



**Hillsborough
County Florida**
Arts Council

**FYE 2024 COMMUNITY ARTS IMPACT
GRANT PROGRAM**

GRANT ADMINISTRATION MANUAL

Forms mentioned in this manual are available on
the Arts Council's Grant System through Neighborly

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Hillsborough County Florida Arts Council

ARTS COUNCIL DIVISION FYE 2024 COMMUNITY ART IMPACT GRANT ADMINISTRATION

This manual has been prepared for Community Arts Impact Grant recipients as a guide to assist in effectively managing their grants according to the Arts Council and Hillsborough County policies and regulations. The manual provides background to the terms and conditions, policies and procedures established in the 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.

The Grant Agreement is the legal instrument by which the Arts Council has agreed to reimburse an organization for expenses incurred as outlined in the grant application narrative and proposed budget. 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.

In the event of any inconsistency between the Grant Administration Manual and the terms of the Grant Agreement, please note that the Grant Agreement shall prevail.

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 for Fiscal Year End 2024 begins on November 1, 2023, and runs until August 15, 2024. Grantee must provide a new, signed, and dated IRS form W-9. No requests for reimbursement will be accepted until the Grant Agreement has been duly executed and returned to the Arts Council along with the signed W-9.

Kathy Collins has been designated as your staff contact to assist you with the Grant Agreement; audit requirements; grant reporting and other related matters such as submission of request for reimbursement and the required documentation; budget changes; and any other approvals stipulated in the 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. Grantees will be notified of any problems that may need to be addressed.

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

IF YOU HAVE ANY QUESTIONS REGARDING THE GRANT AGREEMENT OR RESPONSIBILITIES, CONTACT KATHY COLLINS BY EMAIL AT COLLINSKA@HILLSBOROUGHCOUNTY.ORG.

GRANT FUNDS

Grant Funds are processed on a reimbursement basis. The Arts Council can begin processing reimbursements requests of the grant funds only after all parties have signed the Grant Agreement and Grantee has submitted a signed and dated IRS Form W-9 and complied with the Grant Agreement requirements.

Grant funds may only be used for the items outlined in the grant application narrative and budget. It is the responsibility of the Grantee to submit reimbursement requests in a timely manner complete with the required documentation.

REQUESTS FOR REIMBURSEMENT

The Arts Council will process requests for reimbursement in response to a completed Invoice Detail Worksheet for expenses incurred and paid during the grant year (November 1, 2023, to August 15, 2024). The form can be found under the Reports section on the Neighborly online grant portal. Reimbursements may be requested for expenditures incurred during the grant year in accordance with the grant application narrative and budget.

Grantees may submit up to five (5) reimbursement requests during the grant funding year. It is recommended that Grantees submit requests for reimbursement as the expenditures are incurred in order to avoid long delays and excessive requests at the end of the grant period. Grantees should take notice that it can take six (6) to eight (8) weeks or more for reimbursement requests to be processed and paid.

All requests for reimbursement must be accompanied by documentation for each related paid expense. Required documentation must be uploaded as PDF files.

Each request for reimbursement will be checked to ensure that the required documentation is provided, and the amounts and categories will be cross checked with the grant application narrative and budget. Requests for reimbursement for

expenses not included in the grant application narrative and budget will not be processed. If a situation requires a change, a Grant Change Request must be requested before the expense is incurred.

The Invoice Detail Worksheet must be electronically signed by the authorized official 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 no later than August 15, 2024.

No requests for reimbursement will be processed if received after August 15, 2024.

The Final Report is due no later than **August 31, 2024**.

REQUIRED DOCUMENTATION OF PAID EXPENDITURES

Required documentation of paid expenditures include, but is not limited to, invoices, receipts, and timesheets. These documents must clearly state what the expense is, when it was incurred, and to whom it was paid. In addition, copies of cancelled checks, copies of bank statements, copies of credit card statements and cash app receipts should be provided.

