



2018-19 Cultural Development Grant Program

Grant Administration Manual

Forms mentioned in this manual are available
on the Arts Council's Online Grant System and TampaArts.org website

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Arts Council of Hillsborough County Cultural Development Grant Administration

This manual has been prepared for Cultural Development Grant recipients as a guide to assist grantees in effectively managing their grants according to Arts Council and Hillsborough County policies and regulations. The manual provides some background of the terms and conditions, policies, and procedures established in your Grant Agreement. The manual is subject to periodic review, revision and update to reflect current procedures and requirements. Changes will be forwarded to each grantee as they occur. In the event of any inconsistency between the Grant Administration Manual and the terms of the Grant Agreement, the Grant Agreement shall prevail.

The Grant Agreement is the legal instrument by which the Arts Council has agreed to reimburse an organization for costs. To avoid any ineligible expenditures, non-reimbursable expenditures, audit findings and other difficulties, grantees are urged to become familiar with the language, terms, conditions, and procedures of the Grant Agreement, the Program Guidelines, and this document.

If your organization desires further clarification on certain portions of this document or the Grant Agreement, please contact the Arts Council for a meeting to review these requirements and procedures.

CONTRACT ADMINISTRATION

The grant period (October 1, 2018 through September 15, 2019) begins only after all parties have signed the Grant Agreement and the Arts Council has received a copy of the grantee's current Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000) naming the Arts Council and the Hillsborough County Board of County Commissioners as additional insureds.

The Director of Programs and Communications has been designated as your staff contact to assist you with your Grant Agreement; audit requirements; grant reporting and other related operational matters such as requests for payment and reimbursement; budget changes; Grant Agreement modifications and amendments; and other approvals stipulated in your Grant Agreement.

Periodic reviews of your organization may be conducted during the grant year. These reviews may entail review for Grant Agreement compliance, proposal status, and fiscal responsibility. You will be notified of any problems that may need to be addressed.

Reimbursement may be withheld for failure to comply with the terms, conditions, and requirements of the Grants Agreement.

If you have any questions regarding your Grant Agreement or responsibilities, contact the Director of Programs and Communications.

GRANT FUNDS

The Arts Council can disburse grant funds only after all parties have signed the Grant Agreement and have complied with the contract requirements. Thereafter, funds will be disbursed quarterly on a reimbursement basis in response to invoices submitted for services already paid beginning October 1.

Grant funds **may** be expended for the following:

- Salary support
- Production costs
- Consultant fees
- Honoraria
- Equipment rental
- Venue rental
- Marketing (promotion and publicity)
- Publications

Grant funds **may not** be used for the following:

- 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
- 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
- Remuneration of Arts Council employees for any services rendered as part of a project receiving a grant from the Arts Council
- Travel that is not revenue-producing, competition-related or continuing education
- Capital expenditures (includes acquisitions, building projects or renovations)

It is the responsibility of the grantee to make sure that no invoices are submitted twice for reimbursement and that all invoices submitted are original.

REQUESTS FOR REIMBURSEMENT

The Arts Council will disburse grant funds on a **reimbursement basis** in response to invoices submitted for expenditures incurred and paid during the grant year according to Exhibit B1 Grant Proposal Budget of the Grant Agreement.

All grant payments are requested by completing online forms for the Invoice for Payment, Grant Invoice Detail for Reimbursement, Organization Status Report and

uploading proper documentation of the related paid expenses. Required documentation must be uploaded as PDF files.

The request is checked for adequate and sufficient documentation of the amounts due and cross-checked with the approved Exhibits B1 and B2. Requests for reimbursement of expenses not approved in Exhibit B1 will not be processed. Grantee's Invoice for Reimbursement Payment must be signed by the authorized official or designated grant contact.

In addition to these requirements, the Arts Council staff will review grantee compliance with Grant Agreement obligations throughout the grant year such as:

- Required insurance is in good standing.
- Organization's events are listed on the Arts Council's online arts and culture calendar.
- Proper credit is being given for funding as specified in the Grant Agreement.
- Advocacy tasks and subsequent report have been completed.

Grant recipients do not have to submit documentation of matching funds when submitting requests for reimbursement. A cash match of at least 1 to 1 must be shown in the financial section of the Final Report at the end of the grant year.

All requests for reimbursement and the Final Report must be received by the Arts Council no later than Sept. 15, 2019 as we cannot pay invoices for reimbursement received after Sept. 15.

The Arts Council will make its best effort to pay within 60 days of receipt of properly documented requests.

REQUIRED DOCUMENTATION OF PAID EXPENDITURES

Required documentation of paid expenditures consists of copies of invoices with corresponding copies of checks (front and back) or copies of cancelled checks enclosed with bank statements. Note: It is only necessary to send a copy of the statement that contains the pertinent information relative to the grant expense.

For personnel expenditures, provide corresponding copies of checks (front and back) or copies of checks enclosed with the bank statements and a copy of the employment contract, letter of employment agreement for the individual or W-2. If the payroll is via direct deposit, please provide the payroll ledgers and copies of the bank statement showing the withdrawal amount for the corresponding payroll.

