



**Hillsborough
County Florida**
Arts Council

ARTS COUNCIL DIVISION FYE 2024 SPECIAL EVENTS PARTNERSHIP GRANT

This manual has been prepared for the Special Events Partnership Grant (SEPG) recipients as a guide to assist in effectively managing the 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 Hillsborough County has agreed to pay a non-profit organization for special events. 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 September 30, 2024. Grantees must provide a copy of the Grantee's current Certificate of Liability Insurance. No requests for payment will be accepted until the Grant Agreement has been duly executed and returned to the Arts Council along with a fully executed and dated IRS Form W-9.

Lisa Hill 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.

Payments 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 where indicated 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 the number of employees, must sign Exhibit E before two witnesses.

IF YOU HAVE ANY QUESTIONS REGARDING THE GRANT AGREEMENT OR RESPONSIBILITIES, CONTACT LISA HILL BY EMAIL AT HillLi@hillsboroughcounty.org.

GRANT FUNDS

The Arts Council can begin processing payment 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, the second and third payments can be requested after the completion of the event. In any event, the final payment **MUST** be completed within 60 days of the end of the event. If there are extenuating circumstances where final documentation cannot be submitted prior to the 60-day deadline, a written request must be submitted for consideration of an extension to the deadline. Requests for payment submitted after the 60 days, unless expressly extended, will not be honored.

REQUIREMENTS FOR PAYMENTS

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

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

- 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.
- Changes to event venue, date or other information must be communicated with Arts Council staff in writing and documented as to the cause of the change.

Failure to comply with the grant requirements may result in forfeiture of grant funds and possible ineligibility for future grants.

REQUIRED DOCUMENTATION FOR PAYMENTS

With each request for payment, grantees must provide certain documentation.

Payment 1

An initial payment request of 40 percent (40%) of the total award can be requested prior to the event with the following documentation:

- Request for Payment (Exhibit C) which has been fully completed and duly signed.
- Performance Report (Exhibit D).
- Pre-event Planning report typically including:
 - Evidence of securing a venue
 - Proposed event schedule, update on talent or entertainment, and programming
 - Material revisions to the budget (**NOTE:** This is the ONLY time amendments to the budget will be considered.)
 - Update on marketing plan for the event

Payment 2

The second payment request of 40 percent (40%) of the total award can be submitted after the event has occurred with the following documentation:

- Request for Payment (Exhibit C) which has been fully completed and duly signed.
- Performance Report (Exhibit D).
- Post event narrative including:
 - Description of the event (i.e., how it went, any unforeseen circumstances that affected event, highlights of event, etc.)
 - Event Attendance
 - Number of vendors utilized
 - Summary of programmed activities
 - Proof of event having occurred:
 - Video links
 - Program
 - Flyers
 - Handouts
 - News article/story
 - Proof of Hillsborough County being acknowledged as a sponsor

Payment 3

The third payment request of the final 20 percent (20%) of the total award can be submitted after the event has occurred with the following documentation:

- Request for Payment (Exhibit C) which has been fully completed and duly signed.
- Performance Report (Exhibit D).
- Post event narrative including:
 - Description of the event (i.e., how it went, any unforeseen circumstances that affected event, highlights of event, etc.)
 - Final amount of CASH expenses
 - Final amount of revenue
 - Event attendance (final number)
 - Number of vendors utilized (final number)
 - Summary of programmed activities
 - Proof of event having occurred:
 - Video links
 - Program
 - Flyers
 - Handouts
 - News article/story
 - Proof of Hillsborough County being acknowledged as a sponsor
 - Any other outstanding information

The County has the right, in its sole discretion, to reduce or withhold the final payment if final event CASH expenses deviate substantially from the event's Estimated Cash Expenses as submitted with the Awardee's application, or as revised as part of installment Payment One.

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.

REQUEST FOR PAYMENT

Grant payments are to be submitted via email to Lisa Hill of the Arts Council at: HillLi@HillsboroughCounty.org as a package with the required documentation.

RECORDKEEPING

Grantees are required to maintain complete and accurate financial and service records. This includes, but is not limited to, attendance records, vendor records, performance reports, and other documentation from this Agreement 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 EVENT

Any changes to the special event as outlined in the application must be submitted as a written request as soon as it is apparent that a change is needed. The reason for the change must be clearly stated. Examples of possible changes include, but are not limited to:

- Change in venue
- Change in date
- Change in size of event
- Inability to complete event
- Organizational changes in leadership, grant contact, address, email, or telephone number
- Any other changes that may affect the successful completion of the event

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.

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 log 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 will provide access to the Event, including reasonable parking access if available, for a maximum of ten (10) staff for purposes of monitoring consistency and compliance of the Event with the Agreement.

The County may request to be provided a presence at the event (i.e., a vendor table, if applicable) similar to other sponsors and/or vendors to promote County activities, programs and/or items of interest to visitors and residents. Event presence will be provided by the Grantee at no charge to the County.

FINAL CONSIDERATIONS

Please note that photos, quotes and testimonials may be used by the Arts Council in county communications. 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.