



# HILLSBOROUGH ARTS COUNCIL

## FYE 2022 Community Arts Impact Grant (CAIG) Colleges and Universities Program Guidelines

### TIMELINE

**Workshop for Applicants: Friday, May 21, 2021, 11 am**

Registration required.

Go to: [https://us02web.zoom.us/webinar/register/WN\\_xK3YCGG7Q7yCPdiamMkqrA](https://us02web.zoom.us/webinar/register/WN_xK3YCGG7Q7yCPdiamMkqrA)

**Grant applications open online: Monday, May 24, 2021, 9 am.** Registration required

Go to: <https://artscouncilhc.smapply.io/>

**Final Deadline: All applications must be submitted in the online grant system by Friday, June 18, 2021, 5 pm.** Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

**Panel Review Meeting: Wednesday, July 21, 2020, 1 to 3 pm, (online ZOOM meeting details to follow).** All applicants encouraged to attend.

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### **PROGRAM DESCRIPTION**

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.

The Community Arts Impact Grant for Colleges and universities is for project support only. The grant is not intended to provide on-going operational support or administrative overhead. The funding requires and budget must be directly related to the project implementation and outcomes.

The CAIG/CU project should focus on community impact through arts and cultural programming. Students and faculty are not the focus; however, students may be engaged with the community to design and facilitate and arts and/or cultural project.

The entire CAIG program is designed to make arts and cultural opportunities more accessible for underserved populations across Hillsborough County. We are committed to programs with geographic, ethnic and age diversity, as well as programs that serve veterans and people with disabilities. The goals of the Community Arts Impact Grant Program are aligned with the

Arts Council of Hillsborough County's Strategic Plan to ensure cultural equity and access to arts and culture for every citizen of Hillsborough County.

### **ELIGIBLE ORGANIZATIONS**

- 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.

### **FUNDING AVAILABLE**

The total funding available for the Community Arts Impact Grant for colleges and universities is \$50,000. The maximum grant request for any application must not exceed \$12,500 and an applicant may make only one application per grant period, per Department/Division of the college or university. 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.

### **ELIGIBLE PROJECTS**

- Cultural projects must be within the disciplines of dance, folk arts, literature/creative writing, media arts, music, theatre, visual arts, or multi-disciplinary art forms.
- All activities funded through this program must be open to the general public.
- Projects must take place between November 1, 2021 and August 31, 2022.
- Projects must be designed to elevate and advance arts and culture in the community.
- Community impact through arts and cultural programming must be the primary focus of the proposed project.

### **CASH MATCH REQUIREMENTS**

There is no cash match required for this grant.

### **GRANT FUNDS**

This is a reimbursement-based grant. Grant funds may be used for allowable expenses as detailed in the proposal budget and incurred and paid within the grant period of Nov. 1, 2021 through Aug. 31, 2022. Reimbursements may be requested throughout the grant cycle year, with up to a maximum of five (5) reimbursements allowed.

Grant funds may be used for expenses in the following categories:

- Artistic and/or Technical Personnel
- Outside Professional Services – Artistic and Technical
- Rent for venues
- Travel related directly to the project

- Marketing
- Other project related costs

Grant funds **may not** be used for the following:

- Benefits and projects planned primarily for fund-raising purposes, i.e. hospitality
- Private entertainment, food/beverages, plaques, awards, cash prizes or scholarships
- Licensing fees of any kind
- Interest on loans, fines, penalties or costs of litigation
- Re-granting
- Activities for which academic credit is given
- Projects to reduce existing deficits
- Projects not open to the general public and/or restricted to an organization's membership only
- Travel that is not revenue-producing, competition-related or continuing education
- Capital expenditures (includes acquisitions, building projects or renovatio

### **APPLICATION MATERIALS**

All applications and support materials must be submitted electronically before the application deadline. Paper applications will not be accepted. Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

You must complete the Eligibility and Application Requirements Checklist; Application document; the Grant Proposal Budget spreadsheet; and Certification and Compliance document. You may upload up to **three optional support material documents in addition to required documents**. Optional support material may include brochures, letters of commitment from collaborators and/or participating artists. If providing links to video, audio, or other support material, the URLs must be clickable, not set to "private" and not password protected.

### **APPLICATION SCORING**

The maximum number of points an application can earn is 100 points. Panel members will individually score each application. The average of the individual panelist scores will determine the final score.

A minimum final score of 75 is required to be considered for funding however a score of 75 or higher does **not** guarantee funding. Grant awards are for full funding of the amount requested beginning with the top scoring grant until available program funds are depleted.

Applications are reviewed and judged by criteria divided into three categories: 1) Access & Community Engagement; 2) Artistic and Cultural Vibrancy; and 3) Organizational Capacity. Evidence for meeting the criteria may be found in any portion of an application or associated support materials.

The following specific criteria will be used to gauge the merit of the project/proposal.

#### **Access & Community Engagement (45 points)**

The Arts Council defines access and 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.

Maximum 15 points—Accessible and Outward Looking Philosophy  
Maximum 15 points—Benefits and Value for the Community  
Maximum 15 points—Partnerships and Collaborations

### **Artistic & Cultural Vibrancy (35 points)**

The Arts Council defines artistic and cultural vibrancy as an organization's ability to create quality, mission-driven work that inspires and challenges the community.

Maximum 20 points—Project Planning  
Maximum 15 points—Create Value

### **Organizational Capacity (20 points)**

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

Maximum 10 points—Administrative Oversight  
Maximum 10 points—Financial Oversight

## **SUBMITTING YOUR APPLICATION**

All applications and supporting documents will be submitted online. Paper applications will not be accepted. Once submitted, your application is final. No changes may be made to your documents.

**PROBLEMS IN COMPLETING THE APPLICATION:** Please allow sufficient time to complete your application. Deadlines will not be extended. The Arts Council can assist you with technical issues only if you contact us well in advance of the deadline. 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.

## **IF YOU ARE FUNDED - GRANTEE OBLIGATIONS**

If awarded a Community Arts Impact grant, you will be expected to provide:

- Financial documentation when requesting reimbursement under this program.
- Participant and audience numbers must be tracked and include diversity/demographic information.
- Expected project goals and outcomes.
- A final report at the conclusion of the grant period. Final reports are due within 30 days of the completion of the project, and no later than September 30, 2022.
- Proper recognition for funding in all promotions (printed and electronic).

The grantee's website must include the Arts Council's logo with a hyperlink to the Arts Council's website and the approved Hillsborough County logo with a link to the Hillsborough County website. Logos will be provided to grantees. Grantees will also submit event information to the Arts Council's website.

The following credit designation must be included in all news releases; print, radio and television advertising; publications; programs; and any other instances where other sponsors are recognized:

“With Support from the Arts Council of Hillsborough County  
and the Hillsborough County Board of County Commissioners”

This designation must be at least the same size font as all other recognized organizations.