



# Hillsborough County Florida

## Arts Council

## FYE 2023 Community Arts Impact Grant (CAIG) Program Guidelines

### TIMELINE

**Grant applications open online: Friday, April 15, 2022 , at 9 am**

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

**Final Deadline: All applications must be submitted in the online grant system by Friday, May 13, 2022, 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, 10 am, (virtual meeting, details to follow).** All applicants encouraged to attend.

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### **PROGRAM DESCRIPTION**

The Community Arts Impact Grant (CAIG) Program recognizes the value of the arts as a vital tool for civic engagement across a wide range of issues. Therefore, funding can be used to support arts programming that is taking place in a variety of settings throughout the county, as part of a larger mission to provide services to individuals and communities. Additionally, this grant program is meant to provide nimble/flexible funding while serving as a "training opportunity" for small, community-based organizations that are new to grant writing and/or seeking support from the Arts Council of Hillsborough County.

The 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 Strategic Plan to ensure cultural equity and access to arts and culture for every citizen of Hillsborough County.

### **ELIGIBLE ORGANIZATIONS**

- Community organizations, neighborhood associations, ethnic/cultural organizations, as well as emerging arts and culture organizations.
- Applicant organization must be a 501 (c)(3) organization in good standing 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.
- Applicant organizations must be apolitical and nonideological.

### **Ineligible Applicants include:**

- Organizations and groups based outside of Hillsborough County, Florida.
- Organizations who have been approved for a Cultural Development Grant through the Arts Council for FYE 2023.
- Organizations that have not successfully fulfilled contractual grant agreements with the Arts Council in previous years.
- Municipalities, governmental entities, educational institutions, and fiscal agents.

### **FUNDING AVAILABLE**

Total project cost may not exceed \$50,000. Applicants may request between \$1,000 and \$5,000 and may make only one application per grant period, per organization. This is a reimbursement-based grant.

### **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.

A project submitted for funding does not have to be a new activity. Existing projects looking to expand to new audiences or measurably increase the program are equally competitive with new activities, provided that they support programs in communities that have limited access to traditionally structured arts programming.

It is recommended that applications focus on one program or activity. However, the projects can be a combination of various types of programming or activities.

Projects can be small in scope and do not need to serve large numbers of people as long as they positively impact the organization's purpose or mission, and are aligned with the funding priorities of this CAIG program.

### **CASH MATCH REQUIREMENTS**

Because this funding is designed to build capacity and long-term sustainability for the applicant organization, the following cash match requirements are in place:

- No prior CAIG award – No cash match required for the project
- One (1) prior CAIG award – 25% cash match required
- Two (2) prior CAIG awards – 50% cash match required
- Three (3) or more prior CAIG awards – 100% cash match required

Percentages of cash match are based on final funding amount awarded. For example, if an award of \$2,000 is made, the cash match if you are a one-time prior recipient must be \$500.

A two-time prior recipient, the cash match must be \$1,000. And, a three-time or more, prior recipient, the cash match must be \$2,000.

Applicants are encouraged to show any additional funding in the project budget even though a match is not required. Additional cash will demonstrate commitment to the project for the application review panelists.

## **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 your documents once the application is submitted

**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 813-571-6991—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.