



# MANITOU ARTS, CULTURE, AND HERITAGE BOARD REGULAR MEETING AGENDA

All upcoming MACH meetings are scheduled to be remote, via Zoom. A link is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

September 25, 2025

5:00 PM

- 
- I. CALL TO ORDER and ROLL CALL**
  - II. APPROVAL OF AGENDA**
  - III. APPROVAL OF MINUTES**
    1. August 28, 2025 Minutes
  - IV. PUBLIC COMMENTS NOT ON THE AGENDA**

*(Please limit your comments to 3 minutes)*
  - V. REPORTS - CITY COUNCIL LIAISON & STAFF**
    1. City Staff Report (Rebecca Davis)
    2. City Council Liaison Report (Judith Chandler)
    3. Board Member Reports on Attended Events
  - VI. BUSINESS**
    1. Pikes Peak Bulletin. Presentation and update by new publisher Juquin Mobley and/or managing editor Heila Ershadi.
    2. New members. Welcome to Gerald Mitchell and Lisette Casey, appointed by City Council on September 16 as alternate members.
    3. Final discussion and approval of revised guidelines and FAQs (See attachments)
    4. Status change, KollaCode closing, options for site maintenance work in 2026 and beyond.
    5. Natalia Pulido mural grant update. Ralph will report on any recent progress.
  - VII. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING OR WORKSESSION**
  - VIII. ADJOURNMENT**

**Board Members:**

Ralph Routon (07/31/2029)  
Kinsey Watts (07/31/2029)  
Wren Almitra (7/31/2026)  
Mark Lee (07/31/2028)  
Marcus Medina (07/31/2026)  
Neale Minch (07/31/2028)  
Peter Sommers (07/31/2028)

**Alternates:**

Lisette Casey (7/31/2029)  
Gerald Mitchell (7/31/2029)  
Jason Wells (7/31/2028)

*No Board Vacancies*

**Staff and Liaisons:**

Judith Chandler, Council Liaison  
Rebecca Davis, Finance Director

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or [jfryer@manitouspringsco.gov](mailto:jfryer@manitouspringsco.gov). You may also contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto:cityclerk@manitouspringsco.gov) or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: [www.manitouspringsgov.com](http://www.manitouspringsgov.com).



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August 28, 2025

5:00 PM

## A. CALL TO ORDER and ROLL CALL

Chair Routon called the meeting to order at 5:04 PM

Rebecca Davis  
Judith Chandler  
Kristen Dukoi  
Marcus Medina  
Peter Summers  
Mark Lee  
Neale Minch  
Kinsey Watts  
Jason Wells  
Gerald Korbin  
Gerald Mitchell

## B. APPROVAL OF AGENDA

Item E2: First Review of Guidelines and FAQs to include file New for 2026 as well as the MACH calendar for 2026.

Motion to Approve: Neale motions; Kinsey seconds motion. All in favor.

## C. PUBLIC COMMENTS NOT ON THE AGENDA

*(Please limit your comments to 3 minutes)*

Grant approved for the Bulletin

Hiawatha Gardens have enough of a plan to do an application for next year

## D. REPORTS

### 1. City Staff Report

Nicole Ortega is no longer with the city; Jenny Latus to take minutes

Nothing to report on financials

### 2. City Council Liaison Report

Shout out to everyone pulling double duty; Landslide on Lovers Lane still has closed; Manitou Springs FD Open House; Art Fest labor day weekend

### 3. Board Member Reports on Attended Events

Peter Sommers had a display in the Art center for students, Manitou Comedy festival nice website and social media activity.

## E. BUSINESS

1. Board Training on the Colorado Sunshine Law and Colorado Open Records Act (CORA) from the City Clerk's Office

- Kristen Dukoi – Colorado Sunshine Law. Title 24 article 6 401-402
- All meetings with 3 or members are public access
- Meeting – SM, Phone, Email; any kind of gathering convened to discuss public access
- Quorum – minimum numbers of members required (majority)
- Take minutes if there is personal action to be taken
- Executive Sessions: they need to be recorded properly or can be made public record by the courts.
- Be transparent; try not to have private discussions in public
- Emails are CORA requestable
- Daisy Chain: chain letters sent between people
- Use BCC
- Open meeting law
- Sunshine Law to shine a light on public business – be transparent

#### CORA

- Anything written, maintained or kept by the state are public records
- Not included: work products (notes memos drafts) Communication; personal correspondence
- Does not include Criminal records
- City Clerk is custodian & deputy city clerk on her behalf

#### 2. Discussion on First Review of Guidelines and FAQs by Kinsey Watts, Wren Almitra and Ralph Routon

- Funding requirements for MACH 2026. Discussion for proper verbiage.
- Calendar Timing: Change second QTR to the dates April 1 2026 to March 31, 2027. Second by Mark Lee

#### Item 2:

- MACH calendar: Discussion had to add and extend dates
- Project completion reports for Mani Awards and Carnivale needed.

