



Creative West
1536 Wynkoop St, Suite 522
Denver, CO 80202

October 27, 2025

Dear Grantee:

Creative West is pleased to inform you that you have been awarded a **2025-2026 TourWest Grant**. This grant is made possible through support from the National Endowment for the Arts (NEA). Creative West would also like to acknowledge our region's state and jurisdictional arts agencies for their ongoing support and partnership.

The information in this Grant Agreement will help you fulfill your legal obligations to Creative West. It is your responsibility to understand and follow the specific requirements and deadlines outlined in this Grant Agreement including:

- Review, complete, and electronically sign this Grant Agreement within 10 days of receipt of this award letter. After you sign, a copy of the Grant Agreement will be automatically emailed to you for your records.
- Acknowledge support by crediting Creative West and the National Endowment for the Arts in all program and publicity materials (print, digital, or social media) related to the project.
- Submit a final report online at <https://tourwest.gosmart.org/> within 30 days of the project completion to remain in compliance and be eligible for future Creative West grants.

Creative West shall pay GRANTEE 100% of the amount awarded upon receipt and approval of the correctly completed and signed Grant Agreement and all required payment documentation. If you have any questions, please contact Sierra Scott, Grants Specialist at sierra.s@wearecreativewest.org. We appreciate your interest in Creative West and extend our congratulations to you on this award!

Sincerely,



Anika Tené, Director of Grants, Awards, and Programs
[Creative West](#)

2025-2026 Creative West Grant Agreement

Please review the full Grant Agreement below. This grant is made possible through support from the National Endowment for the Arts (NEA). Subject to your signature on this Grant Agreement, Creative West shall return a fully-executed award to the GRANTEE. GRANTEE may not start performance and is not entitled to any reimbursement of costs until it receives the fully executed Agreement.

Grant Number: <i>Enter the last four digits of your grant (application) number from GO Smart</i>	TW2025	Award Amount:	<u>\$2,740</u>
Grantee: <i>Enter your organization's legal name</i>			
Street Address:			
City, State, Zip:			
Unique Entity ID (UEI):			
FEIN / Tax ID:			
Subaward Period of Performance & Budget Period:	October 1, 2025 – September 30, 2026		
REQUIRED FEDERAL GRANT INFORMATION:			
Federal Awarding Agency	National Endowment for the Arts (NEA)		
Federal Award Date	8/7/2025		
Pass-through Entity	Creative West / Amy Hollrah, (303) 629-8638, amy.h@wearecreativewest.org		
Federal Award Identification Number (FAIN)	1942626-61-25 (Not for Research & Development)		
Assistance Listings title and dollar amount made available under the NEA award at the time of disbursement	45.025 Promotion of the Arts_Partnership Agreements, \$847,840		
Federal Award Project Description	To support arts programs, services, and activities associated with carrying out the organization's NEA-approved strategic plan.		
Amount of Federal Funds Obligated in the subaward	\$2,740		
Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation	\$2,740		
Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$2,740		

This Grant Agreement, by and between Creative West and GRANTEE is subject to the following terms and conditions:

TERMS AND CONDITIONS:

This grant is made for the purposes specified in the grant guidelines in 2 C.F.R. Part 200 and Chapter XXXII and the GRANTEE's submitted application. The Terms and Conditions specified in the grant guidelines and application are hereby incorporated by reference into the Terms and Conditions of this grant. Grants are for the period of performance listed above. Funds must be obligated within the period stated unless an extension has been approved by Creative West. Any funds granted but not expended or committed shall be returned to Creative West at the conclusion of the grant period. Failure to carry out the programming at a level commensurate with the plans outlined in the application may result in a reduction or termination of the grant award.

