



## **Cultural Development Grant Program Guidelines for Fiscal Years 2011-12**

Application also available at [www.TampaArts.com](http://www.TampaArts.com)

**Courtesy Review Deadline: No later than Friday, September 9, 2011.** Submit **one** copy of application **and** attachments for staff review.

**Final Deadline:** Applications must be received by 5:00 p.m., **Friday, September 16, 2011** (Arts Council clock) in the ARTS COUNCIL OF HILLSBOROUGH COUNTY office, 707 N. Franklin St., 6<sup>th</sup> Floor, Tampa, FL 33602, (813) 276-8250. **No exceptions for any reason.**

**Panel Review: Friday, October 21, 2011**

### **Funding Criteria**

Cultural Development Grants are awarded on a competitive basis to not-for-profit, tax-exempt organizations that meet the eligibility requirements and provide cultural programming in Hillsborough County. Funding is awarded based on overall quality of cultural excellence, community outreach and public impact and financial/administrative organizational merit. The Arts Council anticipates total grant requests to exceed funds available; subsequently, requests are generally not fully funded.

**Any not-for-profit organization applying for a grant must have a cultural program focus. Cultural disciplines encompass, but are not limited to: archeology, architecture, children's museums, crafts, creative writing, dance, drama, folk arts, history, literature, music, natural sciences, photography, public media, sculpture, theatre, visual arts, and the execution, exhibition, or presentation of such allied cultural forms.**

### **Funding Policy**

The Arts Council of Hillsborough County (ACHC) is committed to the participation of all segments of Hillsborough County's population in cultural programs offered by our grantees. ACHC encourages requests for cultural programs which address the needs of special populations. ACHC also welcomes proposals for programs that reach geographically underserved and economically disadvantaged persons. In addition, it is the intent of the ACHC to encourage professional development of both cultural and administrative operations of local organizations. Funds provided through this grant program should also enhance organizational ability to attract new and increased funding from other sources.

Organizations that receive program funding directly from the Board of County Commissioners are not eligible for Arts Council funding. This does not include capital (bricks and mortar) projects or funds from the Tourist Development Council. Organizations may submit only **one** application, but multiple programs within the organization may be included.

**Organizations who can show collaboration with other Tampa Bay area cultural groups can receive extra points in the scoring process.** A letter of commitment from all partners to the collaboration must be included with the application, and the collaboration must be discussed in Question 14 of the Application. Example: Theatre A and Dance Company B share advertising; Chorus A and Orchestra B share the same consultant. This is to urge area cultural groups to look at new ways of stretching dollars and reaching new audiences.

**Programmatic Emphasis:** Applicants should be aware of major objectives of the Community Cultural Plan: **Marketing and Cultural Tourism** (Outreach, Marketing, Audience Development), **Arts Education, Cultural Support and Economic Development** (Collaboration, Community Participation, Training and Operational Support) and should reference these objectives in the application, whenever possible.

### Funding Levels

(Qualifying budgets are exclusive of capital, endowments, in-kind or restricted funds. No out-of-state travel will be allowed in the qualifying budget, unless that travel is revenue producing from performance or exhibition of work, or the travel is for competition for awards, or for continuing education.)

Only the cultural project-related portion of an organization's budget may be used to establish the qualifying budget for their proposed project.

- **Level 1:** Organizations with prior-year actual expenditures, which exceed \$1,000,000, may apply for up to **\$20,000** for specific projects **ONLY** and not general operating support.
- **Level 2:** Organizations with prior-year actual expenditures between \$400,000 and \$999,999 may apply for up to \$20,000, for specific projects **ONLY** and not general operating support.
- **Level 3:** Organizations with prior-year actual expenditures between \$100,000 and \$399,999 may apply for up to \$15,000 and may apply for general operating support or specific projects.
- **Level 4:** Organizations with prior-year actual expenditures under \$100,000 may apply for up to \$10,000 and may apply for general operating support or specific projects.
  - **Special Event:** Organizations that produce a recurring annual event once each year, i.e. festivals may request up to \$10,000.