Motion to approve calendar: Approved. second by Mark Lee

#### 3. Pikes Peak Bulletin Presentation Request for September

- No response at this time
- Will present next meeting

#### 4. Consideration of Proposal for Mentorship of 2026 Applicants from Creative Alliance Manitou Springs (CRANE) Executive Director Audrey Gray

- Approve Audrey Gray as Mentor/Trainer All approved.
- Budget of \$1000; billed approx. \$330
- Unable to attend meeting tonight

5. Update on Natalia Pulido Mural Grant Including Communications with the Rockey Family; No need for action just an update

**F. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING**

1. Discussion ensued

**G. ADJOURNMENT**

1. Motion to adjourn @ 6:35 PM

**Board Members:**

Ralph Routon (07/31/2029)  
Kinsey Watts (07/31/2029)  
Wren Almitra (7/31/2026)  
Mark Lee (07/31/2028)  
Marcus Medina (07/31/2026)  
Neale Minch (07/31/2028)

**Staff and Liaisons:**

Judith Chandler, Council Liaison  
Rebecca Davis, Finance Director

Peter Sommers (07/31/2028)

**Alternates:**

Jason Wells (7/31/2028)

*2 alternate position available*

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Account Number	Account Title	2023 Actual Thru Sept	2024 Actual Thru Sept	2025 Actual Thru Sept 22	2025 Original Budget	2025-25 Current year Budget	2025 Remaining Budget Available	Total Year Actual As a % Of Budget
<b>MACH FUND</b>								
<b>TAX REVENUES</b>								
29-311-300	SALES TAX-THE 5 (66%)	187,334	166,984	<b>162,963</b>	270,600	270,600	107,637	60.2%
Account notes:								
Budget notes:								
City sales tax was increased from 3.6% to 3.9% by a vote of the citizens on 11/5/2019, for a .3% increase. 66% of the proceeds are to fund facility improvements & operations at the Carnegie building, Manitiou Art Center, Manitou Springs Heritage Center, Miramont Castle and the Hiawatha Gardens and the remaining 34% of the proceeds of the sales tax increase is for distribution by the City Council through awards and grants to foster the arts, culture and heritage within the City of Manitou Springs. This tax will expire on December 31, 2035.								
29-311-310	SALES TAX - GRANTS (34%)	96,505	86,032	<b>83,951</b>	139,400	139,400	55,449	60.2%
29-311-320	USE TAX - THE 5 (66%)	.00	.00	<b>.00</b>	3,900	3,900	3,900	.00
Budget notes:								
City use tax was increased from 3.5% to 3.8% by a vote of the citizens on 11/5/2019, for a .3% increase. 66% of the proceeds is to fund facility improvements & operations at the Carnegie building, Manitiou Art Center, Manitou Springs Heritage Center, Miramont Castle and the Hiawatha Gardens, and the remaining 34% of the proceeds of the use tax increase is for distribution by the City Council through awards and grants to foster the arts, culture and heritage within the City of Manitou Springs. This tax will expire on December 31, 2035.								
29-311-330	USE TAX-GRANTS (34%)	.00	.00	<b>.00</b>	2,000	2,000	2,000	.00
Total TAX REVENUES:		283,839	253,017	<b>246,913</b>	415,900	415,900	168,987	59.4%
<b>INTEREST EARNINGS</b>								
29-361-190	INTEREST REV-GRANTS	16,015	12,089	<b>16,032</b>	8,000	8,000	8,032-	200.4%
Total INTEREST EARNINGS:		16,015	12,089	<b>16,032</b>	8,000	8,000	8,032-	200.4%
<b>OTHER FUNDS PROGRAMS &amp; CAPITAL</b>								
29-499-321	PROF SERV - GRANT	9,915	3,393	<b>10,507</b>	12,000	18,000	7,493	58.4%
Budget notes:								
2022: Post cards \$3,000, training \$1,000, staffing \$8,320, website \$10,000 2021: postcards and trainer cost have been added for final budget								
29-499-705	GRANT AWARDS (34%)	150,014	166,350	<b>173,551</b>	309,800	173,551	.00	100.0%
29-499-710	THE 5 - FACLTY IMPR&OPERA	318,979	337,402	<b>291,986</b>	536,700	291,986	.00	100.0%
Budget notes:								
Per the ballot language, 66% of the revenue generated by the .3% increase in sales and use tax is allocated to facility improvements & operations for the following 5 entities: Carnegie Library, Mantiou Art Center, Manitou Springs Heritage Center, Miramont Castle, & the Hiawatha Gardens Property								
29-499-910	The 5-ADMIN SUPPRT TO GEN	1,213	1,599	<b>1,599</b>	2,132	2,132	.00	100.0%
Account notes:								
66% of the Admin Support to the General Fund comes from The Five revenues.								
29-499-911	GRANTS-ADMIN SUPPRT TO	625	824	<b>921</b>	1,228	1,228	.00	100.0%
Account notes:								
34% of the Admin Support to the General Fund comes from the Grants revenues.								
Total OTHER FUNDS PROGRAMS & CAPITAL:		480,745	509,567	<b>478,564</b>	861,860	486,897	7,493	98.5%
MACH FUND Revenue Total:		299,854	265,106	<b>262,946</b>	423,900	423,900	160,954	62.0%
MACH FUND Expenditure Total:		480,745	509,567	<b>478,564</b>	861,860	486,897	7,493	98.5%
Net Total MACH FUND:		180,892-	244,461-	<b>215,618-</b>	437,960-	62,997-	153,461	343.6%
Net Grand Totals:		180,892-	244,461-	<b>215,618-</b>	437,960-	62,997-	153,461	343.6%

