

# PLEASE KEEP FOR YOUR RECORDS

## Managing Your Fort Fund Award

### Complete Your Contracts

- Fill in the “Public Benefit” section:** Write in the public benefit of your event on both copies of the contract.
- Sign both copies of the contract:** Often the people most directly involved in the Fort Fund project are NOT authorized to sign contracts on behalf of the recipient organization. Entities that are corporations (such as non-profit corporations) should have contracts signed **by the board president** and **attested (not notarized) by the board secretary**, unless the board has specifically authorized someone else to sign. If your organization is part of Colorado State University, you will need to have your contracts processed through the Sponsored Programs Office. If you have questions about who is authorized to sign your contract, please contact Fort Fund staff at 970-221-6737.
- Return both copies of the contract to:**
  - Lincoln Center
  - c/o Fort Fund
  - 417 W. Magnolia St
  - Fort Collins, CO 80521

### Receiving Your Award

- Tiers #2 and CIF (Formerly Tier #4): Once your contract is completed, signed and returned to the Lincoln Center in c/o Fort Fund and it has been signed by a representative from the City Attorney’s Office, a check request will be processed. Please allow 2-4 weeks after you have returned your contracts for the check to be sent, or for an ACH deposit to be made to your organization’s account. A copy of the fully executed contract will be mailed to you.
- Tier #1: Once your contract is completed, signed, and returned to the Lincoln Center in c/o Fort Fund and it has been signed by a representative from the City Attorney’s Office, a check request for one-half of your award amount will be processed. Please allow 2-4 weeks after you have returned your contracts for the check to be sent, or for an ACH deposit to be made to your organization’s account. A copy of the fully executed contract will be mailed to you.
- Tier #1 recipients will receive the second half of their award after they have submitted their mid-year report, which is due by January 15<sup>th</sup>. A check will not be processed until the mid-year report is received. Once your report is submitted, a check request will be processed for the balance of your award. Please allow 2-4 weeks for the check to be sent or for an ACH deposit to be made to your organization’s account.

### Acknowledging Fort Fund

- Logo Display Required:** All Fort Fund recipients must acknowledge Fort Fund’s contribution by displaying the City of Fort Collins Fort Fund logo in all promotional materials for the funded event. Electronic copies of the Fort Fund logo are available at [www.fcgov.com/fortfund](http://www.fcgov.com/fortfund) or by emailing Gail Budner at [gbudner@fcgov.com](mailto:gbudner@fcgov.com). Be sure to download an updated logo. Use of an old Fort Fund logo will not meet this award requirement.
- Optional Banners:** To recognize the support of Fort Fund at your event, logo banners are available. To reserve one, please contact the Lincoln Center at (970) 221-6737.

### **Publicizing your Award**

It is important to show the impact of Fort Fund funding in our community and on local arts and culture. We encourage you to inform the press, your public officials, and your constituents about the value of the Fort Fund program to your organization.

- Required Listing on Convention & Visitors Bureau Calendar:** All Fort Fund recipients must list their event on the Fort Collins Convention & Visitors Bureau on-line calendar. The following link will take you directly to the event submittal page: <http://www.visitftcollins.com/events/submitEvent.php> . If you need assistance in submitting your event, contact the Visitors Bureau at 970-232-3840.
- Inform the Press:** send a press release to the media about your award.
- Thank Your Public Officials:** Write a letter or email to City Council members thanking them for supporting the Fort Fund program and about the importance of the Fort Fund program to your event and organization. A list of current Council members can be found at [www.fcgov.com/cityleadership](http://www.fcgov.com/cityleadership) . Also consider inviting a City Council member as an honorary guest to your event or address the Council directly at a regularly scheduled Council meeting during the “Public Input” portion of the agenda.

### **Required Reporting**

Tier #1 Reporting:

- Tier #1 requires a mid-year report, due by January 15. This report must be filed before receiving the balance of your award.
- Tier #1 requires a Final Report Narrative, a Tourism Impact form and the Final Financial Report, due by August 30. Forms for these reports can be found at [www.fcgov.com/fortfund](http://www.fcgov.com/fortfund) under the **General Info** link.

Tier #2 Reporting:

- Tier #2 requires a Final Report Narrative, a Tourism Impact form and the Final Financial Report to be filed within 60 days of the event date. Forms for these reports can be found at [www.fcgov.com/fortfund](http://www.fcgov.com/fortfund) under the **General Info** link.

CIF Tier (Formerly Tier #4) Reporting:

- CIF Tier requires a Final Report Narrative, a Tourism Impact form and the Final Financial Report to be filed within 60 days of the event or the activity date. Forms for these reports can be found at [www.fcgov.com/fortfund](http://www.fcgov.com/fortfund) under the **General Info** link. CIF Tier recipients may also be required to present a pre-event update and/or a post-event summary to the Cultural Resources Board at one of their regularly scheduled Board meetings. Fort Fund staff will contact recipients directly to schedule these presentations. If you have questions about this requirement, contact Fort Fund staff at 970-221-6737.

### **Sustainability**

We encourage all Fort Fund funded events to be as sustainable as possible. For more information on making your event more sustainable, please contact Rosemarie Russo, [rrusso@fcgov.com](mailto:rrusso@fcgov.com).