



General Program Support

Cultural and Museum Grant Guidelines

Florida Department of State, Division of Cultural Affairs
Charlie Crist, Governor
Kurt S. Browning, Secretary of State
Florida Arts Council

GUIDELINES

Introduction

Welcome to the Division of Cultural Affairs General Program Support (GPS) Guidelines. We're glad that you are considering applying for a General Program Support grant from the Division. These guidelines detail standard policies and requirements for the application, receipt, and administration of General Program Support grants.

These guidelines do not apply to organizations that wish to submit an application for a Specific Project, State Touring, Individual Artist Fellowship, Cultural Facilities, or Cultural Endowment grant.

Eligibility

All applicants must be able to meet these basic eligibility requirements at the time of application.

1. Have the correct organization status (detailed below)
2. Have satisfied the administrative requirements of previous grants received from the Division (see non-compliance)
3. Match the grant amount requested at least dollar for dollar (see match requirements) and
4. Agree to comply with all application considerations and grant administration requirements

Applicants may not apply for both a General Program Support and a Specific Project grant in the same annual cycle. Applicants that have submitted a Specific Project application are not eligible to apply for General Program Support. This allows equitable distribution of limited state funding.

In addition to these general eligibility requirements, there may be specific eligibility requirements for the three types of General Program Support.

Organization Status

Draft as of 6/18/09

To meet the status requirement, an applicant organization must be either a public entity or a not-for-profit, tax-exempt corporation in the state of Florida as of the application deadline.

Public Entity

A Florida organization governed by a county, municipality, school district, community college, college, university, or a state government agency.

Not-For-Profit, Tax-Exempt

A Florida organization that is both:

1. incorporated or authorized as an active not-for-profit corporation, pursuant to chapter 617 or Chapter 623, Florida Statutes and
2. designated as a tax-exempt organization as defined in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended.

The Division of Cultural Affairs will verify that all fees are current and that the applicant was in active status with the Division of Corporations as of the application deadline.

Applicants must provide an IRS determination letter documenting not-for-profit, tax-exempt status with each application. Documentation must be postmarked by the application deadline. The Division will notify the applicant if an IRS determination letter is not received by the application deadline. The Division must receive the determination letter within 10 calendar days of notification.

For more information on corporate status, visit <http://www.sunbiz.org> or call the corporations, profit and not-for-profit information line at (850) 245-6054.

For more information about tax-exempt status, visit the Internal Revenue Service (<http://www.irs.gov>).

Program Description

General Program Support (GPS) funding is designed to support the general program activities of an organization that is engaged in conducting, creating, producing, presenting, staging, or sponsoring multiple cultural exhibits, performances, or events during the grant period.

Note: Expenses must be directly related to the programs detailed in the application. GPS is not intended for operating expenses (as defined in operating expenses).

Request

Each of the three types of program support has a different maximum eligible request. Use the following table to determine maximum request.

1. Choose the type of program support and funding category (column 1 and 2) and that fits your organization.
2. Find the appropriate percentage for your type and funding category (column 3). Calculate that percentage of your total operating income (line 25, Application Operating Budget *).

3. Compare the number from step 3 to the maximum request for your type and funding category (column 4). The smaller number is the maximum request amount for your organization.

Program Support Type	Funding Category	% of Income	Maximum Request
Cultural Organization and Museum	Level 1	10%	\$20,000
	Level 2	10%	\$90,000 **
	Level 3	10%	\$100,000 **
Local Arts Agency	Level 1	25%	\$40,000
	Level 2	15%	\$60,000
	Level 3	10%	\$100,000
State Service Organization		15%	\$100,000

***Note:** The General Program Support application (Form CA2E___, effective 1/1/99), is incorporated by reference and available from the Division's online grants system, OASIS.

****Note:** Applicants to the Cultural Organization and Museum program support type requesting over \$50,000 must have at least 3 years of programming history and at least one full time staff person.

Match Requirements

The grant request must be matched at least dollar-for-dollar (\$1 provided by the applicant for every \$1 requested from the Division) with cash and in-kind (donated goods or services). At least 50% of the matching funds must be cash. No more than 25% of the Total Proposal Costs (line C, Application Proposal Budget) can be in-kind. To calculate maximum in-kind, divide Total Expenses (line A, Application Proposal Budget) by 3.

Other state funds may not be used as match. Funds used as match for other Department of State grants may not be used as match.

