

Managing Your Grant

Online Grant System

2019-20 Cultural Development Grant Program

2019-20 Program

- October 1 through September 15 Grant Year
- Unchanged:
 - Insurance requirement
 - Reimbursements are filed online
 - Quarterly payment schedule
 - Brief, quarterly organization status report
 - Advocacy report
 - Final report
 - List events on ArtsTampaBay.com

Insurance Requirement

- A current \$1,000,000 liability insurance policy
- Do not allow your certificate to expire! Ask your insurance company to automatically email renewed certificates to Joe Federico at FedericoJ@HillsboroughCounty.org.
- No reimbursements will be paid if your insurance certificate has expired.

Required Event/Program Listings

- Your events must be listed on the Arts Council's calendar website

www.artstampabay.com

- Register to start your account.
- Listings are free and promoted via websites, newsletters, and social media.



The screenshot shows the ARTSTAMPABAY website interface. At the top, the logo reads "ARTSTAMPABAY" with the tagline "CULTURE CONNECTS US | EXPERIENCE IT" and "a project of the Arts Council of Hillsborough County". Navigation links for "LOGIN" and "REGISTER" are visible, along with social media icons for Facebook and Twitter. A teal navigation bar contains categories: ART, FILM, FESTIVALS, FAMILY FRIENDLY, PERFORMANCES, HISTORY, HERITAGE, LITERARY, LEARN, DIRECTORIES, and MORE. The main content area features a featured event for "Hotel Transylvania (2012)" presented by Tampa Theatre at Tampa Theatre. The event description reads: "Everybody needs a vacation now and then. Doesn't matter how much you love your job, sometimes you just need to get away from everything for a while. Especially when you're under threat of..." A "View more" link is present. Below this, a "FEATURED EVENTS" section displays four event cards: "Tall Tales of Old Florida" (Oct 20, 2018), "5th Annual Tampa Tattoo Arts Convention" (Oct 12 - Oct 14, 2018), "Tampa International Gay & Lesbian Film Festival" (Oct 05 - Oct 13, 2018), and "At Hand Featuring Work by Damien Hoar de Galvan, C..." (Sep 21 - Oct 19, 2018). Each card includes a thumbnail image, dates, and a brief description.

Giving Credit for Support

Your MUST acknowledge our funding. First preference is by using logos.

- Websites
- Media releases
- Printed and electronic collateral
- Curtain speeches
- Credit without logos? Use this:
With the Support of the Arts Council of Hillsborough County and the Hillsborough County Board of County Commissioners



Hillsborough
County Florida

Giving Credit for Support

- Only these logos approved for use (download from the Grants page of TampaArts.org)
- The County changed their logo two years ago. Check which logo you are using.
- Do not use County logos with circle.



Arts Advocacy

Advocacy means making the importance and benefits of arts funding known. Effective advocacy hinges on continued messaging to:

- Audiences
- Decision makers at local, state and federal levels
- General public.

Communicate year-round. Don't just ask for their support at election or budget time.

Advocacy Reports Due ASAP

- Start with a simple thank you to our County Commissioners. Take advantage of the chance to also tell them what your group is doing this season and how you are using their funding.
- Form available on TampaArts.org website or by email.
- Scan letters and email to Joe Federico at Jfederico@TampaArts.org.
- Advocacy reports will not be accepted after Jan. 15, 2020.

Final Reports

- Final Reports are due no later than Sept. 15, 2020.
- The report is submitted online with Q4 reimbursement.
- Quarter 4 reimbursements will not be paid if no Final Report has been received.
- *All contractual obligations for the current year must be fulfilled to be eligible for future funding.*
- Personnel information
- Attendance figures
- Diversity estimates for your audiences
- A summary of your programs/services effectiveness
- Revenue, expenditures for the grant year including cash match
- A summary of your advocacy activities
- Samples of collateral and website showing proper credit
- Images of events or activities in Hillsborough County.

Changes to Grant Agreement

No changes can be made to the Grant Agreement without a written request approved by the Arts Council.

