

# ARTS COUNCIL OF HILLSBOROUGH COUNTY CULTURAL DEVELOPMENT GRANT APPLICATION

**This is a SAMPLE ONLY of the type of information the online application will require. It is accurate at the time this document was created; however, some minor changes may have been made to accommodate the online system.**

## SECTION 1 - ORGANIZATION INFORMATION

Organization Name (legal name):

Federal ID#:

Principal Office Address (no P.O. Boxes, include city, state, zip):

Mailing Address (if different):

Phone (with extension):

Website:

Fiscal Year Start Date:

Fiscal Year End Date:

### **CONTACTS**

#### **Grant Contact**

Select a person from your organization to serve as the primary contact for this grant application. The contact should be able to answer direct questions about the application, provide update information or materials if requested, and complete required reports. The contact may be different from the authorizing official who is typically the executive director or a board member. Provide an email address and phone number that will go directly to the contact (if possible), not one for the general organization.

First & Last Name

Title

Phone Number + Extension

Email Address

#### **Additional Contact**

First & Last Name

Title

Phone Number + Extension

Email Address

**Authorized Official**

Provide the name and contact information for the person authorized to sign contracts on behalf of the organization. This is usually the Executive Director or a board member.

First & Last Name

Title

Phone Number + Extension

Email Address

**Funding Level** (refer to the revenue listed on your last IRS Form 990 Part 1, Line 12 or 990EZ Part 1, Line 9):

Select one

- Level 1 – Revenue of less than \$100,000 (Apply for up to \$15,000)
- Level 2 – Revenue of \$100,000 - \$399,999 (Apply for up to \$20,000)
- Level 3 - Revenue of \$400,000 or more (Apply for up to \$25,000)

**Amount Requested:** \$

**Discipline Category:**

- Dance
- Music
- Literary
- Theatre
- Media Arts
- Visual Art
- Multidisciplinary
- Other (specify)
- Museum/ Gallery

## SECTION 2 - ORGANIZATION PROFILE

### MISSION

Insert your Mission Statement

### SNAPSHOT

Provide the 30-second “elevator speech” that best describes your organization to someone who is not familiar with it, your organization’s role in the community, and why this person should care.

(Up to 500 total characters, about 100 words)

### INTERNAL DEMOGRAPHICS, DIVERSITY

Please indicate the number of individuals within your organization for each category.

	Board	Staff	Volunteers	Creatives
Total Number				
Female				
Male				
Asian/Asian American				
Black/African American				
Hispanic/Latino/Latina				
Native American/American Indian/Alaska Native/Native Hawaiian				
White				
Multi-racial or multi-ethnic (2+ races/ethnicities)				
Other				
Persons with a disability				

### POPULATION SERVED AND DIVERSITY

Please estimate the total number served by your organization in Hillsborough County. Then, of that number, please estimate the number of individuals in each category. If you’re unable to estimate a specific category, add your estimate to “adults” for everyone but children.

	Last Completed Fiscal Year	Current Fiscal Year
Total attendance in Hillsborough County*		
How much of this is paid admissions		
How much of this is free admissions		
How many of the above are season ticket holders/memberships		
Children/Youth (0-18 years)		
Students (College/University)		
Adults		

Older Adults (65+ years)		
Please estimate the number of Veterans served:		
Veterans		

## SECTION 3 - NARRATIVE

### 1. ACCESS AND COMMUNITY ENGAGEMENT

*The Arts Council defines access & 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.*

**1a. Accessible and Outward Looking Philosophy:** Describe how your organization's programming, services, facilities, and online media are accessible to the public and any plans that are in place to improve accessibility to reach more Hillsborough County citizens.

*(Up to 2000 total characters, about 400 words)*

**1b. Understanding the Community:** How does the organization define the community that it serves—geographically, culturally, etc. and ensure that it provides programming that is responsive, accessible, and accountable to this community? What is your marketing strategy for reaching the community you currently serve and expanding this community in the future? *(Up to 2000 total characters, about 400 words)*

**1c. Benefits and Value for the Community:** How does the organization's programs and services demonstrate social, educational, and economic relevance to the community and embed itself into the larger community? Include a description of your organization's education and outreach activities and include the economic impact of your organization as well as your organization's efforts in arts advocacy.

*(Up to 2000 total characters, about 400 words)*

**1d. Partnerships and Collaborations:** Describe any partnerships or collaborations already in process as well as others anticipated during the grant period. Discuss both the responsibilities and benefits of these partnerships and whether any formal agreements are in place. *(Up to 2000 total characters, about 400 words)*

### 2. ARTISTIC AND CULTURAL VITALITY

*The Arts Council defines cultural vitality as evidence of creating, disseminating, validating, and supporting arts and culture as a dimension of everyday life in Hillsborough County.*

**2a. Staying Connected to Community:** Describe how your organization develops creative and coherent programming that is aligned with its vision, mission, values, and goals. How do you incorporate community feedback into the planning process? *(Up to 2000 total characters, about 400 words.)*

**2b. Creates Value:** How do you set cultural quality standards and regularly measure outcomes to these criteria? Please include your process for recruiting qualified diverse artistic and cultural personnel and clearly defining their roles in programming, instruction, and planning. Provide examples of qualifications of current artistic staff.  
*(Up to 2000 total characters, about 400 words)*

**2c. Takes Programmatic Risks:** Give examples of your organization's work that is innovative, evolving creatively, and challenging the status quo. Provide an example where the organization was willing to take a programmatic risk for a larger community and/or organizational benefit. What did your organization learn from this experience?  
*(Up to 2000 total characters, about 400 words)*

