



2016-17 Cultural Development Grant Program

Procedures Manual

Forms mentioned in this manual are available
on the Arts Council website at TampaArts.com.

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Arts Council of Hillsborough County Procedures for Cultural Development Grant Recipients

I. Purpose

This manual is for Cultural Development Grant recipients. It has been prepared as a guide to assist grantees in complying with various procedures based upon Arts Council and Hillsborough County policies and regulations. The manual provides some background of the terms and conditions, policies, and procedures established in your grant agreement. Various references are included to assist grantees in effectively administering their cultural grants. 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. In the event of any inconsistency between the grant procedures manual, or the terms of the grant agreement, the grant agreement shall prevail.

The grant agreement is the legal instrument by which the Arts Council has agreed to reimburse an organization for the costs incurred in implementing a specified cultural grant project or for general operating support. The operating procedures outlined in this manual provide the guidelines by which your agency will comply with the grant agreement.

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 guidelines, and the manual.

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

II. Role of the Arts Council Staff

The Director of Program Services and the Director of Operations have been designated as your staff contacts to assist you in your grant application program development, fiscal review, grant agreement, audit requirements, grant report and other related operational matters.

Operational matters such as requests for payment and reimbursement; project and budget changes; grant agreement modifications and amendments; and other approvals stipulated in your grant agreement, must be processed through the staff contacts.

If you have any questions prior to processing any documents, reports or requests as part of the grant agreement, contact the staff.

Periodic reviews of your organization may be conducted. These reviews may be performed by ACHC staff or board members via visits, attendance at events, or documentation audits. These reviews may entail grant agreement review for compliance, proposal status, and fiscal responsibility. You will be notified of any problems that may need to be addressed.

III. Disbursement of Grant Funds

Grantee does not have to submit documentation of matching funds when submitting invoices for payment. However, grantee must document at least a 1-to-1 cash match when completing the Final Report to the Arts Council.

- The Arts Council will disburse grant funds **only after all parties have signed the grant agreement**. Thereafter, funds will be disbursed on a **reimbursement basis** in response to invoices submitted for services already performed **beginning with the date the contract is received but not before October 1**. The Arts Council will reimburse the grantee for services actually performed and correctly invoiced as specified in Exhibit A of the grant agreement. The Arts Council will make its best effort to pay within two weeks of receipt of an invoice.
- No reimbursement or payment will be made without submission of Invoice for Payment and proper documentation on the Grant Invoice Detail for Reimbursement Form (documents available at www.tampaarts.com).
- Reimbursement may be withheld for failure to comply with the terms, conditions, and requirements of the grants agreement.
- **Ten percent of the total grant amount will be withheld until the organization's Final Report is received and approved.**
- No reimbursement or payment will be made until the Arts Council has received a copy of the grantee's current liability insurance in the amount of one million dollars (\$1,000,000) naming the Arts Council and the Hillsborough County Board of County Commissioners as additional insureds.
- All invoices and the Final Report must be received at the Arts Council no later than Sept. 15, 2017. No invoices will be accepted for reimbursement after Sept. 15.

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

Grantees are required to maintain complete and accurate accounting and service records (original invoices, cancelled checks, contracts, programs, 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 project should be recorded.

The Arts Council procedure for processing requests for reimbursement is:

1. Invoice for Payment and Grant Invoice Detail for Reimbursement forms are received by the Arts Council for review by the Director of Program Services and the Director of Operations.
2. Request is checked for adequate and sufficient documentation of the amounts due and cross-checked with the approved Arts Council line-item in the project budget. Required documentation consists of copies of invoices with corresponding copies of checks (front and back) or copies of cancelled checks enclosed with bank statements. 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 or letter of employment agreement for the individual. 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. NOTE: For reimbursement of marketing expenses, you must provide copies of final, printed brochures, flyers, advertisement tear sheets, etc. showing the required credits, logos, etc. as specified in 2.7 the grant agreement.
3. A request for reimbursement will not be processed unless the request is represented by an Arts Council line-item in the project budget.
4. Once request is approved for payment, a check is issued.

IV. Changes to the Grant Agreement

The grant agreement states that no modification, amendment or alteration in the terms or conditions contained in the grant agreement shall be effective unless contained in a written document approved by the Arts Council.

Should the grantee deem it necessary to request changes in the grant agreement, the procedures listed below will apply. The change request must be made and approved prior to the actual change.

To request a change to the grant project, the grantee must submit a completed **Grant Change Request** (available online at TampaArts.com) to the Arts Council staff. Since some changes may require amending the grant agreement, and approval by the Arts Council Board of Directors, request for change should be submitted as soon as it is apparent a change is necessary.

The grantee must state the reason for the requested changes. The grantee will be notified of the outcome through a signed copy of the form or by letter of approval/denial of the request. If an amendment to the grant agreement is necessary, the grantee will be informed of this also.

Whenever there are financial deviations in the approved project budget detail greater than 10% or any significant program deviations from the approved grant application, an approved written Grant Change Request is necessary. **Remember: The grant was adjudicated on the quality of the original application and the Arts Council must approve any subsequent action that would diminish the quality of the original project.**

Examples where a grant change request is necessary:

- *The original grant application stated that the grantee would present a major national artist in concert on December 11. Due to circumstances, the national artist will not be able to appear, and a local artist was substituted.*
- *The original grant application stated that the grantee would present a 4-month series of artistic educational classes to members of the community, with grant dollars going to pay the teaching artists. Due to circumstances, the classes had to be cancelled and the funds were to be used to pay administrative staff.*
- *The original grant application stated that the grantee would use Arts Council funds to create a marketing package for the organization. However, due to circumstances, the funds were to be used to pay rent for performance space.*
- *The original grant application stated that the project would be completed by August 15 of a given year. Due to circumstances, the project was delayed and could not be completed until November 1.*

It is the responsibility of the grantee to be aware of when grant change requests should be made in a timely matter. Failure to do so may jeopardize further reimbursement for the project and may also jeopardize future grants.

V. Project Evaluations and Final Reports

The Grant Final Report (download form at www.tampaarts.com) is part of the grant agreement and will be utilized by the Arts Council to monitor the success of the grant. The Final Report must be completed and filed with the Arts Council according to the due date specified in your grant agreement.

A cash match of at least 1-to-1 **must** be documented in the Final Report.

Attachments to the Final Report include programs, promotional materials, letters of support, etc. Note that attachments must comply with Section 2.7 CREDITS in the grant agreement.

If a grantee is unable to submit a Final Report by the date specified in the grant agreement, the Arts Council staff may approve an extension period, provided such a request is made in writing to the Arts Council. NOTE: Final payment will not be made until final report is received.

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