



**Hillsborough  
County Florida**  
Arts Council

## FYE 2025 Community Arts Impact Grant (CAIG) Program Guidelines

### TIMELINE

**Grant applications open online: Monday, April 8, 2024 at 9 am.**

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

**Community Arts Impact Grant Remote Grants Workshop, TBD.** Registration required.

**Deadline:** All applications must be submitted in the online grant system by **Friday, April 26, 2024, at 5 pm.** Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

**Board Review and Scoring of Applications: Tuesday, June 4, 2024 at 11 a.m.**

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### **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.

In addition, the CAIG is a grant that provides funding for Departments/Divisions of Colleges/Universities that are headquartered in 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 (except the aforementioned Colleges/Universities) 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?**

Applications must earn a minimum average score of 75 to be recommended for funding.

The maximum number of points an application can earn is 100 points. Grant reviewers will individually score each application. The average of the individual panelists scores will determine the final score.

Community Arts Impact Grants are awarded on a competitive basis and are judged by criteria divided into three categories: 1) Access & Community Engagement; 2) Artistic and Cultural Vibrancy; and 3) Financial and Administrative oversight.

### **ACCESS AND COMMUNITY ENGAGEMENT**

The Arts Council defines access and community engagement as an organization's ability to reach diverse audiences across a wide range of the community providing both a public benefit and access.

### **ARTISTIC AND CULTURAL VIBRANCY**

The Arts Council defines artistic and cultural vibrancy as an organization's ability to create quality, mission-driven work that inspires and challenges the community.

### **ORGANIZATIONAL CAPACITY**

The Arts Council defines organizational capacity as an organization's ability to manage effective for today and tomorrow.

The following scoring descriptions are used:

Exceptional: The applicant has provided overwhelming and clear evidence throughout the application that demonstrates that all of the funding criteria are met. The plans are clear, well-articulated and appropriate. The budget is realistic, comprehensive, and carefully aligned with the narrative. The support materials are of the highest quality, highly relevant, and lead to a deeper understanding of the organization and its work.

Good: The applicant has provided sufficiently clear evidence throughout the application that demonstrates that the most crucial criteria are met. The plans are clear and appropriate but are not always well-expressed. The budget is realistic and reasonably aligned with the narrative. The support materials are of good quality and relevance.

Fair/Weak: The applicant has provided limited or very limited evidence in the application that demonstrates that criteria are barely met or not met at all. The plans lack detail and may be hard to understand. The budget has limited detail or is

unrealistic and not well-aligned with the narrative. The support materials are limited or of poor quality.

**WHAT IS THE GRANT PERIOD?**

Projects must take place during the grant period, November 1, 2024, through August 15, 2025

**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](mailto:arts@hillsboroughcounty.org).

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

You can request assistance at [arts@hillsboroughcounty.org](mailto:arts@hillsboroughcounty.org) or by calling 813-571-6991.