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Account Number	Account Title	2023 Actual Thru Sept	2024 Actual Thru Sept	2025 Actual Thru Sept 22	2025 Original Budget	2025-25 Current year Budget	2025 Remaining Budget Available	Total Year Actual As a % Of Budget

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Account Number	Account Title	2023 Actual #s Thru Dec	2024 Actual #s Thru Dec	2025 Actual #s Thru Sept 22	2025 Original Budget	Final Amended Current year Budget	2025 Remaining Budget Available	Total Year Actual As a % Of Budget
<b>MACH FUND</b>								
<b>TAX REVENUES</b>								
29-311-300	SALES TAX-THE 5 (66%)	318,174	301,116	<b>162,963</b>	270,600	270,600	107,637	60.22%
Account notes:								
Budget notes:								
City sales tax was increased from 3.6% to 3.9% by a vote of the citizens on 11/5/2019, for a .3% increase. 66% of the proceeds are to fund facility improvements & operations at the Carnegie building, Manitou Art Center, Manitou Springs Heritage Center, Miramont Castle and the Hiawatha Gardens and the remaining 34% of the proceeds of the sales tax increase is for distribution by the City Council through awards and grants to foster the arts, culture and heritage within the City of Manitou Springs. This tax will expire on December 31, 2035.								
29-311-310	SALES TAX - GRANTS (34%)	163,908	155,131	<b>83,951</b>	139,400	139,400	55,449	60.22%
29-311-320	USE TAX - THE 5 (66%)	3,941	4,721	<b>.00</b>	3,900	3,900	3,900	.00
Budget notes:								
City use tax was increased from 3.5% to 3.8% by a vote of the citizens on 11/5/2019, for a .3% increase. 66% of the proceeds is to fund facility improvements & operations at the Carnegie building, Manitou Art Center, Manitou Springs Heritage Center, Miramont Castle and the Hiawatha Gardens, and the remaining 34% of the proceeds of the use tax increase is for distribution by the City Council through awards and grants to foster the arts, culture and heritage within the City of Manitou Springs. This tax will expire on December 31, 2035.								
29-311-330	USE TAX-GRANTS (34%)	2,030	2,432	<b>.00</b>	2,000	2,000	2,000	.00
Total TAX REVENUES:		488,053	463,399	<b>246,913</b>	415,900	415,900	168,987	59.37%
<b>INTEREST EARNINGS</b>								
29-361-190	INTEREST REV-GRANTS	23,184	4,675	<b>16,032</b>	8,000	8,000	8,032-	200.40%
29-361-191	INTEREST REV-TIER 1 THE FI	.00	9,075	<b>.00</b>	.00	.00	.00	.00
Total INTEREST EARNINGS:		23,184	13,750	<b>16,032</b>	8,000	8,000	8,032-	200.40%
<b>OTHER FUNDS PROGRAMS &amp; CAPITAL</b>								
29-499-321	PROF SERV - GRANT	11,603	12,000	<b>10,507</b>	12,000	18,000	7,493	58.37%
Budget notes:								
2022: Post cards \$3,000, training \$1,000, staffing \$8,320, website \$10,000 2021: postcards and trainer cost have been added for final budget								
29-499-705	GRANT AWARDS (34%)	147,489	166,350	<b>173,551</b>	309,800	173,551	.00	100.00%
29-499-710	THE 5 - FACLTY IMPR&OPERA	318,979	337,402	<b>291,986</b>	536,700	291,986	.00	100.00%
Budget notes:								
Per the ballot language, 66% of the revenue generated by the .3% increase in sales and use tax is allocated to facility improvements & operations for the following 5 entities: Carnegie Library, Mantiou Art Center, Manitou Springs Heritage Center, Miramont Castle, & the Hiawatha Gardens Property								
29-499-910	The 5-ADMIN SUPPRT TO GEN	1,617	2,132	<b>1,599</b>	2,132	2,132	.00	100.00%
Account notes:								
66% of the Admin Support to the General Fund comes from The Five revenues.								
29-499-911	GRANTS-ADMIN SUPPRT TO	833	1,098	<b>921</b>	1,228	1,228	.00	100.00%
Account notes:								
34% of the Admin Support to the General Fund comes from the Grants revenues.								
Total OTHER FUNDS PROGRAMS & CAPITAL:		480,521	518,982	<b>478,564</b>	861,860	486,897	7,493	98.46%
MACH FUND Revenue Total:		511,237	477,149	<b>262,946</b>	423,900	423,900	160,954	62.03%
MACH FUND Expenditure Total:		480,521	518,982	<b>478,564</b>	861,860	486,897	7,493	98.46%