Matching funds may be anticipated at the time of application, but must be received by the grant end date. All expenses (both state grant and match) must be paid (not merely encumbered) within the grant period.

Culture Builds Florida's Future (Our Strategic Plan)

The strategic plan ([Culture Builds Florida's Future](#), pdf, 5.1 MB) is a statewide cultural plan designed to redefine the role of the arts in Florida. It has four vision areas.

1. Strengthening the Economy
2. Promoting Learning and Wellness
3. Building Leadership
4. Advancing Design and Development

To help us reach these goals, all General Program Support proposals must incorporate at least three of the four vision areas. You already work towards these goals through your programming and activities but now we want you to highlight them in your application. With this valuable information, the Division can demonstrate how our grantees are "connecting the dots" across the state and are implementing a unified

message and strategy for arts and culture.

The complete strategic plan Culture Builds Florida's Future is available on our web site at <http://www.florida-arts.org/documents/CBFFvisioningbook.pdf>. You should thoroughly review this document. It is not only an extremely useful tool in your own advocacy efforts but is filled with excellent examples, powerful quotes, and imaginative ideas.

Program Support Types

The Division offers three types of General Program Support (GPS).

- Cultural Organization and Museum - discipline based program support for cultural programming
- Local Arts Agency - program support for designated Local Arts Agencies
- State Service Organization - program support for cultural organizations that serve the entire state

Note: Each GPS type and funding category has specific eligibility requirements.

Cultural Organization and Museum

Cultural Organization and Museum program support is intended to supplement the financial resources of eligible organizations conducting cultural programming, realizing their stated mission, and furthering the state's cultural objectives. Applicants should:

- demonstrate a sustained commitment to achieving cultural or artistic excellence
- work to identify and address the needs of diverse audiences within the community they serve
- work to achieve high levels of cultural or artistic excellence
- make artistic excellence accessible through core public programming that includes outreach and educational services.

The Cultural Organization and Museum program support type has three funding categories based on budget size.

Funding Category	Requirements
Level 1	<ul style="list-style-type: none"> • meet basic eligibility requirements • have a total operating income of \$200,000 or less
Level 2	<ul style="list-style-type: none"> • meet basic eligibility requirements • have at least one completed grant from the Division of Cultural Affairs • have a total operating income of at least \$200,001 and no more than \$900,000. • have at least 3 years of programming history and one full time staff person if requesting \$50,000 or more

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Level 3

- meet basic eligibility requirements
- have at least one completed grant from the Division of Cultural Affairs
- have a total operating income of \$900,001 or more
- have at least 3 years of programming history and one full time staff person if requesting \$50,000 or more

Discipline Categories

Cultural Organization and Museum applications are organized into fifteen discipline specific review panels. The proposal activity must meet the intent of the discipline category.

1. Art Museums
2. Community Theatre
3. Dance
4. Folk Arts
5. History Museums
6. Instrumental Music
7. Literature
8. Media Arts
9. Multidisciplinary
10. Professional Theatre
11. Science Museums
12. Sponsor/Presenter
13. Visual Arts
14. Vocal Music
15. Youth & Children's Museums

The discipline category you select on the application cover page will determine which review panel will evaluate and score your application. Consider whether you are presenting (sponsoring) or producing the activity when choosing a discipline category.

Organizations that produce festivals should select the discipline category for the festival activity. For example, an organization producing a film festival should apply to the Media Arts discipline while an Asian Cultural Festival that is producing music, visual art, and dance activities should apply to the Multidisciplinary category.

The following discipline descriptions are alphabetical by type. For example, Community Theatre is under Theatre after the Sponsor/Presenter description.

Dance

The Dance category is for producing dance companies and other organizations that create programs promoting excellence in dance performance, and provide programming to their community.

Folk Arts

The Folk Arts category is for groups that preserve and present traditional arts by supporting performances, exhibitions, festivals, or other programming featuring traditional artists and their work.

Folk Arts are traditional cultural expressions through which a community maintains and passes on a shared way of life. These communities can be job-related, ethnic, religious, age-related, or based on location. Folk art expresses a sense of the community's values and aesthetics. Folk art expressions are usually learned informally through a relative or the community and are maintained without formal teaching.

The Folk Arts category includes many forms and processes of expression, such as:

- performing traditions in music, dance, and drama
- traditional storytelling and other verbal arts
- traditional crafts
- visual arts
- architecture.

