

ARTS COUNCIL OF HILLSBOROUGH COUNTY
CULTURAL DEVELOPMENT GRANT AGREEMENT FY 2017-18

EXHIBIT C

1. Grant Fund Allowables - Grant funds may be expended for:
 - Salary support
 - Production costs
 - Consultant fees
 - Honoraria
 - Equipment rental
 - Space rental
 - Expendable materials
 - Marketing (promotion and publicity)
 - Publications

2. Specific Restrictions - Grant funds may **not** be used for the following:
 - Deficiencies in previously completed projects or for unanticipated costs of an ongoing project
 - Scholarships, purchase awards or cash prizes
 - Benefits and projects planned primarily for fund-raising purposes, i.e. hospitality
 - Private entertainment, food/beverages, plaques, awards, or scholarships
 - Licensing fees of any kind
 - Interest on loans, fines, penalties or costs of litigation
 - Activities for which academic credit is given
 - Programs not open to the general public and/or restricted to an organization's membership only
 - Remuneration of Arts Council employees for any services rendered as part of a project receiving a grant from the Arts Council
 - Capital expenditures or permanent equipment, however, permanent equipment may be purchased if the purchase price is less than the rental costs
 - Out-of-state travel that is not revenue-producing, competition-related or continuing education

ARTS COUNCIL OF HILLSBOROUGH COUNTY
CULTURAL DEVELOPMENT GRANT AGREEMENT FY 2017-2018

EXHIBIT D

SECTION 1

1. Any organization receiving an Arts Council of Hillsborough County grant must be able to match each dollar of ACHC with at least one dollar of its own funds. In-kind contributions will not be considered as part of this match.
2. Signed copies of the grant agreement must be returned to the Council office within thirty (30) days of receipt.
3. Frequently, because of limited ACHC funds, projects can only be partially funded. In that case, recipients will be asked to submit a budget modification within 30 days of receipt of the agreement to reflect changes because of the differences between the actual grant amount awarded and the amount requested. The modified budget must be approved by the ACHC before funds will be released.
4. Grant awards are disbursed on a reimbursement basis only. Ten percent of the total grant amount will be withheld until the organization's Final Report is received and approved. Please see Reimbursement Procedures in Section 2.
5. All recipients must submit to the ACHC an Advocacy Report by January 15, 2018 and a Final Report by the deadline specified in the Grant Agreement. Any request for deviation from these guidelines must be submitted in writing to the ACHC, and approved, at least 30 days prior to the end of the grant period.
6. Recipients must submit with the Final Report copies of publicity, marketing materials, programs and press coverage that properly credit the Arts Council of Hillsborough County and the Hillsborough County Board of County Commissioners. All recipients must agree to credit the ACHC and the BOCC for its support in any publicity related to their project. If available, photos or slides of events or activities should also be included in the Final Grant Report.
7. Recipients should be prepared to make a full accounting of all grant monies in the Final Report. Periodic fiscal and program reviews may be conducted.
8. Complete financial records, including the matching funds, must be maintained for three (3) years.
9. All applications must be authorized by the organization's governing board with original signatures by both the chief administrative officer and the chair of the organization's governing board. If the applicant organization does not have a paid director, only the signature of the board chair is necessary. The signatures assure that:
 - activities and services that the grant is to be used for will be administered by or under the applicant's supervision.
 - figures, facts and representations made in the grant application, including all supplementary material, are true and correct to the best of the applicant's knowledge.

10. Recipients must comply with Title VI and VII of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972.

11. Recipients must follow Fair Labor Standards, which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part under an ACHC grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

12. No part of any activity that is financed in whole or in part under an ACHC grant will be performed or engaged in under working conditions that are unsanitary, hazardous or dangerous to the health and safety of the employees engaged in a project or production. Compliance with safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

13. Recipients must comply with the Drug-Free Workplace Act of 1988 by providing all employees with a copy of Drug-Free Workplace rulings and notifying the ACHC of any violations of said Act.

SECTION 2

Definition of Expenditures

All items defined below are allowable operating expenses.

