

# Seminole County Arts & Culture Grant Program

2021-2022

## Grant Application

**Submission Deadline: November 29th, 2021**  
Must be submitted by 5:00 pm

**Submit Application and Questions to:**

[ArtsAndCulturalGrant@seminolecountyfl.gov](mailto:ArtsAndCulturalGrant@seminolecountyfl.gov)

# SEMINOLE COUNTY ARTS AND CULTURE GRANT

Fiscal Year 2021-2022

Organization/Applicant Name:			
Mailing Address:			
City:			
State/Zip:			
Contact Person:			
Title:			
E-mail Address and Website:			
Phone:			
Non-Profit Status:			
Tax Identification Number:			
Last Year's Operating Budget:	\$		
Grant Amount Requested:	\$		
Proposal Summary:			
# of Paid Staff:	# of Full Time Staff:	# of Part Time Staff:	# of Volunteers:

I agree to the conditions of the Arts and Cultural Grant and have submitted an electronic copy of the signed and completed grant application.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## PAST GRANT FUND INFORMATION

List last five grant awards you have received, if any:

Agency:	
Year:	
Amount:	
For:	

Agency:	
Year:	
Amount:	
For:	

Agency:	
Year:	
Amount:	
For:	

Agency:	
Year:	
Amount:	
For:	

Agency:	
Year:	
Amount:	
For:	

## PROJECT BUDGET FORM

### Anticipated Expenses:

Item (Be Specific)	Cost
<b>TOTAL</b>	

Attach additional sheet to back if necessary.

### Anticipated Income:

Funding Source	(C) for Confirmed or (P) for Pending	Amount
<b>TOTAL</b> (This should match Total Expenses listed above)		

## GRANT APPLICATION QUESTIONS

Fiscal Year 2021-2022

*Please attach your answers to these questions to your application. Address the following questions in no more than a total of **three (3) typed pages**.*

- 1) Provide a brief history of your organizations, relevant experience. Include: your mission statement and goals; the date on which your organization was founded; and a brief description of any ongoing programs or events.
- 2) Describe your project and how it addresses the goals of the Arts and Cultural Grant.
- 3) If awarded, specifically how will you use Arts and Cultural Grant funds?
- 4) How will the proposed activity impact the community?
- 5) How many people do you anticipate serving with this project? (projected audience)
- 6) Describe your marketing plan for the proposed activity. If your proposal includes the production of marketing materials, please describe your plans for distribution.
- 7) How will you evaluate the success of your activity? Please describe the specific goals success will be measured against (i.e. attendance numbers, sales, satisfaction survey, funds raised, etc.)
- 8) Please attach a Board Member Roster or list of confirmed project partners with contact information at the end of this application packet (this will not count toward the maximum page limit for your grant application questions).

**SEMINOLE COUNTY ARTS AND CULTURE  
GRANT FINAL CHECKLIST**

Fiscal Year 2021-2022

**Did you remember to include:**

- Signed Cover Sheet(s)
- Budget Form(s)
- Clearly written narrative that answers the Grant Application Questions
- Supporting Materials – including letters of support if using a 3<sup>rd</sup> party entity for program or project
- Board Member Roster
- One copy of the completed application

## 2021-2022 Cycle Calendar -

- **Grant Submission Deadline – 5 p.m. November 29th** -The deadline for submitting all applications is 11/30/2021. All applications are to be emailed and must be in the system by 5 p.m. **AFTER THIS DATE AND TIME APPLICATIONS WILL NOT BE ACCEPTED.**
- **Grant Review – December 6<sup>th</sup> – 10<sup>th</sup>, 2021** - Seminole County Community Cultural Grant Committee members will review and score the applications.
- **Final Approval by BCC – January 11th, 2022** - All applicants will receive written notification of funding approval and are required to sign contract agreement before funds will be reimbursed.
- **Funds Disbursement – will begin once contract has been signed by BCC** -All applicant will be required to complete new vendor form prior to funds disbursement. Reimbursement grants will be awarded once necessary

**SECTION 28. LEISURE SERVICES DEPARTMENT****28.40 SEMINOLE COUNTY ARTS AND CULTURAL GRANT.**

**A. PURPOSE.** Seminole County Arts and Cultural Grant (SCACG) is a program funded by Seminole County government to assist nonprofit arts and cultural organizations with general operating support funding. The program is available to 501(c)(3) organizations having been in operation at least two (2) years and having as their primary mission to promote the development and awareness of arts and cultural activities for the residents of Seminole County. The program is administered by the Seminole County Grants Financial Administrator with support from the Seminole County Arts and Cultural Grant Committee. The number of agencies funded each year will be determined by the amount of funding available and allocated during budget development.

