

## Division of Arts & Culture Cultural Facilities Program

How to Apply for the 2025 – 2027 Grant Application Cycle



#### Today's Agenda:

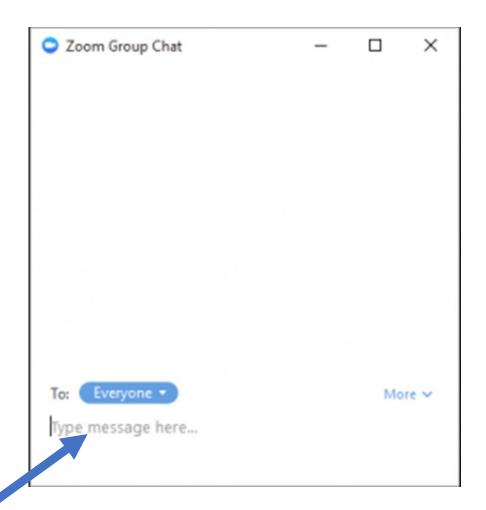
- Highlights from the guidelines
- Application/Funding timeline
- Tips for a successful application
- Q&A



#### Meeting Etiquette

- Participants will be muted
- Video is disabled
- Chat feature is available
- Q&A will take place at the end

TYPE YOUR QUESTIONS HERE



## All DAC Cultural Facilities grant applications are submitted and managed through DOSGrants.com

If you are new to DOSGrants.com visit <a href="https://www.youtube.com/playlist?list=PLahjipBhT89f9Mchc">https://www.youtube.com/playlist?list=PLahjipBhT89f9Mchc</a> b-JBFBAZgllkF9jN for all our video tutorials:

- Creating a new account OR activating an account imported from our old system
- Associating your account with your organization
- Navigating the site
- Managing your organization
- Completing and submitting an application



# Florido ARTS & CULTURE

### Definition of a Cultural Facility:

A Cultural Facility is a building where the programming, production, presentation, exhibition of any of the arts and cultural disciplines are carried out (Section 265.283(1), *Florida Statutes*).

"Arts and cultural disciplines" include, music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums.

### Eligibility

- Be a public entity governed by either a municipality or county OR
- Be a not-for-profit, tax-exempt Florida corporation

#### **AND**

- Organization must not have received \$1.5 million during the past 5 fiscal years through the Cultural Facilities program
- Facility must be open to all members of the public regardless of sex, race, color, national origin, religion, disability, age, or marital status
- Note: organizations may only have one active Cultural Facilities grant open at a time



# Florido ARTS & CULTURE

#### Use of Funds

"Bricks and mortar" construction, renovation, or acquisition

#### Funds may NOT be used for:

- Parking facilities, sidewalks, walkways, trails, or landscaping
- Exhibits not part of a permanent building
- General operating costs
- Funds spent outside the grant period
- Bad debts, contingencies, etc.
- Travel, entertainment, food, awards, etc.
- Projects not open to the general public
- Re-granting, contributions, donations

#### Program Requirements

- Own or have an executed lease for the undisturbed use of the land or buildings or both
- Retain ownership of all improvements made under the grant
- Submit an organization audit or financial statement showing Total Revenue and Support for the last completed fiscal year
- Architectural plans and budget estimate
- Submit support letters



#### Program Restrictions

- The Cultural Facilities Program does not fund project planning, such as feasibility studies and architectural drawings, or operational support.
- Applicants for projects that are intended to preserve an historic structure should apply to the historic preservation grants-in-aid program administered by the Division of Historical Resources, Bureau of Historic Preservation.
- A project funded by the Legislature outside of the review of the Florida Council on Arts and Culture or Secretary of State shall not be eligible to receive grant support for its project from the Division of Arts & Culture within the same fiscal year in which legislative funding is appropriated.



#### Program Restrictions continued

- Only 1 (one) Cultural Facilities application per cycle.
- Commercial property (coffee shops, cafés, and gift shops are allowable if they support the operations of the organization).
- Property must be owned by a public entity or non-for-profit tax exempt Florida organization.



## Florido ARTS & CULTUR

#### Request Amount

- Purpose-built/single use facilities may request up to \$500,000
  - Theatres
  - Performance centers, museums
  - Art Centers
- Multi-purpose facilities may request up to \$200,000
  - Community centers
  - Recreation centers
  - Civic centers
  - Municipal buildings
- There is no minimum amount for either level.

### Match Requirements

Total Support and Revenue	Required Match
Annual Budget equal to or less than \$1,000,000	1:1
Annual Budget of any amount with a REDI waiver	1:1
Annual Budget of more than \$1,000,000	2:1



#### REDI Exception

- Rural Economic Development Initiative
- REDI match is 1:1 no matter the Total Support and Revenue
- Applicants seeking a REDI waiver must submit a letter from the county government acknowledging the application and certifying county or community REDI designation. This letter must be submitted with the application.