- Submit a Change Request for:
 - Changes in leadership, grant contact, address, email, or phone
 - Budget changes of more than 10% within a category
- Arts Council will review request and notify the grantee if an amendment to the grant agreement is needed.
- Download Change Request Forms from Grants page on TampaArts.org.
Email request to Joe Federico at FedericoJ@HillsboroughCounty.org

Reimbursement Payments

- All reimbursement requests will be made through your online account on a quarterly schedule.
- Only expenses incurred and paid during the quarter may be reimbursed.
For example: Expenses paid Oct. 1 through Dec. 31 may only be claimed during the Quarter 1 reimbursement period.
- You may submit your requests and the related documentation during the 30-day period following the end of a quarter.
Quarterly request #4 must be made by September 15, 2020.

Grant funds may be expended for the following:



- ✓ Salary support (W2)
- ✓ Consultant fees (1099)
- ✓ Professional services
- ✓ Production costs
- ✓ Venue rental
- ✓ Marketing (promotion and publicity)
- ✓ Some types of travel

See Grant Administration Manual for more information and for the types of expenses that will NOT be reimbursed.

Reimbursement Payments

- Submit all reimbursements through the online system.
 - Log into your account and complete:
 - Invoice for Reimbursement - same as last year
 - Invoice Detail Worksheet – same as last year
 - Organization Status Report – same as last year
 - Upload of expense documentation - bank statements, front and back of checks, contracts for employment/services – same as last year
- **ALL grantees MUST submit a reimbursement form each quarter.** If you have not incurred expenses during a quarter, you must check the box on the Reimbursement form indicating you had no reimbursable expenses and sign.

Reimbursement Payments

The amount you can request each quarter is limited and relative to the grant amount you were awarded.

1. **Oct. 1 - Dec. 31, 2019** – Up to 25% of amount awarded and ONLY for expenses paid in Quarter 1
2. **Jan. 1 - March 31, 2020** – Up to 50% of amount awarded less any previous reimbursement payments and ONLY for expenses paid in Quarter 2
3. **April 1 - June 30, 2020** – Up to 75% of amount awarded less any previous reimbursement payments and ONLY for expenses paid in Quarter 3
4. **July 1 - Sept. 15, 2020** – Up to 100% of amount awarded less any previous reimbursement payments and ONLY for expenses paid in Quarter 4. Must be accompanied by Final Report.

Reimbursement Payments

Amounts available are relative to your grant award. For example, if the grant is for \$12,000:

1. **Quarter 1** – Up to \$3,000
2. **Quarter 2** – Up to \$6,000 less the previous reimbursement payment
3. **Quarter 3** – Up to \$9,000 less previous reimbursement
4. **Quarter 4** – Up to \$12,000 less any previous reimbursement payments. Must be accompanied by Final Report.

Cost Categories	Exhibit B1 Budget	Expenditures, Last Billing	Current Request
1. Personnel - Administrative (W-2)	1000	0.00	0.00

Cost Categories	Exhibit B1 Budget	Expenditures, Last Billing	Current Request
2. Personnel- Artistic (W-2)	1000	0.00	0.00

Cost Categories	Exhibit B1 Budget	Total Expenditures, Last Billing	Current Request
3. Personnel- Technical/Production (W-2)	1000	0.00	0.00

Cost Categories	Budget Per Exhibit B1	Total Expenditures, Last Billing	Current Request
4. Outside Professional Services-Artistic	1000	0.00	0.00

Cost Categories	Exhibit B1 Budget	Total Expenditures, Last Billing	Current Request
5. Outside Professional Services-Other	1000	0.00	0.00

Cost Categories	Budget Per Exhibit B1	Total Expenditures, Last Billing	Current Request
6. Rent - Venues	1000	0.00	0.00

Cost Categories	Exhibit B1 Budget	Total Expenditures, Last Billing	Current Request
7. Travel	1000	0.00	0.00

