



Hillsborough County Florida Arts Council

FYE 2023 Community Arts Impact Grant (CAIG) Colleges and Universities Program Guidelines

TIMELINE

Grant applications open online: 9 am. Registration required

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

Final Deadline: All applications must be submitted in the online grant system by Friday, May 13, 2023, at 5 pm. Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

Board Review and Scoring of Applications: Wednesday, June 22, 2022, at 10 am (online virtual meeting, details to follow). All applicants encouraged to attend.

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'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.

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, 2022 and August 15, 2023.
- 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, 2022 through Aug. 15, 2023. 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, the application is final. No changes may be made to the application after submission.

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 or by calling 813-571-6991—email is the most expedient contact method.

IF YOU ARE FUNDED - GRANTEE OBLIGATIONS

REIMBURSEMENT AND OTHER REPORTING REQUIREMENTS

Complete and detailed financial documentation are required when requesting reimbursement under this program. Also required, are participant and audience numbers including diversity/demographic information. A final report must be provided at the conclusion of the grant period. Final reports are due no later than Aug. 31, 2023.

CREDITING REQUIREMENTS

- The funded organization 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.
- Awardee must display the Hillsborough County wordmark logo on all printed and digital promotional materials.
- Credit for the Hillsborough County Board of County Commissioners must be provided on all communications—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 funded organization 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 and will be provided on request as needed.

SPECIAL CONDITIONS

The funded organization 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 correct logo as described above.

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 for purposes of monitoring consistency and compliance with the terms of the grant agreement.

The County may request, at its sole discretion, to be provided a presence at the event (i.e. a vendor table, if applicable) similar to other sponsors and/or vendors to promote County activities, programs and/or items of interest to visitors and residents. This Event Presence will be provided at no charge to the County.