



Specific Project Grant Guidelines

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

GUIDELINES

Introduction

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

These guidelines do not apply to applicants that wish to submit an application for a General Program Support, 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 no existing applications for the General Program Support or Specific Cultural Project programs in the current application cycle (see application restrictions)
3. Have satisfied the administrative requirements of previous grants received from the Division (see non-compliance)
4. Match the grant amount requested at least dollar for dollar (see match requirements)
5. Agree to comply with all application considerations and grant administration requirements

In addition to these general eligibility requirements, there may be specific eligibility requirements for the four Project types.

Application Restrictions

A single organization can only submit one (1) Specific Project or one (1) General Program support application per annual cycle. This restriction allows equitable distribution of limited state funding.

This includes organizations such as universities or local governments that share a Federal Employer Identification Number (FEIN) or tax ID. Organizations that would formerly submit multiple applications for different departments must coordinate to decide on a single application for each annual cycle.

Organization Status

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

The Specific Cultural Project (SP) grant is designed to fund a cultural project, program, or series taking place within the grant period. The activities must support the mission of the organization and further the state's cultural objectives.

Request

Specific Cultural Projects have a maximum request of \$25,000 with the exception of Underserved Arts Community Development projects. Use the table below to find the maximum request amounts.

Project Type	Funding Category	Maximum Request
Arts In Education	All	\$25,000
Discipline-Based	N/A	\$25,000
Culture Builds Florida	All	\$25,000
Underserved Cultural Community Development	Capacity Building	\$2,000
	Consultant	\$5,000
	Salary Assistance	\$20,000

Note: Arts In Education Partnership projects have specific contact hour requirements based on the amount requested.

Match Requirements

Project request amounts must be matched at least one to one (\$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 period end date. All expenses (both state grant and match) must be paid (not merely encumbered) within the grant period.

Exceptions: Underserved Arts Community Development

- Consultant applicants with a total operating income of less than \$10,000 that have never received a Consultant grant are not required to provide match.
- Salary Assistance applicants with a total operating income of less than \$10,000 that have never received a Salary Assistance grant are not required to provide match.

Rural Economic Development Initiative (REDI)

The Rural Economic Development Initiative (REDI) recognizes rural or economically distressed counties and communities designated as REDI qualified. Applicants that are located within a REDI county or community are not required to show cash match. However, REDI applicants are still required to show a 1:1 match of in-kind (donated services or materials, etc.).

Applicants that seek a REDI waiver must request it by submitting a letter from the county government with their application package. The letter should acknowledge the application and request the waiver on behalf of the applicant. REDI waivers may not be used for Underserved Arts Community Development projects.

For more information about REDI, including a list of eligible counties and communities, see the Department of State's Rural Economic Development Initiative page.

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 and culture 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 Specific Cultural Project proposals must incorporate at least one (1) 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 advocacy efforts but is filled with excellent examples, powerful quotes, and imaginative ideas.

Project Types

The Division offers four project types.

- Arts In Education projects promote arts and culture in education
- Discipline-Based projects are specific to one of the 15 cultural disciplines
- Culture Builds Florida projects directly promote one or more elements of the state's cultural strategic plan
- Underserved Cultural Community Development projects assist with the development of underserved cultural organizations

Note: Each project type has specific requirements.

Arts In Education

Arts In Education project grants are designed to support activities that cultivate learning and artistic development for students of all ages, backgrounds, experience levels, and abilities. This includes:

- the learning and artistic development of pre-kindergarten through grade 12 students and teachers
- activities that promote the arts as an integral part of education and lifelong learning for Florida's citizens and visitors, including older adults
- initiatives and proposals that help applicants to work as individuals or partners to carry out community programs and school reform through the arts.

The Division supports the view that the arts build cultural understanding, mutual respect, and strong

communities. Arts In Education projects accomplish this by bringing artists and cultural experiences directly into schools, hospitals, nursing and eldercare facilities, senior centers, correctional facilities, community spaces, and cultural facilities.

Funding Categories

There are **two** funding categories for Arts In Education Projects.

1. Artist Residency
2. Arts Partnership

Artist Residency

Artist residencies place professional Florida artists in a variety of education and community settings.

Artists in Residence:

- teach all aspects of their art form
- create or perform works of art so that participants may observe and be a part of the creative process
- relate their art form to other curriculum areas or disciplines

Residencies can change the way a community views a particular art form and the arts in general. Artists engage participants in making art in a mutually supportive, creative learning environment and participants explore self-expression and the role of the arts in society. The process encourages imaginative thinking, problem solving, goal setting, and teamwork.

