

ARTS COUNCIL OF HILLSBOROUGH COUNTY COMMUNITY ARTS IMPACT GRANT (CAIG) 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.

A. ELIGIBILITY QUIZ

Select Non-Profit or College/University

Use this form to determine if your organization (**non-profit**) meets basic eligibility requirements of the Community Arts Impact Grant program.

- A.1. Organization Name
- A.2. Grant Contact
- A.3. Phone
- A.4. Email

QUIZ

- A.5. Our principal office address as recorded by the Florida Division of Corporation is in Hillsborough County.
- A.6. Our organization is registered as a non-profit, Florida Corporation with the Florida Division of Corporations.
- A.7. Our organization has tax-exempt status as determined by the IRS Code, section 501(c)(3) and is in good standing. EIN __-_____.
- A.8. Our programs, services and events are open to the public and benefit the residents of Hillsborough County.
- A.9. Community impact through arts and cultural programming is the primary focus of our project.
- A.10. Our organization has filed either a 990, 990EZ or 990 Postcard within the last 18 months.

Required materials to be attached:
IRS Letter of Determination
990, 990Ez or 990 Postcard

Use this form to determine if you **College/University** meets basic eligibility requirements of the Community Arts Impact Grant program.

- A.1. College/University Name
- A.2. Department
- A.3. Grant Contact
- A.4. Phone
- A.5. Email

QUIZ

A.6. Our Administration headquarters as recorded by the Florida Division of Corporation is in Hillsborough County.

A.7. Our College/University has tax-exempt status as determined by the IRS Code, section 501(c)(3) and is in good standing. EIN ____-

A.8. the project being funded is open to the public and benefits the residents of Hillsborough County.

A.9. Community impact through the arts and cultural programming is the primary focus of our project.

A.10. Our College/University has filed either a 990, 990EZ or 990 Postcard within the last 18 months.

Required materials:

IRS Letter of Determination

990, 990EZ, 990 Postcard

B. ORGANIZATION INFORMATION

Please check the box that best describes your organization:

501(c)(3) Non-profit organization with a principal office address in Hillsborough County.

Department or Division of a 501(c)(3) College or University with a principal office address in Hillsborough County.

(If first box is checked link to following non-profit information)

B.1. Organization Name (legal name)

B.2. EIN #

B.3. Principal Office Address (physical address)

B.4. Mailing Address (if different)

B.5. Phone

B.6. Website

B.7. Grant Contact

B.8. Title

B.9. Phone

B.10. Email

B.11. Grant Amount Requested (\$1,000-\$5,000)

B.12. Authorized Representative

B.13. Representative Title

B.14. Representative Phone

B.15. Representative Email

(if second box is checked link to following College/University Information)

- B.1. College or University Name (legal name)
- B.2. EIN#
- B.3. Department/Division Name
- B.4. Principal Office Address (physical address)
- B.5. Mailing Address (if different)
- B.6. Phone
- B.7 Website
- B.8. Grant Contact
- B.9. Title
- B.10. Phone
- B.11. Email
- B.12 Grant Amount Requested (\$1,000-\$12,500)
- B.13. Authorized Representative
- B.14. Representative Title
- B.15. Representative Phone
- B.16. Representative Email

C. PROJECT INFORMATION

(Same For All Applicants)

- C.1. Name of Project
- C.2. Total Cost of Project
- C.3. Type of Project (i.e. special event, education, public art, etc.)
- C.4. Briefly Explain the Focus of Purpose of this Project (up to 500 words)
- C.5. Project Start Date:
- C.6. Project End Date:
- C.7. How long has the project been in existence
- C.8. Approximate numbers served by the project in the last fiscal year
- C.9. do you plan to continue this project next year

D. ORGANIZATION PROFILE

(Same For All Applicants)

D.1. MISSION

Insert Mission Statement

D.2. ORGANIZATION 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)

D.3. INTERNAL DEMOGRAPHICS, DIVERSITY

Please indicate the number of individuals within your organization for each category. Creatives means artists, makers, musicians, photographers, entertainers, and any other creative industry professionals supporting your organization.

	Board	Staff	Volunteers	Creatives
Female				
Male				
Prefer Not To Say				
Total Number				
Asian/Asian American				
Black/African American				
Hispanic/Latino/Latina				
Native American/American Indian/Alaska Native/Narive Hawaiian				
White (Non-Hispanic)				
Multi-racial or multi-ethnic (2+ races/ethnicities)				
Persons with Disability				

D.4. POPULATION SERVED AND DIVERSITY

This is for your entire organization. Take you total attendance and estimate the number of individuals in each category. If you are unable to estimate a specific category, add your estimate to adults for everyone but children.

