



**Hillsborough  
County Florida**  
Arts Council

## FYE 2022 Cultural Development Grant Program

### Grant Administration Manual

Forms mentioned in this manual are available  
on the Arts Council's Online Grant System and [HillsboroughArts.org](https://HillsboroughArts.org) website

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[HillsboroughArts.org](https://HillsboroughArts.org)

# Arts Council Division

## FYE 2022 Cultural Development Grant Administration

This manual has been prepared for Cultural Development Grant recipients as a guide to assist in effectively managing their grants according to Arts Council and Hillsborough County policies and regulations. The manual provides background of the terms and conditions, policies, and procedures established in your Grant Agreement. The manual is subject to periodic review, revision and update to reflect current procedures and requirements. Changes will be forwarded to each grantee as they occur.

The Grant Agreement is the legal instrument by which the Arts Council has agreed to reimburse an organization for costs. To avoid any ineligible expenditures, non-reimbursable expenditures, audit findings and other difficulties, grantees are urged to become familiar with the language, terms, conditions, and procedures of the Grant Agreement, the Program Guidelines, and this document.

If your organization desires further clarification on certain portions of this document or the Grant Agreement, please contact the Arts Council for a meeting to review these requirements and procedures.

### **CONTRACT ADMINISTRATION**

The grant period (October 1, 2021 through August 31, 2022) begins on October 1, 2021 after the Arts Council has received a copy of the grantee's current Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000) naming the Hillsborough County Board of County Commissioners as additional insureds. Grant agreements will be provided retroactively for FYE 2022.

Eileen Blake has been designated as your staff contact to assist you with your Grant Agreement; audit requirements; grant reporting and other related operational matters such as requests for payment and reimbursement; budget changes; and other approvals stipulated in your Grant Agreement.

Periodic reviews of your organization may be conducted during the grant year. These reviews may entail review for Grant Agreement compliance, proposal status, and fiscal responsibility. You will be notified of any problems that may need to be addressed.

Reimbursement may be withheld for failure to comply with the terms, conditions, and requirements of the Grants Agreement.

**[IF YOU HAVE ANY QUESTIONS REGARDING YOUR GRANT AGREEMENT OR RESPONSIBILITIES, CONTACT EILEEN BLAKE BY EMAIL AT BLAKEE@HCFLA.GOV.](mailto:BLAKEE@HCFLA.GOV)**

## GRANT FUNDS

The Arts Council can disburse grant funds only after all parties have signed the Grant Agreement. Thereafter, funds will be disbursed quarterly on a reimbursement basis in response to invoices submitted for services beginning October 1.

Grant funds **may** be expended for the following:

- Salary support
- Production costs
- Consultant fees
- Honoraria
- Equipment rental
- Venue rental
- Marketing (promotion and publicity)
- Publications

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

- 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
- 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
- Remuneration of Arts Council employees for any services rendered as part of a project receiving a grant from the Arts Council
- Travel that is not revenue-producing, competition-related or continuing education
- Fuel
- Capital expenditures (includes acquisitions, building projects or renovations)

It is the responsibility of the grantee to make sure that no invoices are submitted twice for reimbursement and that all invoices submitted are original.

## REQUESTS FOR REIMBURSEMENT

The Arts Council will disburse grant funds on a **reimbursement basis** in response to invoices submitted for expenditures incurred and paid during the grant year to carry out the Scope of Services as detailed in the grant application narrative and budget.

All grant payments are requested by completing online forms for the Invoice for Payment, Grant Invoice Detail for Reimbursement, Organization Status Report and uploading proper documentation of the related paid expenses. Required documentation must be uploaded as PDF files.

The request is checked for adequate and sufficient documentation of the amounts due and cross-checked with the narrative and budget provided in the grant application. Grantee's Invoice for Reimbursement Payment must be signed by the authorized official or designated grant contact.

In addition to these requirements, the Arts Council staff will review grantee compliance with Grant Agreement obligations throughout the grant year such as:

- Required insurance is in good standing.
- Proper credit is being given for funding as specified in the Grant Agreement.

Grant recipients do not have to submit documentation of matching funds when submitting requests for reimbursement. A cash match of at least 1 to 1 must be shown in the financial section of the Final Report at the end of the grant year.

All requests for reimbursement and the Final Report must be received by the Arts Council no later than August 15, 2022 as we cannot pay invoices for reimbursement received after August 15, 2022.

