

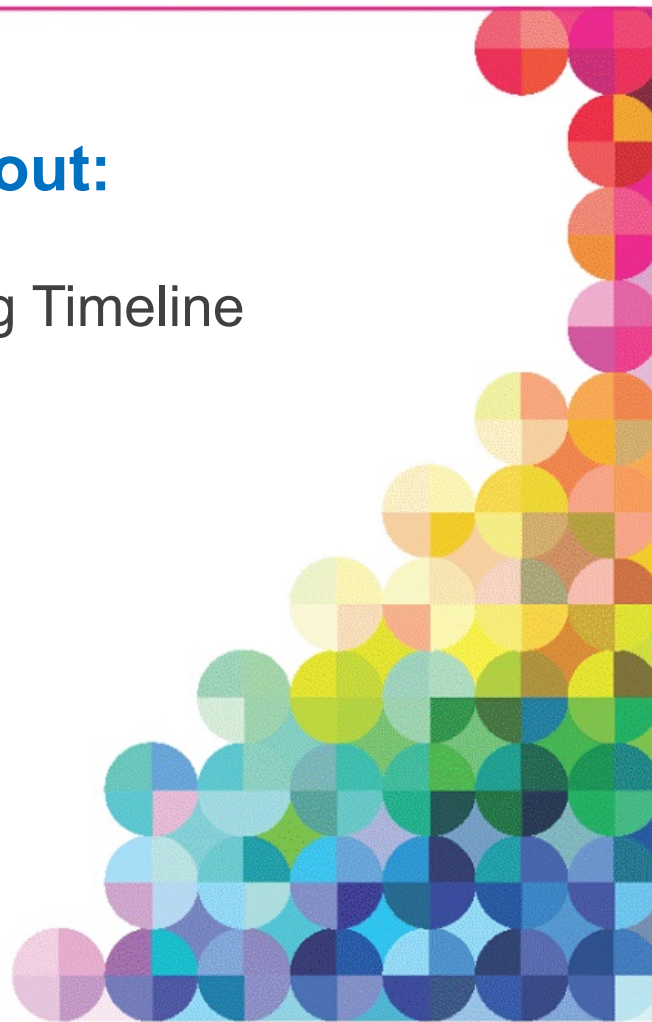


Florida Department of State  
**Division of Cultural Affairs**  
<http://dos.myflorida.com/cultural>

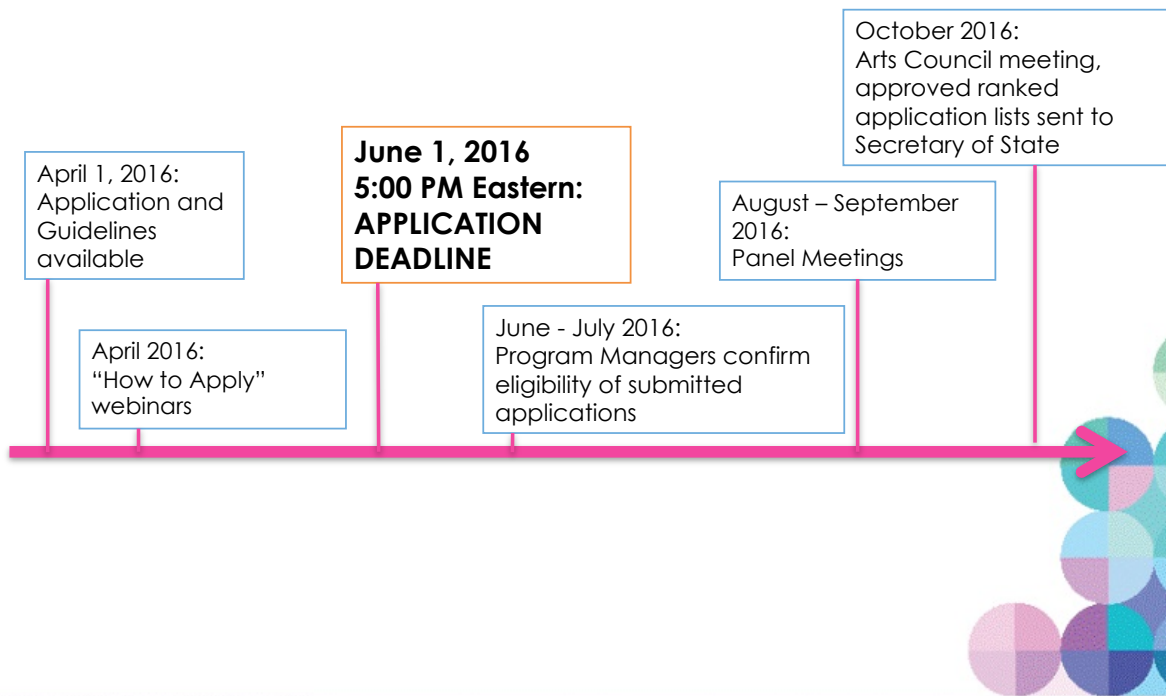


## What we are going to talk about:

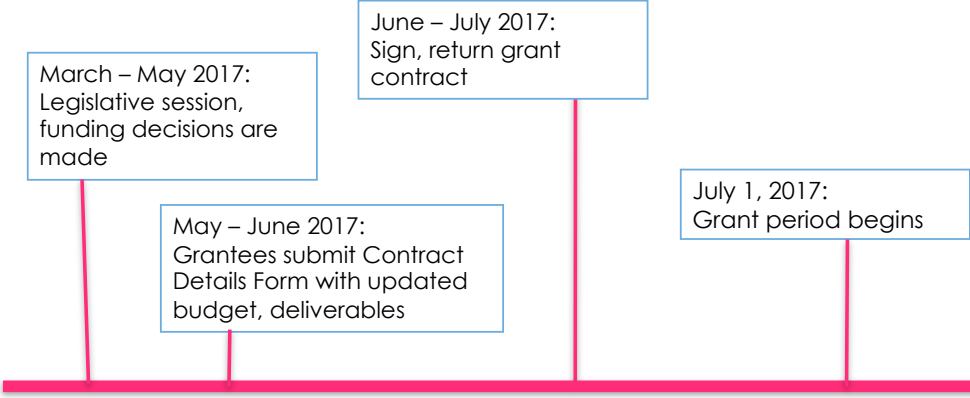
1. Grant Deadlines, Grant Cycle, Funding Timeline
2. Division Grant Programs
  - General Program Support
  - Specific Cultural Projects
  - Fast Track Grants
  - Cultural Facilities
  - Cultural Endowment
3. Application Tips
4. Grants Management



