

# ARTS COUNCIL OF HILLSBOROUGH COUNTY COMMUNITY IMPACT ARTS GRANT PROGRAM

## Frequently Asked Questions About the Application Process

### WHAT IS THE COMMUNITY ARTS IMPACT GRANT?

The new Community Arts Impact Grant (CAIG) Program is designed to make arts and cultural opportunities more accessible for underserved populations across Hillsborough County. We are committed to supporting programs with geographic, ethnic and age diversity, as well as those that serve veterans and people with disabilities. 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.

Community Arts Impact Grants are awarded on a competitive basis and are judged on community engagement and impact; cultural/artistic merit of project; and financial and administrative oversight.

Projects must take place during the grant period, Nov. 1 through Sept. 15. These are reimbursement-based grants and eligible organizations may apply for up to \$5,000. Please read the program's Guidelines document for eligibility requirements and program information. Funding for this program is provided by the Hillsborough Board of County Commissioners and managed by the Arts Council.

### WHAT ORGANIZATIONS ARE ELIGIBLE TO APPLY?

Eligible organizations include:

- Community organizations, neighborhood associations, ethnic/cultural organizations, and emerging arts and cultural organizations.
- Applicants 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 to apply for a 2018-19 Arts Council Cultural Development Grant.
- 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.

### **CAN I SUBMIT MORE THAN ONE APPLICATION?**

No. Please determine your strongest project for community impact through arts and culture.

### **CAN A PARTNERSHIP OR COLLABORATION APPLY?**

No. The project may involve other partners or collaborators but only one organization may apply. That organization will have responsibility for the grant. Fiscal sponsors are not allowed.

### **DO I HAVE TO COMPLETE THE APPLICATION ONLINE?**

Yes. Applications are only being accepted online. Emailed copies or paper copies are not accepted. You may copy and paste into the application form from another document if you wish.

### **DO I HAVE TO COMPLETE MY APPLICATION IN ONE SITTING, OR AM I ABLE TO SAVE MY WORK AND RETURN TO IT LATER?**

You will not need to complete your application all at once. The online application is divided into sections and stages and can be completed over time. You can save your progress, exit, and return to your application at any point during your completion. To review and edit your application, sign in to your profile at <https://artscouncilhc.smapply.io>.

### **MAY I ASK THE ARTS COUNCIL TO REVIEW OR PROOF MY APPLICATION?**

In the interest of fairness and transparency, the Arts Council will not review or proof your application prior to submission. Successful applicants have found that it is most helpful to have a friend, colleague or mentor review their application before it is submitted.

### **I'M STUCK, CAN THE ARTS COUNCIL HELP ME WITH MY ONLINE APPLICATION?**

Yes. The Arts Council can help you with technical and logistical questions; but before you contact us, click the white circle with an "i" inside to bring up the application help menu. There you'll be able to read the application FAQs, contact the site administrator, and submit a technical support request form. If you're still having difficulty, contact the Arts Council at (813) 276-8250.

## **CAN I SEE A PREVIEW OF MY APPLICATION OR MAKE CHANGES BEFORE I COMPLETE MY SUBMISSION?**

Yes, you will be able to review and edit your responses until you finalize your application by completing the "Final Certification" task and clicking "Mark as Complete."

## **IF I FIND A MISTAKE AFTER SUBMITTING MY APPLICATION, MAY I CORRECT IT AND RESUBMIT?**

Once you finalize your application by completing the "Certification" task and clicking "Mark as Complete" you can no longer make additions, corrections, or any other edits. The Arts Council will not accept any form of resubmittals. Arts Council staff highly recommends that you find a friend or colleague to review your grant application before you complete the submittal process.

## **MAY I DROP OFF OR MAIL IN A COPY OF MY APPLICATION?**

No, all applications must be submitted via our online application at <https://artscouncilhc.smapply.io>.

## **I HAVEN'T RECEIVED NOTIFICATION ABOUT THE STATUS OF MY APPLICATION. WHEN SHOULD I CONTACT THE ARTS COUNCIL?**

You should receive an automatic email from our online program once you submit your application. You can also view the status of your application by logging in to your account at <https://artscouncilhc.smapply.io>. If you have not received any notifications or emails, first check you "junk" or "spam" folder. If you still have not received an email, contact Terri Simons, Director of Program Services and Communications at (813) 276-8250 or [tsimons@tampaarts.org](mailto:tsimons@tampaarts.org).

## **NEED FURTHER HELP? HAVE QUESTIONS ABOUT A TOPIC NOT COVERED HERE?**

Contact Terri Simons, Director of Program Services and Communications at (813) 276-8250 or [tsimons@tampaarts.org](mailto:tsimons@tampaarts.org).