Account Number	Account Title	2023 Actual #s Thru Dec	2024 Actual #s Thru Dec	2025 Actual #s Thru Sept 22	2025 Original Budget	Final Amended Current year Budget	2025 Remaining Budget Available	Total Year Actual As a % Of Budget
	Net Total MACH FUND:	30,716	41,833-	<b>215,618-</b>	437,960-	62,997-	153,461	343.60%
	Net Grand Totals:	30,716	41,833-	<b>215,618-</b>	437,960-	62,997-	153,461	343.60%

Account Number	Account Title	2025 Current year Beginning	2024 Beginning	2023 Beginning	2022 Beginning
<b>MACH FUND</b>					
29-253-100	FUND BALANCE-THE 5 (66%)	296,508	321,130	319,611	320,407
29-253-200	FUND BALANCE-GRANTS (34%)	181,800	199,011	169,814	170,799
Total MACH FUND:		478,308	520,141	489,425	491,206
Grand Totals:		478,308	520,141	489,425	491,206

# MACH Application Instructions and Guidelines

(updated September 2025)

This information is designed to help you in correctly and succinctly filling out the MACH grant application. It is also to assist you in understanding the rationale and philosophy behind the tax dollars that support the grants and awards. Please read the information and send questions to the MACH Board at [MACHBoard@manitouspringsco.gov](mailto:MACHBoard@manitouspringsco.gov).

## 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 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 Criteria

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

## Funding Priorities

Each year, 34% of MACH funding is designated by city ordinance for awards and grants to foster the arts, culture, and heritage within the 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.”

## Eligibility requirements for both competitive and mini grants processes

- Manitou Springs citizens of all ages, and nonprofits 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. **Applications from anyone younger than 18 must be accompanied by a letter of support showing committed involvement from an adult resident of Manitou Springs.**
- Entities, individuals, or nonprofits that 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 two (2) calendar years.
- All projects must directly interface with Arts, Culture, and/or Heritage within the City of Manitou Springs. But the MACH board will not fund projects that create an inventory. In other words, MACH funds will not go to help publish your book/album/artwork for you to then sell.
- All funded projects will take place within Manitou Springs city limits, with one exception. Applications from schools within Manitou Springs School District 14 that are outside of our city limits are eligible.
- Eligibility Requirements for Infrastructure Projects: Applicant must also meet all of the following criteria:
  - Present a holistic capital improvement plan in the application;
  - Be a 501(c)(3) nonprofit;
  - Have additional sources of revenue indicated in the budget; and
  - Provide for public access such as a museum, gallery or other venue.