# 2016- 2017 Funding Timeline



# 2016 - 2017 Funding Timeline



## Annual Grant Deadlines

1. General Program Support & Specific Cultural Project

Deadline: June 1, 2016

Grant Period: July 1, 2017 – June 30, 2018

2. Cultural Facilities & Endowment

Deadline: June 15, 2016

Grant Period: July 1, 2017 – June 30, 2018

3. Fast Track Grants

Deadline: September 12

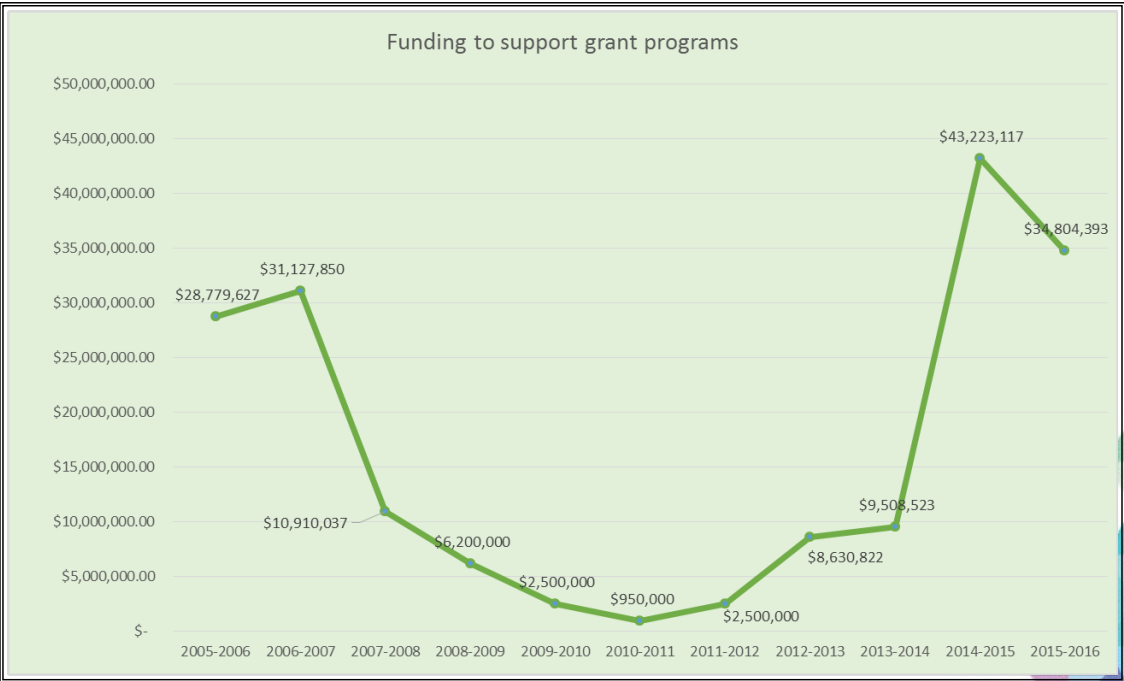
Grant Period: January 1, 2016 – June 30, 2016

Deadline: March 12

Grant Period: July 1, 2016 – December 31, 2016



# DCA Funding History 2005 - 2016



# Eligibility

- 1) Must be a public entity or not-for-profit, tax-exempt organization
- 2) Must match at least dollar for dollar
  - Exception: Cash match not required for organizations in a REDI County and applicants to Fast Track Grants and Underserved Cultural Communities
  - The Rural Economic Development Initiative (REDI) designates rural or economically distressed counties and communities as REDI
3. Agree to comply with all application and grant administration requirements

Additional requirements per program – check guidelines for information



# General Program Support

- The General Program Support (GPS) grant is designed to fund the general program activities of an organization that is realizing its stated mission and furthering the state's cultural objectives.
- The organization's mission must be directly support art and cultural programming.

