



MACH Application Instructions and Guidelines

This information is designed to assist you in understanding the rationale and philosophy behind the tax dollars that support the MACH grants and awards. It is also to help you in correctly and succinctly filling out the MACH grant application. READ IT!!!

Public Benefit: Why It Matters

People who live in and visit Manitou Springs pay sales tax. A small part of that tax generates the funds for our grants—our mission is to reinvest those funds into arts, cultural, and heritage projects here in Manitou Springs. In your application you will be asked to state **specifically** how our city and residents will benefit from the work you do.

Funding Priorities

34% of MACH funding is designated by city ordinance for awards and grants to foster the arts, culture, and heritage within the physical boundaries of Manitou Springs. In [PLAN Manitou](#), the city of Manitou Springs defines arts, culture, and heritage as follows:

“All great communities have a vibrant art and cultural scene. These include: music, theater, film, literary arts, photography, painting, mixed-media, graphic design, engineering, sculpture, pottery and ceramics, glass, woodworking, welding, jewelry, fabrication, textiles, architecture, fabric, and installation and culinary arts; as well as institutions and facilities to support the arts.”

“Culture refers to the many assets, strengths, and values that contribute to Manitou Springs’ eclectic character, positive energy, creative sensibilities, small-town feel, welcoming nature, and sense of community.”

“Historic resources: generally includes buildings, structures, and sites that are historically significant (most are more than 50 years old.)”

“Cultural resources: Defined as physical evidence or place of past human activity: site, object, landscape, structure; or a site, structure, landscape, object or natural feature of significance to a group of people traditionally associated with it.”

Criteria

These grants are funded through a competitive process. After applications are received the MACH Board will review each application utilizing a Ratings Matrix. The Board will then deliberate and make recommendations to City Council regarding the distribution of MACH monies.

Eligibility requirements for the competitive grants process

- Manitou Springs citizens of all ages and non-profits within Manitou Springs are eligible to apply. We encourage proposals from residents, students, and businesses who present new and creative projects that will benefit and enhance the artistic and cultural environment of Manitou Springs.
- Entities, individuals, or nonprofits which exist outside of Manitou Springs may apply via a pass-through/fiscal sponsorship in partnership with a Manitou Springs nonprofit **(see below)**.
- Fiscal sponsoring organizations need to have been in existence for at least 2 calendar years.
- All projects must directly interface with Arts, Culture, and/or Heritage within the City of Manitou Springs.
- All funded projects will be implemented within the City of Manitou Springs.

Fiscal Agents (using a pass-through)

For individuals, entities, and nonprofits which exist outside of Manitou Springs, application is possible via a pass-through/fiscal sponsorship by partnering with a Manitou Springs 501(c)(3) nonprofit. The fiscally sponsoring nonprofit must have been in existence for at least 2 calendar years. **A Memorandum of Understanding (MOU) between the sponsor and applicant that outlines the responsibilities of each party must be submitted with the application in order to be considered.**

Core Rating Criteria

The MACH Board will carefully evaluate your application using the following criteria:

- You have completed the entire application and submitted all required attachments. **NOTE “required attachments” below.**
- The budget for your project is feasible and you’ve requested a reasonable amount of funding.
- Art, Culture, and/or Heritage as defined by [PLAN Manitou](#) is the primary component of your project.
- The project makes a positive impact on Manitou Springs and its residents.
- You have demonstrated relevant experience and expertise to achieve the project.

What We Require

You will need to write about your project idea, past experience, and planning. Additionally, you must submit samples of past or in-process work, or other relevant support materials (**see below**). We strongly recommend assembling these materials before you begin your application. If you are requesting general operating funds, please describe in your proposal what percentage of your operations directly benefit Manitou Springs.

For your project description: If you have conducted a similar project in the past, please include a summary of the cost and revenue, number of people impacted, outcomes, and how you measured the success of your project.

Specific Discipline

You will need to select one of the following disciplines: **Dance, Literature, Lectures/Presentations, Local History, Culture, Music, Media, Theater, Culinary Art, or Visual Art**. This is used for our organizational purposes only—we do not allocate funds based upon discipline. Choose the discipline that is the best match to your project.

