



HILLSBOROUGH ARTS COUNCIL

FYE 2022 CULTURAL DEVELOPMENT GRANT PROGRAM GUIDELINES

TIMELINE

Workshop for Applicants: Friday, March 12, 2021, 11 am. Registration required.

To register, please go to:

https://us02web.zoom.us/webinar/register/WN_gyl8kwEtTJ2O_e-BmpLpFA

Grant applications open online: Monday, March 15, 2021, 9am. Registration required.

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

Deadline: All applications must be submitted in the online grant system by Friday, April 9, 2021, 5 pm. Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

Panel Review Meeting: Wednesday, May 19, 2021, Time TBD (online ZOOM meeting details to follow). All applicants encouraged to attend.

PROGRAM DESCRIPTION

The Arts Council of Hillsborough County (ACHC) is committed to facilitating the participation in cultural programs by all individuals in Hillsborough County. The ACHC encourages funding requests from cultural organizations with programming that not only serves diverse audiences but also reaches geographically diverse communities. In addition, it is the intent of the ACHC to encourage the development of both cultural and administrative operations of local organizations. Funds provided through this grant program should also enhance organizational ability to attract new and increased funding from other sources.

Cultural Development Grants are awarded on a competitive basis to nonprofit, tax-exempt, 501(c)(3) Florida corporations that meet the eligibility requirements and provide cultural programming in Hillsborough County. Funding is awarded for general program support based on overall quality of Access & Community Engagement; Artistic & Cultural Vibrancy, and Organizational Capacity. The Arts Council anticipates total grant requests will exceed funds available; consequently, requests are generally not fully funded.

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.

BASIC ELIGIBILITY

All applicant organizations **must** meet the following eligibility criteria at the time of application.

- Applicant organization must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations with a principal address in Hillsborough County.
- Programs, services, and events open to the public and benefit residents of Hillsborough County.
- Organizations must show in their budget that they are 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.
- Organization must provide a **complete copy** of the most recently filed IRS Form 990 or IRS Form 990EZ which must be dated within 18 months prior to application deadline date. No 990 postcard filings will be accepted.
- Organizations that have not fulfilled contractual grant agreements with the Arts Council of Hillsborough County in previous years are not eligible for funding.
- Applications from municipalities, governmental entities, educational institutions, and fiscal agents will not be accepted.

APPLICATION RESTRICTIONS

Organizations that currently receive other funding from Hillsborough County are not eligible (does not include capital project funds).

Organizations may submit only **one** application, but multiple programs within the organization may be included.

SPECIFIC ELIGIBILITY REQUIREMENTS

Applicants must also meet these additional eligibility requirements based on organization revenue:

Organizations with less than \$100,000 revenue on their most recently filed 990 or 990EZ (refer to Part 1, Line 12 of IRS Form 990 or Part 1, Line 9 of IRS Form 990EZ):

1. Must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations for one year. If the applicant is registered but their status is not "active," the application will be deemed ineligible.
2. Have tax-exempt status under Section 501(c)(3) of the IRS code for one year. Status must be in good standing at the time of application.

Organizations with more than \$100,000 revenue on their most recently filed 990 or 990EZ (refer to Part 1, Line 12 of IRS Form 990 or Part 1, Line 9 of IRS Form 990EZ):

1. Must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations for two years. If the applicant is registered but their status is not “active,” the application will be deemed ineligible.
2. Have tax-exempt status under Section 501(c)(3) of the IRS code for two years at the time of application. Status must be in good standing at the time of application.

FUNDING LEVELS

The amount that may be requested is determined by funding levels which are based on the organization's revenues for the most recently completed fiscal year per Part 1, Line 12 of IRS Form 990 or Part 1, Line 9 of IRS Form 990EZ. Qualifying revenue is exclusive of capital, endowments, in-kind or restricted funds.

- **Level 1:** Organizations with revenue under \$100,000 may apply for up to \$15,000 for general program support.
- **Level 2:** Organizations with revenue between \$100,000 and \$399,999 may apply for up to \$20,000 for general program support.
- **Level 3:** Organizations with revenue of more than \$400,000 may apply for up to \$25,000 for general program support.