### Types of Match

- Cash on Hand (Liquid Assets) 25% must be cash on hand
- Irrevocable Pledges (No more than 75%)
- Documented In-Kind Contributions (No more than 25%)
- Documentation of match is required at time of application submission
- Include a spreadsheet with itemized pledge/in-kind amounts and totals in addition to the actual documented pledges/in-kind
- Cash match must be in a separate/restricted account



#### Project Budget

Are you ready to submit an application?

- What is the total cost of the project?
- What are the budget categories for your project?
  - Which budget categories will use state funds?
  - Which budget categories will use matching funds?
- How realistic is your budget? Have you consulted with an architect?
   Contractor? Have you considered the 23-month timeline?
- Do you have any non-allowable budget categories? Planned expenditures?



# Florida ARTS & CULTURE

## Project Budget Construction Budget Categories

- Land Acquisition
- Building Acquisition
- Architectural Services
- General Requirements
- Site Construction
- Concrete
- Masonry
- Metals
- Wood and Plastic

- Thermal and Moisture Protection
- Door and Windows
- Finishes
- Specialties
- Equipment
- Furnishings
- Special Construction
- Conveying Systems
- Mechanical
- Electrical

#### Scope of Work

- What work will be accomplished:
  - Within the grant period?
  - Within the budget (state funds and match)?
- Be specific
  - Example Grant and match funds will be used to renovate the interior both front and back of house of XYZ Theatre. Work to be completed includes:
    - Replace stage rigging
    - Replace lighting, including lighting board
    - Replace sound system
    - Replace curtains
    - Replace seating



#### Historical Review Requirements

- Facilities that are 50 years old or older must be reviewed by the Bureau of Historic Preservation (BHP). BHP must approve your project plans before submission of your application.
- This requirement includes structures where the intent is demolition.
- Upload a copy of the BHP determination letter at time of the application.



#### Required Support Materials

- For not-for-profit, tax-exempt applicants only: IRS 501(c)(3) or 501(c)(4) determination letter.
- Matching funds documentation including Cash-on-Hand, In-Kind Contributions, and Irrevocable Pledges
- Audit (if available) or financial statement if audit is not available
- Cultural programming documentation
- Local support letters/local government resolutions for project
- REDI letter (if requesting a REDI cash match waiver)
- Current architectural plans certified by a licensed architect or engineer and budget estimate
- Proof of ownership or lease of the property and building for renovations and new construction
- Acquisition projects have additional requirements
- Substitute W-9 (https://flvendor.myfloridacfo.com)



## Florido ARTS & CULTURE

#### Example Substitute W-9

Form	W-9
(Rev.	October 2018)
Depart	ent of the Treasur

#### Request for Taxpaver

Departi	ctober 2018) ent of the Treasury	Identification Numb	er and Certification	Give Form to the requester. Do not send to the IFS.
Internal	1 Hame (as shown	► Go to www.irs.gov/FormW9 for ins on your income tax return). Name is required on this line; of	structions and the latest information.	
	I falle (as shown	orryodrinoone dax return). Name is required orrais line, c	o not leave also line blank.	
	2 Business name/o	disregarded entity name, if different from above		
page 3.	following several boxes.		Exemption (codes apply only to tain entities, not individuals; see tructions on page 3):	
pe. ons on	Individual/sofe proprietor or Corporation S Corporation Partnership Trust/estate single-member Line Exempt payee code (if any)			engot payee code (if any)
r t		ty company. Enter the tax classification (C=C corporation, \$ the approxiate box in the line above for the tax classification		r retros
Print or type. See Specific Instructions on page	LLC if the LLC another LLC t	the appropriate both in the line above for the tax classificant. O is classified as a single-member LLC that is disregarded if that is <b>not</b> disregarded from the owner for U.S. federal tax plant the owner should check the appropriate box for the	rom the owner unless the owner of the LLC is co- ourposes. Otherwise, a single-member LLC yat	emption from FATCA reporting de (if any)
ecif	Other (see ins	the second secon		olies fo accounts mainfained outside the U.S.)
Sp	5 Address (numbe	r, street, and apt. or shite no.) See instructions.	Request s name and a	address (optional)
8	6 City, state, and z	ZIP code		
	7 List account num	nber(s) here (optional)		
Pari	Taxpa	yer Identification Number (TIN)		
Enter y	our TIN in the ap	propriate box. The TIN provided mus match the nar	me given on lige 1 to avoid Social securit	y number
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TIN, la		n more than one name, see the instructions for ine	or Employer iden	ntification number
		quester for guidelines on whose number to enter	1. Also see What Name and	
			(     -	
Part	II Certifi	cation		
	penalties of perju			
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		other U.S. person (defined below) and		
		ntered on this form (if any) indicating that I am exem		
you ha	ve failed to report	is. You must cross out item 2 above if you have been real real interest and dividends on our tax return. For real reent of secured property, cancellation of debt, contributividends, you are not required to sign the certification,	state transactions, item 2 does not apply. For me ions to an individual retirement arrangement (IR.	ortgage interest paid, A), and generally, payments
Sign Here	Signature of U.S. person	. /	Date ►	
	neral Instr		Form 1099-DIV (dividends, including the funds)	se from stocks or mutual
noted.		to the Internal Revenue Code unless otherwise	<ul> <li>Form 1099-MISC (various types of ill con proceeds)</li> </ul>	ne, prizes, awards, or gross
related	to Form W-9 and	For the latest information about developments dits instructions, such as legislation enacted or go to www.irs.gov/FormW9.	<ul> <li>Form 1099-B (stock or mutual fund sales transactions by brokers)</li> </ul>	
	ose of For		<ul> <li>Form 1099-S (proceeds from real estate</li> <li>Form 1099-K (merchant card and third p</li> </ul>	
An ind	ividual or entry (F	form W-9 requester) who is required to file an	Form 1099-K (inerchant card and third p     Form 1098 (home mortgage interest), 10     1098-T (tuition)	
identification number (TIN) which may be your social security number Form 1099-C (canceled debt)				
(SSN), taxpay	individual taxpay er identification n	er identification number (ITIN), adoption number (ATIN), or employer identification number	Form 1099-A (acquisition or abandonment)	nt of secured property)

