



FINE ARTS FOUNDATION GRANT APPLICATION GUIDELINES

1. Proposals submitted to the Fine Arts Foundation must meet one or more of the following criteria:
 - a. To enrich Colorado's cultural environment
 - b. To support Colorado's arts and educational organizations
 - c. To improve knowledge and awareness of cultural and educational facilities in the arts
 - d. To improve the quality of arts facilities serving Colorado
 - e. To provide fine arts educational opportunities for students
2. Applicants should demonstrate:
 - a. Fiscal responsibility
 - b. Integrity
 - c. Program stability
3. Requests for general operating funds will be considered; however, specific program requests are encouraged.
4. Generally, requests for funding are not made to start new organizations.
5. Fine Arts Foundation funding must not be the sole support of any organization.
6. Proposals containing matching funds programs are encouraged.
7. No grants will be made which jeopardize the Fine Arts Foundation's 501(c)(3) tax status.
8. The Fine Arts Foundation benefits Colorado non-profit organizations with 501(c)(3) status, placing particular emphasis on the Denver Metro area.
9. The Fine Arts Foundation will not make grants to:
 - a. Individual persons
 - b. Religious activities or organizations
 - c. Political campaigns
 - d. Organizations that are designed primarily for lobbying
 - e. Agencies of local, state, or federal government
10. When evaluating new requests, the intention is to maintain a distribution of grants across a variety of arts genres, both large and small.

The mission of the Fine Arts Foundation is to enrich life in Colorado by supporting the arts.



GRANT APPLICATION

Instructions: Complete and mail, to be postmarked no later than **May 1, 2017**, the application, narrative, and attachments. Electronic applications will not be accepted.

Late or incomplete application packages will not be considered. Disbursements will be made in September.

Legal Name of Organization:

**Mailing Address,
City, State & Zip:**

EIN: **County:** **Year Founded:**

Phone: **Fax:**

Website:

CEO/Executive Director:

Phone: **Email:**

Application Contact & Title (if not the CEO/Executive Director):

Phone: **Email:**

Mission Statement of the Organization:

This proposal meets the following Fine Arts Foundation criteria (check all that apply):

- To enrich Colorado's cultural environment
- To support Colorado's arts and educational organizations
- To improve knowledge and awareness of cultural or educational facilities in the area
- To improve the quality of arts facilities serving Colorado
- To provide fine arts educational opportunities for students



GRANT APPLICATION *(continued)*

Type of Grant Requested: Program General Operating Capital Other _____

Describe Grant Purpose:

Amount Requested: \$

Financial Information (Budget numbers should match amounts presented on attachments.)

Organization's Current Budget for Fiscal Year Ending:

Income: Expense:

AND, if other than a general operating request,

Program/Project Budget: Dates from: to:

Income: Expense:

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge.

Authorized Executive's Signature, Title Date

NARRATIVE

Instructions:

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS BRIEFLY BUT COMPLETELY.

The answers to these questions should not exceed three typed pages (12-point font with 1-inch margins.) Also, include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions.

1. **ORGANIZATION DESCRIPTION:** Describe your organization, its history and purpose.
2. **PROJECT/PROGRAM DESCRIPTION:** Describe the project/program to be funded. Is this a new project/program or one that is ongoing? Identify the goals and the activities that will be undertaken to reach these goals and expected benefits.
3. **EVALUATION:** How will you measure the effectiveness of this program/project?
4. **IMPACT:** Describe the geographical area to be served and the projected number of people that will be reached or served.
5. **RESOURCES:** Does your organization make use of donated goods, volunteers and/or matching funds? How?
6. **SCFD:** Is your organization qualified to receive funds from the Scientific and Cultural Facilities District Tax Fund?
 - a. Which tier?
 - b. How much did you receive in 2015?
7. **FAF GRANT:** Did your organization receive a grant from FAF in 2015?
 - a. How was the grant used?
 - b. Briefly evaluate the program that this grant was applied to, including number of people served.
8. **RECOGNITION:** How will you publicly recognize the Fine Arts Foundation's support of your organization?



ATTACHMENTS

Instructions:

Submit the following attachments along with grant application and narrative report.
Please label each attachment.

1. Current Operating Budget
2. Projected Annual Budget
3. Most recent Annual Report or IRS Form 990
4. Copy of current audit or auditor's letter
5. List of current members of the Board of Directors and Officers
6. Copy of IRS 501(c)(3) determination letter