Note: Previous Folk Arts panels have not recommended funding for

- research for scholarly purposes only
- historical presentations or re-creations
- exhibits limited to historical objects
- highly choreographed or orchestrated interpretations of traditional folk or ethnic dance or music
- contemporary studio crafts or reproductions
- competitive events such as powwows or fiddle contests.

Literature

The Literature category is for programming by small presses, noncommercial publishing houses, professional literary groups, and other organizations in the literary arts.

Media Arts

The Media Arts category is for organizations involved in the creation of programming that promotes excellence in film, video, radio, and television. This category also supports film and video festivals, exhibitions, conferences, and seminars that provide access to the media arts for the general community.

Multidisciplinary

The Multidisciplinary category is for organizations providing programming that presents two or more separate artistic/cultural disciplines in one program.

Museums (Art, History, Science, and Youth & Children's)

The Museum categories are for organizations that are mainly educational and aesthetic with programming focused on the organization's collections and/or exhibits.

All organizations in the museum disciplines must:

- be open to the public for at least 180 days each year

- own or utilize works of art or tangible objects, whether animate or inanimate
- care for these works of art or tangible objects
- exhibit these works of art or tangible objects to the public on a regular schedule through facilities the organization owns or operates.

Applicants to the museum category are encouraged to participate in the American Association of Museums' Museum Assessment Program (MAP).

Art Museums

An art museum is a public or private not-for-profit institution operating on a permanent basis for the primary purpose of sponsoring, producing, and exhibiting visual art programs. Non-museum organizations conducting visual art exhibitions should apply to the Visual Art category.

History Museums

For this purposes of this program, a historical museum is a institution located in Florida and operating on a permanent basis for the primary purpose of sponsoring, producing, and exhibiting educational programs that are related to the historical resources of Florida.

The primary role of a history museum is to collect and care for artifacts and other objects of intrinsic historical or archaeological value and to exhibit them regularly. The mission of the museum must relate directly and primarily to the history of Florida.

Science Museums

A science museum is a public or private not-for-profit institution operating on a permanent basis for the primary purpose of sponsoring, producing, and exhibiting programs for the observation and study of various types of natural science and science technology.

For the purpose of this program, this definition includes:

- aquariums
- arboretums
- botanical gardens and nature centers
- museums of science
- science-technology centers and planetariums
- zoological parks.

Youth & Children's Museums

A youth and children's museum is a public or private not-for-profit institution operating on a permanent basis for the primary purpose of sponsoring, producing, and exhibiting multidisciplinary programs that involve participation for visitors between the ages of 6 months and 15 years, their families, teachers, and caregivers.

Music (Instrumental and Vocal)

The instrumental and vocal music disciplines are designed to help music organizations develop their artistic and administrative skills. These disciplines encourage programming that promotes excellence in music performance and creation, and provides such excellence to the applicant's community.

The Music discipline includes, but is not limited to, chamber or jazz ensembles, opera companies, choral groups, community bands, orchestras, world music ensembles, and other organizations providing music programming.

Producers of American musical theatre or related genres should submit their application to the appropriate Theatre discipline. Presenting organizations should apply to the Sponsor/Presenter discipline.

Sponsor/Presenter

A Sponsor/Presenter is an organization that makes an agreement with a performing arts company or artist for provision of performances or other activities. The organization generally does not create, rehearse, cast, or have artistic control over the performance or activity addressed in the application.

This category is for those organizations that are mainly dedicated to presenting artistic performances. It also supports programming involving the sponsorship or presentation of high quality performing arts groups and individual artists, usually over the course of a series or season.

Producing organizations should apply to the appropriate discipline for their project, such as Music, Theatre, Dance, etc.

Sponsor/Presenters may also produce substantial activity or engage in visual arts activities, but the mission of the organization should be presenting.

Theatre (Community and Professional)

The Theatre categories support producing theatres and other organizations that promote excellence in theatre performance. American musical theatre and related genres (not opera) can be included in this category.

Community Theatre

The Community Theatre category is for producing community theatres that promote excellence in community theatre performance.

The majority of the artistic production talent of a community theatre is not compensated at fair-market value, however, personnel may be hired as needed to perform administrative, artistic, or production duties. Community theatres tend to be operated for local recreation and education, and commonly seek to obtain the patronage and production participation of the community as a whole.

