



**Hillsborough
County Florida**
Arts Council

**FYE 2024 CULTURAL DEVELOPMENT
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 CULTURAL DEVELOPMENT GRANT ADMINISTRATION

This manual has been prepared for Cultural Development 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 of 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 operational 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 manual.

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 October 1, 2023 and runs until August 15, 2024. Grantee must provide a copy of the Grantee's current Certificate of Liability Insurance. No requests for reimbursement will be accepted until the Grant Agreement has been duly executed and returned to the Arts Council along with a fully executed and date IRS Form 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 operational matters such as requests for payment and reimbursement; 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.

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

GRANT AGREEMENT

The Grant Agreement is a legal contract by which Grantee is entering into with Hillsborough County. It is imperative that Grantee carefully review the document and understand it before the document is executed.

Several items to note within the Grant Agreement:

- The agreement must be notarized on page 11 and MUST contain a Florida notary seal with the words "Notary Public-State of Florida." A signature or printed name and title alone will not be accepted.

Pay special attention to Article 8 and Exhibit E which outlines the laws and statutes pertaining to Equal Opportunity and Affirmative Action.

- If Grantee has no employees, Grantee may respond N/A to questions 1-9 on E-3 and 0 (zero) on all sections of E-5.
- If Grantee has 1-14 employees, then an Affirmative Action Policy Statement is required, and Grantee must complete E-5.
- If Grantee has 15 or more employees, then both E-3 and E-5 must be fully completed, and all required information must be provided.

All Grantees, regardless of number of employees, must sign Exhibit E before witnesses.

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

GRANT FUNDS

The Arts Council can begin processing reimbursement requests of the grant funds only after all parties have signed the Grant Agreement and returned a signed and dated IRS W-9 form. Thereafter, Grantees may submit reimbursement requests for payment on a quarterly basis beginning with Quarter 1 (October 1, 2023-December 31, 2023) and

continuing thereafter for each quarter until August 15, 2024 for Quarter 4 (July 1, 2024-August 15, 2024).

The total amount of the grant is divided by four payments. Please note that the last payment may not equal the first 3 in order to equally divide the total grant amount.

Grant funds must be used for general operational support as detailed in the grant application narrative and proposed budget.

Grant funds may not be used for the following:

- Deficiencies in previously completed projects or for unanticipated costs of an ongoing project
- Benefits and projects planned primarily for fundraising purposes i.e. hospitality
- Private entertainment, food/beverages, plaques, awards, cash prizes or scholarships
- Licensing fees
- Interest on loans, fines, penalties or costs of litigation
- Re-granting
- Activities for which academic credit is given
- Projects to reduce existing deficits
- Projects not open to the general public and/or restricted to an organization's membership only
- Remuneration of Arts Council employees for any services rendered as part of a project receiving a grant from the Arts Council
- Travel that is not revenue-producing, competition-related or continuing education
- Fuel
- Capital expenditures (includes acquisitions, building projects or renovations)

It is the responsibility of the Grantee to timely submit requests for reimbursement in chronological order and with all required documentation attached.

REQUESTS FOR REIMBURSEMENT

The Arts Council will process requests for reimbursement in response to a completed Request for Payment Form (Exhibit C) and Program Performance Report (Exhibit D) for expenses incurred and paid during the grant year to carry out the Scope of Services as detailed in the grant application narrative and budget. Copies of both Exhibit C and Exhibit D are attached to the Grant Agreement.

All grant payments are requested by logging into the Neighborly Grant Portal and completing The Organization Status Report found in the Reports section. You must also complete the Request for Payment (Exhibit C) and Program Performance Report (Exhibit D) and upload them along with a Balance Sheet for the quarter and year to date, Profit and Loss Reports for the quarter and year to date, and Attendance Reports for the quarter and year to date through the Neighborly system.

Grantees must make certain that a new, signed and dated IRS Form W-9 has been submitted for Fiscal Year 2024.

Each request is checked for accuracy and to make sure that adequate and sufficient documentation has been submitted. Grantee's Request for Payment (Exhibit C) must be signed by the authorized official or designated grant contact. It is the Grantee's responsibility to submit proper documentation and to correct any deficiencies in the documentation provided in order for a request for reimbursement to be processed.