If you are requesting reimbursement for payment for an outside artistic professional (1099 employee) such as a conductor or instructor, please provide copies of timesheets or invoices that show the dates of service, the location of services, and rate of service (this can be an hourly rate or flat rate).

For personnel expenditures, provide copies of cancelled checks (front and back) or a copy of the check and copies of bank statements demonstrating that the check was cashed. In addition, a copy of the employment contract or letter of employment agreement or W2 for the employee must be provided. If payroll is via direct deposit, please provide the payroll ledgers and copies of the bank statement showing the withdrawal amount for the corresponding payroll.

The required documentation must be uploaded as PDFs onto the Neighborly system.

COMPLIANCE

Please note that when submitting reimbursement requests, there is a compliance section that must also be completed. You must attest with each reimbursement request that you have:

- Classes, events and workshops have been posted on the Arts Council's website.
- Proper recognition for funding and support has been given to the Hillsborough County Board of County Commissioners on your website, in certain speeches and other marketing materials.

RECORDKEEPING

Grantees are required to maintain complete and accurate financial and service records (including but not limited to, original invoices, cancelled checks, contracts, programs, and timesheets) for three (3) years. If possible, all records or copies documenting the grant should be kept in a separate grant file for the purpose of auditing. All revenue related to the agreement should be recorded.

CHANGES TO THE SCOPE OF SERVICE

No changes to the Scope of Service may be made without a written request approved by the Arts Council.

To request a change to the Scope of Service, Grantees must submit a completed Grant Change Request and include the reason for the change. Examples of when a Grant Change Request should be submitted include, but is not limited to, the following:

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

The Grantee will be notified of the approval/denial of the request by the Arts Council staff. It is the responsibility of the Grantee to make grant change requests in a timely manner. Inaccurate information may delay reimbursement or affect the eligibility for future grants. Please note: Grantee **MUST** make a Grant Change Request as soon as it becomes apparent that a change is needed. While Grantee is not precluded from making changes as needed, there is no assurance that the request will be granted or that the new expense will be reimbursed.

ACKNOWLEDGING SUPPORT, GIVING CREDIT

Funds for this Arts Council grant program are provided by the Hillsborough County Board of County Commissioners.

Arts organizations receiving funding must display the Hillsborough County wordmark logo on all promotional materials regarding the project that is receiving funding. This includes, but is not limited to, press releases, news articles, brochure materials, websites and social media posts.

It is important to increase awareness of the importance of local funding for the arts.

Samples of the above materials showing the wordmark logo should be attached to the Final Report.

On websites, Grantee must display the Hillsborough County wordmark logo and provide a link to the Hillsborough County website.

It is preferred that the logo be displayed, 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 sponsor. Proper text only credit should read: *With the support of the Hillsborough County Board of County Commissioners.*

Hillsborough County Board of County Commissioners must receive credit for their support in the same font size or larger as any other sponsor. The Hillsborough County wordmark logo should be used whenever and wherever possible. The logo will be provided and **MUST** be used.

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 Grantee 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

Grantees 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, 2024. For the Final Report, Grantees will be asked to answer the following:

- Did the project proceed as planned? If not, what would you change?
- What was the overall attendance for the project?
- Was your project targeted toward children? If yes, please give the age range.
- Was your project targeted toward Veterans? If so, how many attended?
- Were these numbers what you projected? If not, what would you do differently to increase your target audience?

Grantee will also be asked to provide the following;

- One or two examples of publicity or marketing materials demonstrating that the Hillsborough County wordmark logo has been used.
- One or two quotes, testimonials or anecdotes from those who attended or participated in your project during the grant year.

Attachments to the Final Report should include photos or slides from the project activities held during the grant year.

Please note that photos, quotes and testimonials may be used by the Arts Council in the Arts Council's newsletter or Annual Guide. Therefore, it is Grantee's responsibility to ensure that proper releases or waivers have been obtained by those who have been photographed or given a quote or testimonial prior to providing it to the Arts Council.

All contractual obligations for the current fiscal year must be fulfilled to be eligible for future funding.