



# HILLSBOROUGH ARTS COUNCIL

## COMMUNITY IMPACT ARTS GRANT PROGRAM

### COLLEGES AND UNIVERSITIES

## Frequently Asked Questions About the Application Process

### **WHAT IS THE COMMUNITY ARTS IMPACT GRANT FOR COLLEGES AND UNIVERSITIES?**

The Community Arts Impact Grant for Colleges and Universities (CAIG/CU) is a separate division of the Community Arts Impact (CAIG) Program. The purpose of this grant is to benefit the citizens of Hillsborough County through the creation of community projects of a cultural nature that actively engage a diverse range of Hillsborough County citizen voices in the planning and implementation of the proposed project. Please see the Grant Guidelines for more information.

### **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 IS THE GRANT AMOUNT?**

These are reimbursement-based grants and eligible organizations may apply for up to \$12,500.

### **WHAT IS THE SCORING CRITERIA?**

Community Arts Impact Grants are awarded on a competitive basis and are judged on Access & Community Engagement; Artistic and Cultural Vibrancy; and Organizational Capacity.

### **WHAT IS THE GRANT PERIOD?**

Projects must take place during the grant period, 11/01/2021 through 08/31/2022.

### **WHAT ORGANIZATIONS ARE ELIGIBLE TO APPLY?**

- 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.

### **Ineligible Applicants include:**

- Departments/Divisions of colleges and universities based outside of Hillsborough County, Florida.
- Hillsborough County Special Events Partnership grantees for the same project

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

No. 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. Each application will be scored by a grant panel and the score will determine the awardees.

### **CAN A PARTNERSHIP OR COLLABORATION 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 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. The Arts Council can help you with technical and logistical questions; but before you contact us, click the white circle with an "i" inside to bring up the application help menu. There you'll be able to read the application FAQs, contact the site administrator, and submit a technical support request form. If you're still having difficulty you can request assistance at [arts@hillsboroughcounty.org](mailto:arts@hillsboroughcounty.org) or by calling 813-276-8250—email is the most expedient contact method.

### **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. 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, you can request assistance at [arts@hillsboroughcounty.org](mailto:arts@hillsboroughcounty.org) or by calling 813-276-8250.

### **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 813-276-8250.