

# Arts Council of Hillsborough County 2018-2019 Community Arts Impact Grant Program (CAIG) GUIDELINES

## TIMELINE

**Workshop for ALL Applicants:** Monday, May 21, 2018, 10 am, Children’s Board of Hillsborough County – Call to register.

**Final Deadline:** All files must be uploaded by Friday, July 13, 2018, 4 pm. Deadlines will not be extended for technical difficulties.

**Panel Review:** Wednesday, Sept. 5, 2018, 1 pm, Children’s Board of Hillsborough County

## APPLICATION INSTRUCTIONS

1. Responses on application must remain within the suggested character or word limits.
2. You must complete your application and upload any support materials before the application deadline. Deadlines will not be extended and partial or incomplete applications will be deemed ineligible.

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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 supporting 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 of Hillsborough County’s Strategic Plan. Strategic funding priorities include:

- Create pathways for supporting rural and underserved communities with arts and cultural programming.
- Build deeper recognition that the arts and culture are critical for community and economic development.

- Integrate arts and cultural programming and resources across the region and County.
- Provide greater access to arts and cultural opportunities by leveraging creative community partnerships.
- Increase accessibility to arts and cultural programs for diverse voices in diverse communities.

Additionally, the CAIG program is committed to supporting cultural assets that are creating and protecting cultural equity across Hillsborough County, Florida.

## ELIGIBLE ORGANIZATIONS

- Community organizations, neighborhood associations, ethnic/cultural organizations, and emerging arts and cultural 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 plan applying for Cultural Development Grants through the Arts Council in 2018-2019.
- Organizations that have not fulfilled contractual grant agreements with the Arts Council of Hillsborough County in previous years are not eligible for funding.
- Organizations who currently receive funding from the Hillsborough County Board of County Commissioners or the Tourist Development Council (does not include capital project funds).
- Municipalities, governmental entities, educational institutions and fiscal agents.

## FUNDING AVAILABLE

Your 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. 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 arts forms.
- All activities funded through this program must be open to the general public.
- Projects must take place between November 1, 2018 and September 15, 2019.

- 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:

- First application – No cash match required for the project
- Second application – 25% cash match required
- Third application – 50% cash match required
- Fourth application – 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 in the 2<sup>nd</sup> application must be \$500. In the 3<sup>rd</sup> application, the cash match must be \$1,000. And, in the 4<sup>th</sup> application, the cash match must be \$2,000.

Applicants are encouraged to show any additional funding and/or in-kind donated goods or services in the project budget even though a match is not required. Additional cash or in-kind support 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, 2018 through Sept. 15, 2019.

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 renovations)

## 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 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 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 70 is required to be considered for funding however a score of 70 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) Community Engagement and Impact; 2) Cultural/Artistic Merit of Project; and 3) Financial and Administrative Oversight. 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.

#### **Community Engagement and Impact (40 points)**

- Project will create cultural equity and access by engaging a diverse range of voices and participants, including people with disabilities.
- Project has been thoughtfully planned and included a wide range of voices during planning.
- Specific outcomes for the project are clearly stated and attainable.
- A range of electronic and print communication tools are in place to reach the targeted participants and the general public.

#### **Cultural/Artistic Merit of Project (30 points)**

- Project will create pathways for supporting rural and underserved communities and diverse citizens of Hillsborough County by leveraging existing or new cultural assets.
- Project will provide quality arts and culture experiences that are relevant for the targeted participants.
- Planning process demonstrates a reasonable timetable to implement the project.

#### **Financial and Administrative Oversight (30 points)**

- Administrative and artistic staff is qualified to implement the project and ensure its success.
- The budget is reasonable and will support full implementation of the project.
- Appropriate financial and other resources have been or will be secured to support the project.

### **SUBMITTING YOUR APPLICATION**

All applications and supporting documents will be submitted online. Paper applications will not be accepted. Once submitted, your application is final. No changes may be made to your documents.

**PROBLEMS IN COMPLETING THE APPLICATION:** Please allow sufficient time to complete your application. Deadlines will not be extended. If you experience difficulties in completing your application, please call the Arts Council at (813) 276-8250 during regular business hours, Mon-Fri, 9 am – 5 pm.

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

If awarded a CAI grant, you will be expected to provide:

- Financial documentation when requesting reimbursement under this program.
- Participant and audience numbers must be tracked and include diversity/demographic information.
- Expected project goals and outcomes must be stated and assessed.
- A final report at the conclusion of the grant period. Final reports are due within 30 days of the completion of the project, and no later than October 15, 2019.
- Proper recognition for funding in all promotions (printed and electronic).

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 event information to the Arts Council's arts and cultural activities website.

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.

## GLOSSARY

**CULTURAL ASSETS:** *Cultural assets are defined as something that has value because of its contribution to a community's creativity, knowledge, traditions, culture, meaning, and vitality. These assets can be the places people visit to express your cultural identity, and/or the resources one uses to pursue a creative practice.*

**CULTURAL EQUITY:** Americans for the Arts uses the following definition of cultural equity: *Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.*