## Proposal Types:

- **Discipline-based**

Dance

Visual Arts

Literature

Multidisciplinary

Professional Theatre

Presenters

Music

Media Arts

Traditional Arts

Community Theatre

Museums

- **Local Arts Agency**

- **State Service Organization**

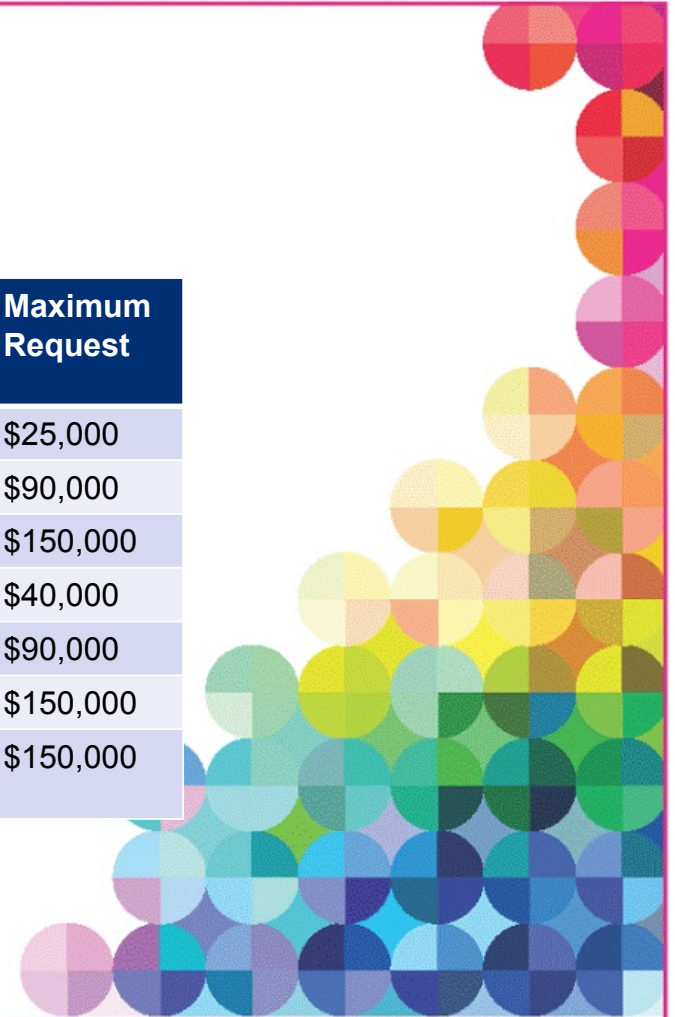




## Request Amount for General Program Support

Proposal Type	Funding Category	Operating Income Requirements	% of Income	Maximum Request
<b>Discipline-Based</b>	Level 1	\$250,000 or less	10%	\$25,000
	Level 2	\$250,001 to \$900,000	10%	\$90,000
	Level 3	\$900,001 or more	10%	\$150,000
<b>Local Arts Agency</b>	Level 1	\$250,000 or less	25%	\$40,000
	Level 2	\$250,001 to \$900,000*	15%	\$90,000
	Level 3	\$900,001 or more*	10%	\$150,000
<b>State Service Organization</b>	N/A	N/A	20%	\$150,000

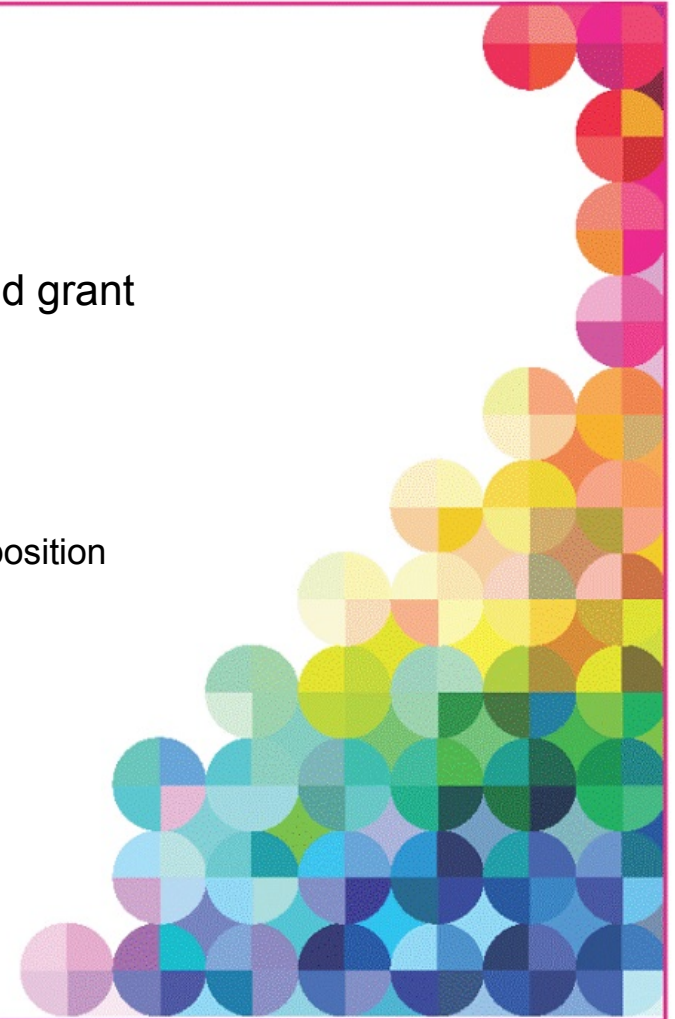
\*Additional eligibility requirements, see guidelines



## General Program Support

### Additional Grant Request Requirements

1. To request more than \$25,000 must have one completed grant from the Division of Cultural Affairs
2. To request more than \$50,000 an organization must:
  - have 3 years of completed programming
  - at least one paid, full-time staff member in a management position



# Specific Cultural Projects

Discipline specific projects for organizations conducting cultural projects, realizing their stated mission, and furthering the state's cultural objectives.

## Proposal Types:

### 1. Arts in Education

- Artist Residency – can take place in colleges, universities, after school programs, and social/community service programs
- Arts Partnership - collaboration between community arts and cultural organizations, social service agencies, schools and education centers



# Specific Cultural Projects

## 2. Underserved Cultural Community Development (UCCD)

### Eligibility Requirements

1. Meet basic eligibility
2. Total operating income of \$150,000 or less
3. Have at least one year of completed programming
4. Be an underserved cultural organization as defined in the guidelines

### Categories

1. Capacity Building
  - Projects that increase administrative or artistic capacity
2. Consultant
  - Retaining consultants that can provide specific administrative or artistic needs
3. Salary Assistance
  - Provides Salary for one or more positions.



# Specific Cultural Project

## 4. Discipline-based

Discipline-based applicants can choose one of eleven (11) categories.

### Disciplines

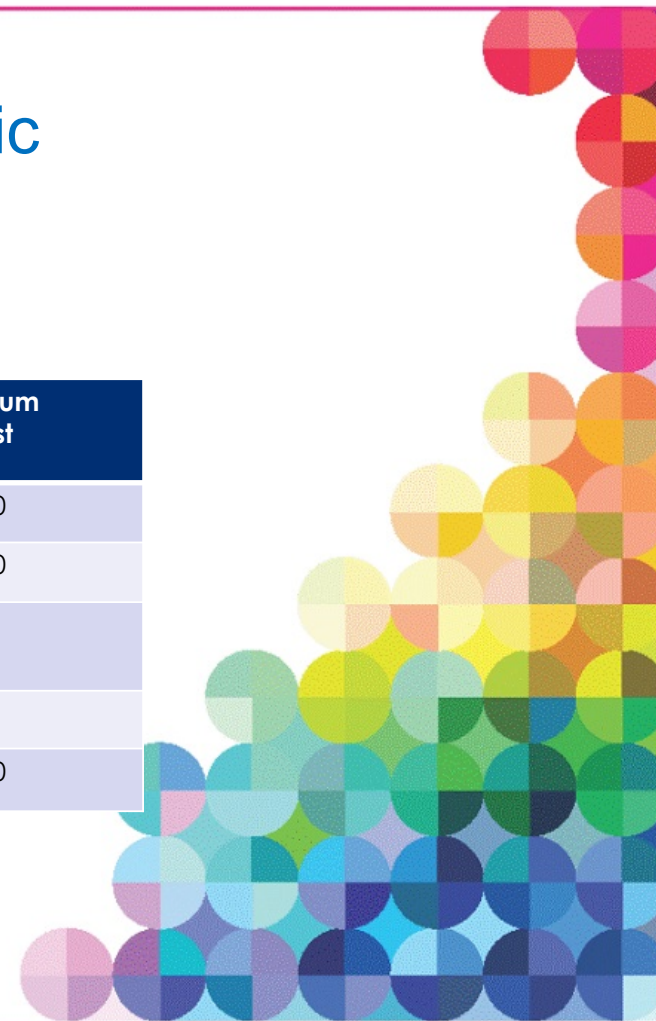
Dance  
Visual Arts  
Literature  
Multidisciplinary  
Professional Theatre  
Presenters

