



## 2017-18 CULTURAL DEVELOPMENT GRANTS PROGRAM GUIDELINES

Download application and guidelines from [TampaArts.com](http://TampaArts.com)  
Upload documents to <https://goo.gl/0ajCVG>.

### DEADLINES

**Mandatory Workshop for ALL Applicants:** Monday, May 15, 2017 - Call for registration info.

**Courtesy Reviews:** Available for first-time applicants through June 23 to review COMPLETED drafts for omissions and questions only. Call for appointment with staff.

**Final Deadline:** All files must be uploaded by Friday, July 7, 2017, 5 pm. Deadlines will not be extended for technical difficulties.

**Panel Review:** Tuesday, August 15, 9:30 am. All applicants strongly encouraged to attend.

**Questions? Call the Arts Council at (813) 276-8250.**

### INSTRUCTIONS

1. You must complete all application files, financial/budget spreadsheet and upload them along with any support materials before the application deadline. Deadlines will not be extended and partial or incomplete applications will be disqualified.
2. Responses must remain within the suggested character or word limits.
3. You must upload the following by the deadline:
  1. Eligibility Worksheet
  2. Application
  3. Organization Programming Spreadsheet
  4. Grant Budget Spreadsheet
  5. Balance Sheet for your organization's last COMPLETED fiscal year.
  6. Your organization's most recently filed IRS Form 990 or IRS Form 990EZ (must be dated within 18 months prior to application). No 990 postcard filings.
  7. A Board of Directors list that includes names, home addresses and affiliations of each member and identifies the officers
  8. Your organizational chart
  9. Certification and Compliance document
  10. Optional: Five additional support documents

### FUNDING CRITERIA

Cultural Development Grants are awarded on a competitive basis to nonprofit, tax-exempt, 501(c)(3) organizations that meet the eligibility requirements and provide cultural programming in Hillsborough County. Funding is awarded for general program

support based on overall quality of cultural merit, community outreach and financial/administrative management. The Arts Council anticipates total grant requests will exceed funds available; consequently, requests are generally not fully funded.

Any nonprofit organization applying for a grant must have as its primary mission the delivery of cultural programs. Cultural disciplines encompass, but are not limited to: archeology, architecture, children's museums, crafts, creative writing, dance, drama, folk arts, history, literature, music, natural sciences, photography, public media, sculpture, theatre, visual arts, and the execution, exhibition, or presentation of such allied cultural forms.

## GRANT SCORING POLICY

The maximum possible score is ~~200~~ 100 points and applications must receive a minimum of ~~170~~ 85 to be considered for funding. The final score is used to determine the percentage of the final grant award.

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**Review Criteria:** Scoring will be made based on three areas: cultural merit, community outreach, financial/administrative management. See the separate document, "CDG Scoring Details" (available online or by calling the Arts Council) for specific information. Please make sure that these criteria are addressed in your application.

## FUNDING POLICY

The Arts Council of Hillsborough County (ACHC) is committed to facilitating the participation in cultural programs by all individuals in Hillsborough County. The ACHC 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 ACHC 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.

Organizations that receive program funding directly from the Board of County Commissioners are not eligible for Arts Council funding. This does not include capital projects or funds from the Tourist Development Council.

Organizations may submit only **one** application, but multiple programs within the organization may be included.

## ELIGIBILITY

**All** applicant organizations **must** meet the following eligibility criteria at the time of application.

- Have a principal office address in Hillsborough County as recorded in the Secretary of State's office.

- Programs, services and events open to the public and benefit residents of Hillsborough County.
- Fifty percent of its events occurred in Hillsborough County in the 12 months prior to application (a touring production counts as a single event).
- Sixty percent of the organization's board resides in 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 Arts Council. No in-kind contributions will be considered as part of this match.
- Must provide a copy of the most recently filed IRS Form 990 or IRS Form 990EZ.
- 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 (other than university-operated cultural institutions), and fiscal agents will not be accepted.