Project Budget

The MACH board will need to see a simple breakdown of your project expenses: Income (sponsorships, donations, merchandise sales, admission fees, all grants including this one, etc.). It is expected that artists/staff will be paid for their work on the project. The budget must demonstrate that your project is financially feasible and aligns with your project proposal.

Download the sample project budget [here](#) for guidance.

Budget Timeline

Please outline the timeframe during which you expect to expend the requested funding. If the project's timeline differs from this budget's timeline, please explain that in the space provided. The MACH Board understands that COVID may present scheduling challenges and will work with each grantee on possible solutions.

NOTE: Grants awarded must be utilized before December 31 of the grant year.

Financial Award Timeline

Once the awarded grants are finalized by the MACH Board they then go to City Council for final approval, then to Finance for cutting of the checks. This process may take up to six weeks. Please plan for your program/project to occur at least a month after the award announcement to ensure receipt of funds prior to you event.

VENUE

What? Where? When? Please confirm that you have obtained permission to use your desired venue, as well as any important partnerships, prior to submitting your application. Please submit a letter of acceptance from the venue you will be using. **It is highly recommended you look into possible venues as early as possible.**

Collaborating with the City of Manitou

Here are some tips for preparing your application if you would like to work with the city on **use of a park or public space or building:**

- Talk to the Events Coordinator, [Meghan Weiss](#), (719-685-2601) about the space you plan to use, the amount of time you'd like to use it, the physical permanence of your project, and whether any permits will be required. If you are interested in presenting a project on private property, you are also welcome to reach out to Meghan to be sure there aren't any regulations that need to be taken into consideration.
- **Plan to obtain appropriate insurance for projects involving city properties.**

Anti-Discrimination Statement

Manitou Springs does not support discrimination of any kind for any reason, and the MACH Board will not recommend funding for any projects that involve discrimination in any way. All applicants need to submit an anti-discrimination statement with their proposal. You can view the State of Colorado anti-discrimination statement [here](#).

Resume/CV/Work Samples

Along with your proposal, you should submit your resume or CV, and **work samples** that best illustrate your qualifications to carry out this project. The MACH Board will be reviewing numerous applications, therefore work sample(s) will be reviewed for a cumulative total of no more than five to ten minutes (5-10) minutes. Please limit your selection to sample(s) that are most relevant—in scope, scale, complexity, and/or subject matter—to your proposed project. **Assume that the MACH Board is not at all familiar with you or your work and is being exposed to it for the first time.**

WORK SAMPLES – What should you include?

MACH welcomes proposals from everyone, whether you are an enthusiastic amateur or an expert in your field. Regardless of your experience (or enthusiasm), we need to see work samples that demonstrate your commitment to the medium or subject matter you intend to present. Here are some types of work samples that will help us rate your application:

- **Visual art** (sculpture, photos, paintings, etc). We need to see quality images of the work to be shown **OR** work that is **clearly indicative** of what you do.
- **Music:** a homemade audio recording, a link to samples of your work or performance(s), a video.
- **Performances (poetry, spoken word, dance, etc):** a homemade video or a link to prior public performance(s).
- **Presentations:** A copy of past presentation notes or an **abstract/summary** of what you plan to present.

Public Information

Because the City of Manitou Springs has an obligation to transparency, after the application and report review process, these documents will be available for public review according to the City's [Public Records Policy](#).

Insurance (private venues)

The venue that you choose will dictate whether you need to obtain an insurance policy for your project, artists, staff, assistants, volunteers, etc. Please communicate with your venue and have insurance as a consideration when you create your budget.

What Happens If My Project is Funded?

You will hear back from the MACH Board via email as to whether your project has been awarded a grant or not. The Board will include expectations for your project in the confirmation email, as well as the award amount. In order to receive your check for the funds, you will need to reply to the confirmation email and provide your W-9 form. **Projects need to be completed within the grant year, no later than December 31. Please contact us if you expect that your funds will not be expended within this timeframe.**

Reporting

After your project has been completed, you will be required to submit a financial breakdown of how the MACH funds were utilized as well as a project report assessing its effectiveness and emailed to the [MACH Board](#) by December 31 of the grant year. Your reporting must be complete in order to receive subsequent MACH grants.

Please refer to the MACH homepage for guidance on publicizing your grant award and recognizing MACH as a funder.