This document provides information about the Community ACTS Fund and instructions for how eligible organizations can submit a letter of intent.

For instructions on how to complete the application online, please click here.

Invitation to submit a letter of intent:
We invite you to become a part of our community of artists, art and culture professionals, advocates, and activists committed to engagement through arts, culture, and science by submitting a Letter of Intent (LOI) to the Community ACTS Fund. Our principles are to support the education and creative expression of those who have been historically marginalized and to build opportunities for these communities to thrive. Through an equity lens and the Community ACTS Fund, we commit ourselves to their support.

LOI Process:
- Round 1: Eligible organizations are invited to submit an LOI. Organizations receive technical assistance to complete and submit the LOI.
- Round 2: Select organizations will be invited to submit a full proposal. These organizations will receive a stipend of $1,000 as they prepare to submit a full proposal. Organizations will receive technical assistance to complete and submit the full proposal.
- Final decision: All organizations will be notified as to the status of their applications. Successful organizations will complete funding agreements. Funds will be disbursed. Successful organizations will be part of the first Community ACTS Fund cohort.
Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19, 2019</td>
<td>LOI available to organizations (online system open, outreach started, LOI advertised)</td>
</tr>
<tr>
<td>April 25 and 27,</td>
<td>Artists of Color Summit where peer mentorship related to the Community ACTS Fund will be</td>
</tr>
<tr>
<td>2019</td>
<td>provided 11:30am – 2:00pm on April 25 3:00pm on April 27</td>
</tr>
<tr>
<td>May 15, 2019</td>
<td>9am – 4:30pm In-person technical assistance at Mile High United Way (provided by Advisory</td>
</tr>
<tr>
<td></td>
<td>Committee members)</td>
</tr>
<tr>
<td>May 30, 2019</td>
<td>LOI due online by 12:01am MT</td>
</tr>
<tr>
<td>June 21, 2019</td>
<td>Organizations invited to submit full proposal Paper application available to organizations to</td>
</tr>
<tr>
<td></td>
<td>craft responses before entering into the online system</td>
</tr>
<tr>
<td>June 24, 2019</td>
<td>Webinar available online (Webinar provides technical assistance for completion of the</td>
</tr>
<tr>
<td></td>
<td>application and is posted online)</td>
</tr>
<tr>
<td></td>
<td>Online application available</td>
</tr>
<tr>
<td></td>
<td>Phone and email support available</td>
</tr>
<tr>
<td>Week of July 1,</td>
<td>Organizations invited to submit full proposal receive $1,000 stipend</td>
</tr>
<tr>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>July 5, 2019</td>
<td>Application due online</td>
</tr>
<tr>
<td>Week of Aug 19,</td>
<td>Organizations notified</td>
</tr>
<tr>
<td>2019</td>
<td>Contracting begins</td>
</tr>
<tr>
<td>Sept 15, 2019</td>
<td>Funds disbursed</td>
</tr>
</tbody>
</table>

How to submit the LOI to the Community ACTS Fund:
Pages 5-6 of this document provide the questions that should be answered for the LOI. Please use this document to prepare your responses. This document should be used for preparation purposes only. The application should be submitted through our online system, CommunityForce.

To submit your application:
- Click this link to access the application site
- Set up an account for your organization
- Enter your responses into the online system
- Hit Submit before the due date and time (May 30, 2019 at 12:01am MT)
Which organizations are eligible to submit an LOI?
To be eligible to submit an LOI, a Tier III organization currently receiving SCFD funds, must meet one of the following two criteria:
1) Organization mission states a specific focus on defined historically marginalized and under-resourced communities

OR

2) At least 51% of programming is focused on engaging and supporting defined historically marginalized and under-resourced communities, AND at least 51% of the board of directors or staff consists of individuals from defined historically marginalized and under-resourced communities

How are “historically marginalized and under-resourced communities” defined?
For the Community ACTS Fund, historically marginalized and under-resourced communities shall be defined as communities of color (based on race and ethnicity including Black/African American, Latinx, Asian/Pacific Islander, Middle Eastern, Native American, and multi-ethnic); people who identify as living with physical, intellectual, and developmental disabilities; older adults; low-income populations; veterans; and people who identify as LGBTIAQ+.

The Advisory Committee is committed to evaluating all proposals based on the aforementioned criteria and bringing an equity lens to ensure that all seven counties per the SCFD charter are considered.

For what types of funding can my organization apply?
We invite organizations to apply for capacity building support.

Capacity building grants strengthen an organization’s infrastructure, management, and governance. Examples of capacity building projects include assessment of management and governance systems; evaluation of service effectiveness; strategic planning; board or staff development; fund development planning; succession planning; technology upgrades; establishing a volunteer management system; and external communication strategies.

We invite your organization to submit an LOI that explains how an investment from the Community ACTS Fund can be transformative, moving your organization to the next level of stability and growth.