Music  
Media Arts  
Traditional Arts  
Community Theatre  
Museums



## Request Amounts for Specific Cultural Projects

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



# Fast Track Grants

Designed to provide expedited access to funds supporting small organizations through arts and cultural projects including but not limited to artist residencies, performances, or exhibitions

## Eligibility Requirements

- 1) Must meet basic eligibility requirements
- 2) Must have a last completed fiscal year's total operating budget of \$150,000 or less
- 3) Can request up to \$2,500



# How the Programs are Funded

## Specific Cultural Projects

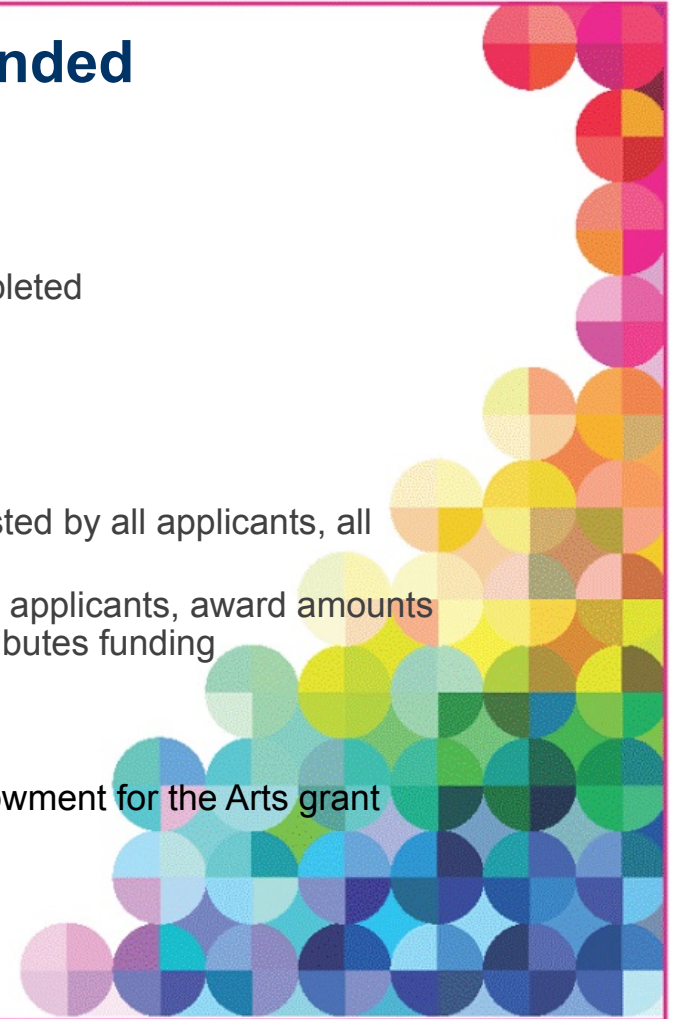
- All funding is pending appropriation from the Florida Legislature
- Fully funded top down in score order until the appropriation is depleted

## General Program Support

- All funding is pending appropriation from the Florida Legislature
- If the Legislative appropriation is equal to the total amount requested by all applicants, all applicants will be awarded their full request amount
- If the appropriation is less than total amount requested by eligible applicants, award amounts are determined by a score-based formula that proportionally distributes funding

## Fast Track Grants

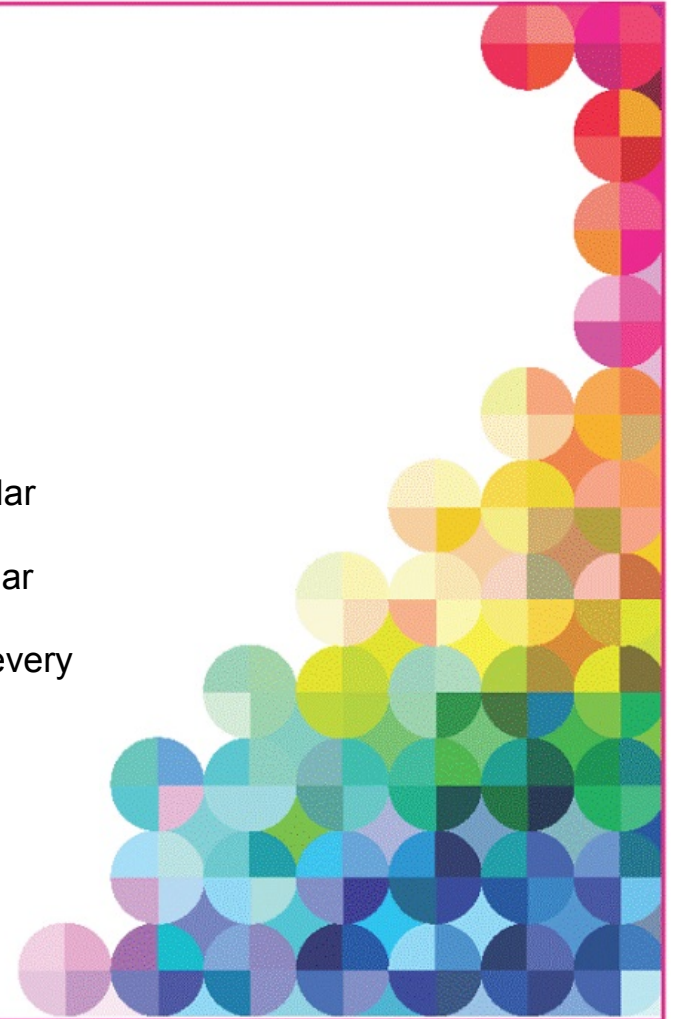
- Funding is provided through a portion of our yearly National Endowment for the Arts grant
- Fully funded top down until the funding is depleted





## Cultural Facilities Program

- Provides funding of renovation, construction, or acquisition of cultural facilities
- Maximum request amount is \$500,000
  - Revenue less than \$1,000,000: 1 dollar of match for every dollar requested
  - Revenue of \$1,000,000 or more: 2 dollars match for every dollar requested
  - Organizations in REDI designated area: 1 dollar of match for every dollar requested



## Endowment Program

The purpose of the Cultural Endowment Program is to create an endowment matching funds program that will provide operating resources to participating cultural organizations.