This Grant Agreement is funded by the National Endowment for the Arts and all federal requirements flow down to the subrecipients of federal funds or cost share funds for the award. These include requirements that prohibit discrimination, ensure accessibility of all facilities and programs funded with federal monies, provide for the protection of environmental and historic resources, including:

- All policies outlined in [Appendix A](#), except for the Drug Free Workplace Act for individuals.
- All applicable Executive Orders and Federal anti-discrimination laws including Executive Order No. 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, dated January 21, 2025. By signing this Grant, GRANTEE certifies that it does not operate any programs promoting "diversity, equity, and inclusion" (DEI) that violate any applicable Federal anti-discrimination laws. For more information, visit <https://www.arts.gov/grants/legal-requirements-and-assurance-of-compliance/frequently-asked-questions>.

The full General Terms & Conditions for Partnership Agreement Awards set forth by the NEA can be found here: <https://www.arts.gov/sites/default/files/GTC-PARTNERSHIP-FY25-PLUS-6-25-25-FINAL.pdf>

Further information on the Code of Federal Regulations (CFR) and related OMB guidance related to Federal grants and agreements can be found at the Code of Federal Regulations website:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200> and for the NEA at <https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XXXII>.

USE OF FUNDS AND MATCHING REQUIREMENT

- By signing this Grant, GRANTEE certifies that the funds from this award will be used for federally allowable expenses only and will not fund unallowable costs per the [National Endowment for the Arts' General Term and Guidelines](#) (GTC 13). Grant funds cannot be used in any portion for institutional overhead or F&A costs or applied to any indirect costs.
- This award requires a one-to-one cash match* by GRANTEE. Match refers to the portion of the project's expenses not paid for by this Grant Agreement. Matching funds may include revenues from GRANTEE's own funds, donations, or other non-federal grants. These items are not eligible to meet GRANTEE's cost share or matching requirement:
 - Other Federal funds, including other National Endowment for the Arts funds (2 CFR 200.306(b)(5)).
 - Resources that have been used to match another Arts Endowment award or other Federal program (2 CFR 200.306(b)(2)).
 - Contributions or gifts provided to your organization that are restricted and cannot be used to support the project. This includes gifts (bequeathed or otherwise) which are not available to your organization during the award period of performance.

**The match requirement is waived for organizations from the Pacific Jurisdictions (American Samoa, Commonwealth of the Northern Mariana Islands, and Guam)*

CREDITING REQUIREMENTS

By signing the Grant Agreement, GRANTEE agrees to acknowledge support from Creative West and the National Endowment for the Arts in all print and digital materials and announcements related to the project. Proof of having met this requirement is needed, so retain copies of these materials and include them with your Final Report.

- A basic requirement is a phrase acknowledging support using the following language: "This project is supported in part by Creative West which receives support in part from the National Endowment for the Arts, a federal agency."
- We encourage you to use the logos for Creative West and the National Endowment for the Arts whenever possible. The current logos are available on Creative West's Website: <https://wearecreativewest.org/media-kit/> and on the NEA's website: <https://www.arts.gov/grants/manage-your-award/nea-logo>. You may not alter the NEA logo without written permission from the NEA's Office of Public Affairs.
- You may also use social media to indicate support of your project, such as "This project is supported in part by Creative West and the National Endowment for the Arts." You may also include the NEA in a list of project supporters. On certain social media platforms, you may use @NEAarts instead of spelling out the full name of the agency.
- Language for radio, television, and streaming audio and/or video broadcast: The NEA requires the following voice-over language: "This project is supported in part by Creative West and the National Endowment for the Arts. On the web at arts dot gov." For television or streaming video broadcast, subrecipients must display the current NEA logo and the www.arts.gov web address (URL).
- You must remove NEA acknowledgements from your websites and other materials at the completion of the award's period of performance.

FINAL REPORT

GRANTEE commits to completing the Final Report issued by Creative West within 30 days of the project completion to remain in compliance and be eligible for future Creative West grants. The final report must be completed at <https://tourwest.gosmart.org/>. The Final Report must include the following uploaded information:

- Responses to narrative questions
- Documentation of the funded activity
- Proof of funder crediting (see Crediting Requirements section above)
- Financial documentation of use of award **and** matching funds
 - Documentation such as itemized receipts showing proof of payment details, invoices and check stubs, etc. will be required to show how your organization used the funding and matched the award. Documented dates *must* be within the timeframe of the granting period.