Is this a one-year or multi-year grant?
Successful organizations (i.e. organizations selected to receiving funding after submitting a full proposal) will receive one year of funding with the opportunity to receive a second year of funding through a non-competitive renewal process.
How much should we request?
The Community ACTS Fund Advisory Committee has not set a minimum amount nor a maximum amount for which organizations can apply. Thanks to Tier I organizations we have $750,000 within this fund. After administrative expenses, there is approximately $675,000 available to grant.
There is a desire to invest significantly in a few organizations to realize the applicant’s vision. Applicants should base their applications on their assessments of their needs. All areas of business can be considered including, but not limited to:
- Physical infrastructure (HV system, roof repair, staging, rent)
- Staffing (do you need a marketing person? a development person?)
- Marketing and promotion (do you need to build a website?)
- Recovery (relief of immediate financial challenge)

Please keep in mind that successful organizations will receive one year of funding, with the opportunity to receive a second year of funding, after review. If you are considering hiring staff, you may need to explore additional funding options beyond the grant to maintain the position.

If my organization is invited to submit a full proposal, will we receive a stipend?
Yes. Each organization that is invited to submit a full proposal (after the LOI process), will receive a $1,000 stipend. There are no restrictions as to how the stipend can be used.

If my organization is successful through the process and is selected to receive funding, will we join other funded organizations in a cohort?
Yes. We are excited to launch our first funded cohort. The cohort model is designed to:
- Bring together grantees based on their commonalities and their differences, to collectively share information, experiences, and learning
- Provide the opportunity for peer mentorship and technical assistance
- Gather grantees quarterly for updates, social interactions, and trainings

I need assistance to complete my LOI. Whom should I contact?
There are a few ways that you can receive assistance during the LOI application period:
- **Call** our dedicated information line: 303.561.2338. Please leave a message if the call is not answered
- **Email**: mhuwgrants@unitedwaydenver.org
- **Visit** us on May 15, 2019 between 9am and 4:30pm at Mile High United Way, 711 Park Ave West, Denver, CO
- **Join** the Artists of Color Summit on April 25 (11:30am-2:00pm) or April 27 (3:00pm). This is a collaboration with the Source Theatre, Su Teatro, and Cleo Parker Robinson Dance. The Summit will provide opportunities for interaction between artists of color, while offering peer support. Peer mentoring related to the Community ACTS Fund will also be provided on the dates/times specified above.

About us:
The Community ACTS Fund Advisory Committee is seeking to build capacity among Tier III
organizations through the Community ACTS Fund.
Current Advisory Committee members (as of April 8, 2019):
- Benita Duran co-chair
- Tony Garcia co-chair
- Regan Linton secretary
- William Chan
- Jasmine Crane
- Susan Jenson
- Tariana Navas-Nieves
- Malik Robinson
- Maruca Salazar

We are grateful to Science and Cultural Facilities District (SCFD) Tier I organizations for their investment in the Community ACTS Fund. Tier I organizations will financially support the Fund directly for a period of 12 years (2018 – 2029).

In 2018, Tier I organizations entered into an agreement with Mile High United Way to administer the Community ACTS Fund. Mile High United Way works in partnership with the Advisory Committee to manage the grant application process, including supporting organizations when applying and disbursing funds.

LETTER OF INTENT APPLICATION TO THE COMMUNITY ARTS, CULTURE, TRANSFORMATION, AND SCIENCE FUND

Application Due Date: May 30, 2019, 12:01am (MT)

ELIGIBILITY QUIZ
(For preparation purposes only. Please complete and submit online.)

Please respond to the following questions with “yes” or “no”:
- Is your organization a current SCFD Tier III organization?
- Does your organization currently receive SCFD funding?
- Does your organization’s mission have a specific focus on defined historically marginalized and under-resourced communities?

OR
- Is at least 51% of programming focused on engaging and supporting defined historically marginalized and under-resourced communities, AND does at least 51% of the board of directors or staff consists of individuals from defined historically marginalized and under-resourced communities?

SUMMARY SHEET FORM
(For preparation purposes only. Please complete and submit online.)

Legal Name of Organization: ___________________________________________________

DBA (if applicable): _______________________________________________________________
REQUEST INFORMATION
(For preparation purposes only. Please complete and submit online.)

To complete your Letter of Intent to the Community ACTS Fund, please respond to the following questions, using no more than 2,000 words.

This section is your opportunity to present a thorough description of the work for which funding is being requested. In short, we are asking you to identify a community need, tell us how your work addresses that need, and how funding received from the Community ACTS Fund will be used to improve your work and bring about community change.

We ask that you write in such a way that a reader who does not know about your work will be able to visualize and understand it.

- How does the work of your organization align with the principles of the Community ACTS Fund?
  The principles are to support the education and creative expression of those who have been
historically marginalized and build opportunities for these communities to thrive.

- Provide an explanation of your work.
  Identify the need/s you are addressing. Describe how your work addresses the need.

- Share why capacity building funds are needed and what will be accomplished if funds are received.

- What changes will occur because of receiving support through the Community ACTS Fund?
  Specifically, how will your organization benefit?

- Organizations that receive support through the Community ACTS Fund will be part of our first grantee cohort. What benefits would you like to receive as a result of participating in a grantee cohort? What topics would you like to explore as a cohort participant?

  Thank you for your time and effort in completing this Letter of Intent.