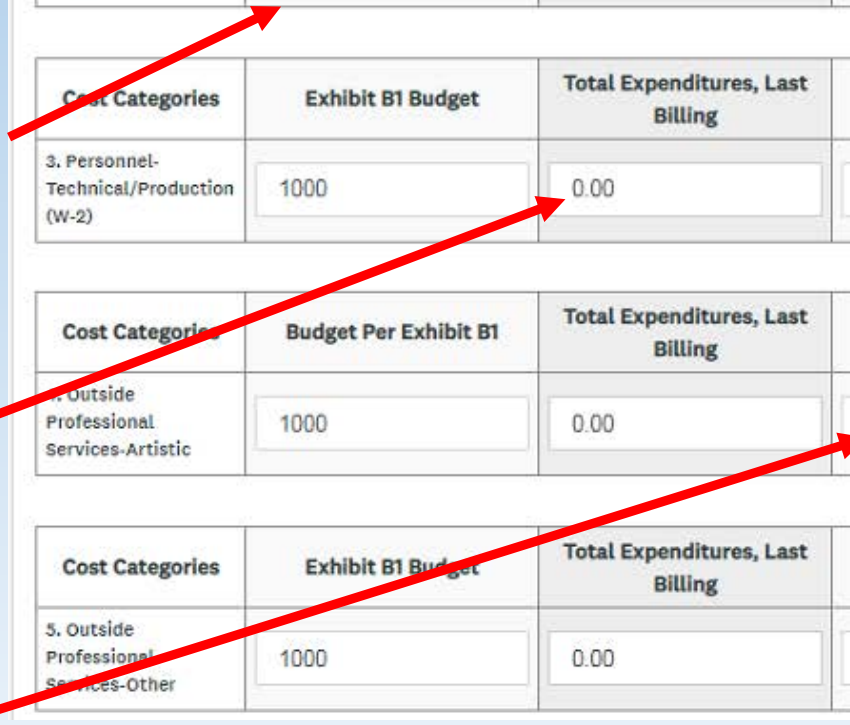
Cost Categories	Exhibit B1 Budget	Total Expenditures, Last Billing	Current Request
8. Marketing	1000	0.00	0.00

Cost Categories	Exhibit B1 Budget	Total Expenditures, Last Billing	Current Request
9. Remaining Operating Expenses	1000	0.00	0.00

Amount from Exhibit B1

Total reimbursed to date for category

Current request for this category



(categories shown side-by-side to fit screen)

A. Amount Requested
100.00


B. Grant Payments Received to Date

Total: (A) + (B)
100.00

CERTIFICATION SIGNATURE

Please use your mouse or touchscreen to sign here.

I hereby certify that the information provided is true and correct; and the expenditures were incurred solely for the purpose of the approved referenced grant activity. I acknowledge that my electronic signature below shall have the same legal effect as my written signature.



Signed By: Type name and title

Date Signed

Amount of this request
(automatically calculated)

