



# Hillsborough County Florida

Arts Council

## FYE 2023 CULTURAL DEVELOPMENT GRANT PROGRAM GUIDELINES

### TIMELINE

**Grant applications open online: Monday, January 17, 2022, 9am.** Registration required.

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

**Deadline: All applications must be submitted in the online grant system by Friday, February 18, 2022, at 5 pm.** Deadlines will not be extended, and partial or incomplete applications will be deemed ineligible.

**Board Review and Scoring of Applications: Monday, March 28, 2022, at 11 am (online virtual meeting, details to follow).** All applicants encouraged to attend.

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### PROGRAM DESCRIPTION

The Arts Council of Hillsborough County (Council) is committed to facilitating the participation in cultural programs by all individuals in Hillsborough County. The Council 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 Council 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 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 are 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 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, 2022, and ends Aug. 15, 2023. 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, 2022– Aug 15, 2023) as follows:

1. Oct. 1- Dec. 31, 2022 – Up to 25% of amount awarded with proper documentation
2. Jan. 1- March 31, 2023 – Up to 50% of amount awarded less any previous reimbursement payments and with proper documentation
3. April 1- June 30, 2023 – Up to 75% of amount awarded less any previous reimbursement payments and with proper documentation
4. July 1- Aug 15, 2023– 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, 2023.

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, the submission is final. No changes may be made to application documents after submission. Avoid technical problems by completing the online forms and uploading 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**

### **CERTIFICATES OF INSURANCE**

Please note that if awarded a grant, funded organizations will be required to provide certificates of insurance showing evidence of organizational liability insurance with a general liability limit of not less than \$1,000,000 with the Board of County Commissioners named as an additional insured party. All coverage shall include broad form property damage and personal injury liability and also contain a Severability of Interest provision. A certificate of insurance shall be furnished to the County no later than 5 days after the effective date of the grant agreement and be maintained throughout the grant period. Reimbursement requests will not be processed with expired liability insurance certificates.

## **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.