### General Eligibility Requirements:

**All** applicant organizations **must** meet the following general eligibility requirements, and qualifying funding level requirements, at the time of application. **Partial or incomplete applications will be disqualified.**

- Applications from organizations which have not fulfilled contractual agreements with the Arts Council of Hillsborough County for previous year's grants are not eligible for FY 2011-12 funding.
- **Matching Requirements: Organizations must show in their budget that they are capable of at least a dollar-for-dollar match for the grant amount requested from**

**the Arts Council.** No in-kind contributions will be considered as part of this match. The Cultural Development Grant program shall not be considered the sole source of funding and organizations should explore additional sources of funding. Please indicate other funding sources in the budget portion of the application. Grantees will not have to report matching expenditures to collect their reimbursement, but must show the match in their final report.

- Have tax-exempt status under Section 501(c)(3) of the IRS code and be a not-for-profit corporation in the State of Florida, or be a unit of state or local government. NOTICE: Umbrella sponsorship is not allowed, i.e., qualifying organizations cannot apply to sponsor the projects of non-qualifying organizations. The corporation applying must be the one executing the project.
  - Hillsborough County applicants in levels 1, 2 and 3 must have the same principal office address as that recorded in the Secretary of State's office. Applicants in levels 4 must have a Hillsborough County principal address.
  - Be governed by a board of directors which meets regularly.
  - Have affirmative action policies.
  - Have programs, services and events open to the public that primarily benefit residents of Hillsborough County.
  - All applicants must show evidence of long-range planning and compensation of local professional creative personnel, if applicable.
  - **Audits:** For groups with revenue budgets over \$400,000, have an outside independent audit\* (\*see note below) within the past two years.
  - For groups with revenue budgets under \$400,000, have an outside independent financial review or compilation by a certified public accountant within the last two years. (No forms 990 will be accepted)
- \*\* Please attach audit to original application. Attach a copy of your organization's balance sheet for completed fiscal year on page 6 of each application.**

#### **Eligibility Requirements for Cultural organizations not based in Hillsborough County**

- For organizations whose general offices are not based in Hillsborough County, applicants must meet all general eligibility and qualifying funding level requirements. Grant request must be for specific projects that will take place in Hillsborough County, not general operating support. All funding awarded must be used for the proposed Hillsborough County project.
  - Must have a 3-year uninterrupted history of full season (at least 3 paid events) programming in Hillsborough County at the time of application
  - Must have prior-year actual expenditures of at least \$100,000
  - Must have at least 1 full-time paid employee
  - Must have at least 40% of its current board members from Hillsborough County
  - A statewide organization, i.e. Very Special Arts, Florida Dance Association, Florida Craftsmen, etc. may apply as a Special Event if the event will take place in Hillsborough County.

#### **For Level 1, 2 and 3 organizations:**

- Have been incorporated for at least two years.
- Have paid administrative staff equal to at least one part-time employee as evidenced by a W-2. Non – complying organizations must apply as a Level 4.

- Have completed at least two years of programming in Hillsborough County (except for organizations not based in Hillsborough County, which must have three years with at least 3 paid attendance events).
- For levels 1, 2 and 3, a season is comprised of at least 3 events with paid attendance within the grant period in Hillsborough County. Paid attendance does not apply to museums, galleries and media or other organizations that have no admission charges. Performances at festivals, charity events, etc. should not be counted as an event. Applicants with fewer than 3 paid attendance events should apply under the category of special event.
- Work sample(s) required.

**For Level 4 organizations:**

- Have been incorporated for at least one year as a not-for-profit at the time of application and be a 501(c)(3).
- Have completed one year of programming in Hillsborough County.
- Work sample(s) required.

**For Special Event:**

- Must meet eligibility requirements for the level under which the organization's prior-year actual expenditures categorize them (see Funding Levels section on page 2 of guidelines).
- Work sample(s) required.