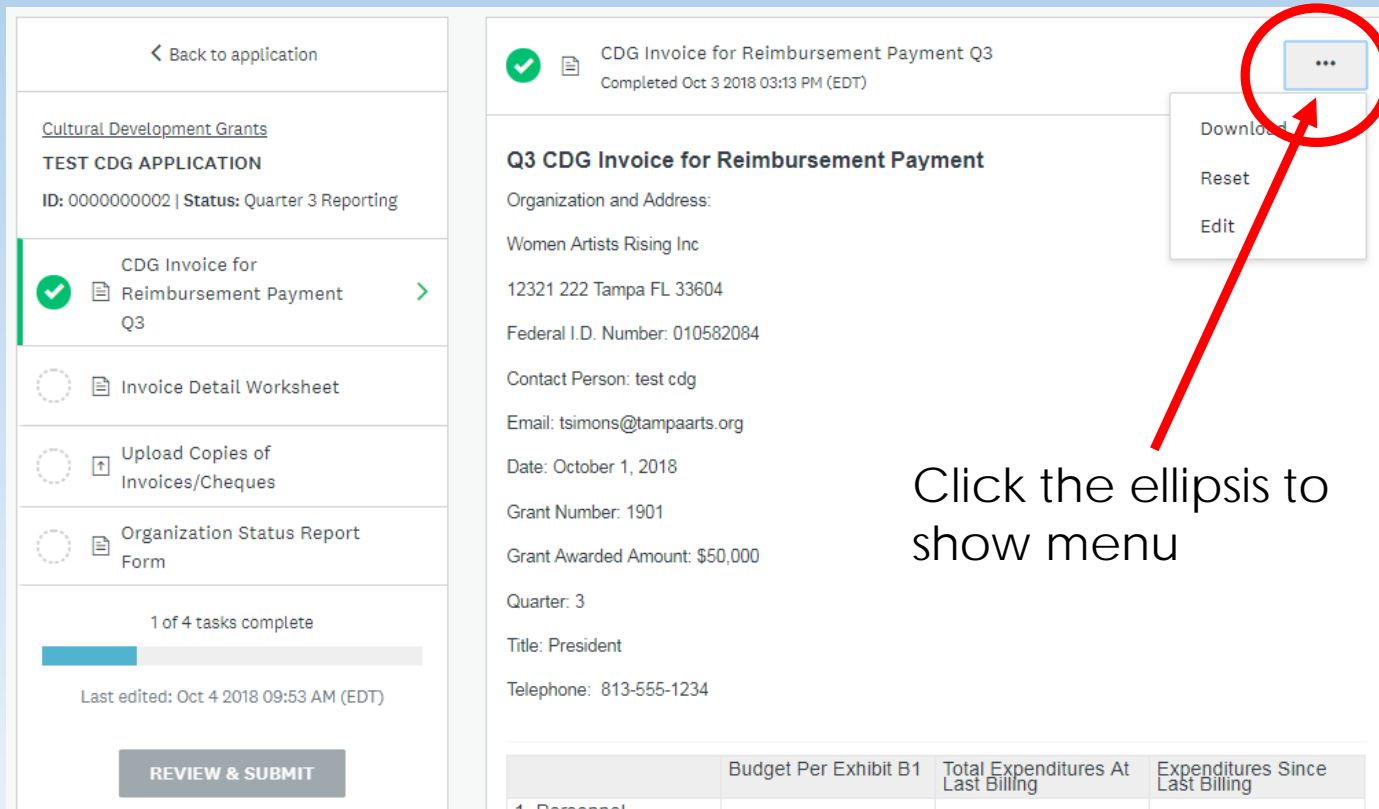
Total grant funds claimed after
this request
(automatically calculated)

Type in total amount of
ACHC grant funds received
to date

**Always double check
any auto-calculated
amounts.**

Click the Mark
As Complete
button

Hidden Menu



← Back to application

Cultural Development Grants
TEST CDG APPLICATION
ID: 0000000002 | Status: Quarter 3 Reporting

✓ CDG Invoice for Reimbursement Payment Q3 >

○ Invoice Detail Worksheet

○ Upload Copies of Invoices/Cheques

○ Organization Status Report Form

1 of 4 tasks complete

Last edited: Oct 4 2018 09:53 AM (EDT)

REVIEW & SUBMIT

✓ CDG Invoice for Reimbursement Payment Q3
Completed Oct 3 2018 03:13 PM (EDT)

Q3 CDG Invoice for Reimbursement Payment

Organization and Address:
Women Artists Rising Inc
12321 222 Tampa FL 33604
Federal I.D. Number: 010582084

Contact Person: test cdg
Email: tsimons@tampaarts.org

Date: October 1, 2018
Grant Number: 1901
Grant Awarded Amount: \$50,000

Quarter: 3
Title: President
Telephone: 813-555-1234

	Budget Per Exhibit B1	Total Expenditures At Last Billing	Expenditures Since Last Billing
1 Personnel -	1000	800.00	100

Click the ellipsis to show menu

Download: Opens the form in new browser tab which can then be downloaded

Reset: **CAUTION!!** This erases all data entered. Cannot be undone.

Edit: Allows you to edit the data you entered.

