

**DENVER COUNTY CULTURAL COUNCIL  
TECHNICAL ASSISTANCE PROGRAM  
POLICY AND PROCEDURE**

15 March 2002

**PURPOSE AND AUTHORITY:** The Denver County Cultural Council (DCCC) has allocated funds from its annual Denver County Tier III Discretionary Monies for the purpose of providing Eligible Denver Tier III organizations with reimbursement for approved educational and/or consultative expertise in areas of operational, organizational or professional matters that is consistent with the mission and primary purpose of the organization, and for which a defined benefit to the organization as a whole can be demonstrated.

**ADMINISTRATION:** The program is administered by the DCCC Program Manager on behalf of the DCCC in accordance with Policies established by, and in accordance with the Bylaws of the DCCC.

**AWARD SCOPE:** Funds may be made available for Staff or Board members of an SCFD eligible Denver Tier III organization in good standing with the SCFD for:

- Scholarships to nonprofit management and professional development programs or classes, or existing programs or classes that provide nonprofit organizational and/or business education
- Individual Consultations with a recognized specialist in nonprofit management for specific organizational issues that benefits the organizations business, operational, or board functions.
- “Special Educational Opportunities”-Subject to approval of the DCCC, this encompasses special educational opportunities for staff and board members in areas of professional or management opportunities.
- Other programs or purposes that may be developed and defined by the Denver County Cultural Council for the benefit of Denver Tier III organizations.

**APPLICATION:** Application for any single award must be made by the Executive Director or Board Chairman of the eligible organization to the Program Manager in writing and allow at least 60 days of administrative time for consideration. Application within any single organization for more than one member, amounts over \$500, or for any “special educational opportunity” request must allow at least 90 days. Applications for funding will be established by the Program Manager and will include discussion by the applicant of how the program, consultation or educational opportunity will benefit the organization as a whole, as well as how the public will benefit from such an award. Funding requests for any completed or in process program, course, consultation, or educational opportunity will not be allowed. TA funds may not be used for travel, lodging, meals or entertainment (unless as a meal or food included as part of a registration fee if it is “bundled” in the fee and provided as part of the program), and this proscription must be included in the application and attested to by the applicant. Any tangible materials obtained as part of an award, (such as program outlines, texts, educational materials, etc.) must remain in the possession of the applicant organization.

**PROCESS:** Amounts requested for any approved program, course or consultation of \$500 or less may be approved by the Program Manager, as agent of the DCCC. The basis for approval shall include both the merit and the impact of the program on the organization, its public benefit, and that the program is consistent with the organization’s mission and primary purpose. This excludes multiple requests from any one organization for the same program or opportunity that would exceed \$500 in aggregate, and excludes any request that originates from more than one organization for the same program or opportunity that would exceed \$500 in aggregate (for example, 2 staff attending a course with tuition of \$300 each, or 2 members from different organizations attending the same course for \$300 each). Such multiple requests must be approved by the full DCCC at one of its regular meetings after first being reviewed and approved by the Technical Assistance Committee. All requests for “special educational opportunities” must be approved by the full DCCC after being reviewed and approved by the Technical Assistance Committee. Any aggregate requests from a single organization in any funding year in excess of \$1500 must have approval of the full DCCC at the time the funding amount will exceed \$1500. All organizations that receive a Technical Assistance award must provide the Program Manager a report within 30 days in a format that is developed by the Program Manager and approved by the TA Committee, and which should include the recipient’s discussion of the defined benefit to the organization of the program, and an evaluation of the program’s (course’s, consultation’s, etc.) merit.