- When an organization raises \$360,000 in eligible contributions, the State of Florida will match with a \$240,000 State Matching Share. These are combined to create an endowment fund for the organization. The funds are invested by the organization and the interest is used for general operating support.



## Division of Cultural Affairs Application Tips

Read the  
guidelines first!

Guidelines:

<http://dos.myflorida.com/cultural/grants/>

Online application:

<http://apply.florida-arts.org>



# Division of Cultural Affairs

## Application Tips

1. Consider review criteria
  - a) Excellence (up to 40 points)
  - b) Impact (up to 30 points)
  - c) Management (up to 20 points)
  - d) Accessibility (up to 10 points)
2. Use the Scoring Rubric as a guide
3. Answer the question asked in the application!
4. Review for typos, grammatical errors & special characters



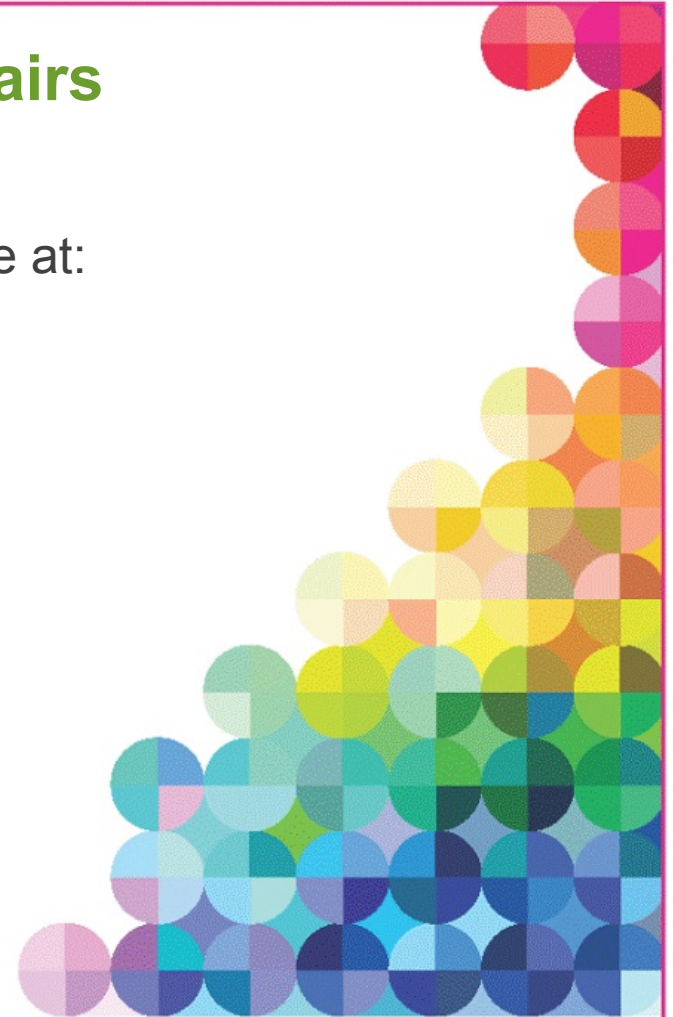
## Division of Cultural Affairs Application Tips

5. Review exemplary applications on our website at:

<http://dos.myflorida.com/cultural/grants/grant-resources/example-applications/>

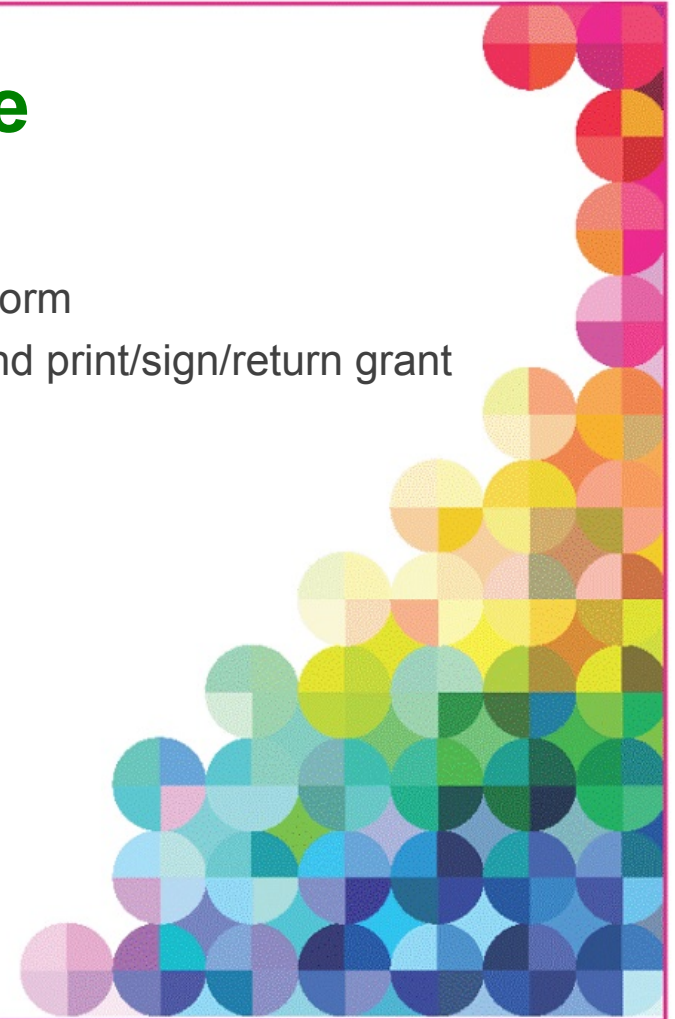
6. Support Materials (upload only)

