

ARTS COUNCIL OF HILLSBOROUGH COUNTY FYE 2022 CULTURAL DEVELOPMENT GRANT APPLICATION

This is a SAMPLE ONLY of the type of information the online application will require. It is accurate at the time this document was created, however, some minor changes may have been made to accommodate the online system.

SECTION 1 - ORGANIZATION INFORMATION

Organization Name (legal name):

Federal ID#:

Principal Office Address (no P.O. Boxes, include city, state, zip):

Mailing Address (if different):

Phone (with extension):

Website:

Fiscal Year Start Date:

Fiscal Year End Date:

CONTACTS

Grant Contact

Select a person from your organization to serve as the primary contact for this grant application. The contact should be able to answer direct questions about the application, provide update information or materials if requested, and complete required reports. The contact may be different from the authorizing official who is typically the executive director or a board member. Provide an email address and phone number that will go directly to the contact (if possible), not one for the general organization.

First & Last Name

Title

Phone Number + Extension

Email Address

Additional Contact>

First & Last Name

Title

Phone Number + Extension

Email Address

Authorized Official

Provide the name and contact information for the person authorized to sign contracts on behalf of the organization. This is usually the Executive Director or a board member.

First & Last Name

Title

Phone Number + Extension

Email Address

Funding Level (refer to the revenue listed on your last IRS Form 990 Part 1, Line 12 or 990EZ Part 1, Line 9):

Select one

- Level 1 – Revenue of less than \$100,000 (Apply for up to \$15,000)
- Level 2 – Revenue of \$100,000 - \$399,999 (Apply for up to \$20,000)
- Level 3 - Revenue of \$400,000 or more (Apply for up to \$25,000)

Amount Requested: \$

Discipline Category:

- Dance
- Music
- Literary
- Theatre
- Media Arts
- Visual Art
- Multidisciplinary
- Other (specify)
- Museum/ Gallery

SECTION 2 - ORGANIZATION PROFILE

MISSION

Insert your Mission Statement

SNAPSHOT

Provide the 30-second “elevator speech” that best describes your organization to someone who is not familiar with it, your organization’s role in the community and why this person should care.

(Up to 500 total characters, about 100 words)

INTERNAL DEMOGRAPHICS, DIVERSITY

Please indicate the number of individuals within your organization for each category.

	Board	Staff	Volunteers	Creatives
Total Number				
Female				
Male				
Asian/Asian American				
Black/African American				
Hispanic/Latino/Latina				
Native American/American Indian/Alaska Native/Native Hawaiian				
White				
Multi-racial or multi-ethnic (2+ races/ethnicities)				
Other				
Persons with a disability				

POPULATION SERVED AND DIVERSITY

Please estimate the number of individuals in each category.

	Last Completed Fiscal Year	Current Fiscal Year
Total attendance*		
Total attendance in Hillsborough County*		
Total attendance in City of Tampa*		
Paid admissions in Hillsborough County*		
Free admissions in Hillsborough County*		
Number of season ticket holders/memberships		
Children/Youth (0-18 years)		
Adults (19-24 years)		
Adults (25-64 years)		

Older Adults (65+ years)		
Persons with a disability		
Veterans		
American Indian/Alaskan Native		
Asian/Asian American		
Black/African American		
Hispanic/Latino/Latina		
Native Hawaiian/Other Pacific Islander		
White		
Multi-racial or multi-ethnic (2+ races/ethnicities)		
Other		

SECTION 3 - NARRATIVE

1. ACCESS AND COMMUNITY ENGAGEMENT

The Arts Council defines access & community engagement as an organization's ability to reach diverse audiences across a wide range of the community providing both a public benefit and access.

1a. Accessible and Outward Looking Philosophy: Describe how your organization's programming, services, facilities, and online media are accessible to the public and any plans that are in place to improve accessibility to reach more Hillsborough County citizens. Give examples of how the organization collects feedback from the community and how this feedback is used to inform future programs and activities.
(Up to 2000 total characters, about 400 words)

1b. Understanding the Community: How does the organization define the community that it serves—geographically, culturally, etc. and ensure that it provides programming that is responsive, accessible, and accountable to this community? What is your marketing strategy for reaching the community you currently serve and expanding this community in the future?
(Up to 2000 total characters, about 400 words)

1c. Benefits and Value for the Community: How does the organization's programs and services demonstrate social, educational, and economic relevance to the community and embed itself into the larger community? Include a description of your organization's education and outreach activities and include the economic impact of your organization as well as your organization's efforts in arts advocacy.
(Up to 2000 total characters, about 400 words)

1d. Partnerships and Collaborations: Describe any partnerships or collaborations already in process as well as others anticipated during the grant period. Discuss both

the responsibilities and benefits of these partnerships and whether any formal agreements are in place. *(Up to 2000 total characters, about 400 words)*

2. ARTISTIC AND CULTURAL VIBRANCY

The Arts Council defines cultural vibrancy as an organization's ability to create quality, mission-driven work that inspires and challenges the community.

2a. Staying Connected to Mission: Describe how your organization develops creative and coherent programming that is aligned with its vision, values, and goals. How are these decisions made and by whom? How do you incorporate community feedback into the planning process? *(Up to 2000 total characters, about 400 word)*

2b. Creates Value: How do you set cultural quality standards and regularly measure outcomes to these criteria? Please include your process for recruiting qualified diverse artistic and cultural personnel and clearly defining their roles in programming, instruction, and planning and provide examples of qualifications of current artistic staff. *(Up to 2000 total characters, about 400 words)*

2b. Takes Programmatic Risks: Give examples of your organization's work that is innovative, evolving creatively, and challenging the status quo. Provide an example where the organization was willing to take a programmatic risk for a larger community and/or organizational benefit. What did your organization learn from this experience? *(Up to 2000 total characters, about 400 words)*

3. ORGANIZATIONAL CAPACITY

The Arts Council defines organizational capacity as an organization's ability to manage effectively for today and tomorrow.