Community theatres should be very specific when describing how artists are compensated. Although it is assumed that most community theatres will not be compensating most actors, applicants should address whether or not technical staff (directors, designers) are compensated and if any actors receive financial compensation.

If the community theatre is in the process of becoming a professional house, you should address where you are in the transition and when you expect to be offering full compensation to your artistic staff.

Professional Theatre

The Professional Theatre category is for producing professional theatres that promote excellence in professional theatre performance.

Organizations applying to the Professional Theatre category must compensate their artistic staff and actors on a regular and continuing basis. Professional Theatre panelists strongly emphasize the

importance of payment to actors.

Companies should be very specific when describing the financial compensation and/or benefits that are offered to its artistic staff. If a national standard wage exists for certain services, that may be noted instead of repeating details commonly understood in the profession.

Visual Arts

The Visual Arts category is for visual arts and other organizations that make the visual arts available to the public through a variety of activities such as:

- lectures
- publications
- exhibitions
- educational programs
- artist workshops
- technical assistance for visual artists.

Local Arts Agency

A Local Arts Agency (LAA) is a very specific type of organization defined as an umbrella agency that serves its county (or counties) arts and cultural constituencies. To qualify for funding as an LAA, one or more county commissions must officially recognize the applicant as the local arts agency. This recognition must be documented through a letter, proclamation, or official meeting minutes. This includes county arts councils established pursuant to section 265.32, Florida Statutes. For funding purposes, the Division only recognizes one Local Arts Agency per county.

The purpose of this GPS type is to assist in the development of local arts agencies and to strengthen and stabilize the statewide network of local arts agencies by providing general program support for their activities. This helps further both local and statewide cultural goals and objectives.

This GPS type has three funding categories:

Funding Category	requirements
Level 1	<ul style="list-style-type: none"> • meet basic eligibility requirements and be a designated local arts agency • a minimum of one paid part-time staff member
Level 2	<ul style="list-style-type: none"> • meet basic eligibility requirements and be a designated local arts agency • have at least one paid full-time staff member • have at least \$100,000 in operating revenue for the last completed fiscal year • be in operation for at least three years at the time of application

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Level 3

- meet basic eligibility requirements and be a designated local arts agency
- have more than one paid full-time staff member
- have at least \$1,000,000 in operating revenue for the last completed fiscal year
- be in operation for at least five years at the time of application

State Service Organization

A State Service Organization (SSO) is a very specific type of organization defined as a not-for-profit organization that provides opportunities to strengthen and advance professional working in the cultural industry and cultural institutions on a statewide basis. SSOs are typically dedicated to specific disciplines or subject areas (for example: music, dance, theatre, leadership, and administration, etc.).

The purpose of SSO program support is to support state service organizations through stabilized funding and to encourage collaborative work between the Division and these organizations to achieve state goals and objectives.

In order to qualify as "statewide", the organization's services and activities must reach at least 50% of the state's population, or 34 or more Florida counties.

Application Considerations

Accessibility/Non-Discrimination

The Florida Council on Arts and Culture and the Division of Cultural Affairs have pledged their resources toward making the arts accessible to everyone, including:

- persons with disabilities
- older adults
- culturally and economically deprived populations
- minorities.

In order to ensure that all grantees consider accessibility, there is an accessibility review criterion that gives applicants up to 10 points for accessibility efforts. This criterion will be evaluated using the applicants response to several yes/no questions concerning the Americans with Disabilities Act. There is also a narrative question that gives applicants the opportunity to expand on their accessibility initiatives and efforts to ensure their programming is inclusive and welcoming to all. Applicants are encouraged to provide further details on access initiatives and efforts in support materials.

Organizations seeking support for projects that will not be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age, or marital status should not apply for this publicly funded grant.

Federal Requirements

Grant recipients are required to conduct their operations in compliance with:

- the Civil Rights Act of 1964
- the Rehabilitation Act and Section 504 of 1973
- Title III of the Age Discrimination Act of 1975
- the Americans with Disabilities Act of 1990
- Title IX under the Education Amendments of 1972 (where applicable), which bars discrimination on the basis of race, color, age, national origin, sex, or disability
- Part 505 (29 CFR) Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts as required by the U.S. Department of Labor

Information on how to obtain copies of these publications is available upon request from the Division of Cultural Affairs.

Payment for Services

Applicants considering paying for the services of artists or technical personnel must be aware of the following federal regulations.

