



**COMMISSION FOR COMMUNITY ASSISTANCE, ARTS AND SPECIAL EVENTS  
2020 Grant Guidelines**

**INTRODUCTION**

***to the Town of Telluride's Commission for Community Assistance,  
Arts and Special Events***

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The Telluride Town Council established the Commission for the Arts and Special Events (CASE) in 1986, which reviews and recommends funding to Arts and Special Event organizations in the Telluride community. Since 1999, Town Council has granted money to community support organizations through the Community Support Grant Process.

In 2005, Town Council combined these two separate grant processes and refined the mission and duties of CASE to include administering Community Support Grants, in addition to grants for the arts and special events, creating the Commission for Community Assistance, Arts and Special Events (CCAASE). The grant process was further expanded for year 2019 funding to include organizations previously funded directly by Town Council.

The mission of CCAASE is to develop, maintain, and encourage an environment conducive to the following community organizations:

- 1) Arts and Special Events Organizations (non-profit arts organizations and special events)
- 2) Community Support Organizations (non-profit community programs for citizen welfare and education)

CCAASE administers Town Special Event Policies and recommends annual funding allocations to the Town Council for community non-profit organizations, including arts organizations, special events, and non-profits that preserve or enrich the health, education, welfare, and fitness of the community. CCAASE also establishes and maintains a yearly town calendar of events.

CCAASE consists of volunteer board members appointed by the Town Council to serve selected terms of office.

All of CCAASE funding comes from town sales tax revenue and other town taxes. Funds that are allocated by the Town Council for Arts and Special Events and those allocated for Community Support Grants will be kept separate and not be commingled.

<p><b>The 2020 Grant Deadline is Midnight MDT on Monday, September 23, 2019</b> <b>REMINDER: Please closely follow the grant guidelines</b> <b>CCAASE funding is an AWARD, NOT A REWARD!</b></p>
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## TWO TYPES OF GRANTS

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Please place your organization under the appropriate grant heading (Arts and Special Events OR Community Support) and follow the associated grant guidelines below. **Please note, organizations may be in only one grant category and may only submit one application. If CCAASE does not agree with the chosen category, a public hearing will be held on November 6, 2019 to discuss appropriate categorization.**

### **Arts and Special Events Grants – (Funds must be used in the Town of Telluride)**

- Arts Organizations (performing arts, visual arts, and art-based education)
- Special Events (defined as “town gatherings that are open to the general public”)

***\*\* If your organization is in this category, please follow grant guidelines on pages 3 & 5 - 7***

### **Community Support Grants – (Funds must be used for programs or activities accessible to the Town of Telluride community)**

- Service Organizations (human, welfare, and community)
- Athletic Organizations
- Educational Organizations
- Other \_\_\_\_\_

***\*\* If your organization is in this category, please follow grant guidelines on pages 4 - 7***

## ARTS AND SPECIAL EVENTS GRANTS

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### Arts organizations, special events, and art-based educational organizations

**PROGRAM OVERVIEW** The arts and special events community may receive grants to support activities within the Town of Telluride that address the CCAASE mission to develop, maintain, and encourage the expansion of an environment conducive to festivals, performing arts, visual arts, and special events.

**ELIGIBILITY CRITERIA** CCAASE will consider proposals from organizations and special events that meet the following eligibility criteria:

1. Applications will be accepted from organizations and events that provide educational, artistic, entertainment and cultural opportunities for the public to participate in within the Telluride Town limits.
2. Special event and festival applicants must have completed all CCAASE Calendar application requirements corresponding to the year of application.

**ITEMS NOT FUNDED** Programming and events to which any of the following criteria or uses applies **will not be considered for funding:**

1. Debt and deficit reduction;
2. Out of town activities;
3. Commercial (for profit) enterprise or activities; and
4. Capital expenditures (defined as money used to buy, maintain, or improve a fixed asset, such as buildings, vehicles, equipment, or land.)

## COMMUNITY SUPPORT GRANTS

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Service (human, welfare, and community), athletic, and educational organizations

**PROGRAM OVERVIEW** Community support organizations may receive grants to support activities and programs that are accessible to Town of Telluride community and encourage the development of an environment conducive to healthy community organizations that provide programs for citizen welfare and education in the region.

**ELIGIBILITY CRITERIA** CCAASE will consider proposals from community organizations that provide programs for citizen welfare and education. Programming and activities shall be accessible to the Town of Telluride community.

**ITEMS NOT FUNDED** Programming and events to which any of the following criteria or uses applies **will not be considered for funding:**

1. Debt and deficit reduction;
2. Commercial (for profit) enterprise or activities; and
3. Capital expenditures (defined as money used to buy, maintain, or improve a fixed asset, such as buildings, vehicles, equipment, or land.)