Invoice Detail Worksheet Tip

Quarter 1 Invoice Details

Payee	Check #	Check Amount	Apply Grant Funds	Category
Harmonica's	N/A	150	150	Outside Professional Services-Other
		0.00	0.00	---
		0.00	0.00	Personnel –Administrative (W-2)
				Personnel- Artistic (W-2)
				Personnel- Technical/Production (W-2)
				Outside Professional Services-Artistic
				Outside Professional Services-Other
				Rent - Venues
				Travel
				Marketing
				Remaining Operating Expenses

Use the drop-down box in the Category column to choose your expense category.

Need a budget change?
It must be requested AND approved before submitting your request.

NOTE: This column may not be visible on your screen. If so, use the scroll bar at the bottom of this form to move horizontally.

Finishing Invoice Detail Worksheet

Double check this figure for accuracy.

		0.00	0.00	---
		0.00	0.00	---
		0.00	0.00	---

TOTAL Grant Funds
150.00

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

Click "Save and Continue Editing" to save your work and return to it later. "Mark As Complete" to finish Worksheet.

Organization Status Report

A Status Report must be submitted each quarter and includes:

- Current number of paid and unpaid administrative staff and creatives.
- List of that quarter's performances/events
- Checklist confirming compliance:
 - Insurance
 - Posting of events on calendar website
 - Funding credit given

Upload Expense Documentation

Acceptable documentation of paid expenditures consists of:

- **Invoices:** Corresponding cancelled check (front and back) or copies of cancelled checks (front and back) with bank statements.
- **Personnel expenditures:** Must include the employment contract, letter of agreement, or W-2.
- **Direct deposit payroll:** Provide the payroll ledgers and copies of the bank statement showing the withdrawal amount for the corresponding payroll.
- **Marketing expenses:** Copies of printed brochures, flyers, advertisement tear sheets, etc. showing the required credit for funding

Finishing Documentation Upload

Upload PDF files and check that upload was successful.

The screenshot shows a web interface for uploading files. At the top right, there is a green button labeled "ATTACH FILE" and a link "Show accepted formats". Below this is a list of seven uploaded files, each with a document icon, the filename, the date "Added: Oct 2 2018", and a three-dot menu icon. The files are:

- check_front_and_rear
- theater_rental_invoice
- travel_invoice
- remaining_operating_expenses
- october_2018_bank_statement
- martha_stewart_service_agreement
- snoop_dog_employment_contract

At the bottom right of the interface is a green button labeled "MARK AS COMPLETE". A red arrow points from the text "Mark As Complete when you are finished." to this button.

Mark As Complete when you are finished.

Submitting Reimbursement Request – Step One

All completed tasks will have a green check mark

Click "Review and Submit" to process this quarterly reimbursement request.

The screenshot displays a web application interface for submitting a reimbursement request. At the top, there is a navigation link: [Back to application](#). Below this, the application title is Cultural Development Grants and the specific request is **TEST CDG APPLICATION** with ID: 0000000002 | Status: Quarter 1 Reporting.

A list of tasks is shown, each with a green checkmark indicating completion:



- CDG Invoice for Reimbursement Payment Q1
- CDG Invoice Detail Worksheet
- CDG Organization Status Report
- Upload Copies of Invoices/Cheques

A progress bar below the tasks shows "4 of 4 tasks complete" circled in red. Below the progress bar, it says "Last edited: Oct 2 2018 12:10 PM (EDT)". At the bottom of the main panel is a green button labeled **REVIEW & SUBMIT**.

On the right side, there is a list of uploaded documents, each with a green checkmark and an upload icon:


- Upload Copies of Invoices/Cheques (Completed Oct 2 2018 12:10 PM (EDT))
- check_front_and_rear (Added: Oct 2 2018)
- theater_rental_invoice (Added: Oct 2 2018)
- travel_invoice (Added: Oct 2 2018)
- remaining_operating_expenses (Added: Oct 2 2018)
- october_2018_bank_statement (Added: Oct 2 2018)
- martha_stewart_service_agreement (Added: Oct 2 2018)
- snoop_dog_employment_contract (Added: Oct 2 2018)

Submitting Reimbursement Request – Step Two




Cultural Development Grants   Download

TEST CDG APPLICATION

ID: 0000000002 Status: Quarter 1 Reporting Last edited: Oct 2 2018 12:10 PM (EDT)