- a. Personnel employed on performing arts projects or productions that are financed in whole, or in part, under a Division grant shall be paid not less than the minimum compensation for persons employed in similar activities.
- b. No part of any project or production that is financed in whole, or in part, under a Division grant will be performed or engaged in working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employee.

For further information, or to obtain a waiver of a) and b), contact:

Wage and Labor Division, U.S. Department of Labor
1-866-4USWAGE (1-866-487-9243)
TTY: 1-877-889-5627
<http://www.dol.gov/esa/whd/>

Facility Accessibility

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified disabled individual in the United States, as defined in section 7(6), shall, solely by reason of his/her handicap (disability), be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

In addition, the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), and places of public accommodation and commercial facilities (Title III).

Regardless of federal funding requirements, Division grant award agreements state that "all acts to be performed in conjunction with this agreement shall be performed in strict conformity with all applicable laws of the State of Florida." This includes compliance with Chapter 553, Florida Statutes, Building Construction Standards, Part V, Accessibility by Handicapped Persons. This statute formally incorporates into the laws of Florida the accessibility requirements of the Americans with Disabilities Act of 1990.

Organizations should periodically conduct a self-evaluation of their facility and programs to determine

how accessible they are. The self-evaluation form is now available online at _____. More information about ADA self-evaluation can be found at _____.

IMPORTANT: Applicants must review both the compliance mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 for information regarding facility accessibility.

For assistance, please use the following resources.

- United States Access Board
<http://www.access-board.gov/>
800-872-2253 (V) 800-993-2822 (TTY)
- The National Endowment for the Arts, Accessibility Office
<http://www.arts.gov/resources/accessibility/office.html>
202-682-5532 (V) or 202-682-5496 (TTY)
- Design for Accessibility: A Cultural Administrators Handbook
<http://www.nea.gov/resources/accessibility/pubs/DesignAccessibility.html>
Hard copies may be purchased through the National Assembly of State Arts Agencies (<http://www.nasaa-arts.org>). This handbook provides helpful information regarding compliance with federal laws; however, there are instances where Florida state law prescribes access measures that exceed federal standards. In case of conflict between state and federal standards, the organization must comply with the more stringent requirement.
- For more information on state standards, contact the Florida Department of Community Affairs (<http://www.dca.state.fl.us/>) or your local Center for Independent Living (<http://www.virtualcil.net/cils/query-iandr.php?state=fl>)

You can find a comprehensive listing of state and national resources and links relating to Disability Symbols, ADA Compliance, Accessibility in the Arts, and other valuable information regarding accessibility on the Accessibility Resources section of the Division's web site, <http://florida-arts.org/programs/resources.htm>.

Noncompliance

Any applicant that has not submitted required reports or met administrative requirements for all previous grants is considered to be in noncompliance.

Compliance concerns must be resolved before applicants can do any of the following:

- Apply for additional funds through any Division program
- Be issued award agreements for new grants
- Receive payments on existing awards

The Division will notify applicants of the noncompliance. Overdue report(s) must be received within 30 calendar days of the date of the notice or new awards will be rescinded.

Grant review panels will be advised of each applicant's compliance history to help them evaluate program

management. In the past, otherwise competitive applications have received lower scores due to compliance issues.

Allowable Costs

All necessary and routine expenses shall be allowed for the purposes of a grant provided that are:

- Incurred and paid within the grant period of July 1 to June 30
- solely for the purposes of the grant and can be easily identified as such.

Grant and matching funds may be used for the following purposes with prior approval by the Director or when specifically contained and approved in the grant application.

- Travel outside the continental United States
- Equipment purchases that cost in excess of \$5,000 and have a life of more than one year

Note: The cost of each item must be clearly and separately identified within the Application Proposal Budget Expenses(Detail).

Non-Allowable Costs

The following are non-allowable project costs for grant and matching funds. **Non-allowable costs should not appear anywhere in the Grant Proposal Budget.**

- Expenses incurred or obligated prior to or after the grant period
- Lobbying or attempting to influence federal, state, or local legislation
- Building, renovation, or remodeling of facilities
- Capital expenditures (includes acquisitions, building projects, renovations, etc.)
- Bad debts, contingencies, fines and penalties, interest, and other financial costs
- Private entertainment, food, beverages, plaques, awards, or other scholarships
- Projects that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status
- Re-granting (using state funds to underwrite local grants programs)
- Contributions and donations

Operating Expenses

No state funds may be used towards "operating" expenses such as phone, utilities, property improvements, fixtures, maintenance, general supplies, property taxes, overhead and indirect costs, etc. Operating expenses may **only** appear as match.