- Samples of work
  - Images
  - Audio and video excerpts
- Organizational information
  - Long range plan
  - Organizational chart
  - List of current board members
- Press Clippings and Reviews
- Support Letters
- Evaluation tools



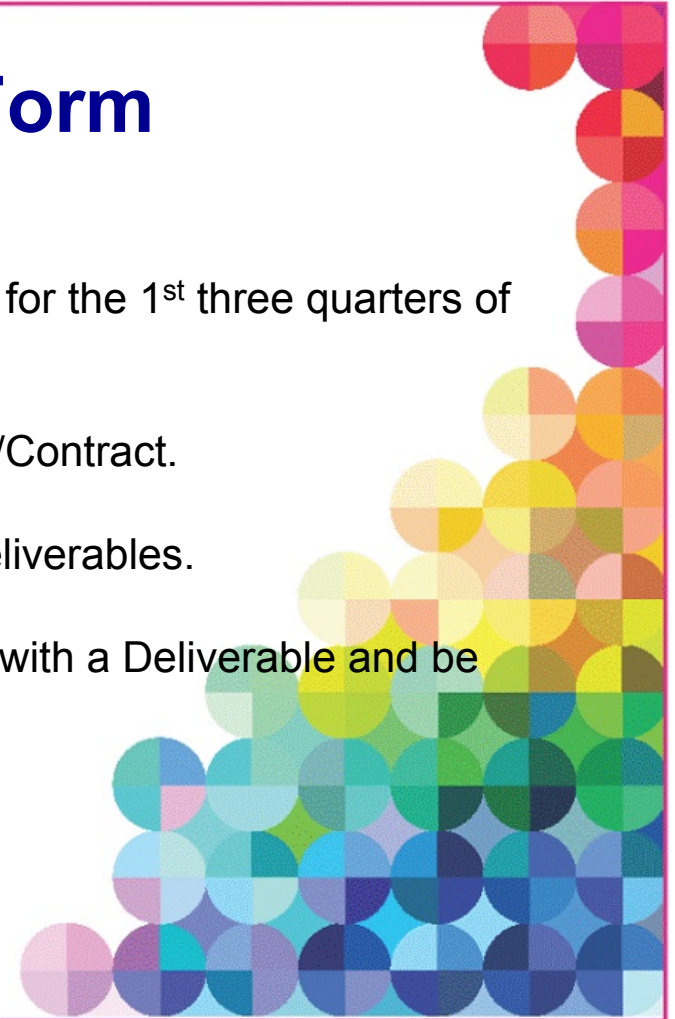
# Grants Management Timeline

- **By mid June:** Grantees submit Contract Details Form
- **Late June:** Grantees receive contract by e-mail and print/sign/return grant contract by mail
- **July 1:** Grant Period Begins; Payment 1 Available
- **October 1:** Payment 2 Available
- **January 1:** Payment 3 Available
- **April 1:** Payment 4 Available
- **June 30, 2015:** Grant Period Ends



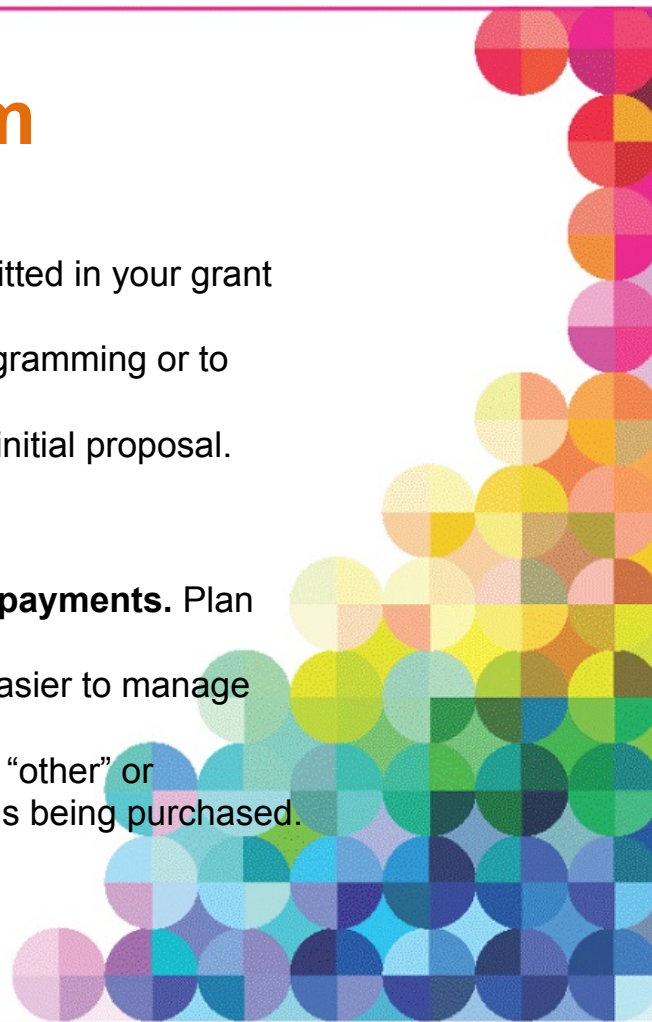
# Contract Details Form

- Explains specifically how grant funds will be spent for the 1<sup>st</sup> three quarters of grant period.
- This will be a part of your Grant Award Agreement/Contract.
- There are 3 parts: Budget, Scope of Work, and Deliverables.
- All grant funds in your budget must be associated with a Deliverable and be reflected in the Scope of Work.



# Contract Details Form

- **Step 1: Budget**
  - The Budget will be pre-populated based upon what you submitted in your grant proposal.
  - If you need to amend your budget because of changes in programming or to simplify your Deliverables, you must do that with this form.
  - Any changes must still reflect the programs or project in your initial proposal.
- **Tips**
  - For most grantees, the budget will be divided into **four equal payments**. Plan your budget line items accordingly.
  - A simplified budget with fewer grant award line items will be easier to manage throughout the grant period.
  - Be specific! Your budget cannot contain vague categories like “other” or “miscellaneous.” We need to know who is being paid or what is being purchased.