All residencies must relate to:

- core curriculum or Sunshine State/FCAT standards (for residencies targeted to pre-K through grade 12)
- community needs and goals (for residencies targeted toward colleges, after school programs, and cultural and social/community service programs).

Required Activities

Artist residencies must include at least 1 (one) preliminary session with the artist(s) to discuss residency goals, scheduling, planning, objectives, requirements, etc. This session does not count towards the required contact hours. The artist must be paid for this session.

In addition to the preliminary session, the residency must involve at least two (2) of the following activities.

1. An event that shares the core participant's work
2. Arts related professional development for staff, arts educators, administrators, and teachers (in-service workshops/institutes, seminars, etc.)
3. Related in-state field trip to a gallery, museum, concert, or performance for the core participants
4. An event that joins core participants, family, and friends in hands-on arts activities

Contact Hours

Residencies are required to have a minimum number of contact hours based on request amount. A

contact hour is one hour (60 minutes) or one class period of hands-on activity with the artist. Residency days and weeks do not have to be consecutive. Use the table below to determine the required contact hours.

Required contact hours by request

Request Amount	Required Contact Hours
\$10,000 or less	at least 25
\$10,001 to \$15,000	at least 30
\$15,001 to \$20,000	at least 35
\$20,001 to \$25,000	at least 40

Residencies may last longer than the minimum requirement as long as activities take place during the grant period.

Sample Residency Projects

- A theatre company implements a playwriting residency in a local school by employing two teaching artists to work with students in three classrooms over an 8-week period, and employing another three artists to maintain a drama club.
- An artist-in-residence at a local hospital engages older adults throughout the community in weekly movement classes that enhance self-esteem, cognitive function, and physical fitness while providing for social and creative engagement.
- An arts organization develops a model educational project for inner city and immigrant teens that showcases their work through spoken word performances and self-published CDs of their work. The project helps teens acquire language, literacy, and identity development.
- An arts organization presents an arts-based summer program for children. Each of the 6 (six), week-long sessions offer two classes; one for ages 5-9, and one for ages 10-18. A goal of this residency is to create a program where 40% of each weekly session is composed of children with a documented diagnosis of a developmental disability. One of the objectives is to increase family connections and the value of the arts for students of all ability levels.

Arts Partnership

The Arts Partnership funding category is designed to support projects that will advance arts education and the development of long-term partnerships through effective collaboration between community and cultural organizations, social service agencies, and educational entities.

Applicants can request up to \$25,000 for the implementation of arts partnership projects that have completed planning and design work and are ready to be implemented or expanded. Arts Partnership applicants must:

- clearly define the partners and their responsibilities and resources (financial and otherwise)
- identify key personnel and/or consultants
- identify the project goals and outcomes
- demonstrate that evaluation instruments are developed and data collection systems are in place.

The request can include computer, video, and technology equipment; however, applicants must show how technology equipment, systems, and programs are integrated into their specific arts education partnership.

Arts Partnership projects are not intended to fund the same project year after year, nor are they to be confused with artist residencies. Consider the following audiences when planning your activities.

- Pre-kindergarten through grade 12 students
- Adults
- Persons with disabilities
- Economically disadvantaged, underserved and/or at-risk populations
- Multicultural populations
- Non-traditional students.

Focus Areas

The Arts Partnership project **must include at least two (2)** of the following.

1. School-based arts education
2. Programming that integrates the arts into areas not typically associated with the arts such as:
 - non-arts curriculum
 - school-to-work initiatives
 - the criminal justice system
 - the healthcare system
 - community care for the elderly
 - underserved populations
 - adult-continuing education programs
3. Programming that brings together different generations
4. Arts and technology programming in music, visual arts, theatre, dance, media and/or literary arts
5. Community arts education

Sample Arts Partnership projects

- An arts organization partners with a correctional facility to offer inmates weekly creative workshops to improve self-esteem, confidence, and skills through the successful completion of arts projects. This enables participants to give back to society by coordinating the donation of inmate-produced artworks to benefit local, regional, and national non-profit organizations.
- An art museum partners with a local Alzheimer's Association to allow participants the opportunity to attend a free, weekly program designed specifically for individuals with Alzheimer's disease in collaboration with arts-in-medicine professionals.
- A performing arts organization partners with a local school board to provide symphonic music to fifth grade students while the teachers and orchestra build curriculum. Students receive exposure to music for perhaps the first time and are encouraged to submit short videos of their in-school

performances. Students are also asked to write essays based on the life of a particular composer and the works seen and how that composer's life inspires the student's life.