In-Kind

The amount of in-kind allowed in the Proposal Budget is limited to 25% of the Total Proposal Costs (line C, Application Proposal Budget). To calculate, divide Total Cash Income by 3.

The amount of in-kind allowed in the Operating budget is limited to 10% of the applicant's total operating budget income (line 25, Application Operating Budget). To calculate maximum in-kind, divide total cash income (line 23, Application Operating Budget) by 9. **Exception:** Organizations with a total cash income of \$150,00 or less for the last completed operating budget (column 1, line 23, Application Operating Budget) can include up to 25% in-kind in the operating budget. To calculate, divide total cash income (line 23, Application Operating Budget) by 3.

An organization may have more actual in-kind than the allowed percentage, however this limit is in place to avoid inflation of the total operating budget. Applicants may include a list of actual in-kind with their support materials to demonstrate community support.

To calculate the fair-market value of in-kind services, the time of a volunteer should be calculated at the federal minimum wage. If the volunteer is professionally skilled in the work he/she is providing (such as a photographer donating photography services or a Certified Public Accountant providing a pro bono audit), the wage rate the individual is normally paid for providing the service may be indicated. All in-kind services must be documented in writing by the provider of the service. Donated materials require similar documentation and should not be inflated.

In-kind contributions must be fully documented and records of such documentation must be available upon request.

Review Criteria

All GPS applications will be reviewed using the same four criteria.

- Program Excellence and Innovation (up to 40 points)
- Program Impact (up to 30 points)
- Program Management (up to 20 points)
- Accessibility (up to 10 points)

Program Excellence and Innovation

Applicants must demonstrate excellence and innovation in all aspects of the proposal. Panelists will consider the following narrative responses.

- Strategic Plan Elements
- Program Description
- Marketing and Promotion
- Personnel / Partners

Panelists will also consider the proposal summary (goals, objectives and activities), the proposal budget, the applicant mission statement, and the estimated number of events/activities. (Up to 40 points)

Program Impact

Applicants must demonstrate the expected impact of the proposal. Panelists will consider estimated participation numbers as well as the following narrative responses:

- Program Impact
- Personnel & Partners
- Education & Outreach

(Up to 30 points)

Program Management

This criterion covers all aspects of program administration, planning, and evaluation. In addition to the following narrative responses, panelists will also consider the applicant's history of grant compliance, the operating budget, and the proposal summary (evaluation outline).

- Organization History
- Sustainability
- Fiscal Condition
- Collection Summary (museums only)

(Up to 20 points)

Accessibility

Points will be awarded based on efforts towards making programming inclusive for all participants. Panelists will consider responses to the Americans with Disabilities Act questions as well as the Accessibility narrative response. (Up to 10 points)

Scoring

Applications must earn a minimum average score of 75 to be recommended for funding.

The maximum number of points an application can earn is 100. The average score will be rounded to three decimal places. When the fourth decimal is a 5 or greater, the score will be rounded up in favor of the applicant. For example, 74.9995 will be rounded to 75.0 but 74.9993 would remain 74.999. If the legislature funds this program, all applications that meet the minimum score and are approved by the Secretary of State will be funded.

Review Process

The grant application review process includes the following.

1. Division Staff Review for basic eligibility
2. Grant Panel Review and scoring
3. Florida Council on Arts and Culture recommendations
4. Secretary of State approval

Staff Review

Division staff will review all applications that meet the deadline for basic eligibility. Staff does not make subjective evaluations or comments on the content or quality of any grant application. Only applications that meet eligibility requirements will be made available to the grant review panel.

Staff may contact the applicant during the staff review to resolve the following problems.

- IRS determination letter not contained in the application package
- Organization name on application does not match IRS determination letter
- The proposal budget does not meet matching requirements or the requested amount is incorrect
- The proposal budget contains non-allowable costs
- The start and end dates are incorrect
- The funding category is incorrect
- Contact information is incorrect
- Problems with specific type or funding category requirements

Applications can be changed only at the request of Division staff. Only approved changes will be provided to the review panel.

Panel Review

After Division staff review, the Division will release eligible applications to the grant panel for review and scoring. Panelists are individuals knowledgeable in the program, type, or discipline. The panel will independently evaluate each application based on the review criteria detailed in these guidelines. After each panel member has evaluated the application, there will be a public panel meeting to review, discuss, and score the applications.