**Grant Fund Allowables:**

Grant funds for the proposed project may be expended for:

- Salary support
- Production costs
- Consultant fees
- Honoraria
- Equipment or space rental and expendable materials
- Marketing (promotion and publicity)
- Publications

**Specific Restrictions:**

Grant funds **may not** be used for the following:

- Programs and projects already initiated or completed, unless funds will be used to expand the program to new audiences or measurably improve its quality
- Deficiencies in previously completed projects or for unanticipated costs of an on-going project
- Scholarships, purchase awards or cash prizes
- Benefits and projects planned primarily for fund-raising purposes, i.e. hospitality
- Licensing fees of any kind
- Interest on loans, fines, penalties or costs of litigation
- Activities for which academic credit is given
- Projects to reduce existing deficits
- Projects not open to the general public and/or restricted to an organization's membership only
- Remuneration of Arts Council employees for any services rendered as part of a project receiving a grant from the Arts Council

- "Bricks and Mortar" or permanent equipment (permanent equipment necessary for the proposed project may be purchased if the purchase price is less than the rental costs).
- Projects that are one-time, non-recurring events
- Out-of-State travel that is not revenue-producing, competition-related, or continuing education

## **Grant Scoring Policy**

Maximum possible score is 100 points and applications must receive a minimum of **88** to be considered for funding. Because of limited funds, most awards will be for less than the amount requested in each funding level.

**Review Criteria:** (Please make sure that these criteria are addressed in your application)

### **Cultural Merit up to 60 Points**

- Reputation as established through prior programs in Hillsborough County
- Contribution to the cultural development of Hillsborough County and demonstration that scope or quality of program is not otherwise available
- Artistic excellence and artistic merit are the criteria by which applications are judged, taking into consideration general standards of decency and respect for the diverse beliefs and values of the American public; and education benefit
- Profiles of key creative personnel, including educational background and continued training
- Support materials (newsletters, brochures, articles, catalogues, reviews, and letters of support/commitment)
- Innovative programming and advancement of the cultural discipline
- Creative selection and employment of artists
- High level of cultural merit and consistent creative quality

### **Organization Merit up to 20 Points**

- Proven record of ability to develop resources and feasibility of budget
- Completeness and error-free presentation of application
- Evidence of sound financial management and planning
- Successful administration of prior county grants, including compliance with required attribution
- Evidence in planning of effective governance and fundraising, board involvement and policy development
- Evidence of participation in efforts to improve the cultural industry in Hillsborough County, i.e. advocacy efforts on state and local issues, regular postings on [ArtsTampaBay.com](http://ArtsTampaBay.com) web calendar.
- Need for funding and its impact
- Qualifications of key staff and volunteers
- Organizational history
- Training and experience of administrative staff
- Accurate, appropriate, clear and realistic budget
- Broad-based financial support, earned and unearned, from government and private sources
- Potential for growth and development of organization, staff and board
- Evidence of long range planning
- Growth, stability, and vision of organization

- Required support materials
- Quality of overall application (clarity and completeness)
- Ability to match the Arts Council grant with other funds

### **Community Outreach up to 20 Points**

- Commitment to sustain and advance culture in Hillsborough County by making the organization's programs available to a wider, more diverse audience through outreach to minorities, persons with disabilities, the disadvantaged, children and other underserved groups.
- Community impact of organization and their programs
- Innovation in programming and collaborative projects to serve new and special audiences
- Community diversity (i.e. age, ability, socio-economic, ethnic, etc.) represented by programming and community involvement through audience, volunteers, board, staff, and artistic personnel
- Marketing and audience development efforts
- Need and community support for the project
- Advancement of arts education
- Profiles of participating artists
- Clearly defined and detailed activities
- Benefits to Hillsborough County and Florida artists

### **Credit for Collaborations: Up to 5 Extra Points**

Grant review panels will be advised of prior grantee compliance to help evaluate administrative ability.

**Work Samples:** Applicants in ALL CATEGORIES MUST submit nine copies of work sample(s) of some type. Work sample(s) may be on: DVD or CD; up to ten color copies or photographs; or ten examples of published writing for literary groups. Work samples must be submitted by the application deadline and will be reviewed by panelists prior to the panel meeting, not during the meeting. Work samples should be recent. Performance work samples must have been completed within 2 years prior to application and must reflect the current membership of the organization.

Be sure to label outside of work sample with organization name. Attach a one-page work sample ID sheet with specifics, such as date of performance, performers, length of work, etc. with each application copy.

**\* Note on Work Samples:** Particularly for smaller organizations, evidence of what you do and how you do it is more important than the technical quality of your work sample. Panel members will be instructed to consider the size and history of the applicant when evaluating samples of work.