## Fiscal Agents (using a pass-through)

For individuals, entities, and nonprofits which exist outside of Manitou Springs, you may apply for MACH funds 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 and the project must happen within Manitou Springs city limits or within the school district. **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.**

## New for 2026

1. Calendar timing. Last year we funded requests through the first quarter of 2026. That means this year we're funding from April 1, 2026 through March 31, 2027. Do not submit requests for any projects or events taking place before April 1, 2026
2. Available funding. MACH may not have as much money for grants in this cycle. We won't know exact numbers until early 2026, and early reports are unclear on what to expect. We had about \$160,000 for Tier 2 grants the past few years. This time, that number might be \$115,000 to \$120,000.

Reasonable requests are encouraged. We do not have a limit on grant request amounts, but most approved grants fall somewhere between \$1,000 and \$5,000.

3. Advice for applicants. The more detail you can provide up front, the better. If you have been funded consistently in recent years, there is no guarantee. If applicable, show other sources of funding and other revenue in your proposal. The board will be paying particular attention to budgets.

4. Completion reports. If you were funded for 2025, put as much effort and specific detail as possible into your project completion report, for two reasons. First, it has to be approved by the MACH Board before you can submit a new grant request for 2026-2027. Second, the completeness of your project completion report could influence how much you might be awarded for the upcoming cycle.

### Important considerations

Regarding multiple applications for the same project: The MACH Board will not be able to consider multiple applications from different entities or individuals for the same project or event. If you know of other organizations/groups interested in applying for a component of a project or event you are also interested in applying for, we strongly encourage collaborating with them on a consolidated application. In the event multiple applications are submitted for the same project or event, the MACH Board will recommend funding for the application that best meets established evaluation criteria.

Regarding primary beneficiary of MACH funding versus project beneficiary: Applications will not be considered from third-party entities who will be receiving the majority of MACH funding through a consultant/contractor role for the project unless the application is accompanied by a letter of support from the eligible/primary beneficiary of the project outcomes.

### Criteria for Rating Applications

#### Application Rating Categories

Maximum Points	Category
4	<b>Completeness of Application</b>
8	<b>Quality of Budget Request. Includes (amount requested, timeline for use, total budget, detailed breakdown of project expenses and, if applicable, expected project income)</b>
7-8 Outstanding to Exceptional	Budget is financially feasible, outlines in detail how the funds will be spent, provides a reasonable timeline and aligns well with the project
5-6 Good to Very Good	Budget is financially feasible (maybe with some adjustments), and provides some detail on how the funds will be spent and aligns with project
3-4 Fair to Satisfactory	Budget is questionably feasible and/or does not provide enough specific information and/or has gaps with the project narrative
1-2 Poor to Marginal	Budget is not financially feasible and/or details are missing and/or does not align with the proposed project
8	<b>Program/Project alignment with our Community and Plan Manitou Masterplan Values</b>
7-8 Outstanding to Exceptional	The project will address one or more of the Community Priorities as articulated in Plan Manitou in very strong or exceptional ways
5-6 Good to Very Good	Several aspects of the project will significantly address one or more of the Community Priorities as articulated in Plan Manitou
3-4 Fair to Satisfactory	Few or some aspects of the project will address one or several of the Community Priorities
1-2 Poor to Marginal	Does not or minimally address how the project will contribute to one or several of the Community Priorities
8	<b>Program/Project Impact</b>
7-8 Outstanding to Exceptional	The project will positively impact multiple dimensions - social, artistic, creative, innovative, on the Manitou Springs community
5-6 Good to Very Good	The project will positively impact one or two dimensions - social, artistic, creative, innovative, on the Manitou Springs community
3-4 Fair to Satisfactory	The project will positively impact one dimension - social, artistic, creative, innovative, on the Manitou Springs community
1-2 Poor to Marginal	The project will have minimal impact on any dimensions - social, artistic, creative, innovative, on the Manitou Springs community

The MACH Board will carefully evaluate your application using the following criteria (see details in the accompanying Rubric):