Panel meetings are a public process (usually conducted by teleconference) and anyone can participate by attending in person or by calling in via a toll-free number. Participation instructions are emailed to applicants and posted on the Division's web site. There is no telephone participation form required for a teleconference panel meeting; applicants do not need to inform the Division that they will participate. Although the Division strongly encourages applicants to participate in the grant panel meeting, it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants with any funding agency.

During the panel review, applicants will only be permitted to respond to questions from the panelists and provide *brief updates* to their application. Updates include new information about the project, partners, funding, etc. After all the applications have been scored, there will be an opportunity for public comment. During public comment, anyone (including applicants) may speak about the applications under consideration.

Florida Council on Arts and Culture Recommendation

After the panel meeting, the Division will report the panel recommendations to the Florida Council on

Arts and Culture. The Council may amend panel recommendations based on information not available at the panel meeting. Examples include:

- a panelist's conflict of interest not disclosed in the panel meeting
- misinformation presented at the panel meeting by someone other than a designated applicant representative
- Division staff error discovered after the panel meeting
- concerns raised as a result of a compliance review
- bankruptcy or other fiscal concerns
- changes in the applicant's staff that would impair implementation of the proposed grant activity.

The Council recommendations to the Secretary of State will be placed into a list that is ordered by score from highest to lowest. This list will be submitted to the Secretary of State for review and approval.

Secretary of State Review

The Secretary of State may amend the Council's recommendations based on significant new information not made available to the Council or the application review panel. Applications approved by the Secretary will move on to the funding process.

Funding

Beginning after July 1, 2010, all General Program Support applications eligible for funding and approved by the Secretary of State will be submitted to the Legislature as part of the Department of State's Legislative Budget Request (LBR). Using this list, the Legislature will appropriate an amount.

All approved applications will be funded using the following method:

1. If the appropriation is equal to the funding recommendation, all applicants will be awarded their full recommendation.
2. If the appropriation is less than the funding recommendation, each applicant request will be reduced by a percentage based on score. If the request is still greater than the appropriation, each request will be reduced proportionally until the total of all requests equals the amount appropriated by the legislature.

Grant Administration

Grant Forms

The following forms are used in the administration of all grants in these guidelines and are hereby incorporated by reference and available from the Division.

1. General Program Support Application (Form CA2E145), effective 9/1/2009
2. Grant Report (Form CA2E044), effective 9/1/2009
3. State Funds Expenditure Log (Form CA2E136), effective 9/1/2009

4. Grant Amendment Request (Form CA2E002), effective 9/1/2009
5. Assurance of Compliance and Signature Authorization (Form CA2E059), effective 9/1/2009
6. Grant Award Agreement (Form CA2E142), effective 9/1/2009

Grant Award Agreement

The Grant Award Agreement is the contract between the grantee and the Division. It includes all requirements for the administration of the grant. Applicants must sign and return the Award Agreement to the Division. Applicants cannot spend state funds until the Grant Award Agreement (GAA) has been executed. The Division will send applicants an executed copy of the agreement for their files.

Grant Amendment Request

The Grant Amendment Request form lets applicants request changes to the approved grant award. The funded grant application becomes part of the Grant Award Agreement; therefore, changes (listed below) must be submitted using the Grant Amendment Request form. The Division will review requested changes to the grant award. Approval of the request will be based on adherence to the goals of the funded application. The Division must approve the changes prior to their implementation. If changes are implemented without the Division's written approval, the organization is subject to noncompliance, and the grant award is subject to reduction or complete refund to the state of Florida, in accordance with the Grant Award Agreement.

Changes include, but are not limited to the following.

- Addition of an expense line item where none existed in the approved budget
- Any substantial deviation from the proposal as outlined in the grant application narrative, such as:
 - significant reductions in the number of program activities or proposed events
 - significant revision in scope, goals, or objectives
 - reduction in staff related to the proposal
 - changes in specific artists or proposed exhibitions and productions that are not equivalent to the original proposal
 - inability to complete the programming for which grant funds were awarded
 - budget changes which include a decrease in the total project costs by 25% or more
 - budget changes which include a 50% change in any expense line-item
- Travel or equipment costs that exceed the figure in the approved budget by more than 25%
- Introduction of a subcontractor or subgrantee relationship where none existed in the grant
- Charging admission or fees when the proposed activity was "free to the public"
- Project start or end dates outside the established grant period

Payments

Grant funds will be available in quarterly installments. Applicants do not have to submit a request for payment. No payments will be released until the Grant Award Agreement has been executed.