**Dunn and Bradstreet:** To request a Dunn and Bradstreet number, check or update your database, call 1-888-814-1435 or visit <http://www.dnb.com/us>.

## APPLICATION INSTRUCTIONS

Please clearly mark the "ORIGINAL" application

- Submit the **signed original plus eight copies** of the **completed application** (Note: **Partial or incomplete applications will not be accepted**) and the following:
- **Nine copies** (one set with each application copy) of **responses to narrative questions** (**not to exceed a total of 15 pages; additional pages will be discarded**)
- **Nine copies** (one with each application copy) of the names, home addresses and affiliations of **Board members and officers**. Please identify any members of the Board who are Hillsborough County employees
- **Nine copies** (one with each application copy) of the **organizational chart**
- **Nine copies** (one with each application copy) of **work sample and ID sheet**
- **Nine sets** (one set with each application copy) of up to **ten support material items**, such as newsletters, brochures, catalogs, and/or letters of recommendation, including letters of commitment from co-sponsors and/or participating artists. Please refrain from including oversized materials.
- **One copy** of **audit, outside independent financial review, or compilation** (as required by budget size) with original application
- **One copy** of **IRS letter of determination** of tax-exempt status **and** **State of Florida not-for-profit corporation registration** with **original** application
- **Please number all pages in the application.**

**DO NOT bind applications in hard-sided notebooks or separate folders.  
Spiral binding is acceptable.**

## GRANT RECIPIENT REQUIREMENTS

**All grant contracts will be in compliance with the Arts Council of Hillsborough County Grants Procedures Manual. Please refer to the manual for more details.**

1. Any organization receiving an Arts Council of Hillsborough County Grant must be able to match each dollar of ACHC support with at least one dollar. In-kind contributions are not allowed as part of the match. Matching dollars must be documented on the final report.
2. Applicants must be certified by the Internal Revenue Service as having not-for-profit status as of the contract execution date.
3. Grant recipients enter into a contractual agreement with the ACHC. Grant recipients are sent the grant agreement and a procedures manual, which contains instructions and forms for grant administration. The signed copies of the grant agreement must be returned to the Council office within 30 days of receipt of the contract.
4. Because of limited ACHC funds, at times projects can only be partially funded. If that occurs, the recipients will be asked to submit a budget modification within 30 days of receipt to reflect changes because of the difference between the actual grant amount awarded and the amount requested. This modified budget must be approved by the ACHC before funds will be released.
5. Grant awards are disbursed through reimbursement only, after submission of an Invoice for Payment with documentation that attests to the ACHC grant funds spent. **Final payment will not be made until final report is received.**
6. All recipients must submit to ACHC a Final Grant Report by the date specified in the grant agreement. **Organizations that have not submitted Final Reports by the deadline will forfeit the outstanding grant award dollars.** Any request for deviation from these guidelines must be submitted in writing to the ACHC, **and approved**, at least 30 days prior to the end of the grant period.
7. Applications from organizations which have not fulfilled contractual agreements (requesting funds, final reporting, etc.) with the Arts Council of Hillsborough County will not be eligible for FY 2011-12 funding.
8. Recipients must submit with the Final Grant Report copies of publicity, programs and press coverage that properly credit the Arts Council of Hillsborough County and the Hillsborough County Board of County Commissioners. Hillsborough County Board of County Commissioners font type must equal font type of any other publicly identified funders. All recipients must agree to credit the ACHC and BOCC for its support in any publicity related to their project. This is a contractual requirement. If available, photos and/or slides of activities should also be included in the Final Grant Report.
9. Recipients should be prepared to make a full accounting of all grant monies in the Final Grant Report. Spot program and fiscal reviews of projects funded may be conducted.

10. Complete financial records on the project, including matching funds, must be maintained for three years.

11. All applications must be submitted by the organization's governing board and signed by both the chief administrative officer and the chair of the organization's governing board. If the applicant organization does not have a paid director, only the signature of the board chair is necessary. The signatures assure that:

- Activities and services that the grant is to be used for will be administered by or under the applicant's supervision.
- Figures, facts and representations made in the application, including all supplementary material, are true and correct to the best of the applicant's knowledge.