 TEST APPLICATION (Owner)
tsimons@tampaarts.com

Your tasks

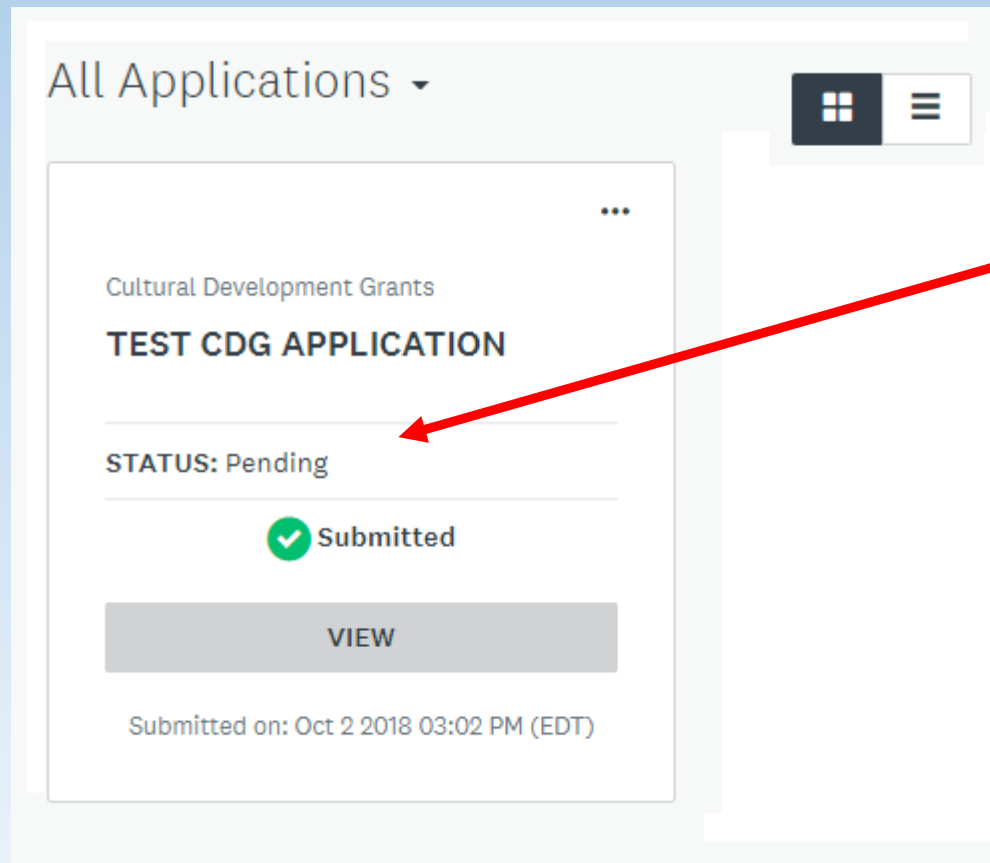
CDG Application Stage	100.0% complete Last edited: Jun 12 2018 11:42 AM (EDT)	
Approved for Contracting	100.0% complete Submitted on: Aug 27 2018 03:59 PM (EDT)	
Quarter 1 Reporting	100.0% complete Last edited: Oct 2 2018 12:10 PM (EDT)	

[SUBMIT YOUR APPLICATION](#)

Click the chevron to expand the section for review

Click "Submit Your Application" to send your reimbursement request. The request is no longer editable.

Status of Reimbursement



Log into your account.

Status will indicate "Pending" Arts Council review.

When approved, status will change to the next Quarterly Reporting stage. Your check should be arriving in mail.

Recordkeeping

- Keep grant records and documentation for three years. This includes original invoices, cancelled checks, contracts, programs, evidence of matching funds, etc.)
- If possible, maintain this file separately in case of audits.
- All revenue related to the agreement should be recorded.

During the Year

- More information and instructions can be found in the Grant Administration Manual.
- Manual, logos, some forms are on TampaArts.org
- Contact us at 813.276.8250:
 - Joe Federico, Compliance Coordinator
 - Martine Collier, Executive Director