CHANGES AND CANCELLATION REQUIREMENTS

Creative West may cancel the Grant Agreement if the GRANTEE has failed to meet the programming rules and requirements, is not in compliance with this Grant Agreement and rules or has not submitted a report in a timely manner. If delays or other significant developments occur, the GRANTEE must notify Creative West as soon as they become known. Significant developments also include problems, delays, or adverse conditions which will impact the GRANTEE'S ability to meet milestones or the objectives of the federal award. If an unforeseen event occurs, please contact Creative West to determine next steps for this Grant Award by emailing grants@wearecreativewest.org. Cancellation costs are not allowable. By signing the Grant Agreement, GRANTEE agrees to follow this protocol should there be any changes to and/or cancellation of your funded project.

COMPLIANCES

- UEI NUMBER: GRANTEE certifies they are an eligible organization with a unique entity identifier from SAM.gov at the time of application. Subrecipients without a unique entity identifier cannot receive a subaward from Creative West. Subrecipients are not required to complete full SAM.gov registration to obtain a unique entity identifier.
 - FEDERAL TAX EXEMPTION: GRANTEE certifies that it is a duly constituted, registered, and qualified 501(c)(3) not-for-profit organization as designated by the Internal Revenue Service, or is an entity of federal, state, local, or tribal government. GRANTEE agrees to notify Creative West immediately of any alteration of such status that may occur prior to the conclusion of the grant period.
- RECORD RETENTION AND ACCESS: GRANTEE must permit

Creative West and its financial auditors access to its records and financial statements as necessary to ensure compliance with the federal award requirements (§ CFR 200.332 (a)(5), .334 and .337). Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to an NEA award must be retained for a period of three (3) years from the date of submission of Creative West's final expenditure report to the NEA (§ 200.334).

- **DEBARMENT:** In accordance with 2 CFR 180.435 and 2 CFR 3254, the GRANTEE certifies it will comply with and that neither the GRANTEE organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from receiving or participating in federal awards.
- **AUDIT REQUIREMENTS:** The threshold for requiring a Single Audit is \$750,000 in yearly expenditures of Federal funds. This amount is the aggregate of funds from all Federal sources. The percentage of costs related to an award supported by the program that would be included in this audit may be allowable. GRANTEE certifies that, if GRANTEE expends \$750,000 or more in yearly expenditures of Federal awards during a fiscal year, it shall have an audit performed in accordance with the [Office of Management and Budget Uniform Guidance](#). ([2 CFR 200.501](#))

FUNDING DEFAULT

In the event that any or all of the underwriting from the National Endowment for the Arts is not forthcoming to Creative West, Creative West shall not be held liable and Creative West may amend or terminate this Agreement. The GRANTEE acknowledges that in accepting this agreement there is a risk that the Arts Endowment may not fund or budget to fund the Creative West grant and that, even if the Arts Endowment commits to fund the Creative West grant, the Arts Endowment may later be unable to fund the Creative West grant. Funding of the Creative West grant by the Arts Endowment is beyond the control of Creative West and such funding is the only source for funding this Grant Agreement. The risk of the Creative West grant being funded by the Arts Endowment is the sole risk of the GRANTEE.

Equitable Distribution: Creative West reserves the right to limit or cap the amount of grants received by any state in the region as needed to comply with its Grant.

TOURWEST GRANT MANAGEMENT WEBINAR

All grantees must attend the TourWest Grant Management Webinar, designed to help you effectively manage your grant. This webinar will cover essential topics including the grant agreement, grantee requirements, financial documentation, and final report requirements.

Webinar Details & Registration:

- **Session 1:** Tuesday, November 18, 2025 2:00 PM - 2:45 PM Mountain Time
[Register for Session 1](#)
- **Session 2:** Wednesday, November 19, 7:00 PM - 7:45 PM Mountain Time
[Register for Session 2](#)

Please choose **one** of the sessions to attend; both will cover the same content. Registration is required, and while only one representative from your organization needs to attend, additional team members are welcome. If neither session works for you, please email us at tourwest@wearecreativewest.org so we can arrange an alternate viewing option.