Reimbursements of marketing expenses also require copies of final, printed brochures, flyers, advertisement tear sheets, etc. showing the required credits, logos, etc. as specified in the Grant Agreement. For radio and/or television, an affidavit of date and time advertisement was broadcast is required from the station.

REIMBURSEMENT PAYMENT SCHEDULE

Reimbursement requests must be submitted once per quarter, even if you are not claiming expenses, 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 for expenses paid in Quarter 1
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 for expenses paid in Quarter 2
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 for expenses paid in Quarter 3
4. July 1 - Sept. 15, 2019 – Up to 100% of amount awarded less any previous reimbursement payments for expenses paid in Quarter 4 and with proper documentation and the Final Report by Sept. 15, 2019

The requests for quarters 1, 2, and 3 may be made up to 30 days after the close of the quarter. Quarterly request #4 must be made by September 15, 2019.

Organizations unable to meet this schedule must contact the Arts Council by October 31, 2018.

RECORDKEEPING

Grantees are required to maintain complete and accurate financial and service records (original invoices, cancelled checks, contracts, programs, evidence of matching funds, etc.) for a period **of three (3) years**. If possible, all records, or copies, documenting the grant should be kept in a separate grant file for the purposes of auditing. All revenue related to the agreement should be recorded.

CHANGES TO THE GRANT AGREEMENT

No changes to the Grant Agreement may be made without a written request approved by the Arts Council.

To request a change to the Grant Agreement, submit a completed **Grant Change Request** prior to the actual change and include the reason for the change. Examples of when a Change Request form should be submitted:

- An organizational change in leadership, grant contact, address, email, or phone
- Budget changes of more than 10% within a category
- The grantee will be notified of the approval/denial of the request by Arts Council staff. If an amendment to the grant agreement is necessary, the grantee will be informed of this also.

It is the responsibility of the grantee to make grant change requests in a timely matter. Inaccurate information may delay reimbursement or affect eligibility for future grants.

ACKNOWLEDGING SUPPORT, GIVING CREDIT

Funds for this Arts Council grant program are provided by the Hillsborough County Board of County Commissioners. Arts organizations and artists receiving funding must display the Arts Council logo and Hillsborough County logo on all promotional materials and give proper credit for funding (as stated in the grant contract) to increase awareness of the importance of local funding for the arts.

The Grantee must include the following credit recognition in all news releases; print, radio and television advertising; curtain/event speeches; publications; and programs related to the Project: *With the Support of the Arts Council of Hillsborough County and the Hillsborough County Board of County Commissioners*. This designation must be at least the same font size as all other recognized organizations. The Grantee's website must include the Council's logo with a hyperlink to the Council's website. Grantees will also submit programming and schedule information to the Council's arts and cultural activities website.

Thanking funders for their support is one way to demonstrate appreciation for and the importance of continued program funding. Compliance with the required Advocacy Report is an important part of advocating for arts funding.

FINAL REPORT

Recipients should be prepared to make full accounting of all grant monies in the Final report which must be submitted to the Arts Council no later than Sept. 15, 2019. In the Final Report, you must provide:

- Personnel information
- Attendance figures for your Hillsborough County programs/services
- Diversity estimates for the population your organization served
- A summary of your evaluation of your programs/services effectiveness.
- Samples of collateral showing proper credit for funding from the Arts Council and the Hillsborough County Board of County Commissioners
- Revenue and expenditures for the grant year including your cash match
- A summary of your organization's advocacy activities regarding funding for the arts

Attachments to the Final Report include copies of publicity, marketing materials, programs, press coverage, promotional materials, letters of advocacy, etc. reflecting proper recognition for funding. Photos or slides of events or activities should also be included.

All contractual obligations for the current year must be fulfilled to be eligible for future funding.

Grant Program Glossary

Definitions for budget line-items are marked with a dollar sign. (\$)

ACCESSIBILITY

Opening existing programs, services, facilities, and activities to individuals with disabilities. Inclusiveness of persons with disabilities is addressed through staffing, mission, policy, budget, education, meetings, and programs to insure that audiences/participants have an equal range of opportunities.

ADMISSIONS (\$)

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc.

ADVOCACY

Sharing your views and opinions with the elected officials who make decisions impacting the arts community at the local, state and federal levels.

ALLOWABLE COSTS

Costs shall be allowed for the purposes of a grant provided that they occur or are obligated within the grant period specified on the grant application; and they are solely for the purposes of the grant and can be easily identified as such.

APPLICANT CASH (\$)

Funds from "Applicant's" present and/or anticipated resources. For the Operating Budget purposes, this line-item represents withdrawal from savings. This line item is often used to "balance the budget" when expenses exceed other revenues. It shows the applicant's ability to "pay the bills" for all expense items. If there are excess revenues, reduce this line to zero or only the amount needed to balance the budget. Negative numbers cannot be used to balance the budget.

ARTS

Any and all artistic disciplines which include but are not limited to music, dance, drama, theatre programs, creative writing, literature, architecture, folk arts, visual arts, and media, and the execution and exhibition of other such allied major art forms.

