



Hillsborough County Florida Arts Council

Community Arts Impact Grant (CAIG) Program Guidelines

TIMELINE

Grant applications open online: Monday, July 10, 2023 at 9 am.

Go to: <https://portal.neighborlysoftware.com/HILLSBOROUGHARTSCOUNCIL/Participant>

Final Deadline: All applications must be submitted in the online grant system by Friday, July 28, 2023, at 5 pm. Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

Board Review and Scoring of Applications: Tuesday, September 5, 2023 at 11 am. All applicants will be provided with information to attend virtually.

WHAT IS THE COMMUNITY ARTS IMPACT GRANT?

The Community Arts Impact Grant (CAIG) Program is designed to make arts and cultural opportunities more accessible for underserved populations across Hillsborough County. We are committed to supporting programs with geographic, ethnic, and age diversity, as well as those that serve veterans and people with disabilities. Additionally, this grant program is meant to provide nimble/flexible funding while serving as a “training opportunity” for small, community-based nonprofit organizations that are new to grant writing and/or seeking support from the Arts Council of Hillsborough County.

These are reimbursement-based grants and there are two types of organizations eligible for this funding:

Nonprofit Organizations: Maximum grant amount \$5,000
Colleges and Universities: Maximum grant amount \$12,500

WHAT IS THE SOURCE OF THIS FUNDING FOR THIS GRANT?

Funding for this program is provided by the Hillsborough Board of County Commissioners and managed by the Arts Council.

WHAT ORGANIZATIONS ARE ELIGIBLE TO APPLY?

For the Nonprofit Community Arts Impact Grant:

1. Eligible organizations include:
 - Community organizations, neighborhood associations, ethnic/cultural organizations, and emerging arts and cultural organizations.
 - Applicants must be a 501 (c)(3) organization in good standing at the time of application.
 - Applicant organization must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations with a principal address in Hillsborough County.
 - Applicant organizations must be apolitical and non-ideological.
2. Ineligible Applicants include:
 - Organizations and groups based outside of Hillsborough County, Florida.
 - Organizations currently receiving an Arts Council Cultural Development Grant.
 - Organizations that have not fulfilled contractual grant agreements with the Arts Council of Hillsborough County in previous years.
 - Municipalities, governmental entities, educational institutions and fiscal agents.

For the Colleges and Universities Community Arts Impact Grant:

1. Eligible organizations include:
 - Any Department/Division of a college or university whose administrative headquarters are located within Hillsborough County may apply.
 - The College/University must be a 501 (c)(3) organization in good standing at the time of application.
 - The College/University must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations with a principal address in Hillsborough County.
 - Applicants must be apolitical and nonideological.
2. Ineligible Applicants include:
 - Departments/Divisions of colleges and universities based outside of Hillsborough County, Florida.
 - Departments/Divisions of colleges and universities receiving a Special Event Partnership Grant, or other Hillsborough County funding.

WHAT IS THE SCORING CRITERIA?

Community Arts Impact Grants are awarded on a competitive basis and are judged on Access & Community Engagement; Artistic and Cultural Vibrancy; and Financial and Administrative oversight.

WHAT IS THE GRANT PERIOD?

Projects must take place during the grant period, November 1, 2023, through August 15, 2024

CAN I SUBMIT MORE THAN ONE APPLICATION?

For Nonprofits: No. Please determine your strongest project for community impact through arts and culture.

For Colleges and Universities: Multiple Departments/Divisions of a college or university may apply, but only one Department/Division of the same institutions can be funded in a given year.

CAN A PARTNER OR COLLABORATOR APPLY?

No. The project may involve other partners or collaborators but only one organization may apply. That organization will have responsibility for the grant. Fiscal sponsors are not allowed.

DO I HAVE TO COMPLETE THE APPLICATION ONLINE?

Yes. Applications are only being accepted online. Emailed copies or paper copies are not accepted. You may copy and paste into the application form from another document if you wish.

DO I HAVE TO COMPLETE MY APPLICATION IN ONE SITTING, OR AM I ABLE TO SAVE MY WORK AND RETURN TO IT LATER?

You will not need to complete your application all at once. The online application is divided into sections and stages and can be completed over time. You can save your progress, exit, and return to your application at any point during your completion. To review and edit your application, sign into your profile at: <https://portal.neighborlysoftware.com/HILLSBOROUGHARTSCOUNCIL/Participant>

MAY I ASK THE ARTS COUNCIL TO REVIEW OR PROOF MY APPLICATION?

In the interest of fairness and transparency, the Arts Council will not review or proof your application prior to submission. Successful applicants have found that it is most helpful to have a friend, colleague, or mentor review their application before it is submitted.

CAN I SEE A PREVIEW OF MY APPLICATION OR MAKE CHANGES BEFORE I COMPLETE MY SUBMISSION?

Yes, you will be able to review and edit your responses until you finalize your application by completing the "Final Certification" task and clicking "Mark as Complete."

IF I FIND A MISTAKE AFTER SUBMITTING MY APPLICATION, MAY I CORRECT IT AND RESUBMIT?

Once you finalize your application by completing the "Certification" task and clicking "Mark as Complete" you can no longer make additions, corrections, or any other edits.

MAY I DROP OFF OR MAIL IN A COPY OF MY APPLICATION?

No, all applications must be submitted via our online application at: <https://portal.neighborlysoftware.com/HILLSBOROUGHARTSCOUNCIL/Participant>

I HAVEN'T RECEIVED NOTIFICATION ABOUT THE STATUS OF MY APPLICATION. WHEN SHOULD I CONTACT THE ARTS COUNCIL?

You should receive an automatic email from our online program once you submit your application. You can also view the status of your application by logging in to your account at:

<https://portal.neighborlysoftware.com/HILLSBOROUGHARTSCOUNCIL/Participant>

If you have not received any notifications or emails, first check your "junk" or "spam" folder. If you still have not received an email, you can request assistance at arts@hillsboroughcounty.org.

NEED FURTHER HELP? HAVE QUESTIONS ABOUT A TOPIC NOT COVERED HERE?

You can request assistance at arts@hillsboroughcounty.org or by calling 813-571-6991.