## **REQUIRED DOCUMENTATION OF PAID EXPENDITURES**

Required documentation of paid expenditures consists of copies of invoices with corresponding copies of checks (front and back) or copies of cancelled checks enclosed with bank statements. Note: It is only necessary to send a copy of the statement that contains the pertinent information relative to the grant expense.

For personnel expenditures, provide corresponding copies of checks (front and back) or copies of checks enclosed with the bank statements and a copy of the employment contract, letter of employment agreement for the individual or W-2. If the payroll is via direct deposit, please provide the payroll ledgers and copies of the bank statement showing the withdrawal amount for the corresponding payroll.

Reimbursements of marketing expenses also require copies of final, printed brochures, flyers, advertisement tear sheets, etc. showing the required credits, logos, etc. as specified in the Grant Agreement. For radio and/or television, an affidavit of date and time advertisement was broadcast is required from the station.

## **REIMBURSEMENT PAYMENT SCHEDULE**

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

1. Oct. 1 - Dec. 31, 2021 – Up to 25% of amount awarded with proper documentation by Jan. 31, 2022 for expenses paid in Quarter 1
2. Jan. 1 - March 31, 2022 – Up to 50% of amount awarded less any previous reimbursement payments and with proper documentation by April 30, 2022 for expenses paid in Quarter 2

3. April 1 - June 30, 2022 – Up to 75% of amount awarded less any previous reimbursement payments and with proper documentation by July 31, 2022 for expenses paid in Quarter 3
4. July 1 - 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 Final Report by Aug 31, 2022

Quarterly request #4 must be made by August 15, 2022.

## **RECORDKEEPING**

Grantees are required to maintain complete and accurate financial and service records (original invoices, cancelled checks, contracts, programs, evidence of matching funds, etc.) for a period **of three (3) years**. If possible, all records, or copies, documenting the grant should be kept in a separate grant file for the purposes of auditing. All revenue related to the agreement should be recorded.

## **CHANGES TO THE SCOPE OF SERVICES**

No changes to the Scope of Services may be made without a written request approved by the Arts Council.

To request a change to the Scope of Services, submit a completed **Grant Change Request** prior to the actual change and include the reason for the change. Examples of when a Change Request form should be submitted:

- An organizational change in leadership, grant contact, address, email, or phone
- Budget changes of more than 10% within a category

The grantee will be notified of the approval/denial of the request by Arts Council staff.

It is the responsibility of the grantee to make grant change requests in a timely matter. Inaccurate information may delay reimbursement or affect eligibility for future grants.

## **ACKNOWLEDGING SUPPORT, GIVING CREDIT**

Grantee must display the Hillsborough County wordmark logo on all printed and digital promotional materials. Credit for the Hillsborough County BOCC must be provided on all communications – all news releases; print, radio and television advertising; curtain/event speeches; publications; and other marketing materials. Samples of the materials showing the wordmark logo should be attached to the Final Report. On websites, the Grantee must display the Hillsborough County logo wordmark and link to the Hillsborough County website. It is preferred to display the logo, however, when it is not possible to display images, credit should be given through a text statement in the same font size or larger as any other sponsors. Proper text-only credit would read: “With the Support of the Hillsborough County Board of County Commissioners”. In all publicity, websites, printed or production materials related to the grant project, the recipient must credit the Hillsborough County Board of County Commissioners for their support in the

same font size, or larger, as any other sponsors. The logo (wordmark) of Hillsborough County should be used where possible. The logo will be provided on request as needed.

### **SPECIAL CONDITIONS**

The Grantee shall make available to the County similar sponsorship benefits as it offers to other sponsors including recognition for the County on event collateral and at the event utilizing the Hillsborough County wordmark logo.

At no charge to the County, the Awardee shall provide access to the events or programs, including reasonable parking access if available, for a maximum of five (5) staff during the grant period for purposes of monitoring consistency and compliance with the Grant Agreement.

### **FINAL REPORT**

Recipients should be prepared to make full accounting of all grant monies in the Final Report which must be submitted to the Arts Council no later than Aug 31, 2022. The Final Report must provide:

- Personnel information
- Attendance figures for your Hillsborough County programs/services
- Diversity estimates for the population your organization served
- A summary of your evaluation of your programs/services effectiveness.
- Samples of collateral showing proper credit for funding
- Revenue and expenditures for the grant year including your cash match

Attachments to the Final Report include copies of publicity, marketing materials, programs, press coverage, and promotional materials reflecting proper recognition for funding. Photos or slides of events or activities should also be included.

All contractual obligations for the current year must be fulfilled to be eligible for future funding.