**B. ELIGIBILITY REQUIREMENTS.**

(1) Organizational Eligibility. To be eligible for a grant, the organization must meet the following criteria:

(a) Have nonprofit 501(c)(3) corporate status for a minimum of two (2) years as of the grant deadline, in good standing with State of Florida Division of Corporations and the IRS. Seminole County will verify current 501(c)(3) status at [www.irs.gov](http://www.irs.gov) and current good standing with the State of Florida Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org); and

(b) Have completed two (2) years of operations, providing cultural programming defined as production, presentation or instruction of performing, visual, literary or media arts, the sciences, or history and heritage; and

(c) Maintain a principal office located in, and provide programming for at least two (2) years within Seminole County; and

(d) Have an arts/cultural primary mission; and

(e) Have a local governing board, which must include members from Seminole County that meet at least quarterly and operates under a set of bylaws; and

(f) Provide equal access and opportunity in employment and services and may not discriminate on the basis of race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying abilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status.

(2) Project Eligibility. The proposed project must facilitate the development and awareness of arts and cultural activities within Seminole County, and must be open to the public. Examples include performances, exhibitions, festivals, arts education, and commissioning of new works. In support of this programming, this grant funds both operating expenses *and* programmatic expenses.





(a) Cultural projects must be within the disciplines of dance, folk arts, literature/creative writing, media arts, music, theatre, visual arts, or multi-disciplinary arts forms.

(b) All activities funded through this program must be for the use and benefit of the public in Seminole County.

(c) Projects must take place between October 1 and September 30.

(d) Projects must be designed to elevate and advance arts and culture in the community.

**C. FUNDING AVAILABLE.** Applicants may request between ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00) and FIFTEEN THOUSAND AND NO/100 DOLLARS (\$15,000.00) and may make only one (1) application per grant period per organization. The match portion is a reimbursement-based grant.

**D. GRANT FUNDING/MATCH CATEGORIES.** This funding is designed to build capacity and long-term sustainability for the applicant organization therefore the following cash match requirements are in place:

(1) Level 1 grant award may be ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00) up to TWO THOUSAND NINE HUNDRED NINETY-NINE AND 99/100 DOLLARS (\$2,999.99) grant request. No cash match is required for the project.

(2) Level 2 grant award may be THREE THOUSAND AND NO/100 DOLLARS (\$3,000.00) up to SEVEN THOUSAND FOUR HUNDRED NINETY-NINE AND 99/100 DOLLARS (\$7,499.99). A fifty percent (50%) cash match is required.

(3) Level 3 grant award may be SEVEN THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$7,500.00) up to FIFTEEN THOUSAND AND NO/100 DOLLARS (\$15,000.00). A one hundred percent (100%) cash match is required.

Percentages of cash match are based on the final funding amount awarded. For example, if an award of TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) is made, the cash match would not be required. An award of THREE THOUSAND AND NO/100 DOLLARS (\$3,000.00) would require a cash match of FIFTEEN HUNDRED AND NO/100 DOLLARS (\$1,500.00).

Applicants are encouraged to list any additional funding or any in-kind donated goods or services in the project budget.

Additional cash or in-kind support will demonstrate commitment to the project for the application review panelists.

**E. SEMINOLE COUNTY COMMUNITY CULTURAL GRANT COMMITTEE.** The Seminole County Community Cultural Grant Committee consists of the following staff members:

(1) Grants Financial Administrator,





- (2) Leisure Services Director,
- (3) Leisure Services Financial Business Administrator, and
- (4) Library Services Public Services Manager.

