



# 2017 ARTS & CULTURE GRANT GUIDELINES

*An allocation of the City of Durango's Community Support Funds, administered by the Durango Arts Center*

**DUE MONDAY DECEMBER 5, 2016 BY MIDNIGHT**

The 2017 Community Arts & Culture Grants are made possible by a Block Grant of the City of Durango, which is administered by the Durango Arts Center. Funds are provided through the City's annual budget process and dedicated for the enrichment of the community through strengthening cultural programs. The Arts & Culture Block Grant serves to advance Durango City Council Goal 4, Objectives 4.1 and 4.3:

*Envision Durango's Sense of Place by creating character districts, promoting responsible land use planning and maintaining the community's sense of identity.*

- Obj. 4.1 Create districts in the community that embrace the unique character of that area
- Obj. 4.3 Maintain Durango's sense of identity

## GRANT APPLICANT ELIGIBILITY

To be eligible for program funds out of this Block Grant, applicant must be:

- A designated 501(c) 3 nonprofit organization acknowledged by the U.S. Internal Revenue Service and properly qualified as a non-profit corporation in Colorado
- Operating within, or directly programming within the city limits of Durango, CO
- Actively presenting services to the community for at least 2 years prior to this application deadline.
  - Any organizations that have been in existence and conducting cultural programming for at least one year, but have not yet obtained the proper tax-exempt nonprofit status are eligible to apply through a fiscal agent. If a fiscal agency is sponsoring an organization's project grant, a letter of support must accompany this application from the fiscal agency.

## PROGRAM GRANTS ARE FOR THE PURPOSES OF:

- Community awareness of and participation in arts & culture
- Outside professional arts & culture events/performances of the highest quality that can be brought to Durango for enrichment of community members
- Building and diversifying the audience for a particular artistic medium or cultural program
- Exhibiting works of art or cultural artifacts by emerging or established artists from Durango or elsewhere
- Recognizing integrity of all cultures and artist's expression of all cultures
- Developing programming for new or non-traditional audiences, or programming presented in non-traditional spaces
- Creatively addressing community needs
- Providing innovative artistic and cultural choices to all audiences

## CITY OF DURANGO ARTS & CULTURE GRANTS WILL NOT FUND:

- Organizations who re-grant funds to individuals or other nonprofits
- Projects that are intended to reduce previously incurred losses
- Proposals for prize money or prizes
- Fundraising events
- Entertaining expenses

- Capital funds; equipment purchases
- Educational advancement of recipient organization's staff
- General operating expenses

## **DEADLINE FOR 2017 GRANT PROPOSALS: MONDAY, DECEMBER 5, 2016**

Grant requests are accepted and processed by the Durango Arts Center by email. DAC can accept proposals in Microsoft Word, Excel, Adobe PDF (preferred), Apple Pages file formats. **DAC will not process handwritten proposals.**

### **Email Grant Proposals and Attachments:**

Cristie Scott, [cristie@durangorts.org](mailto:cristie@durangorts.org)

## **REQUIRED ATTACHMENTS**

The following attachments must be included with your grant proposal (preferably in a single PDF). Please do not include any additional documents that are not listed here:

1. Budget defining key income and expenses for the program that is requesting funds
2. Copy of the organization's Balance sheet/Statement of Financial Position—must be recent
3. Copy of latest independent financial review or financial audit (or an explanation of why neither document is available but how the organization monitors its finances)

Financial information will be reviewed by Durango Arts Center's Board Treasurer to ensure fiscal accountability and responsible stewardship of public funds. All documents will be kept confidential for the purposes of reviewing this grant request only. Applicants should be aware that competition for funding is rigorous and the total amount requested from all organizations will exceed what is available. Grants are not automatically renewable each year.

## **REVIEW OF GRANT PROPOSALS**

DAC assembles a committee of grant reviewers, typically three individuals with community engagement and professional or personal relevance to local arts & cultural activities, such as artists, arts administrators, historians or educators. DAC is careful not to select reviewers with any direct ties to the organizations—such as a sitting board member or staff. Panelists are provided all proposals along with program budgets to review prior to meeting as a group for discussion of grant awards.

