



# HILLSBOROUGH ARTS COUNCIL

## Frequently Asked Questions About the Application Process

### WHAT IS THE CULTURAL DEVELOPMENT GRANT?

The Cultural Development Grant Program provides general program support to local cultural organizations with programming that not only serves diverse audiences but also reaches geographically diverse communities. In addition, it is the intent of the program to encourage the development of both cultural and administrative operations of these organizations. Funds provided through this grant program are also intended to enhance the organization's ability to attract new audiences and increase funding from other sources.

An organization applying for a grant must have as its primary mission the delivery of cultural programs. Cultural disciplines encompass, but are not limited to: architecture, crafts, creative writing, dance, history, literature, media arts, music, photography, theatre, traditional arts, visual arts, and the execution, exhibition, or presentation of such allied cultural forms.

Cultural Development Grants are awarded on a competitive basis and are judged on cultural merit, community outreach and financial/administrative management. This annual grant cycle is Oct. 1 through Aug. 31.

### WHAT ORGANIZATIONS ARE ELIGIBLE TO APPLY?

Eligible organizations must meet minimum requirements:

- Must be a 501 (c)(3) organization in good standing at the time of application.
- Must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations with a principal address in Hillsborough County.
- Primary mission must be the delivery of arts and cultural programming.
- Programs, services and events open to the public and benefit residents of Hillsborough County.
- Capable of at least a dollar-for-dollar match for the grant amount requested from the Arts Council. No in-kind contributions will be considered as part of this match.
- Must have filed an IRS Form 990 or IRS Form 990EZ within the past 18 months of the application deadline date. No 990 postcard filings will be accepted.

Ineligible Applicants include:

- Organizations and groups based outside of Hillsborough County, Florida.
- Organizations who plan to apply for a FYE 2021 Community Arts Impact Grant.
- Organizations that have not fulfilled contractual grant agreements with the Arts Council of Hillsborough County in previous years are not eligible for funding.
- Organizations who currently receive funding from the Hillsborough County Board of County Commissioners or the Tourist Development Council (does not include capital project funds).
- Municipalities, governmental entities, educational institutions and fiscal agents.

### **CAN I SUBMIT MORE THAN ONE APPLICATION?**

No. Only one application from an organization will be accepted.

### **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 SITING, 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 in to your profile at <https://artscouncilhc.smapply.io>.

### **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.

### **I'M STUCK, CAN THE ARTS COUNCIL HELP ME WITH MY ONLINE APPLICATION?**

Yes. There is extensive help available through the online grant system. Click the small circle symbol with an "i" inside to bring up the application help menu. There you'll be able to read an extensive FAQ, contact the site administrator, and submit a technical support request form. If you're still having difficulty, contact the Arts Council at (813) 276-8250.

### **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. The Arts Council will not accept any form of resubmittals. Arts Council staff highly recommends that you find a friend or colleague to review your grant application before you complete the submittal process.

### **MAY I DROP OFF OR MAIL IN A COPY OF MY APPLICATION?**

No, all applications must be submitted via our online application at <https://artscouncilhc.smapply.io>.

### **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://artscouncilhc.smapply.io>. If you have not received any notifications or emails, first check your "junk" or "spam" folder. If you still have not received an email, contact Joseph Federico, Grants and Contracts Compliance at (813) 276-8250 or <mailto:FedericoJ@HillsboroughCounty.org>.

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

Contact the Arts Council at (813) 276-8250 or [arts@hillsboroughcounty.org](mailto:arts@hillsboroughcounty.org)