**F. GRANT PROCESS.** The program is overseen by the Seminole County Grants Financial Administrator. Applications received by staff are reviewed for completeness and accuracy before they are submitted to the SCACG Committee. The Committee will review and score each application on the merits of the following criteria within key areas of evaluation. Organizations must receive a minimum score of seventy (70) out of a total of one hundred (100) points in order to be recommended for funding. After selection has been made by the Committee, final approval and execution of Agreements would be required by the Board or designee. The match level grants are reimbursement-based grants. Grant funds may be used for allowable expenses as detailed in the proposal budget and incurred and paid within the grant period. Reimbursements may be requested throughout the grant cycle year.

**G. REGULATIONS.** Grant funds **may not** be used for the following:

- (1) Endowments or escrow accounts.
- (2) Contributions or donations to other organizations.
- (3) Social activities or other related entertainment expenses.
- (4) Penalty fees for violations of federal, state, or local laws.
- (5) Debt payments for program expenses incurred in a previous fiscal year.
- (6) Interest payments or professional fees related to loans or refinancing.
- (7) Salaries and wages.

**H. APPLICATION MATERIALS.** All applications and support materials must be submitted electronically before the application deadline. Paper applications will not be accepted. Deadlines will not be extended and partial or incomplete applications will be deemed ineligible.

Applicants must complete the Eligibility and Application Requirements Checklist, Application document, the Grant Proposal Budget spreadsheet, and Certification and Compliance document. Up to three optional support material documents may be included in the packet in addition to the required documents. Optional support material may include brochures, letters of recommendation, or letters of commitment from collaborators or participating artists. If providing links to video, audio, or other support material, the URLs must be clickable, not set to "private" and not password protected.

**I. APPLICATION SCORING.** The maximum number of points an application can earn is one hundred (100) points. SCACG Committee members will individually score each application. The average of the individual panelist scores will determine the final score.



The minimum final score of seventy (70) is required to be considered for funding; however, a score of seventy (70) or higher does not guarantee funding. Grant awards are for full funding of the amount requested beginning with the top scoring grant until available program funds are depleted.

Applications are reviewed and judged by criteria divided into three (3) categories: (1) Community Engagement and Impact; (2) Cultural or Artistic Merit of Project; and (3) Financial and Administrative Oversight. Evidence for meeting the criteria may be found in any portion of an application or associated support materials.

The following criteria will be used to gauge the merit of the project proposal:

- (1) Community Engagement and Impact (40 points):
  - Project will create cultural equity and access by engaging a diverse range of voices and participants, including people with disabilities.
  - Project has been thoughtfully planned and included a wide range of voices during planning.
  - Specific outcomes for the project are clearly stated and attainable.
  - A range of electronic and print communication tools are in place to reach the targeted participants and the general public.
- (2) Cultural or Artistic Merit of Project (30 points):
  - Project will create pathways for supporting rural and/or underserved communities and diverse citizens of Seminole County by leveraging existing or new cultural assets.
  - Project will provide quality arts and cultural experiences that are relevant for the targeted participants.
  - Planning process demonstrates a reasonable timetable to implement the project.
- (3) Financial and Administrative Oversight (30 points):
  - Administrative and artistic staff are qualified to implement the project and ensure its success.
  - The budget is reasonable and will support full implementation of the project.
  - Appropriate financial and other resources have been or will be secured to support the project.

**J. SUBMITTING APPLICATION.** All applications and supporting documents must be submitted online. Paper applications will not be accepted. Once submitted, the application is final. No changes may be made to submitted documents.

**K. REPORTING REQUIREMENTS.** Grant recipients are **required** to submit a Final Report within thirty (30) days of the close of the granting period (September 30).





**Recipients are also required to notify staff in writing of any changes that occur during the execution of the granted project.** Compliance with final reporting requirements is considered when the applicant's future grant applications are reviewed. Failure to complete the funded project within the granting period could also affect an applicant's future grant applications.

**L. AUTHORITY.** Resolution 2020-R-14 adopted January 28, 2020