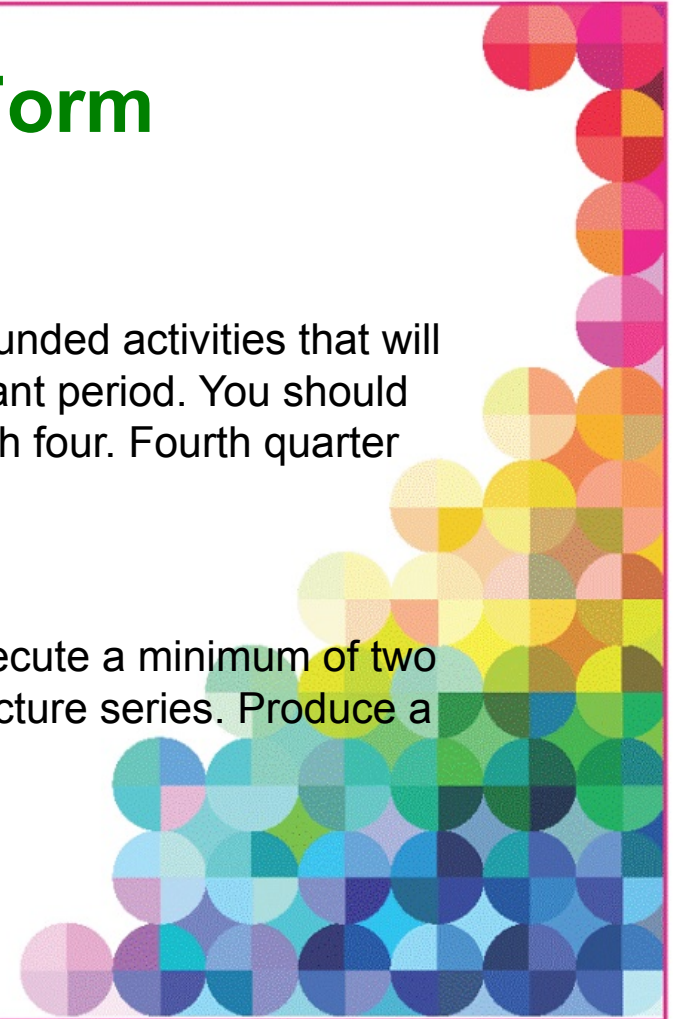
# Contract Details Form

## Step 2: Scope of Work

- The Scope of Work is a description of all the state-funded activities that will be achieved during the first three quarters of the grant period. You should include all the deliverables for payments two through four. Fourth quarter grant activities will be included in final report.

## Example:

- Execute a minimum of eight (8) camp sessions. Execute a minimum of two (2) art exhibitions. Execute a minimum of one (1) lecture series. Produce a minimum of one (1) Quarterly Magazine.



# Contract Details Form

## Step 3: Deliverables

- The Deliverables are the state funded activities identified in the Scope of Work that correspond to each payment.
- You will need to briefly list at least one major activity per payment.
- Example:
  - Payment 1: Advance Payment. No deliverables.
  - Payment 2/Task 1: Execute a minimum of eight (8) camp sessions.
  - Payment 3/Task 2: Execute a minimum of two (2) art exhibitions.
  - Payment 4/Task 3: Produce a minimum of one (1) Quarterly Magazine.



## From Details Form to Contract

- Submit the Contract Details Form by mid June.
- Staff will review your submitted Scope of Work and Deliverables.
  - If required, staff will make simple edits required for approval. You will be contacted if more thorough changes are needed.
- When approved, your Grant Award Agreement will be e-mailed to you.
- Print, obtain signatures and mail the contract back to the Division of Cultural Affairs within 30 days of receiving it.
- Submit a current substitute W-9 form by visiting [flvendor.myfloridacfo.com](http://flvendor.myfloridacfo.com) and following the on-screen instructions. This must be submitted annually in order to receive grant payments.

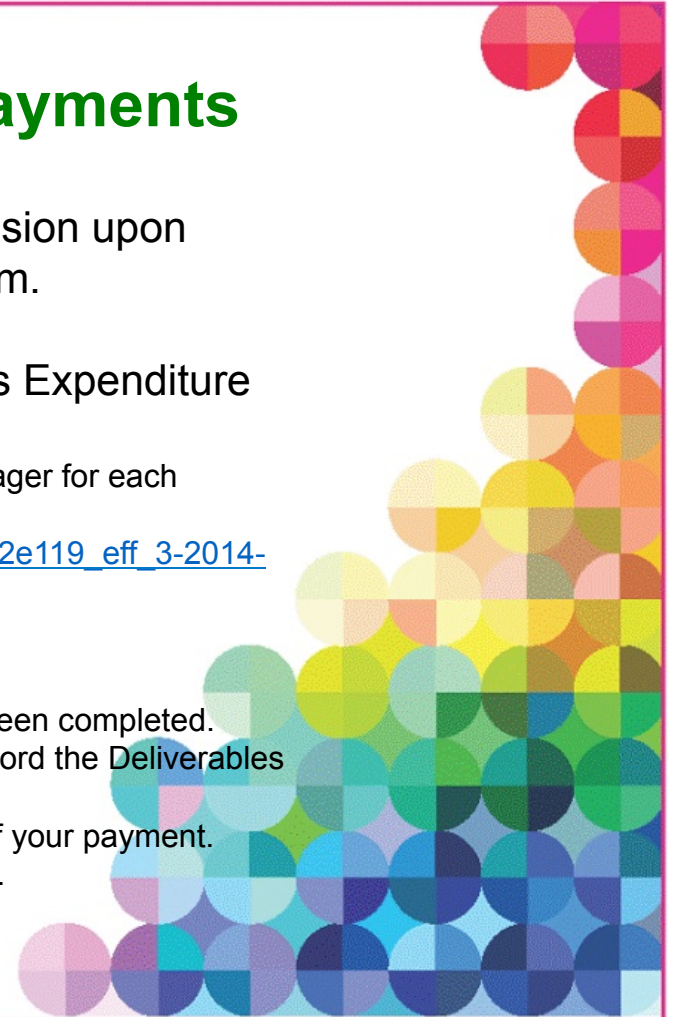
**These steps must be completed before  
your first payment is initiated.**