- You have completed the entire application and submitted all required attachments. See “What We Require” below.
- The budget for your project is feasible and you’ve requested a reasonable amount of funding to sufficiently complete your project.
- 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 describe your project idea, past experience, and scope of your plan. We strongly recommend assembling these materials before you begin your application. If you are requesting general operating funds (such as for salary, rent, etc. not related to a specific project or program), 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**

If your project request is for more than \$750, the MACH Board will need to see a thorough, detailed budget for your planned project:

- Income (sponsorships, donations, merchandise sales, admission fees, anticipated MACH funds, and all other grants or sponsorships including other anticipated funding, etc.).
- Expenses (venue, promotion, materials and supplies, staff wages, etc.). Please include a breakdown of the expected per item/unit cost. Note: An itemization of the same actual costs will be required later when submitting your project completion report. The budget must demonstrate that your project is financially feasible and aligns with your project proposal.

### **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.

**NOTE: Grants awarded must be utilized before December 31 of the grant year. The exception would be if your event is taking place in the first quarter of 2027. Then the money must be spent by March 31, 2027.**

## **Financial Award Timeline**

Once the grant recommendations are finalized by the MACH Board they then go to City Council for final approval, scheduled for March 2026. If Council approves your grant, you will be notified by email about March 20 and required to submit a W-9 form to the City. When the W-9 is received, checks will be issued from the Manitou Springs Finance Department. This process may take up to six weeks. Please plan for your project to occur at least a month after the award announcement to ensure receipt of funds prior to your event. Note: if you're using a fiscal sponsor, the check will be issued to the sponsor and you will need to coordinate with that entity to receive your funding.

## **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. **It is highly recommended you look into possible venues as early as possible. Include in your application your confirmed or anticipated venue and the status if not confirmed.**

## **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](#).

## **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](#). Also, all MACH board meetings are

able to be attended by the public, including those where we discuss applications and deliberate on our selections.

### **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 from the MACH Board via email about March 20 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. If using a fiscal sponsor, that entity will need to provide their W-9 and they will be issued the check. Projects need to be completed within the grant year, no later than December 31, with the exception of events or projects taking place in the first quarter of 2027. In that case, the deadline would be March 31, 2027. Please contact us if you expect that your funds will not be expended within this timeframe.

Failure to abide by the Guidelines and Instructions and your MACH Grant Application could result in you or your organization being deemed ineligible for further MACH grants. Failure to meet your contractual obligations (Breach of Contract) as outlined in your application, including specified grant funds, could also be sent to the City Attorney for further action.

### **Reporting**

After your project has been completed, you will be required to submit a complete financial breakdown of how the MACH funds were utilized as well as a project report assessing its effectiveness. The report must be emailed to the MACH Board by December 31 of the grant year, or by the end of March for projects happening in early 2027. Your reporting must be complete, and approved by the MACH Board, in order to receive subsequent MACH grants. If an application is funded, your completion report form will be available on the MACH website within the same file as your application.

# MACH FAQs

(Updated September 2025)

## What is MACH?

Proceeds from the Manitou Arts, Culture and Heritage initiative are distributed by the City Council through awards and grants to foster the arts, culture, and heritage within Manitou Springs. The MACH Board is responsible for putting out calls for grant applications to the community, reviewing and scoring applications, and making recommendations to City Council.

## Who can apply for a grant?

- Manitou Springs citizens of all ages and nonprofits 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.
- Youth projects are eligible, but applications must be accompanied by a letter of support showing committed involvement from an adult resident of Manitou Springs.
- Entities, individuals, or nonprofits that 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 two (2) calendar years.
- All projects must directly interface with Arts, Culture, and/or Heritage within the City of Manitou Springs. But the MACH board will not recommend funding projects that create an inventory. In other words, MACH funds will not go to help publish your book/album/artwork for you to then sell.
- All funded projects will take place within Manitou Springs city limits. Applications from schools within the Manitou Springs School District 14 that are outside of our city limits are eligible.
- Eligibility Requirements for **Infrastructure** Projects: Applicant must also meet all of the following criteria:
  - Present a holistic capital improvement plan in the application;
  - Be a 501(c)(3) nonprofit;
  - Have additional sources of revenue indicated in the budget; and
  - Provide for public access such as a museum, gallery or other public venue.

