



**Hillsborough  
County Florida**  
Arts Council

## Community Arts Impact Grant Program

### Grant Administration Manual

Forms mentioned in this manual are available  
on the Arts Council's Online Grant System and [HillsboroughArts.org](http://HillsboroughArts.org) website

Arts Council of Hillsborough County  
601 E. Kennedy Blvd, 20<sup>th</sup> Floor  
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813-571-6991  
[HillsboroughArts.org](http://HillsboroughArts.org)

# Arts Council of Hillsborough County

## Community Arts Impact Grant Administration

This manual has been prepared for Community Arts Impact Grant recipients as a guide to assist grantees in effectively managing their grants according to 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. 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 Administration Manual and the terms of the Grant Agreement, the Grant Agreement shall prevail.

The Grant Agreement is the legal instrument by which the Arts Council has agreed to reimburse an organization for costs. 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 Program Guidelines, and this document.

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

### **CONTRACT ADMINISTRATION**

The grant period (November 1 through August 31) begins only after all parties have signed the Grant Agreement.

Kym Holcomb has been designated as your staff contact to assist you with your Grant Agreement; audit requirements; grant reporting and other related operational matters such as requests for payment and reimbursement; budget changes; Grant Agreement modifications and amendments; and other approvals stipulated in your Grant Agreement.

Periodic reviews of your organization may be conducted during the grant year. These reviews may entail review for Grant Agreement compliance, proposal status, and fiscal responsibility.

Reimbursement may be withheld for failure to comply with the terms, conditions, and requirements of the Grants Agreement.

If you have any questions regarding your Grant Agreement or responsibilities, contact Kym Holcomb at [holcombk@hillsboroughcounty.org](mailto:holcombk@hillsboroughcounty.org).

### **GRANT FUNDS**

The Arts Council can disburse grant funds only after all parties have signed the Grant Agreement and have complied with the contract requirements.

## **REQUESTS FOR REIMBURSEMENT**

The Arts Council will disburse grant funds on a **reimbursement basis** in response to invoices submitted for expenditures incurred and paid during the grant year according to the Scope of Services and Grant Proposal Budget you have provided.

CAIG Grantees may submit up to 5 reimbursement requests during the grant funding year. It is recommended to submit reimbursements as expenditures are made to avoid having an excessive amount of documentation near the end of the grant period.

All grant payments must be requested by completing reimbursements in the online grant system and required documentation of the related paid expenses must be included at the time the reimbursement is made. Required documentation must be uploaded as PDF files.

The request is then checked for adequate and sufficient documentation of the amounts due and cross-checked with the approved narrative and . Requests for reimbursement of expenses not approved in the Grant Proposal Budget will not be processed unless a change request is submitted and approved. The invoice for Reimbursement Payment must be signed by the authorized official or designated grant contact.

In addition to these requirements, the Arts Council staff will review grantee compliance with Grant Agreement obligations throughout the grant year such as:

- Organization's events are listed on the Arts Council's online arts and culture calendar.
- Proper credit is being given for funding as specified in the Grant Agreement.

**All requests for reimbursement must be received by the Arts Council through the online grant portal no later than August 15.**

The final report is due no later than August 31.

## **REQUIRED DOCUMENTATION OF PAID EXPENDITURES**

Required documentation of paid expenditures consist of copies of invoices with corresponding copies of checks (front and back) or copies of cancelled checks enclosed with bank statements. Note: It is only necessary to send a copy of the statement that contains the pertinent information relative to the grant expense.

For personnel expenditures, provide corresponding copies of checks (front and back) or copies of checks enclosed with the bank statements and a copy of the employment contract, letter of employment agreement for the individual or W-2. If the payroll is via direct deposit, please provide the payroll ledgers and copies of the bank statement showing the withdrawal amount for the corresponding payroll.

Reimbursements of marketing expenses also require copies of final, printed brochures, flyers, advertisement tear sheets, etc. showing the required credits, logos, etc. as

specified in the Grant Agreement. For radio and/or television, an affidavit of date and time advertisement was broadcast is required from the station.

## **RECORDKEEPING**

Grantees are required to maintain complete and accurate financial and service records (original invoices, cancelled checks, contracts, programs, evidence of matching funds, etc.) for a period **of three (3) 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 agreement should be recorded.

## **CHANGES TO THE GRANT AGREEMENT**

No changes to the Grant Agreement may be made without a written request approved by the Arts Council.

To request a change to the Grant Agreement, submit a completed **Grant Change Request** and include the reason for the change. Examples of when a Change Request form should be submitted could include but is not limited to:

- An organizational change in leadership, grant contact, address, email, or phone
- Budget changes of more than 10% within a category
- Change of a budget category in Grant Proposal Budget and the rationale for the change.

The grantee will be notified of the approval/denial of the request by Arts Council staff. If an amendment to the grant agreement is necessary, the grantee will be informed of this also. **It is the responsibility of the grantee to make grant change requests in a timely matter. Inaccurate information may delay reimbursement or affect eligibility for future grants.**

## **ACKNOWLEDGING SUPPORT, GIVING CREDIT**

Funds for this Arts Council grant program are provided by the Hillsborough County Board of County Commissioners. The awardee must display the Hillsborough County wordmark logo on all printed and digital promotional materials. Credit for the Hillsborough County BOCC must be provided on all communications – all news releases; print, radio and television advertising; curtain/event speeches; publications; and other marketing materials. Samples of the materials showing the wordmark logo should be attached to the Final Report.

On websites, the Awardee must display the Hillsborough County logo wordmark and link to the Hillsborough County website.

It is preferred to display the logo, however, when it is not possible to display images, credit should be given through a text statement in the same font size or larger as any other sponsors. Proper text-only credit would read: "With the Support of the Hillsborough County Board of County Commissioners".

In all publicity, websites, printed or production materials related to the grant project, the recipient must credit the Hillsborough County Board of County Commissioners for their support in the same font size, or larger, as any other sponsors. The logo (wordmark) of Hillsborough County should be used where possible. The logo will be provided on request as needed and with the Agreement.

### **SPECIAL CONDITIONS**

The Grantee shall make available to the County similar sponsorship benefits as it offers to other sponsors including recognition for the County on event collateral and at the event utilizing the Hillsborough County wordmark logo.

At no charge to the County, the Awardee shall provide access to the events or programs, including reasonable parking access if available, for a maximum of five (5) staff during the grant period for purposes of monitoring consistency and compliance with the Grant Agreement.

### **FINAL REPORT**

Recipients should be prepared to make full accounting of all grant monies in the Final report which **must be submitted to the Arts Council no later than August 31.**