



## 2018-19 CULTURAL DEVELOPMENT GRANTS PROGRAM GUIDELINES

### TIMELINE

**Mandatory Workshop for ALL Applicants: Monday, May 21, 2018, 10 am, Children's Board of Hillsborough County** – Registration required. Go to:  
<https://tampaarts.org/nonprofit-grants-workshop-registration/>

**Final Deadline: All files must be uploaded by Friday, June 15, 2018, 4 pm.** Deadlines will not be extended and partial or incomplete applications deemed ineligible.

**Panel Review: Wednesday, July 25, 2018, 1 pm, Entrepreneurs Collaborative Center.** All applicants strongly encouraged to attend.

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### PROGRAM DESCRIPTION

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.

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 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.

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 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).
- 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. 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 funding from the Hillsborough County Board of County Commissioners or the Tourist Development Council 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.
3. Must have completed one full season of programming in Hillsborough County in the 12 months prior to 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.
3. Must have completed at least two full seasons of programming in Hillsborough County in the 24 months prior to application.

**What Constitutes a Full Season of Programming?**

A full season of programming 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 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 \$30,000 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. Expenses must be incurred and paid within the grant period of Oct. 1, 2018 through Sept. 15, 2019.

Reimbursement requests may be submitted once per quarter during the grant year (Oct. 1, 2018 – Sept. 15, 2019) as follows:

1. Oct. 1 - Dec. 31, 2018 – Up to 25% of amount awarded with proper documentation by Jan. 31, 2019

2. Jan. 1 - March 31, 2019 – Up to 50% of amount awarded less any previous reimbursement payments and with proper documentation by April 30, 2019
3. April 1 - June 30, 2019 – Up to 75% of amount awarded less any previous reimbursement payments and with proper documentation by July 31, 2019
4. July 1 - Sept. 15, 2019 – Up to 100% of amount awarded less any previous reimbursement payments and with proper documentation and the Final Report by Sept. 15, 2019.

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 electronically before the application deadline. Paper applications will not be accepted. Once uploaded, your submission is final. No changes may be made to your documents. Avoid technical problems by completing the online forms and uploading your 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 Programming History
- Organization Operating Budget
- Proposal Budget and Allocations
- Required Support Materials
- Optional Support Materials

## REQUIRED SUPPORT MATERIAL

- Balance Sheet for your organization's last COMPLETED fiscal year.
- Most recently filed IRS Form 990 or IRS Form 990EZ (must be dated within 18 months prior to application)
- Board of Directors list with affiliations
- Organizational Chart
- Work Sample

## OPTIONAL Support Material

You may provide up to five optional support material files such as newsletters, brochures, letters of support, or letters of commitment from collaborators and/or participating artists. There should be no more than five total in any combination of those items.

If you have several items of the same type, eg.: multiple letters of support, you may combine them into one pdf document which will count as one support material file. Combine **only** like materials within one pdf. Do not mix different types of support materials within one pdf. (eg: Do not combine letters of support and letters of commitment within one file.)

## 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) Cultural Merit, 2) Community Engagement and Impact, and 3) Financial/Administrative Management. Evidence for meeting the criteria may be found in any portion of an application or associated support materials.

### **CULTURAL MERIT (40 points)**

- 10 points - Cultural merit and creative quality; innovative programming and advancement of the cultural discipline
- 10 points - Clearly defined and detailed activities; capacity of organization to provide programs as outlined in narrative
- 10 points - Key administrative and creative personnel (qualifications relative to responsibilities, experience and training) including actively involving creatives in planning and programming for Hillsborough County

10 points - Evidence of high standards, best practices, and collaboration in support materials and work sample (Panel members may consider size and history of applicant when evaluating samples of work.)

### **COMMUNITY ENGAGEMENT AND IMPACT (30 points)**

10 points - Demographic and diversity representation as reported in programming, population served, and board, staff, volunteers, and creative personnel

10 points - Commitment to diversity, outreach, accessibility efforts (e.g.: geographic, ethnic, age, income, abilities) and evidence of presence/involvement in advocacy efforts to advance the cultural industry in Hillsborough County

10 points - Efforts to develop new audiences and respond to their needs/values

### **FINANCIAL/ ADMINISTRATIVE MANAGEMENT (30 points)**

10 points - Feasibility and clarity of proposal budget; evidence of sound financial management and planning including ability to match ACHC grant with other funds

10 points - Evidence of effective governance, fundraising, board involvement, policy development and long-range planning – potential for growth and development of organization, staff and board

10 points - Quality, completeness and error-free presentation of application

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

Please note that if awarded a grant, funded organizations will be required to provide:

- Evidence of liability insurance with the Arts Council and the Board of County of Commissioners as additional insureds
- Financial documentation when requesting reimbursement under this program;
- Participant and audience numbers must be tracked and include diversity/demographic information.
- Evidence of advocacy for arts funding during the grant period;
- A final report at the conclusion of the grant period. Final reports are due Sept. 15, 2019.
- Proper recognition for funding in all promotions.