



## Grand Junction Commission on Arts and Culture (GJCAC) Funding Program Training

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### **Time Frame:**

Funding Program online:	Dec. 1, 2025
Funding Program workshop:	Jan. 7, 1-2pm and Jan. 21, 11am-12pm
Application Deadline:	Feb. 1, 2026, at 11:59pm
Application distributed to GJCAC:	Week of Feb. 2, 2026
Questions sent out to organizations:	Feb. 11, 2026
Responses due from organization:	Feb. 13, 2026, by 10:00 am
Organization Presentations:	Feb. 23 or 24, 2026 (Assigned day/time will be sent via email)
Funding Decisions:	Feb. 25, 2026
Organizations Notified:	Week of March 2, 2026
Funding Distributed:	*Throughout the month of March, 2026

Once your application is reviewed, the GJCAC may have specific questions. Please refer to the above timeline as to the due date of responses. Failure to respond will disqualify the application.

\*Based upon return of requested paperwork.

### **Communication is the key!**

Communication between the GJCAC Liaison and applicants will be via email. This includes questions regarding your grant application, scheduling of initial presentation, notification of awards, grant adoption information, promotional materials, and follow-up presentation once the project is completed.

**Make sure the emails on the application are correct and that you frequently check them.**

### **Proper Grammar**

Check for spelling and grammatical errors. Don't rely on spell check. Give your application to someone else that is unfamiliar with the content to see if what you say makes sense.

### **Focus your content**

Read each question carefully and make sure that each component of the question is addressed. Be concise – generally, less is more.

Review the Criteria and Goals and align your project accordingly.

### **Financials**

Double check your budget.

Organization is encouraged to pursue multiple funding options.

Clearly explain deficits or profits.

GJCAC does not fund scholarships. Honorariums are for performances or services, not rewards for entries.

## **District 51 Schools**

Applications from individual schools will not be accepted. District 51 should apply on behalf of an individual school program.

## **Presentations: Bring your project to life and sell us on your idea!**

Bring a copy of the application to your presentation for yourself.

Do not read from your application or repeat information in your application.

You will have up to 3 minutes to present and 3 minutes for any additional questions from the GJCAC

You are expected to address five points in your presentation:

1. Meaningful anecdote about organization illustrating past successes or future vision.
2. Something special about the project.
3. What the City's money will be used for.
4. Community Impact of your project.
5. How will your project be affected if you don't receive funding from GJCAC.

You will have a scheduled time to present, however you are welcome to come early or stay afterwards and listen to other presentations. (It can be a great learning experience!)

## **Once you've received a grant here's what's expected**

All required paperwork will be distributed via email. Please save these documents in a file.

You will be expected to use the GJCAC logo on all your promotional material.

If you have not already, you will register your organization with the City's [Artist and Arts Business Registry](#).

Your project will be adopted by an Art Commission member. You will be sent an email with their contact information.

You are expected to supply marketing material, photos (guidelines below), and tickets (if applicable) to the member.

They will in turn help promote and attend your project/event. If your event is ticketed, you will provide at least 2 tickets free of charge for your adoptee to attend the event, evaluate it, and give you feedback.

**Photos:** These images or documents are to be used for the Commission posting on our Facebook page or website. They are to be images for web base use only. They need to be in the common .jpg format, not a PDF. The jpg should be titled: eventnamedate.jpg.

## **Upon Completion**

Fill out the final report: <https://gjcac.seamlessdocs.com/f/grantfinal> within 60 days of project completion.

**Failure to do so will disqualify your organization for applying for a grant from the Commission for 2 years.**