By checking this box, I confirm that I have registered for one of the TourWest Grant Management Webinars.

Capacity Building Workshops: All grantees are also encouraged to participate in at least one other FREE capacity building workshop that Creative West will be offering throughout the grant year. These workshops are designed to provide grantee organizations with information and resources on a variety of pertinent topics. For more information and to register: <https://wearecreativewest.org/2026-capacity-building-webinar-series/>

TOURWEST PROJECT BUDGET

Now that your grant award amount of **\$2,740** has been determined, you are required to submit a final project budget showing how the awarded funds and the required 1:1 cash match (non-federal funds) will be allocated across eligible expense categories. The approved budget will become part of your official grant agreement and will serve as the basis for financial reporting in your Final Report.

Instructions for Completing the Budget Table

Complete the table below to show how your grant funds and required 1:1 cash match (non-federal funds) will be used for expenses directly supported by this grant.

- Enter the amount of grant funds in the first column and matching funds in the second column.
- The columns will auto-sum, showing totals for grant funds and matching funds.
- The combined total of grant and matching funds in this table must equal \$5,480, with \$2,740 from the grant and \$2,740 from your matching funds.
- All fields are required. If you have no expenses for a category, please enter \$0.
- **IMPORTANT:** This table reflects only the portion of your project funded by this grant and matching funds, not your organization's entire regional touring season budget.

Documentation of all expenses for both grant and matching funds will be required in your Final Report.

Eligible Expense Categories	Grant Funds	Matching Funds
Artist Fees		
Facility Rental		
Accessibility Accommodations		
Marketing and Promotion		
Artist Travel		
Administration costs directly related to the regional touring program (including contractor fees and staff salaries to administer the project)		
SUBTOTALS		
TOTAL <i>Grant Funds + Matching Funds should equal \$5,480</i>		

SIGNATURE AND ASSURANCES

Payment Method: To receive payment, GRANTEE shall complete the new **Grants, Awards & Programs Payment Information Form**, available here: https://westaf.formstack.com/forms/gap_payment_info_form. This form will allow you to choose between payment by mailed check or Electronic Funds Transfer, so please have your banking information ready if applicable.

- By checking this box, I confirm that I have completed and submitted the **Grants, Awards & Programs Payment Information Form**.

Section 504 Compliance: In support of accessibility requirements and in accordance with section 504 of the Rehabilitation Act of 1973, GRANTEE is required to ensure that its programs are accessible to individuals with disabilities. GRANTEE may leverage the Civil Rights Office [Section 504 Self-Evaluation Workbook](#) to evaluate its programs, activities, and facilities. Grantees are not obligated to use this Workbook and may use equivalent ADA compliance documentation. Creative West reserves the right to request a copy of the workbook or equivalent ADA compliance documentation.

- By checking this box I confirm that the GRANTEE or presenting venue has completed and documented a Section 504 ADA Compliance Self Evaluation Workbook (or equivalent).

By signing the Grant Agreement, the GRANTEE certifies that it has read and is in compliance with the statutes outlined in the Grant Guidelines, the GRANTEE's submitted application, the Grant Agreement, and all related federal regulations. The GRANTEE certifies that it will maintain records and submit the reports that are necessary to determine compliance. If we determine that a GRANTEE has failed to comply with these statutes, we may suspend, terminate, and/or recover funds. This assurance is subject to judicial enforcement. This Grant Agreement must be duly authorized by the governing body of the GRANTEE. The undersigned further certifies that he/she has authority to execute this Grant Agreement on behalf of the GRANTEE.

GRANTEE:


Authorizing Official Printed Name

Authorizing Official Signature

Date

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Creative West:


Anika Tené, Director, Grants, Awards, and Programs
Creative West

10/27/25

Date