

# ***Fort Fund***

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## **Grant Requirements**

Organizations applying for Tier 1 funding cannot apply for more than 35% of their total projected annual expenses. Organizations applying for Tier 2 funding may request no more than 50% of the total projected expenses for any event. Organizations applying for Tier 3 funding cannot apply for more than 50% of their total projected expenses.

- The amount requested under Tiers 1 and 2 must be matched with either cash or a combination of cash and in-kind services. At least one-half of the matching funds must be cash. For example, if an event is projected to cost \$2,000, the amount requested from Fort Fund may not exceed \$1,000. A \$1,000 request would have to be matched with either \$1,000 in projected cash revenues or at least \$500 in cash and no more than \$500 of in-kind services. Tier 3 requires the requested amount be matched dollar-for-dollar in cash. Neither in-kind contributions nor Fort Fund dollars from current or previous grants may be used in calculating the organization's match for Tier 3.
- Contracts for services with the City of Fort Collins must be signed prior to the issuance of funds.
- All funds must be used for direct costs of the event(s) within the time frame as required by contract, or returned immediately to the Cultural Development and Programming Account. If the activity or event changes significantly from what was proposed in the original application, including date, location, or content, the organization must notify the Cultural Resources Board in writing. Funding, even if already distributed, may be reevaluated at that time.
- Organizations that receive funding must recognize the support of the City. All publicity and advertisements (including posters, programs, banners, flyers, newspaper ads and postcards) of the funded event must include the City's Fort Fund logo. Downloadable logos are available on the Fort Fund website at [www.fcgov.com/fortfund](http://www.fcgov.com/fortfund). If there is no printed material, a Fort Fund banner must be exhibited at the event. Organizations must also list the funded event on the *Visit Fort Collins* website calendar at [www.visitftcollins.com/events](http://www.visitftcollins.com/events).
- Organizations funded under Tier 1 must submit a mid-year financial report by January 15<sup>th</sup> and all final reports by August 30<sup>th</sup> as required in their contract. Organizations funded under Tier 2 and Tier 3 must submit their reports within sixty (60) days of the completion of their event. These reports, which evaluate community impact, estimated attendance, promotional materials, in-kind services, actual cash expenses and actual revenues, must be submitted to the Cultural Resources Board through the Zoomgrants website. Records of the event need to be available for inspection upon request of the Cultural Resources Board. If the reports are not completed as required by contract, your organization's future funding will be effected.
- A member of the Cultural Resources Board may be assigned to each event to act as a liaison between funded organizations and the Board. If tickets are required for admission to an event and are not extended to the liaison as a courtesy, tickets will be purchased from the Cultural Development and Programming Account.