## ALL APPLICANTS - BOTH TYPES OF GRANTS

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### ELIGIBILITY CRITERIA

The following criteria apply to all applicants:

1. Only one (1) application may be submitted per organization. Organizations that intend to request funding for separate programs should obtain approval from P&R staff.
2. **Applicants may apply as a 501-(C)-3 organization, or under the umbrella of a 501-(C)-3 organization with a compatible mission statement. For-profit applicants are not eligible. A letter of agreement between the applicant and any umbrella organization, written by the umbrella organization, must be included with the grant application (a sample letter of agreement is posted on the Town's website). The letter of agreement must outline the responsibilities of the two organizations, including:**
  - Umbrella organization mission statement, including a statement about how the missions of the umbrella and applicant organizations are compatible;
  - Copy of the resolution by the umbrella organization accepting the applicant;
  - Budget and program administration;
  - Whether applicant organization pays a financial sponsorship to the umbrella organization for administration
  - Ownership of names, products and so forth; and
  - Contact information for the person at the umbrella organization who oversees the applicant's program administration.

*Note: If funded, the check will be issued to the umbrella organization for dispersal to the applicant.*
3. **Colorado non-profit applicants with no 501-(C)-3 certificate, or umbrella organization may apply and be granted funds with stipulations such as: staggered payments, periodic reports, presentations to CCAASE, and so forth.**
4. Extra information or material may not be sent to members of CCAASE. Please do not discuss your grant with CCAASE members during the grant process (September 2019 through January 2020).
5. At a minimum, the applicant organization shall have a board of directors that meets the following requirements:
  - Composed of at least three (3) members
  - Meet regularly with documented agendas, minutes, etc.

6. Organizations that currently receive funding from their own mill levy tax assessment or through the Town of Telluride (including, but not limited to, revenues from property tax, sales tax, excise tax, fees\*, pass through funding, appropriated budget line items\*, appropriations through the Affordable Housing or Open Space Funds\*, etc.) are ineligible.  
\*Excluding fees for services budgeted and billed for separately

## **GRANT AMOUNTS**

CCAASE's appropriation for 2020 from the Town of Telluride is yet to be determined and therefore the budget for the current grants-making initiative is currently unknown. Town Council funding for CCAASE may fluctuate from year to year. NOTE: Funds that are allocated by the Town Council for Arts and Special Events and those allocated for Community Support Grants will be kept separate.

## **ACCOUNTABILITY**

**A Follow-up report on the use of CCAASE funds in 2019 is required with 2020 application or by October 31, 2019 if applicant does not apply for a 2020 grant.**

**Applicants that receive  $\geq$  \$20,000 shall provide a mid-year report (same form) and financials to date by June 15, 2020.**

## **REVIEW PROCESS**

Each application will be evaluated by the Board according to its adherence to the stated review criteria (see below). The review criteria are not prioritized or weighted.

Each board member submits a worksheet to staff, in which they allocate the total available cash, but no amount to applicants with which they have a conflict of interest. Staff compiles all board members' allocations into one worksheet, in which the high and low cash grant amounts are eliminated for each applicant and the remainder are averaged. The resulting average allocation amount for each applicant is presented to the Board at the January meeting as a starting point for the allocation discussion.

## **REVIEW CRITERIA**

CCAASE will review applications according to the following criteria, which are not weighted:

1. Compliance with CCAASE grant guidelines.
2. Demonstration of unique & necessary services provided;
3. Efforts to promote collaboration with other local nonprofits;
4. Board participation in organization;
5. Long term sustainability strategies, budget & ability to raise funds;
6. Economic impact on Town of Telluride (A&SE applicants only);
7. Outreach efforts and number of participants;
8. Compliance with Town of Telluride policies and Ordinances; and
9. Completeness and specificity of application.

**APPLICATION DEADLINE**

**Midnight MDT on Monday, September 23, 2019**

Applications shall be submitted electronically. Do not include web links/addresses or photos in your application.

***Late or non-electronic applications will not be accepted, and incomplete or insufficient applications will not be considered.***

**NEW APPLICANTS**

**If you are a new applicant or have not applied for CCAASE funding in the previous two years, you are required to attend a mandatory grant forum to be held on September 4, 2019 at 12:00 noon in Rebekah Hall (113 West Columbia Avenue) during the regular CCAASE meeting. The grant forum is optional for all other applicants and encouraged for new financial or grant writing staff.**

Applicants are encouraged to contact the Parks and Recreation Department of the Town of Telluride for guidance (970-728-2173). However, please do so well in advance of the application deadline.

**GRANT PROCESS**

CCAASE will select and notify applicants for random interviews each year for updates on your organization. If selected, applicant will be required to have a representative present at the determined CCAASE meeting at 12:00 p.m. in Rebekah Hall located at 113 W. Columbia.

**FUNDING PERIOD**

The funding period is January 1 through December 31, 2020.

**OTHER CONDITIONS**

**Nondiscrimination** - including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, sexual orientation, age, or marital status.

**Credit/Acknowledgment** - grantee agrees that a notice will be included in appropriate announcements and promotional efforts stating:

**“This activity/event is supported by a grant from the Town of Telluride Commission for Community Assistance, Arts, and Special Events”**

**NOTE:** Please contact the Parks and Recreation office for a CCAASE Logo.

**Ownership of Response Material** - all materials submitted regarding this grant application become the property of the Town and will only be returned at the option of the Town. Applicants are advised that any information submitted to the Town is subject to the Colorado Open Records Act along with possible public disclosure as a public document. Any confidential commercial or financial information should be redacted by the Applicant in advance of submission to the Town or the Applicant should assert a privilege to the Town as to the confidential commercial or financial information, which assertion of a privilege may or may not be accepted by the Town.