## **NOTIFICATION OF AWARD**

If funding is recommended, notification will be emailed to grantees. **Community Arts & Culture funds will be reimbursed upon project completion** once a final report is received by the Durango Arts Center. Funds must be spent during the calendar year of January 1-December 31, 2017.

## **RESULTS REPORT**

Upon conclusion of the program, grantees must submit a report (typically 1-page in length) on a form provided by the Durango Arts Center. The report will consist of a narrative description allowing for description of highlights, as well as specific questions on perceived community impact. Supporting quotes and images are encouraged. DAC, in turn, files quarterly reports with the City of Durango City Manager's office on progress of funds awarded. Failure to submit final reports in a timely manner could jeopardize future funding from this Block Grant, and no award payments will be made until the report is received.

## **ASSURANCES**

As a condition of the grant contract, the Durango Arts Center requires the recipient of funds to provide assurance of compliance with all state and federal laws and regulations pertaining to the following for regular and contract employment:

- Fair Labor Standards: including minimum wage standards and working condition.

- Civil Rights: including prohibitions against discrimination on the basis of sex, race, creed, disability, national origin, age, sexual preference and marital status.
- Handicapped access: The American Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against the handicapped: please note that the project must comply with these guidelines.
- Audits: The Durango Arts Center and the City of Durango require access to accounting records for funds expended under the terms of the contract award for the purpose of audit examinations, reference, or transcription. When accepting grant funds your organization agrees to make these records available to City auditors.

## **GRANT REVIEW CRITERIA**

Funding requests will be reviewed by a volunteer community panel according to the following sample criteria:

1. ARTISTIC INTEGRITY OR QUALITY OF WORK
  - Does the event reflect the best quality of its medium that could be available? If it is a performance, is it of high caliber, or if it involves students, does it have quality mentors or instructors?
2. PROVIDE NEW VISUAL OR PERFORMING ARTS, AND/OR CULTURAL PLATFORMS NOT PROVIDED ELSEWHERE
  - Avoid funding duplicated programs.
3. DIVERSITY
  - What does the program do to help Durango improve itself as a community, which values all of its citizens and what they contribute? Also, in a fairly isolated and homogeneous community, what does the program do to build appreciation for diversity and to help our children and adults appreciate peoples and cultures that are not the same as ours?
4. EDUCATION
  - Is there an opportunity at some level to educate the participants about arts and/or culture? Participation by the community is not required but might be considered an added incentive.
5. MEETS A COMMUNITY NEED
  - Is the program collaborative? Does it fill a gap or make the community aware in some way of an issue or bring some quality of life to residents?
6. ACCOUNTABILITY TO DURANGO RESIDENTS
  - Does the program have philosophical integrity?
  - Does the program serve to advance City Council Goal 4, objectives 4.1 and 4.3?
7. ORGANIZATION
  - History of artistic achievements, growth, stability and vision, as well as efforts to recognize the value of cultural diversity.
  - Leadership of administrative staff, effectiveness and efficiency of board/staff
  - Diversity of funding sources; need evidence of ability to deliver services effectively; clear and realistic budgeting and planning.
8. PROJECT/PROGRAM
  - Quality, innovation and creativity in programming and artistic merit.
  - Benefits the organization; does the activity further the applicant's stated mission?
  - Responsiveness to current and future arts and community needs.
  - Responsive to the community of Durango, serving a broad base of the community, an under-served segment of the community or a previously identified need of the community. Applicants should keep in mind that the funds are taxes raised in the city for its residents.

## **ACKNOWLEDGEMENT**

If awarded a grant, we ask that you keep the Durango Arts Center—as this Block Grant Administrator—apprised of your funded program/project through your mailings/e-mailings so that we may provide our city officials with an accurate account of the cultural impact of your work. Please add to your emailing/ mailing list,

and direct all relevant paperwork and questions related to your grant funds to:

Cristie Scott, Executive Director  
802 E 2nd Ave  
Durango, CO 81301  
cristie@durangoarts.org

Please include acknowledgement of this award in your publicity materials, including website and printed communications. A city of Durango logo will be made available for use.

*SAMPLE ACKNOWLEDGEMENT STATEMENT:*

“This program is made possible, in part, through funds received from a City of Durango Arts & Culture Block Grant.”