

# Cultural Development Grant Program

## Procedures Manual FY 2008-09

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## **Cultural Development Grant Procedures**

### **I. Purpose**

This manual for organizations receiving Cultural Development grants has been prepared as a guide to assist grantees with various procedures based upon Arts Council and Hillsborough County policies and regulations. The manual provides some background of the terms and conditions, policies, and procedures established in your grant agreement. Various references are included to assist grantees in effectively administering their cultural grants. The manual is subject to periodic review, revision and update to reflect current procedures and requirements. Changes will be forwarded to each grantee as they occur. In the event of any inconsistency between the grant procedures manual, or the terms of the grant agreement, the grant agreement shall prevail.

**Most needed forms are available to grantees on the Arts Council website at [www.tampaarts.com](http://www.tampaarts.com).**

The grant agreement is the legal instrument by which the Arts Council has agreed to reimburse an organization for the costs incurred in implementing a specified cultural grant project. The operating procedures outlined in this manual provide the guidelines by which your agency will comply with the grant agreement.

To avoid any ineligible expenditures, non-reimbursable expenditures, audit findings and other difficulties, grantees are urged to become familiar with the language, terms, conditions, and procedures of the grant agreement, the guidelines, and the manual.

If your organization desires further clarification on certain portions of this manual or the grant agreement, please contact the Arts Council for a meeting to review these requirements and procedures.

### **II. Role of the Arts Council staff**

The Director of Program Services and the Director of Operations have been designated as your staff contacts to assist you in your grant application program development, fiscal review, grant agreement, audit requirements, grant report and other related operational matters.

Operational matters such as: requests for payment and reimbursement, project and budget changes, grant agreement modifications and amendments, and other approvals stipulated in your grant agreement, must be processed through the staff contacts.

If you have any questions prior to processing any documents, reports or requests as part of the grant agreement, contact staff.

Staff may conduct periodic visits of your project. This visit entails grant agreement review and identifies problems which may need to be addressed on a timely basis.

**III. Disbursement of Grant Funds** Grantee does not have to submit documentation of matching funds when grantee submits invoices for payment. However, **grantee must document at least a 1-to-1 cash match when completing the final report** to the Arts Council.

- **The Arts Council will disburse grant funds only after all parties have signed the grant agreement.** Thereafter, funds will be disbursed on a **reimbursement basis** in response to invoices submitted for services already performed **beginning with the date the contract is received but not before October 1.** The Arts Council will reimburse the grantee for services actually performed and correctly invoiced as specified in Exhibit A of the grant agreement. The Arts Council will make its best effort to pay within 2 weeks of receipt of an invoice.
- No reimbursement or payment will be made without submission of Invoice for Payment and proper documentation on **Budget Allocation Worksheet for Grant Distribution ( documents available at [www.tampaarts.org/grants](http://www.tampaarts.org/grants)).**
- Reimbursement may be withheld for failure to comply with the terms, conditions, and requirements of the grants agreement.
- No reimbursement or payment will be made until the Arts Council has received a copy of the grantee’s liability insurance naming the Arts Council as co-insured.
- No invoices will be accepted for reimbursement after 45 days beyond the term of the agreement (unless an extension has been requested and approved).

It is the responsibility of the grantee to make sure that no invoices are submitted twice for reimbursement and that all invoices in their files are original.

Grantees are required to maintain complete and accurate accounting and service records (original invoices, cancelled checks, contracts, programs, etc.) for a period of **6 years.** If possible, all records, or copies, documenting the grant should be kept in a separate grant file for the purposes of auditing. All revenue related to the project should be recorded.

Grantees must comply with Section 2.7 CREDITS in the grant agreement. (All printed materials and advertising must include “With the support of the Arts Council of Hillsborough County and the Hillsborough County Board of County Commissioners”.) in the same font size or larger than any other listed supporters.

Procedures of request for reimbursement:

1. Invoice for Payment is received by the Arts Council for review by Director of Operations.
2. Request is checked for mathematical accuracy.
3. Request is then checked for adequate and sufficient documentation of the amounts due and cross-checked with the approved Arts Council line-item in the project budget. Required documentation consists of: copies of invoices with corresponding copies of checks (front and back) or copies of cancelled checks enclosed with bank statements. For personnel expenditures provide corresponding copies of checks (front and back) or copies of checks enclosed with the bank statements. If the payroll has gone direct deposit please provide the payroll ledgers and copies of the bank statement showing the withdrawal amount for the corresponding payroll. For marketing expenses, also provide copies of printed brochures, flyers, advertisement tear sheets, etc. (See example in attachment 2)
4. A request for reimbursement will not be honored unless the request is represented by an Arts Council line-item in the project budget.
5. Once request is approved for payment, a check is issued.

#### **IV. Changes to the Grant Agreement**

The grant agreement states that no modification, amendment or alteration in the terms or conditions contained in the grant agreement shall be effective unless contained in a written document approved by the Arts Council.

Should the grantee deem it necessary to request changes in the grant agreement, the procedures listed below will apply. The change request must be made and approved prior to the actual change.

To request a change to the grant project, the grantee must submit a completed Grant Change Request (see attachment 3) to the Arts Council staff. Since some changes may require amending the grant agreement, and approval by the Arts Council Board of Directors, request for change should be submitted as soon as it is apparent a change is necessary.

The grantee must state the reason for the requested changes. The grantee will be notified, either through a signed copy of the form or by letter of approval/denial of the request. If an amendment to the grant agreement is necessary, the grantee will be informed of this also.

Whenever there are financial deviations in the approved project budget detail greater than 10% or any significant program deviations from the approved grant application, an approved written Grant Change Request is necessary. **Remember: The grant was adjudicated on the quality of the original application and the Arts Council must approve any subsequent action that would diminish the quality of the original project.**

Examples where a grant change request is necessary:

- The original grant application stated that the grantee would present a major national artist in concert on December 11. Due to circumstances, the national artist will not be able to appear, and a local artist was substituted.
- The original grant application stated that the grantee would present a 4-month series of artistic educational classes to members of the community, with grant dollars going to pay the teaching artists. Due to circumstances, the classes had to be cancelled and the funds were to be used to pay administrative staff.
- The original grant application stated that the grantee would use Arts Council funds to create a marketing package for the organization. However, due to circumstances, the funds were to be used to pay rent for performance space.
- The original grant application stated that the project would be completed by August 15 of a given year. Due to circumstances, the project was delayed and could not be completed until November 1.

It is the responsibility of the grantee to be aware of when grant change requests should be made in a timely matter. Failure to do so may jeopardize further reimbursement for the project and may also jeopardize future grants.

## V. Project Evaluations and Final Reports

The Grant Final Report (see attachment 4) is part of the grant agreement and will be utilized by the Arts Council to monitor the success of the grant. The report should be filed with the Arts Council no later than 45 days following the stated completion date of the grant period. (Section 1.6 of grant agreement). Cash match of at least 1-to-1 must be documented in the final report.

If a grantee is unable to submit a final report within the 45 day period specified in the grant agreement, the Arts Council staff may approve an extension period, provided such a request is made in writing to the Arts Council.

All contractual obligations for the current year must be fulfilled to eligible for future funding. *Final reports not received by the deadline date will cause all subsequent payments to cease until the report is received.*