Retaining Records

Grantees are required to maintain complete and accurate accounting and program records. These records must be readily available for inspection by state, federal, or independent audit personnel and must be maintained in accordance with the Federal Office of Management and Budget (OMB Circular A-102 or A-110) regulations. Copies of these publications are available from the Division of Cultural Affairs.

Grantee records must be available on request for a period of five years following the filing of the final report.

Florida Single Audit Act

Each non-state entity that expends \$500,000 or more in state awards during the recipients fiscal year is required to have a state single audit or project specific audit for that fiscal year. State awards means state financial assistance from any source provided to the recipient to carry out a state project. The audit shall include a schedule of receipts and expenditures for the entire award expended. The audit shall be submitted within nine (9) calendar months following the end of the organization's fiscal year. Additional information will be made available through the Grant Award Agreement.

This requirement is in accordance with section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Chief Financial Officer, and Chapter 10.550, Rules of the Auditor General.

Crediting the Division

Grantees are required to credit the state for funding. Promotional materials for programming funded with money from the Division of Cultural Affairs should include the Division sponsorship statement, logo, or both.

The sponsorship statement (with or without the Division logo) should be included on posters, brochures, catalogs, press releases, web sites, flyers, etc. **The statement must be used on at least one promotional material.**

"Sponsored in part by the State of Florida, Department of State, Division of Cultural Affairs, the Florida Council on Arts and Culture, and the National Endowment for the Arts"

The Division's logo can be used alone in places where the complete statement would not work such as postcards, magnets, etc. Organizations are also encouraged to use the [NEA logo](#).

The DCA logo can be downloaded from the Division's web site at <http://www.florida-arts.org/grants/getlogo.htm>



Reporting

Grantees are required to submit a Grant Report to the Division. The grant report provides documentation that the proposed programming was completed in compliance with the Grant Award Agreement.

The Division uses the information provided in the Grant Report to:

- compile performance reports for the Florida Legislature and for Congress (via the National Endowment for the Arts)
- develop advocacy materials and data to support future funding needs
- provide statistical information requested by local, regional, and national arts and cultural organizations
- aid in evaluating the success of Division programs
- identify emerging cultural needs.

The report is due on the July 30th following the end of the grant period except where an extension has been approved. Failure to report correctly will risk your funding chances in future years or in other Division grant programs (see noncompliance).

State Funds Expenditure Log

A State Funds Expenditure Log must be submitted with the Grant Report. It is a spreadsheet that details how state funds were spent. Each entry includes check number, amount of state funds, total amount of check, date of check, name of payee, and a description of the expenditure. **Only expenditures including state funds should be reported on the State Funds Expenditure Log.** The total of state funds used should equal the grant award.

How to Apply

Grant applications to the Division will have two parts: an application form and an application package.

The application form must be completed using the Division's Online Arts Services and Information System (OASIS) and submitted online by the deadline date.

The application package contains required attachments and support materials. This package must be mailed to the Division and postmarked by the deadline date.

For complete application instructions, see the separate General Program Support application instructions.

Help

For general information about the Division of Cultural Affairs and to access grant information, panel details and resources, visit our website at: <http://www.florida-arts.org>.

For information about OASIS and using OASIS to submit grant applications, please check the OASIS web site (<http://www.florida-arts.org/oasis/>) or contact the OASIS Help Desk at oasis@florida-arts.org, 850.245-6493 or 850.245-4488.

For information about Local Arts Agency or State Service Organization program support, contact:

Dr. Gaylen Phillips
(850) 245-6482
gphillips@dos.state.fl.us

For information about Cultural and Museums program support, contact the program manager responsible

for your discipline:

Sarah T. Stage
(850) 245-6459
ssstage@dos.state.fl.us

D. Scott Moore
(850) 245-6478
dsmoore@dos.state.fl.us

- Dance
- Folk Arts
- Literature
- Media Arts
- Music
- Sponsor/Presenter
- Theatre (Community and Professional)
- Multidisciplinary
- Visual Arts

- Museums

Funding for the Division of Cultural Affairs, Florida Department of State is provided by the State of Florida and the National Endowment for the Arts, a federal agency.

Last Updated



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