1. Personnel - Administrative: Payments for salaries, wages, fees, the contractor's portion of FICA and withholding taxes, and benefits specifically identified with the grantee's programs/projects, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents (PR), fund raisers, and clerical staff such as secretaries, typists, and bookkeepers.

2. Personnel - Artistic: Payments for salaries, wages, fees, the contractor's portion of FICA and withholding taxes, and benefits specifically identified with the grantee's programs/projects, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

3. Personnel - Technical/Production: Payments for salaries, wages, fees, the contractor's portion of FICA and withholding taxes, and benefits specifically identified with the grantee's programs/projects, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage-hands, video and film technicians, etc.

4. Outside Professional Services - Artistic: Payments to firms or persons for the services of individuals who are not normally considered employees of "recipient", but consultants or the employees of other organizations whose services are specifically identified with the grantee's programs/projects. These may include those individuals mentioned in #2 above, but who are serving in a non-employee/non-staff capacity.

5. Outside Professional Services - Other: Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of "applicant," but are consultants or the employees of other organizations whose services are specifically identified with the grantee's

programs/projects. Examples include independent contractors or rentals of computers, tools, sound and lighting systems, sets, costumes, and display systems.

6. Rent: Payments for rental of office, rehearsal, theatre, hall, gallery, and similar spaces.
7. Travel: All costs for travel directly related to the travel of an individual or individuals from "recipient" and specifically identified with the grantee's programs/projects. These include fares, hotel and other lodging expenses, taxis, per diem payments, toll charges, mileage, allowances on personal vehicles, and car rental costs in accordance with Florida State Statute 112.061.
8. Marketing: All costs for marketing/publicity/promotion specifically identified with the grantee's programs/projects, but does not include payments to individuals or firms which belong under "Personnel" or "Outside Professional Services". Included are costs of newspaper, radio and television advertising; printing of brochures, flyers, and posters; and space rental when directly connected to fundraising or promotion. Mailing costs of promotional materials, invitations to openings, long distance calls to artists, consultants, etc.
9. Remaining Operating Expenses: All costs not entered in other categories and specifically identified to the grantee's programs/projects. Examples include insurance, electricity, facsimile costs, storage, publication purchases, trucking, shipping, hauling expenses, postage, telephone, supplies, and materials.

Disbursement of Grant Funds

Grant funds will be disbursed by the Council only after a grant agreement has been signed by all parties. Thereafter, funds will be disbursed on a reimbursement basis in response to invoices submitted for services already performed. Grantees are required to complete an Invoice for Payment form and Grant Invoice Detail for Reimbursement form.

No reimbursement or payment will be made without submission of proper documentation.

Payment may be withheld for failure to comply with the terms, conditions, and requirements of the grant agreement. Final payment will not be made until the Grantee's Final Report is received. Ten percent of the total grant amount will be withheld until the organization's Final Report is received and approved.

All invoices and the Final Report must be received at the Arts Council no later than September 15, 2018 (unless an extension has been requested and granted).

Required Documentation for Reimbursement

1. Grantee's Invoice for Payment form must be certified by the Grantee (Contractor's Executive Director or Officer).
2. Copies of invoices from vendors are required along with proof of payment (eg: copies of cancelled checks and corresponding copies of bank statements and/or copies of credit card statement showing charges). Documentation of these expenses must be shown on the **Grant Invoice Detail for Reimbursement** worksheet.
3. Invoice must include reference to the grantee's programs/projects for which goods and services are provided. (Grantee's notation or additional documentation indicating project may be substituted.)

4. Salaries and payments to artistic or administrative personnel should be documented by providing copies of cancelled checks (both front and back) or payroll ledgers and bank statements which show cleared checks and/or direct deposits. Must also provide employment contract or letter of employment agreement for the individual.

5. Marketing: Provide copies of printed brochures, flyers, advertisement tear sheets, etc. with the required credits, logos, etc. as specified in Article 2, Section 2.7 of the contract agreement. Submit a tear sheet for magazine or newspaper ads with the date and name of publication. For radio and/or television, a notarized affidavit of date and time advertisement was broadcast is required from the station.

6. Travel: Must be provided for in the grant agreement, and must be in compliance with Florida State Statute 112.061.