## Expenditure Logs and Payments

- Payment 1 will be automatically requested by the Division upon receipt of your signed contract and substitute W-9 form.
- After Payment 1 is expended, submit the Grant Funds Expenditure Log to initiate the next payment.
  - Submit a new log (in Excel format) via e-mail to your program manager for each payment.
  - [http://dos.myflorida.com/media/31251/grantfundsexpenditurelog-ca2e119\\_eff\\_3-2014-updated.xls](http://dos.myflorida.com/media/31251/grantfundsexpenditurelog-ca2e119_eff_3-2014-updated.xls)

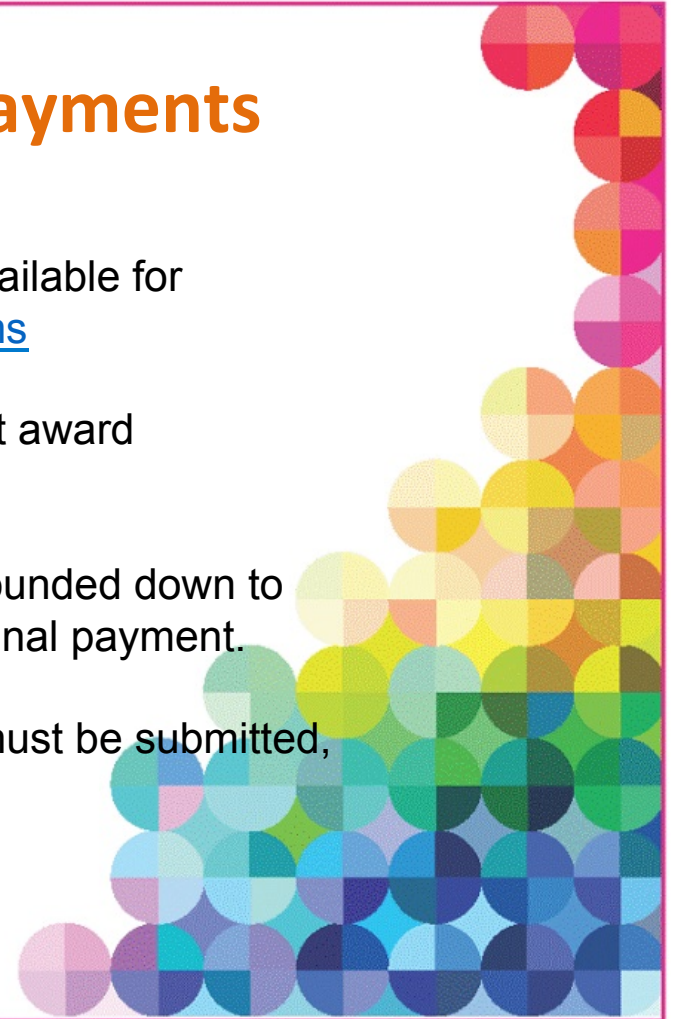
### **For a log to be approved:**

- It must show that every Deliverable for the previous payment has been completed.
- Items in the Description/Deliverable column must match word-for-word the Deliverables in the Grant Award Agreement.
- The Total State Funds Expended must exactly match the amount of your payment.
- Transaction number or check number must be listed for each expense.
- Only expenses paid during grant period.



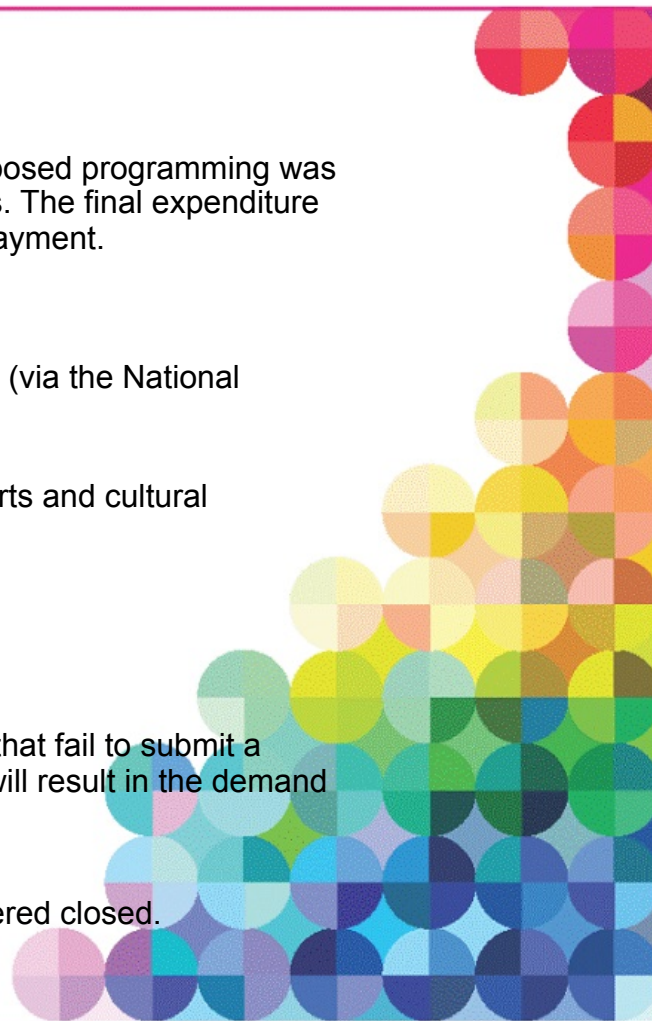
## Expenditure Logs and Payments

- Be sure you are using the current expenditure log, available for download at [www.florida-arts.org/resources/grantforms](http://www.florida-arts.org/resources/grantforms)
- All four logs must account for the budget in your grant award agreement exactly.
- Individual payments do not include cents. They are rounded down to the dollar and the remaining amount is added to the final payment.
- After all grant funds are spent, the final grant report must be submitted, which includes the log for the final payment.



# Final Report

- The Final Grant Report includes information and documentation that the proposed programming was completed in compliance with the Grant Award Agreement and the guidelines. The final expenditure log is part of the final report and records the expenses related to the fourth payment.
- 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; and
  - compile an annual Rural Economic Development Initiative (REDI) report.
- A final grant report (including support materials) is due on July 30. Grantees that fail to submit a report on the due date will be placed into [noncompliance](#). Failure to comply will result in the demand for the return of all funds paid.
- When the final report has been approved by the Division, the grant is considered closed.



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# Questions and Answers