# What kinds of projects generally get funded?

The MACH Board carefully evaluates applications using the following criteria:

- You have completed the entire application and submitted all required attachments.
- The budget for your project is feasible and you've requested a reasonable amount of funding.
- Arts, 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. MACH provides some funding for a variety of established community events such as Carnivale, Manni Awards, Lantern Parade, Poetry and Pottery, etc.
- You have demonstrated relevant experience and expertise to achieve the project.
- Eligible projects, which may include an event or program, capital, general operating and/or capacity-building costs.

## How much can I ask for?

Grants are considered competitive. Each year we have more funding requested than we are able to allocate.

Applications under \$750 are considered Mini-Grants, and they are the simplest way to apply. If your project requires more than that amount, we ask that you provide a detailed budget breakdown and answer a few additional questions.

We do not have a limit on grant request amounts, but most approved grants fall somewhere between \$1,000 and \$5,000.

## Do I only have one chance to complete the application online?

No. You can save your work at any point, return to the website later (multiple times if needed) and continue until you're ready to submit the application. **Note: MACH Board members will not be able to see your application until it has been finished and submitted.**

## I've applied before; can I apply again?

Absolutely! If we funded your project previously, a project completion report is required before applying for a new grant. You can apply for a similar or new project. Please note that each year your application will be reviewed anew, and there are no guarantees we will fund a project again.

**Applicant :** \_\_\_\_\_

**Project Name :** \_\_\_\_\_

**Guidance for Applicants:**

*These guidelines are based on observations of common shortcomings observed in the 1st two rounds. Make sure the amount you are requesting from MACH is equal to the amount you put in your budget. Provide a complete list of revenues and ensure the revenues exceed or equal the expense budget. One or two line budgets are generally insufficient (unless your grant request/project budget is very small). Provide enough breakout of expenses to give the Board confidence you have applied sufficient detail. It is expected there will be some adjustments as you execute the project - that is quite normal. Do not overwhelm the Board with minuscule detail. Most budgets should be adequately presented.*

<b>Sources of Revenue:</b>	
1	
2	
3	
4	
5	
Total Revenue (should be greater than or equal to Total Expenses)	

<b>Expenses: (list out your categories of expense)</b>			
1		Total Hours	
2		Total Hours	
3			
4			
5			
6			
7			
8			
9			
10			
Total Expenses (should be less than or equal to Total Revenue)			

<b>In kind donations/Volunteer Hours not included above</b>	
1	Total Hours
2	
3	
Total in kind donations	

Please fill out the yellow cells that apply to your application



**Applicant :** Mike Smith

**Project Name :** Live theatre in the park

**Guidance for Applicants:**

*These guidelines are based on observations of common shortcomings observed in the 1st two rounds of MACH grant applications  
 Make sure the amount you are requesting from MACH is equal to the amount you put in your application  
 Provide a complete list of revenues and ensure the revenues exceed or equal the expense budget  
 One or two line budgets are generally insufficient (unless your grant request/project budget is only a few \$100)  
 Provide enough breakout of expenses to give the Board confidence you have applied sufficient thought to what it will take to succeed  
 It is expected there will be some adjustments as you execute the project - that is quite normal  
 Do not overwhelm the Board with minuscule detail. Most budgets should be adequately presented in 5-10 line items*

<b>Income:</b>			
1	MACH ( <i>this should be equal to the amount in your written application</i> )	\$	2,000
2	Sponsors/Cash Donations	\$	1,800
3	Entry Fees/Tickets	\$	250
4	Other Grants	\$	-
5	Snacks and merchandise sales	\$	250
Total Revenue ( <i>should be greater than or equal to Total Expenses</i> )		\$	4,300

<b>Expenses: (list out your categories of expense)</b>						
1	Staff/Administration	20	Total Hours	\$40	Avg Hourly Rate \$	800
2	Wages/Compensation to labor/performers	40	Total Hours	\$25	Avg Hourly Rate \$	1,000
3	Venue fees				\$	750
4	Costume rental, makeup				\$	500
5	Materials (sets, props)				\$	750
6	Advertising and promotion				\$	500
7						
8					\$	-
9					\$	-
10					\$	-

Total Expenses ( <i>should be less than or equal to Total Revenue</i> )	\$ 4,300
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<b>In-kind donations/Volunteer Hours not included above</b>	
1 Volunteer hours	40 Total Hours
2 Venue fees (Business x donating space use)	\$ 750
3	
Total in-kind donations	\$ 750

Please fill out the yellow cells that apply to your application

*essfully execute the project*