### **NONPROFIT EXPERIENCE**

- Have been registered as a not-for-profit corporation in the State of Florida for one year at the time of application.
  - Organizations with more than \$100,000 prior year revenue must have been registered for two years at the time of application.
- Have tax-exempt status under Section 501(c)(3) of the IRS code for one year at the time of application.
  - Organizations with more than \$100,000 prior year revenue must have tax-exempt status for two years at the time of application.

### **PROGRAMMING HISTORY**

- Organizations with more than \$100,000 prior year revenue must have completed at least two full seasons of programming in Hillsborough County in the 24 months prior to application. Organizations with less than \$100,000 prior year revenue must have completed one full season of programming in Hillsborough County in the 12 months prior to application. A completed Organization Programming document is required.
  - A season must be comprised of at least three unique events with paid attendance in Hillsborough County. Multiple performances of the same show count as one event.
  - Performances at festivals, charity events, etc. should not be counted as an event.
  - Paid attendance does not apply to museums, galleries, annually recurring festivals or other cultural organizations that have no admission charges.

## **FUNDING LEVELS**

The amount that may be requested is determined by funding levels which are based on the organization's qualifying budget. The qualifying budget figure is 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 budgets are exclusive of capital, endowments, in-kind or restricted funds.

- **Level 1:** Organizations with revenue of more than \$1,000,000 may apply for up to \$50,000 for general program support.
- **Level 2:** Organizations with revenue between \$400,000 and \$999,999 may apply for up to \$30,000 for general program support.
- **Level 3:** Organizations with revenue between \$100,000 and \$399,999 may apply for up to \$20,000 for general program support.
- **Level 4:** Organizations with revenue under \$100,000 may apply for up to \$15,000 for general program support.

## GRANT FUNDS

Grant funds may be used for general program support expenses.

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
- Regranting
- 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
- Out-of-state travel that is not revenue-producing, competition-related or continuing education
- Capital expenditures including acquisitions, building projects or renovations

## APPLICATION SUPPORT MATERIALS (includes Work Sample)

You may upload up to **five optional support material documents in addition to any required documents**. Optional support material may include a work sample, newsletters, collateral, brochures, letters of recommendation, or 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 without passwords.

## UPLOADING FILES

All applications and work samples will be submitted electronically. Paper applications will not be accepted. Submit all documents to our Dropbox folder at <https://goo.gl/0ajCVG>. Please note this is a secure Dropbox account. You **DO NOT NEED** to have a Dropbox account to upload files but you will be asked to provide your

organization name and email address. The organization name and email used **must** match the information given on the application. Once uploaded, your submission is final. No changes may be made to your documents. Avoid technical problems or online congestion by uploading your files well ahead of the deadline.

**FILE FORMATS:** Acceptable file formats include PDF, XLS, XLSX, JPG no larger than 2 MB each.

**VIDEO:** Very large video files should be provided instead by a URL to an online hosting service such as YouTube or Vimeo. Indicate the URL link in the Upload section of the application document. Make sure it is a clickable URL.

**PROBLEMS:** Call the Arts Council during regular business hours, Mon-Fri, 9 am – 5 pm.

### **IF YOU ARE FUNDED - GRANTEE OBLIGATIONS**

Please note funded organizations will be required to provide financial documentation when requesting reimbursement under this program; [an interim report during the grant period](#) and a final report at the conclusion of the grant period, evidence of liability insurance with the Arts Council and the Board of County of Commissioners as additional insureds; and give proper recognition for funding.

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The following credit designation must be included in all news releases; print, radio and television advertising; publications; programs; and any other instances where other sponsors are recognized:

“With Support from the Arts Council of Hillsborough County  
and the Hillsborough County Board of County Commissioners”

This designation must be at least the same size font as all other recognized organizations. The grantee’s website must include the Arts Council’s logo with a hyperlink to the Arts Council’s website and the approved Hillsborough County logo with a link to the Hillsborough County website. Logos will be provided to grantees. Grantees will also submit programming and schedule information to the Arts Council’s arts and cultural activities website.