



Dear Tier III Organizations,

As we move through 2021, SCFD's goal is to continue to support you to the best of our ability while staying true to our governing state statute to provide funding to "enlighten and entertain the public." **We will continue sending updates regularly to keep you up-to-date with what you need to know and what you need to do.**

WHAT YOU NEED TO KNOW

2022 FINAL GRANT REPORT AVAILABLE

All updated tools, information, and access to the report are located at the bottom of the [Tier III page](#).

WHAT YOU NEED TO DO

ATTENDANCE TRACKING & REPORTING

Continue tracking in-person and virtual attendance.

How to report attendance in the 2022 Final Grant Report

Report on the organization's in-person and virtual attendance numbers for the most recently completed fiscal year.

- Include only virtual attendance that provides meaningful engagement.

Adult and Youth Attendance section

- Account for a person's attendance in only one category

Attendance by County section

- Report attendance in the corresponding county based on where the participant resides.
 - Reporting total attendance based on where the program/event takes place is in the grant application. I.e. Ballet class taught in Broomfield County; report all attendance to said program in Broomfield County.

REMINDER: Total Attendance must equal Total Attendance by County

Next Update: November 2021

Sincerely,

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