GRANT FUNDS

This is a reimbursement-based grant. Grant funds must be used for general program support expenses as detailed in the proposal budget. The grant period begins Oct. 1, 2021 and ends Aug. 31, 2022. Costs incurred prior to or after this period will not be reimbursed. All expenses claimed for reimbursement must be accompanied by receipts dated within the funding period.

Reimbursement requests may be submitted once per quarter during the grant year (Oct. 1, 2021 – Aug 31, 2022) as follows:

1. Oct. 1, 2021 - Dec. 31, 2021 – Up to 25% of amount awarded with proper documentation
2. Jan. 1, 2022 - March 31, 2022 – Up to 50% of amount awarded less any previous reimbursement payments and with proper documentation
3. April 1, 2022 - June 30, 2022 – Up to 75% of amount awarded less any previous reimbursement payments and with proper documentation
4. July 1, 2022 - Aug 31, 2022 – Up to 100% of amount awarded less any previous reimbursement payments for expenses paid in Quarter 4 and with proper documentation and the completed Final Report by Aug 31, 2022.

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

- Programs and projects already initiated or completed, unless funds will be used to expand the program to new audiences or measurably improve its quality

- Deficiencies in previously completed projects or for unanticipated costs of an ongoing project
- 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 renovations)

APPLICATION MATERIALS (including Support Materials)

All applications and support materials must be submitted in the online grant system before the application deadline. Paper applications will not be accepted. Once uploaded, your submission is final. No changes may be made to your documents. Avoid technical problems by completing the online forms and uploading your files well ahead of the deadline. Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

The application includes:

- Organization Information (general information)
- Organization Profile (demographics)
- Narrative Section
- Organization Operating Budget
- Proposal Budget and Allocations
- Required Support Materials
- Optional Support Materials

REQUIRED SUPPORT MATERIAL

- Most recently filed **complete copy** of IRS Form 990 or IRS Form 990EZ (must be dated within 18 months prior to application deadline date)
- Board of Directors list with affiliations
- Work Sample

OPTIONAL Support Material

You may provide up to five optional support material files of letters of commitment from collaborators and/or participating artists. You may also combine them into one pdf document which will count as one support material file. Do not exceed maximum file size per file or you will encounter an error.

APPLICATION SCORING

Applications must earn a minimum average score of 80 to be recommended for funding.

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. The final score is used to determine the percentage of the final grant award.

Applications are reviewed and judged by criteria divided into three categories: 1) Access and 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.

ACCESS & COMMUNITY ENGAGEMENT (45 points)

The Arts Council defines access & 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 10 points -- Understanding the Community

Maximum 10 points -- Benefits and Value for the Community

Maximum 10 points -- Partnerships and Collaborations

ARTISTIC AND 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 15 points -- Stays connected to Mission

Maximum 10 points -- Creates value

Maximum 10 points -- Takes Programmatic Risks

ORGANIZATIONAL CAPACITY (20 points)

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

Maximum 6 points -- Foster Sound Governance and Management

Maximum 7 points -- Continually Plan and Learn

Maximum 7 points -- Build Financial Strength

IF YOU ARE FUNDED - GRANTEE OBLIGATIONS

Please note that if awarded a grant, funded organizations will be required to provide:

- Certificates showing evidence of organizational liability insurance with the Arts Council and the Board of County of Commissioners named as additional insureds in the amount of \$1,000,000. This information must be furnished to the Council throughout the grant period. Reimbursement requests will not be processed with expired liability insurance certificates.
- Complete and detailed financial documentation when requesting reimbursement under this program.

- Participant and audience numbers including diversity/demographic information.
- Evidence of advocacy for arts funding during the grant period.
- A final report at the conclusion of the grant period. Final reports are due Aug. 31, 2022.
- Proper recognition of the Arts Council and the Hillsborough County Board of County Commissioners in all promotional materials.