

PLEASE REVIEW AND 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 the electronic contract sent by DocuSign
- Electronically sign the contract:** Fort Fund will send a contract electronically via DocuSign to the emails that were filled out in the ‘Contractual Information’ section of your application. Please make sure that you have filled out this section with the correct email addresses and persons. 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 witnessed (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 Liz Irvine at 970-416-4225.

Receiving Your Award

- Project Support II (Jan & Jun):** Once your contract is completed, signed and returned electronically via DocuSign and it has been signed by a representative from the City Attorney’s Office, a check/ACH deposit request will be processed. Please allow 2-4 weeks after you have returned your contracts for the funds to be available.
- Project Support and Organizational Support (April):** Once your contract is completed, signed, and returned electronically via DocuSign and it has been signed by a representative from the City Attorney’s Office, a check/ACH request for one-half of your award amount will be processed. Please allow 2-4 weeks after you have returned your contract for the funds to be available.
- Project Support and Organizational Support** recipients will receive the second half of their award after they have submitted their mid-year report, which is due by January 15th. A check/ACH deposit will not be processed until the mid-year report is received. Once your report is submitted, a request will be processed for the balance of your award. Please allow 2-4 weeks for the funds to be available.

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. Be sure to download an updated logo. Use of an old Fort Fund logo will not meet this award requirement.
- Optional Banners:** Fort Fund logo banners are available for your event to recognize the support of Fort Fund. Please contact Liz Irvine 970-416-4225 to reserve a banner. They can also be picked up at the Lincoln Center administration office.

Please see back for additional information

Updated 2/21/19

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: www.visitftcollins.com/events.
- 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 . 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

Please keep in mind that the applicant organization must be in good standing with the Fort Fund program. The applicant must not be delinquent on any previous mid-year or final Fort Fund reports; must have used the new Fort Fund logo on promotional materials; and must have listed the funded event on the Fort Collins Convention and Visitors Bureau website calendar. Organizations not in good standing will not be considered for funding for one calendar year.

Project Support & Organizational Support Reporting:

- Project Support and Organizational Support requires a mid-year report, due by January 15th. This report must be filed before receiving the balance of your award.
- Project Support and Organizational Support requires a Final Financial Report, a Tourism Impact Form and the Final Report Questions, due by August 30th. These reports will be available on ZoomGrants.com.

Project Support II Reporting:

- Project Support II requires a Final Financial Report, a Tourism Impact Form and the Final Report Questions to be filed within 60 days of the event date. These reports will be available on ZoomGrants.com.

If you have questions about these requirements, contact Liz Irvine 970-416-4225.

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 Michelle Finchum mfinchum@fcgov.com.