In addition to these requirements, Arts Council staff will review Grantee compliance with the Grant Agreement obligations periodically throughout the grant year. This includes, but is not limited to:

- Required insurance in good standing.
- Proper credit is being given for funding as specified in the Grant Agreement.
- Organizations have listed events on the Arts Council's online Arts and Culture Calendar or information has been transmitted to the Arts Council staff.

A 1 to 1 cash match is required for the grant period.

All requests for reimbursement must be received by the Arts Council **no later than August 15, 2024**. No requests for reimbursement will be processed or paid if received after August 15, 2024. A Final Report is due by August 31, 2024. Failure to comply with deadlines may result in forfeiture of grant funds and possibly ineligibility for future grants.

REQUIRED DOCUMENTATION FOR REIMBURSEMENT REQUESTS

When making a request for reimbursement, Grantees must provide the following:

- Request for Payment (Exhibit C) which has been fully completed and duly signed.
- Program Performance Report (Exhibit D).
- Attendance record for the quarter and year to date.
- Balance Sheet for the quarter and year to date.
- Profit and Loss Report for the quarter and year to date.

- Signed and Dated IRS Form W-9.
- Any other information regarding expenditures as may be requested by the County.

REIMBURSEMENT PAYMENT SCHEDULE

The total grant award for FYE24 will be divided into 4 payments. Requests for Reimbursement can be submitted once per quarter during the grant year (October 1, 2023-August 15, 2024) as follows:

1. Reimbursement Request #1 will cover the period of October 1, 2023-December 31, 2023
2. Reimbursement Request #2 will cover the period of January 1, 2024-March 31, 2024
3. Reimbursement Request #3 will cover the period of April 1, 2024-June 30, 2024
4. Reimbursement Request #4 will cover the period of July 1, 2024-August 15, 2024

ALL requests for reimbursement, including #4, **MUST** be made and received by the Arts Council by **AUGUST 15, 2024** in order to avoid forfeiting grant funds. Each request for reimbursement **MUST** be accompanied by the proper documentation. Requests for reimbursement that do not have the proper documentation will be returned to the Grantee and will not be processed for payment until the correct documents are submitted.

The Final Report is due August 31, 2024.

RECORDKEEPING

Grantees are required to maintain complete and accurate financial and service records. This includes, but is not limited to, attendance records, programs, balance sheets and profit and loss reports for a period of no less than six (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 agreement should be recorded.

CHANGES TO THE SCOPE OF SERVICES

No changes to the Scope of Services, as outlined in Exhibit A of the Grant Agreement, may be made without a written request approved by the Arts Council.

To request a change to the Scope of Services, Grantee must request a Grant Change Request from the Arts Council and submit it as soon as it is apparent that a change is needed. The reason for the change must be clearly stated. Examples of when a Change Request should be submitted include, but are not limited to:

- An organizational change in leadership, grant contact, address, email or phone number.
- Budget changes of more than 10% within a category.

It is the responsibility of the Grantee to request and make the Grant Change Request in a timely manner. Inaccurate information may delay reimbursement or affect eligibility for future grants.

The Grantee will be notified of the approval/denial of the request by Arts Council staff.

ACKNOWLEDGING SUPPORT, GIVING CREDIT

Grantee 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. This includes, but is not limited to, news releases; print, radio and television advertising; curtain/event speeches; publications; and all marketing materials.

On websites, the 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 sponsors. Proper text only credit should read: *With the support of the Hillsborough County Board of County Commissioners.*

The Hillsborough County wordmark logo should be used wherever and whenever 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 ten (10) staff during the grant period for purposes of monitoring consistency and compliance with the Grant Agreement.

FINAL REPORT

Grantees should be prepared to make a 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 are asked to provide:

- Year to date Profit and Loss Statement.
- Year to date Balance Sheet
- Attendance figures for your Hillsborough County programs and services for the grant year.
- One to two examples of publicity or marketing materials demonstrating that the Hillsborough County Wordmark logo has been used.
- One to two quotes, testimonials or anecdotes from those who attended or participated in your programming during the grant year.

Attachments to the Final Report should also include photos or slides of events or 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 the 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.