration Grant awards will not be considered for new support, **nor will the associated organizations funded under the same grant.**

- Funds must be used within one year of receipt.
- Lead organization receiving Innovative Collaboration Grant funds must submit a final report letter, and **receipt or paid invoices** from the vendor/consultant to document use of the funds by the appropriate deadline.
- The Final Report should confirm the use of the funds as proposed or explain any changes, briefly describe the benefit to the organization and the community and provide an evaluation of the training/consultant/vendor indicating their effectiveness and whether you would recommend them for use by other Tier IIIs.
- Innovative Collaboration Grant funds are distributed annually at the discretion of the Denver County Cultural Council.

Guidelines:

- One organization should be designated as the 'lead organization' for the innovative collaboration grant.
- Since funding is limited, organizations are encouraged to submit no more than one project on which they are taking the lead.
- Innovative collaboration grants are available through the Denver County Cultural Council for programming and administrative collaborations led by a Denver Tier III organization. **The collaboration does NOT have to be with another Tier III organization. It can be with a Tier III or partners from other Tiers or outside of SCFD including creative businesses or non-profit organizations.**
- Request may be for programming collaborations in which organizations share in developing and presenting productions, performances, exhibitions and/or educational projects in Denver.
- Request may be for administrative collaborations in which organizations share in business services, fundraising, marketing, advertising or general operating functions.
- Preference will be given to diverse collaborations, or seeding new collaborations over requests for collaborations that have been funded or occurred in previous years.
- Applications must be for work that will be initiated after the award is approved. Retroactive awards will not be considered.
- Requested amount should reflect an investment from general operating or additional fundraising. Requests will generally not be funded for 100% of the budget.
- As recipient of the funding, the lead organization is the fiduciary agent. As such, funding must go towards expenses incurred by the lead organization. Re-granting is not allowed.
- **Evaluation will include how the program supports IMAGINE 2020, Denver's Cultural Plan with link <http://artsandvenuesdenver.com/imagine-2020-creating-a-future-for-denvers-culture/>**

If you have questions about Innovative Collaboration Grants eligibility, application, vendors or final reports, please contact scfdgrants@denvergov.org

PLEASE NOTE THAT THERE IS A NEW EMAIL ADDRESS TO SEND THE APPLICATION
Email application form and all attachments as a single PDF to scfdgrants@denvergov.org
Please write Innovative Collaboration and the name of your organization on the subject line

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED – NO EXCEPTIONS
INCOMPLETE OR LATE FINAL REPORTS WILL NOT BE CONSIDERED – NO EXCEPTIONS