	Last completed fiscal year	Current fiscal year
Paid admission in Hillsborough County		
Free admission in Hillsborough County		
Number of season ticket holders/memberships		
Total Attendance		
Children/Youth (0-18 years)		
Students (College/University)		
Adults		
Older Adults (65+ years)		
Please estimate the number of veterans served		
Veterans		

E. APPLICATION NARRATIVE

(Same for all applicants)

E.1. Access & Community Engagement

E.1.a. In what ways will the project create cultural equity and access by engaging a diverse range of voices and participants, including people with disabilities. (Up to 2000 total characters or 400 words)

E.1.b. Describe the planning process for the project. Provide evidence that a wide range of voices and perspectives were represented during the planning. (Up to 2000 total characters or 400 words)

E.1.c. How do you define the community that this project will serve? What are the demographics and needs of this community? Explain how this project provides greater access to arts and culture for this community? (Up to 2000 total characters or 400 words)

E.1.d. Clearly describe the specific outcomes for the project and why you believe these are attainable. What attitudes, behaviors, and/or conditions will change as a result of this project? How will you measure the impact? (Up to 2000 total characters or 400 words.)

E.1.e. What meaningful collaborations and partnerships have been formed during the development of this project that will continue throughout implementation. How will you measure the success of these partnerships? (Up to 2000 total characters or 400 words.)

E.2. Artistic & Cultural Vibrancy

E.2.a. In what ways will the project create pathways for supporting underserved communities and diverse citizens of Hillsborough County by increasing access to existing or new cultural assets? (Up to 2000 total characters or 400 words.)

E.2.b. How will the project provide quality arts and cultural experiences that are relevant for the targeted participants. (Up to 2000 total characters or 400 words.)

E.2.c. Outline the goals and objectives for the project. Through what process were these established? (Up to 2000 total characters or 400 words.)

E.2.d. Provide a detailed timeline for the implementation of the project. Please tell us when planning will start or started. Tell us when the project will begin. Provide a description of the events that will take place during the project. If there are specific dates for events such as a show or celebration, provide at least an approximate date. (Up to 3000 total characters.)

E.3. Organizational Capacity

E.3.a. Outline the qualifications of the administrative or artistic staff for the project. Demonstrate how each person is qualified to implement the project and ensure its success. (Up to 2000 total characters or 400 words.)

E.3.b. Will other funding sources be needed to complete this project? If so, what are the anticipated sources of funding? (Up to 2000 total characters or 400 words.)

F. ADDITIONAL NARRATIVE QUESTIONS

(For College/University Applicants Only- Non-profits may skip this section)

F.1. How will the project be made accessible to those beyond your school community? (Examples: free and ample parking, satellite performances/exhibitions, live streaming, etc.)

F.2. How will you invite the citizens of Hillsborough County to participate in this project?

G. OPERATING BUDGET SUMMARY

(Same for all applicant)

Fiscal year is defined as a 12-month accounting period that an organization uses for financial and tax reporting purposes. You are to use your organization's fiscal year.

G.1. What is your fiscal year?

G.2. Complete the tables below for your organization's total operating budget. Tables ask for expenditures and revenues for the last completed fiscal year and what you have spent or received so far in this current fiscal year. Current year should be ACTUAL revenues and expenditures for the current year at the time of the application- not what has been budgeted. Remember, this is your fiscal year.

Expenditures	Last Completed Fiscal Year	Current Fiscal Year
Personnel- Administrative (W2)		
Personnel- Artistic (W2)		
Personnel- Technical/Production (W2)		
Outside- Professional Services Artistic (1099)		
Outside- Professional Services- Other (1099)		
Rent- Venues		
Travel		
Marketing		
Remaining Operating Expenditures		
Total		
REVENUE		
Admissions		
Contracted Services- Revenue		
Other Revenue		
Corporate Support		
Foundation Support		
Membership Fees		
Other Private Support		
Government* (explanation required)		
Applicant Cash		
TOTAL		
Operating Fund Balance- beginning of the year		

Operating Fund Balance- end of year		
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:

H. PROJECT BUDGET (Same for all applicants)

- H.1. Organization Name:
- H.2. Name of Project:
- H.3. Project Begin/End Date:
- H.4. Total Cost of Project:

Expenses

EXPENDITURE	DETAILS	TOTAL BUDGETED AMOUNT	GRANT REQUEST (HILLSBOROUGH COUNTY)
1. Outside Professional Services- Artistic			
Insert Details Here (i.e. Teaching Artist Contractor)			
Insert Details Here			
2. Outside Professional Services- Other			
Insert Details Here i.e. Audio Visual Company			
Insert Details Here			
3. Rent- Venues			
Insert Details Here			
Insert Details Here			
4. Travel Directly Related to Project i.e. mileage reimbursement			
Insert Details Here			
Insert Details Here			
5. Other Project Related Expenses i.e. Supplies			
Insert Details Here			
Insert Details Here			
TOTAL			

Explain how you will pay for this project:

Revenue

Source of Revenue	Date Requested	Secured Y/N	Amount

I. REQUIRED SUPPORT MATERIALS

Board of Directors List with Affiliations ()

J. OPTIONAL SUPPORT MATERIALS

Support Documents (these can include brochures, flyers or other documents which further explain the project or provide information on the organization.

Letters of Partnership/Collaborations/Support (This is from someone (not related to the organization) or an organization with whom you will work on the project or who has supported the organization or project.)

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.

Signature:

Title:

SAMPLE