- A theatre company partners with a university to offer educational cultural experiences to students of all ages. This project gives exposure to high-quality professional productions of Shakespeare plays while providing a minimum of 1000 complimentary tickets to underserved students.

Evaluation Requirements

Evaluation plans for Arts In Education projects must center on the project goals and outcomes and include at least 4 (four) of the following evaluation tools.

- Worksheets
- Quizzes
- Student journals, performances, or artwork
- Portfolios
- Interviews
- Pre- and post tests
- Audio/visual documentation
- Questionnaires or surveys
- Self-evaluation and peer critique
- Rubrics (a rating scale with numbers and descriptors)

Remember, evaluation is a three step process that involves identifying credible evidence that shows the learning process; designing methods for collecting data; and developing ways to interpret and analyze the information that is collected. Good reporting is a powerful tool to be used when advocating for arts education.

Discipline-Based

Discipline-Based projects are discipline specific for organizations conducting cultural programming, realizing their stated mission, and furthering the state's cultural objectives. Projects should:

- address an identified program based need within the service area
- produce a measurable impact on the target audience or community
- demonstrate cultural or artistic excellence
- be inclusive through outreach and educational services.

Discipline Categories

Discipline-Based 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.

Dance

The Dance category is for projects promoting excellence in dance.

Folk Arts

The Folk Arts category is for projects that preserve and present traditional arts. This includes performances, exhibitions, festivals, and 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 the values and aesthetics of the community. 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 the following:

- 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 projects in the literary arts. Applicants could include small presses, noncommercial publishing houses, professional literary groups, and other organizations.

Media Arts

The Media Arts category is for projects that promote excellence in film, video, radio, and television. This category 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 projects that present two or more separate artistic/cultural disciplines.

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

The Museum categories are for organizations that are mainly educational and aesthetic with projects 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.

Museum project applicants 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 discipline.

History Museums

For the purpose of this program, a historical museum is an institution 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 for music projects. These disciplines encourage programming that promotes excellence in music performance and creation.

The Music disciplines include, but are not limited to, chamber or jazz ensembles, choral groups, community bands, orchestras, opera, and world music ensembles.

Producers of American musical theatre or related genres should submit their application to the appropriate theatre panel. Presenting organizations should apply to the sponsor/presenter discipline.

Sponsor/Presenter

A Sponsor/Presenter is an organization that makes an agreement with a cultural provider 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 projects involving the sponsorship or presentation of high quality performing arts groups and individual artists.

Producing organizations should apply to the appropriate discipline for their project, such as music, theatre, dance, etc.

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 can be included in this category. Opera projects should apply to the Music category.

Community Theatre

The Community Theatre discipline 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 discipline 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 galleries, and other organizations that make the visual arts available to the public through projects such as:

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

Culture Builds Florida

Culture Builds Florida project grants are designed to support and encourage new statewide projects in the four key areas of the Division's Strategic Plan, *Culture Builds Florida's Future*.

The Vision Areas

Strengthening the Economy

At the heart of this vision area is a simple question: "What can arts and culture do for business and what can business do for arts and culture?" A proposal that reflects this goal may:

- Share cultural tourism dollars
- Make certain that arts and culture are included in local and regional development and growth plans
- Encourage international cultural relationships

Promoting Learning and Wellness

Numerous studies have shown that arts and culture play a significant role in student education and in lifelong learning and well-being for all people. A proposal promoting learning and wellness might:

- Offer quality educational activities
- Develop model programs
- Encourage lifelong learning
- Remove accessibility barriers
- Promote physical and mental good health for all ages through cultural programming
- Assist in developing communities that promote diverse populations

Building Leadership

By forming working partnerships, cultural advocates and government leaders can lead the way, working together to incorporate the arts and culture into public policy for every Floridian. These proposals would:

- Communicate the public value of arts and culture
- Explore and create public/private partnerships
- Create partnerships with local industries that overlap with culture (chambers of commerce, libraries, film commissions, convention and visitor bureaus) as well as cultural businesses (entertainment, music stores, dancewear companies) and adjunct businesses such as coffee shops, restaurants, and hotels

Advancing Design and Development

Attractive parks, vibrant downtowns, lively neighborhoods, well-preserved historic structures and districts all contribute to creating a healthy, livable environment. Proposals reflecting this key vision area might:

- Foster strong design elements in local community public areas
- Encourage city and county planners to include arts and culture in comprehensive and growth plans
- Promote art in public places

Funding Categories

There are two funding categories for Culture Builds Florida projects:

1. Seed Funding: a new project

2. Expansion Funding: expansion of a current project.

Seed Funding

The Seed Funding category is designed for applicants wishing to start a new project fitting within at least one key area of the strategic plan.