3a. Foster Sound Governance and Management: Explain your process for recruiting a qualified and diverse professional management staff and provide examples of qualifications of current management staff. How does your organization cultivate a diverse and engaged board that provides sound leadership and financial support? What, if any, challenges have you faced in this regard and what specific efforts are you taking to overcome these challenges? *(Up to 2000 total characters, about 400 words)*

3b. Continually Plan and Learn: Does your organization have a board approved strategic plan in place? If not, what is your plan for developing a strategic plan? How do you or will you develop data collection methods appropriate for monitoring the achievement of strategic plan goals? *(Up to 2000 total characters, about 400 words)*

3c. Build Financial Strength: Provide a summary of your organization's current financial situation and measures that you are taking for continuous improvement. Include any fiscal management and oversight policies undertaken by the board and staff to provide better fiscal management and oversight.

(Up to 2000 total characters, about 400 words)

SECTION 4 – OPERATING BUDGET SUMMARY

Complete an online form for your total operating budget. This table asks for expenditures and revenues for the last completed fiscal year and current fiscal year.

A. EXPENDITURES	Last Completed Fiscal Year	Current Fiscal Year
1. Personnel – Administrative (W2)		
2. Personnel – Artistic (W2)		
3. Personnel - Technical/Production (W2)		
4. Outside Professional Services-Artistic		
5. Outside Professional Services-Other		
6. Rent- Venues		
7. Travel		
8. Marketing		
9. Remaining Operating Expenditures		
10. Total Expenditures (lines 1 - 9)		
B. REVENUE		
11. Admissions		
12. Contracted Services Revenue		
13. Other Revenue		
14. Corporate Support		
15. Foundation Support		
16. Membership Fees		
17. Other Private Support		
18. Government Support - Federal		
19. Government Support - State/Regional		
20. Government Support-City within Hillsborough		
21. Government Support City outside of Hillsborough		
22. Applicant Cash		
23. Total Revenue		
24. Operating Fund Balance - beginning		
25. Operating Fund Balance - end year		
26. Current Value of Endowment (rounded)	\$ -	\$ -

ADDITIONAL OPERATING BUDGET INFORMATION (optional):

Use this space to provide the panel with additional detail or information about the operating budget. For example, if you have a budget deficit or if there has been a large change in your operating budget compared with the last fiscal year.

SECTION 5 – PROPOSAL BUDGET AND ALLOCATIONS

Provide the line item detail only for each budget category where Arts Council funding is being allocated. In the Grant Request column enter the amount of the grant funds that you are allocating to the expense category.

- You must enter a zero if there is no amount
- Please round amounts to the dollar

A. EXPENDITURES	Total Budgeted Amount	Grant Request
1. Personnel – Administrative (W2)		
Insert Detail Here eg: Director's salary		
Insert Additional Here		
2. Personnel – Artistic (W2)		
Insert Detail Here eg: Music Director		
Insert Detail Here		
3. Personnel - Technical/Production (W2)		
Insert Details Here eg: Stage Manager		
Insert Details Here		
4. Outside Professional Services-Artistic		
Insert Details Here eg: Teaching Artist contractor		
Insert Details Here		
5. Outside Professional Services-Other		
Insert Details Here eg: audio visual company		
Insert Details Here		
6. Rent- Venues		
Insert Detail Here – eg: HCC Theatre x 2 days		
Insert Details Here		
7. Travel		
Insert Details Here – eg: Visiting artist		
Insert Details Here		
8. Marketing		
Insert Details Here eg: Show postcards production		
Insert Details Here		
9. Remaining Operating Expenditures		
Insert Details Here eg: Utilities		
Insert Details Here		

REQUIRED SUPPORT MATERIAL

- Most recently filed IRS Form 990 or IRS Form 990EZ (must be dated within 18 months prior to application)
- Board of Directors list with affiliations
- Work Sample

OPTIONAL SUPPORT MATERIAL

You may provide up to five optional support material files such as newsletters, brochures, letters of support, or letters of commitment from collaborators and/or participating artists. These may be uploaded files or clickable URLs that link to online audio/video or other material. There should be no more than five total in any combination of those items.

If you have several items of the same type, eg.: multiple letters of support, you may combine them into one pdf document which will count as one support material file. Combine **only** like materials within one pdf. Do not mix different types of support materials within one pdf. (eg: Do not combine letters of support and letters of commitment within one file.)

Title: A few brief but descriptive words. Example: "Support Letter from John Doe".

Description: (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.

File Name: The file selected from your computer. The following formats are acceptable: PDF, XLS, JPG no larger than 2 MB each.

AUDIO/VIDEO: Very large audio or video files should be provided by a URL to an online hosting service such as YouTube, Vimeo or your own website. Indicate the URL link in the list below. Make sure it is a clickable URL so that the panelist may easily find it.

APPLICATION CERTIFICATION

GRANT WORKSHOP ATTESTATION

(Mandatory Participation Required for First Time Arts Council Grant Applicants)

Please not below if you attended the live webinar "Cultural Development Grant Workshop" held on March 12, 2021 or have viewed the recorded version of that webinar.

Yes, I attended the live webinar on March 12, 2021
Yes, I viewed the recorded version of the webinar
No, I did not attend or view the webinar

CERTIFICATION AND COMPLIANCE STATEMENT

I hereby certify that I am authorized to submit this application and that the information contained in this application, all accompanying documents and support materials are true and correct to the best of my knowledge. I acknowledge that my electronic signature below shall have the same legal effect as my written signature.

SAMPLE ONLY