CERTIFICATION AND COMPLIANCE SIGNATURES

Individuals with authority to legally obligate the applicant and responsibility for the organization. This should be the same as the Authorized Official designated in your application

CONTACT PERSON

The person to contact for additional information about the application and during the grant period.

CONTRACTED SERVICES REVENUE (\$)

Revenue derived from fees earned through sale of services (other than this grant request). Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

CORPORATE SUPPORT (\$)

Cash support derived from contributions given for this proposal (other than this grant request) by business, corporations and corporate foundations or a proportionate share of such contributions allocated to this proposal.

COUNTY SUPPORTED INSTITUTION

Any organization whose general operations budget is supported fully or in part by funds from Hillsborough County.

EQUIPMENT (\$)

Includes rentals only. Permanent equipment necessary for the proposed proposal must be pre-approved by the Arts Council and may be purchased only if the purchase price is less than the rental costs.

FOUNDATION SUPPORT (\$)

Cash support derived from grants given for this proposal by private foundations, or a proportionate share of such grants allocated to this proposal.

GENERAL PROGRAM SUPPORT

Funding to assist underwriting general programming expenses of eligible organizations through a specified period. General program support funds may be used only for those programming expenses itemized on the grant proposal budget form. This type of funding is broad in scope. Panel review is more comprehensive and encompasses evaluation of all activities conducted by the applicant organization.

GOVERNMENT SUPPORT: FEDERAL (\$)

Cash support derived from grants or appropriations given for this proposal (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this proposal.

GOVERNMENT SUPPORT: LOCAL/COUNTY (\$)

Cash support derived from grants or appropriations given for this proposal by agencies of the local or county government, or a proportionate share of such grants or appropriations allocated to this proposal.

GOVERNMENT SUPPORT: STATE/REGIONAL (\$)

Cash support derived from grants or appropriations given for this proposal (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies, or a proportionate share of such grants or appropriations allocated to this proposal.

GRANT AWARD

The dollar amount of a grant award approved by the Arts Council of Hillsborough County for a project, program, or general program support as outlined in the application

GRANT AWARD AGREEMENT

The document by which the Grantee enters into a contract with the Arts Council of Hillsborough County for the management of grant funds.

GRANT AWARD LETTER

The letter signed by the authorized representative of the Arts Council of Hillsborough County and countersigned by the grantee. The grant award letter contains the grant award amount, applicable rules, regulations, and any special conditions of the grant award. When the countersigned award letter is returned to the Arts Council, a grant award agreement is established between the Arts Council of Hillsborough County and the grantee.

GRANT PERIOD

The time for the use of the grant award as set forth in the grant award agreement

GRANTEE

An organization receiving a grant award from the Arts Council of Hillsborough County

MARKETING (\$)

Include all costs for marketing/publicity/promotion specifically identified with the proposal. Do not include payments to individuals or firms which belong under the "Personnel," category or "Outside Professional Services." Typically, this includes costs of newspaper, radio, and television advertising; printing and mailing of brochures, fliers, and posters, etc. when directly connected to the proposal.

OTHER PRIVATE SUPPORT (\$)

Cash support derived from cash donations given for this proposal or a proportionate share of general donations allocated to this proposal. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events.

OTHER REVENUE (\$)

Revenue derived from sources other than those already listed. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

OUTSIDE PROFESSIONAL SERVICES-ARTISTIC (\$)

Payments to firms or persons for the artistic services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project or programming. Include artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers,

video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities. You should include 1099 personnel here.

OUTSIDE PROFESSIONAL SERVICES-OTHER (\$)

Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project or programming. You should include 1099 personnel here.

PERSONNEL - ADMINISTRATIVE (W-2) (\$)

Payments to employees for salaries, wages, fees, and benefits specifically identified with the project or programming, for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel. Include W2 personnel here.

PERSONNEL - ARTISTIC (W-2) (\$)

Payments to employees for salaries, wages, fees, and benefits specifically identified with the project or programming for programmatic personnel including artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc. Include W2 personnel here.

PERSONNEL - TECHNICAL/PRODUCTION (W-2) (\$)

Payments to employees for salaries, wages, and benefits specifically identified with the proposal, for technical management and staff, such as technical directors; wardrobe, lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparators and installers, etc. Include W2 personnel here.

PROPOSAL COSTS

All allowable expenditures incurred by the grantee in accomplishing the grant.

PROJECT END DATE

The last date of fiscal activity in the project for which assistance is requested.

PROJECT START DATE

The first date of fiscal activity in the project for which assistance is requested.

REMAINING OPERATING EXPENSES (\$)

All expenses not entered in other categories and specifically identified with the proposal.

RENT - VENUES (\$)

Payments for rehearsal, theatre, hall, gallery, and other such non-office spaces.

TOTAL CASH INCOME

Means all revenue received by an organization during a fiscal year and recognized in the organization's independent certified audit or attested financial statement.

TRAVEL (\$)

Include airfare, train, hotel, and other lodging expenses, and car rental costs, etc. Must be in compliance with Florida State Statute 112.061. For transportation not connected with travel of personnel and for trucking, shipping, or hauling expenses see "Remaining Operating Expenses."