**3. ORGANIZATIONAL CAPACITY**

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

**3a. Foster Sound Governance and Management:** Provide examples of qualifications of current management staff. How does your organization cultivate a diverse and engaged board that provides sound leadership and financial support? What, if any, challenges have you faced in this regard and what specific efforts are you taking to overcome these challenges?  
*(Up to 2000 total characters, about 400 words)*

**3b. Continually Plan and Learn:** Does your organization have a board approved strategic plan in place? If not, what is your plan for developing a strategic plan? How do you or will you develop data collection methods appropriate for monitoring the achievement of strategic plan goals?  
*(Up to 2000 total characters, about 400 words)*

**3c. Build Financial Strength:** Provide a summary of your organization's current financial situation and measures that you are taking for continuous improvement. Include any policies undertaken by the board and staff to provide better fiscal management and oversight.  
*(Up to 2000 total characters, about 400 words)*

**SECTION 4 – OPERATING BUDGET SUMMARY**

Complete an online form for your organization's total operating budget. This table asks for expenditures and revenues for the last completed fiscal year and current fiscal year.

A. EXPENDITURES	Last Completed Fiscal Year	Current Fiscal Year
1. Personnel – Administrative (W2)		
2. Personnel – Artistic (W2)		

3. Personnel - Technical/Production (W2)		
4. Outside Professional Services-Artistic (1099)		
5. Outside Professional Services-Other (1099)		
6. Rent- Venues		
7. Travel		
8. Marketing		
9. Remaining Operating Expenditures		
10. Total Expenditures (lines 1 - 9)		
<b>B. REVENUE</b>		
11. Admissions		
12. Contracted Services Revenue		
13. Other Revenue		
14. Corporate Support		
15. Foundation Support		
16. Membership Fees		
17. Other Private Support		
18. Government Support - Federal		
19. Government Support - State/Regional		
20. Government Support-City within Hillsborough*		
21. Government Support City outside of Hillsborough		
22. Applicant Cash		
23. Total Revenue		
24. Operating Fund Balance - beginning		
25. Operating Fund Balance - end year		
26. Current Value of Endowment (rounded)	\$	- \$ -

\*Explain the specific source of this funding. Please include when you first received it and what it is used for:

**ADDITIONAL OPERATING BUDGET INFORMATION (optional):**

Use this space to provide the panel with additional detail or information about the operating budget. For example, if you have a budget deficit or if there has been a large change in your operating budget compared with the last fiscal year.

## SECTION 5 – PROPOSAL BUDGET AND ALLOCATIONS

Provide the line-item detail only for each budget category where Arts Council funding is being allocated. In the Grant Request column enter the amount of the grant funds that you are allocating to the expense category.

- You must enter a zero if there is no amount

- Please round amounts to the dollar

<b>A. EXPENDITURES</b>	<b>Total Budgeted Amount</b>	<b>Grant Request</b>
<b>1. Personnel – Administrative (W2)</b>		
Insert Detail Here eg: Director's salary		
Insert Additional Here		
<b>2. Personnel – Artistic (W2)</b>		
Insert Detail Here eg: Music Director		
Insert Detail Here		
<b>3. Personnel - Technical/Production (W2)</b>		
Insert Details Here eg: Stage Manager		
Insert Details Here		
<b>4. Outside Professional Services-Artistic</b>		
Insert Details Here eg: Teaching Artist contractor		
Insert Details Here		
<b>5. Outside Professional Services-Other</b>		
Insert Details Here eg: audio visual company		
Insert Details Here		
<b>6. Rent- Venues</b>		
Insert Detail Here – eg: HCC Theatre x 2 days		
Insert Details Here		
<b>7. Travel</b>		
Insert Details Here – eg: Visiting artist		
Insert Details Here		
<b>8. Marketing</b>		
Insert Details Here eg: Show postcards production		
Insert Details Here		
<b>9. Remaining Operating Expenditures</b>		
Insert Details Here eg: Utilities		
Insert Details Here		

## REQUIRED SUPPORT MATERIAL

- Most recently filed IRS Form 990 or IRS Form 990EZ (must be dated within 18 months prior to application)
- Board of Directors list with affiliations
- Work Sample

## OPTIONAL SUPPORT MATERIAL

You may provide up to five optional support material files such as newsletters, brochures, letters of support, or letters of commitment from collaborators and/or participating artists. These may be uploaded files or clickable URLs that link to online audio/video or other material. There should be no more than five total in any combination of those items.

If you have several items of the same type, e.g.: multiple letters of support, you may combine them into one pdf document which will count as one support material file. Combine **only** like materials within one pdf. Do not mix different types of support materials within one pdf. (e.g.: Do not combine letters of support and letters of commitment within one file.)

**Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".

**Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.

**File Name:** The file selected from your computer. The following formats are acceptable: PDF, XLS, JPG no larger than 2 MB each.

**AUDIO/VIDEO:** Very large audio or video files should be provided by a URL to an online hosting service such as YouTube, Vimeo or your own website. Indicate the URL link in the list below. Make sure it is a clickable URL so that the panelist may easily find it.

## APPLICATION CERTIFICATION

### CERTIFICATION AND COMPLIANCE STATEMENT

I hereby certify that I am authorized to submit this application and that the information contained in this application, all accompanying documents and support materials are true and correct to the best of my knowledge. I acknowledge that my electronic signature below shall have the same legal effect as my written signature.