Expansion Funding

The Expansion Funding category is for applicants that already have project activity in one or more of the key areas of the strategic plan, but are applying for a new component of an existing project.

Applications in this funding category may be for a specific effort to:

- reach a new audience
- bring a new component to an existing project (either through adding new technology, new disciplines, etc)
- other expansion or enhancement to an existing project.

This category will only fund that portion of an existing project that represents a significant expansion considering the vision area(s) of the strategic plan.

Underserved Cultural Community Development

Underserved Cultural Community Development projects support the organizational development of underserved cultural organizations. All applicants to this project type must meet the following criteria:

- Meet basic eligibility requirements
- Be an underserved cultural organization
- Have a total annual operating income of \$150,000 or less
- Have at least one year of completed programming

Underserved Definitions

For the purposes of this project type, underserved means rural, minority, or lacking in resources.

A rural cultural organization is:

- qualified under the Rural Economic Development Initiative (REDI) pursuant to SS. 288.0656 and 288.06561, F.S.

A minority cultural organization is:

- community-based
- deeply rooted in and reflective of a specific religious, racial, national, or cultural group of non-western or Judeo-Christian tradition
- at least 51% composed of persons who represent such groups as African American, Hispanic, Native American, Asian/Pacific Islander, individuals with disabilities, and others. This includes staff, board, artists, and volunteers

A cultural organization that is lacking in resources:

- cannot achieve its mission due to lack of cultural information or access to available programs.

These organizations are typically located within counties where there is no designated Local Arts Agency or other means of acquiring ongoing information and assistance

Funding Categories

There are **three** funding categories for Underserved Cultural Community Development projects.

1. Capacity Building
2. Consultant
3. Salary Assistance

Capacity Building

This funding category provides up to \$2,000 for projects that increase administrative or artistic capacity. Eligible projects include, but are not limited to:

- staff/volunteer exchange
- professional development opportunities such as attendance at seminars and workshops
- plan development opportunities such as fundraising, marketing, and arts education
- equipment/technology needs.

Applications must include appropriate support materials. For example, equipment purchases should include descriptions or specifications and prices, and seminars and workshop requests should include curriculum or agenda.

Consultant

The Consultant funding category provides up to \$5,000 for retaining consultants that can address specific administrative or artistic needs.

Administrative needs can include, but are not limited to:

- needs assessment
- grant writing
- board and staff development
- office management
- box office management
- development or fundraising
- marketing or public relations
- technology training

Artistic needs can include, but are not limited to:

- design (scene, lighting, costumes, sound, graphics)
- stage or house management
- directing
- musical production

- dramaturgy or script analysis
- choreography
- curatorial or exhibition guidance.

The consultant may not be a member of the applicant's staff or board. The consultant also may not be in the immediate family member of any staff or board members. This funding category may not be used to hire temporary staff positions. Applicants must submit the consultant's resume in the application package. Applicants should also submit other appropriate support materials such as a client list, agenda or plan, and letter of intent.

Match for the consultant funding category is \$1 to \$1. **Exception:** Applicants that have a total annual operating income of less than \$10,000 and that have never received an underserved consultant grant from the Division are not required to provide match.

Salary Assistance

The Salary Assistance funding category allows applicants to request up to \$20,000 for the full or partial salary support of one or more positions. The positions must be critical to the mission of the organization.

Match for the Salary Assistance funding category is \$1 to \$1. **Exception:** Applicants that have a total annual operating income of less than \$10,000 and that have never received an underserved salary assistance grant from the Division are not required to provide match.

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 and culture 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:

- Title VI of the Civil Rights Act of 1964 which bars discrimination on the grounds of race, color, or national origin (including limited English proficiency)
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which bar discrimination on the grounds of disability
- Age Discrimination Act of 1975 which bars discrimination on the grounds of age
- Title IX of the Education Amendments of 1972, as amended which bars discrimination on the grounds of sex, in any education program or activity
- Part 505 of Title 29 of the Code of Federal Regulations - Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities.