12. During the performance of this contract, the Grantee agrees to comply with the Hillsborough County Equal Opportunity Clause (applicable to all contracts in the amount of \$10,000 or more) which states:

1. General: The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, handicap or marital status. The Grantee will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, handicap or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

2. Recruitment: The Grantee will in all solicitations or advertisements for employees placed by or on behalf of the Grantee state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, handicap or marital status.

3. Unions: The Grantee will send, to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understudying, a notice advertising the labor union or worker's representative of the Grantee's commitments under this assurance, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. Compliance Reports: The Grantee will maintain records and information assuring compliance with these requirements and shall submit to the ACHC timely, complete, and accurate compliance reports at such times and in such form containing such information as the ACHC may determine to be necessary to enable it to ascertain whether the Grantee has complied or is complying with these requirements. The Grantee will permit access to his books, records and accounts by the ACHC for purposes of investigations to ascertain compliance with such rules, regulations and orders. In general, the Grantee and subcontractors should have available racial and ethnic data showing the extent to which members of minority groups are beneficiaries under these contracts.

5. Sanctions: In the event of the Grantee's non-compliance with the non-discrimination clauses of this contract or with any of such rules, regulations or orders, the contract may be canceled, terminated or suspended in whole or in part and the Grantee may be declared ineligible for future ACHC contracts by rule, regulation or order as provided by law.

6. Subcontractors: The Grantee will include the provisions of paragraphs (1) through (6) in every subcontract under this contract so that such provisions will be binding upon each subcontractor. The Grantee will take such action with respect to any subcontractor as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance.

7. Federal Requirements: In the event this contract is paid in whole or in part from any federal governmental agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of the clause.

## **APPLICABLE STATUTES, ORDERS AND REGULATIONS**

### **FEDERAL**

- Section 1 of the Fourteenth Amendment to the United States Constitution
- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Acts of 1972 and 1975.
- Civil Rights Acts of 1866 and 1870.
- Standards for a Merit System of Personnel Administration, 45 CFR 70
- Revised Order Number 4, 41 CFR 60-2.10
- Rehabilitation Act of 1973, P.L. 93-112
- Interagency Agreement dated March 23, 1973
- Executive Order 11914, Non-discrimination with Respect to the Handicapped in Federally Assisted Programs
- Age Discrimination Act of 1975, P.L. 94-135
- Civil Rights Action of 1968, P.L. 90-284
- Veterans Readjustment Act
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985 (State and Local Assistance Act of 1972, as amended)
- Office of Management and Budget Circular 102, Attachment O
- Age Discrimination in Employment Act, as amended
- Civil Rights Restoration Act of 1987
- Federal Civil Rights Act of 1991
- Americans with Disabilities Act

### **STATE**

- State Constitution (Preamble) and Section 13.251 (Powers and Purposes) protects citizens from discrimination because of race, national origin and religion

- Florida Statutes, Chapter 112.041, requires non-discrimination in employment by counties and municipalities, because of race, color, national origin, sex, handicap, or religious creed
- Florida Statutes, Chapter 112.043, prohibits age discrimination in employment
- Florida Statutes, Chapter 413.08, prohibits discrimination against physically disabled persons in employment
- Florida Statutes, Chapter 448.07, prohibits wage rate discrimination based on sex
- Florida Civil Rights Act of 1992

#### **HILLSBOROUGH COUNTY**

- Human Rights Ordinance #88-9, as amended, prohibits discrimination in housing, employment, public accommodations, and procurement and contracting
- Hillsborough County Ordinance #83-9 (HomeRule Charter) Article IX, Section 9.11 provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, handicap, marital status, or political affiliation.
- Pursuant to BOCC (Board of County Commissioners) Policy No. 10.04.00.0, the ORGANIZATION shall recognize the Hillsborough County Board of County Commissioners for its contribution in promotional material and at any events or workshops for which the COUNTY funds provided pursuant to this Agreement are allocated. Any news release or other type of publicity must identify the Hillsborough County Board of County Commissioners as a funding source. In written materials, the reference to the Board of County Commissioners must appear in the same size letters and font type as the other funding sources.

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