Additional information is available from the Civil Rights Office of the National Endowment for the Arts.
<http://www.nea.gov/about/Civil.html>

Payment for Services

Applicants considering paying for the services of professional performers and related or supporting professional personnel must be aware of the following federal regulations.

- a. Personnel employed on 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-wide 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.

- Submit an application for funding 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 14

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 non-compliance issues.

Allowable Costs

All necessary and routine expenses shall be allowed for the purposes of a grant provided that they 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 \$150,000 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 additional 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 Project 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)

Project Excellence and Innovation

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

- Strategic Plan Elements
- Project 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)

Project Impact

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

- Project Impact
- Personnel & Partners
- Education & Outreach

(Up to 30 points)

Project Management

This criterion covers all aspects of project 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

(Up to 20 points)

Accessibility

Points will be awarded based on efforts towards making the project 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 an 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 5 or greater, the score will be rounded up in favor of the applicant. For example, 74.9995 will be rounded to 75.0. 74.9993 would remain 74.999.

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 request 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 applications, 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.

Information that may result in recalculation of the average score includes, but is not limited to:

- a panelist's conflict of interest not disclosed in the panel meeting
- Division staff scoring error discovered after the panel meeting

Information that may result in the Council recommending zero funding for an application recommended by the panel includes, but is not limited to:

- noncompliance with administrative requirements of previous grants
- bankruptcy or other fiscal concerns
- changes in the applicant's staff that would impair implementation of the proposed grant activity.

The Council may also amend typographical or calculation errors in the panel recommendations.

Final Application List

Council recommendations from each panel will be merged into one ranked list using the following system.

1. Applications will be ranked by average score (highest to lowest).
2. Applications with a tied average score will be ranked using their totals for each criterion point in the following order:
 - a. Project Excellence and Innovation
 - b. Project Impact
 - c. Project Management
 - d. Accessibility
3. If there is still a tie after the score for each criterion has been compared, the applications will be ranked in application number order (lowest to highest).

This list will be submitted to the Secretary of State for review and approval. Reference: S. 265.286(3) and S. 265.286(4), F.S.

Secretary of State Review

The Secretary of State may amend the Council's recommendations based on new information. After the list has been approved by the Secretary, it will move on to the funding process.

Funding

Applications will be funded top-down at full request until the appropriation is depleted.

Beginning with the 2011-2012 grant period (the 2011 Legislature), the Department of State's Legislative Budget Request (LBR) will include the Secretary of State's approved list of Specific Cultural Project applications. The Legislature may use this list to appropriate an amount. (S. 265.286 (3), F.S.)

The LBR for the 2010-2011 grant period will not include the list of applications.

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. Specific Cultural Project Application (Form CA2E146), effective 9/1/2009
2. Grant Report (Form CA2E004), 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. 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 personnel 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 application
- 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. Payments will not be issued to applicants in noncompliance.

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.

Crediting the Division

Grantees are required to credit the state for funding (S. 286.25, F.S.). Promotional materials for programming funded with money from the Division of Cultural Affairs should include the Division sponsorship statement, logo, if 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 fit such as postcards, magnets, etc.



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 by the Division. 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 11:59 pm E.S.T. on the application deadline.

The application package should contain the following:

- **1 IRS 501(c)(3) or 501(c)(4) Determination letter** (now required with each application)
- **1 REDI Waiver Request letter** (only if requesting a REDI cash match waiver)
- **8 support material packets** with coversheets (optional but strongly encouraged)

Do not include printed copies of your application form in the application package. It is the responsibility of the applicant to supply the required number of copies. The Division will not copy support materials.

The application package must be mailed to the Division and postmarked by the application deadline. If the application deadline falls on a Saturday, Sunday, or legal holiday, the application package must be postmarked by the following day which is not a Saturday, Sunday, or legal holiday.

For complete application instructions, including suggested support materials, see the separate [Specific](#)

Cultural Project application instructions.

Help

For general information about the Division of Cultural Affairs and to access grant information, panel details and resources, visit our web site 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 850.245.6488.

For information about Arts In Education or Underserved Arts Community Development projects, contact:

Laura L. Stone
(850) 245-6475
lstone@dos.state.fl.us

For information about Culture Builds Florida projects, contact:

Don Blancett
(850) 245-6483
dblancett@dos.state.fl.us

For information about Discipline-Based projects, contact the program manager responsible for your discipline:

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

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

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

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 June 2, 2009