Use Form W-9 only if you are a U.S. person (including a resident

be subject to backup withholding. See What is backup withholding

If you do not return Form W-9 to the requester with a TIN, you high

alien), to provide your correct TIN.

(EIN), to port on an information return the amount paid to you, or other amount-eportable on an information return. Examples of information return include, but are not limited to, the following.

Firm 1099-INT (interest earned or paid)



#### State of Florida

Chief Financial Officer Department of Financial Services Bureau of Accounting 200 East Gaines Street Tallahassee, FL 32399-0354 Telephone: (850) 413-5519 Fax:(850) 413-5550

#### Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (FEIN): 00-000000

IRS Name: Arts Organization, Inc.

500 Really Great Street

Wonderful, FL 00000

Attention Of: Some Person

Business Designation: Not For Profit

#### Certification Statement:

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer information AND
- 2. I am not subject to backup withholding because:
  - (a) I am exempt from backup withholding or
  - (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or
  - (c) the IRS has notified me that I am no longer subject to backup withholding AND
- 3. I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: Some Person Preparer's Title: REPRESENTATIVE Phone: 555-555-5555 Email: person@artsorganization.com

Date Submitted: 6/1/2015p

Date printed from the State of Florida Substitute Form W-9 Website: 10/15/2014

### Optional Support Materials

- Flyers
- Brochures
- Newspaper articles
- Surveys
- Photographs
- Videos
- Supplemental or expanded budgets
- Plans for sustainable design



# Florido ARTS & CULTURE

#### Support Material Tips

- Must be submitted along with application
- Must be uploaded into the online system
- Will not be accepted in hardcopy
- Multiple letters/images/documents can be combined into a single .pdf document
- For media like videos, provide document with link for panelists to view
- Upload in the desired order
- Attachments and support materials may be any of the following formats:
  - documents (.pdf, .txt, .doc, .dox)
  - images (.jpg, .gif, .png, .tiff)

### Review Criteria and Scoring

Criteria	Application Section(s)	Points
Need for Project and Project Impact	Arts and Cultural Programming, Production, and Administration; Need for Project, Operating Forecast Detail and Project Impact	Up to 45 points
Scope of Work	Scope of Work: Project Description	Up to 30 points
Project Budget and Matching Funds	Proposal Budget Detail: Expenses Proposal Budget Detail: Income Matching Funds Statement Project Team	Up to 25 points



#### Review Criteria and Scoring

- The total possible number of points is 100.
- The Application Review Committee's evaluation will be based on the information contained in the application, required attachments, and additional data provided by staff.
- The Committee members' individual ratings will be averaged to determine a final score for each application.
- Applications must receive a minimum average score of 80 or higher to be recommended for funding by the Council on Arts and Culture.
- Applications receiving an average score of 80 or higher will be recommended to the Secretary of State and will be forwarded to the Florida Legislature for funding consideration.



#### **Review Questions**

Criteria	The question to ask:
Need for Project and Project Impact	What is the facility being used for and how is it being used? Why your project is needed - a look inside your organization. How your project impacts the community - a look outside your organization.
Scope of Work	What are you going to do? What are your deliverables?
Project Budget Expenses and Matching Funds Income, Project Team	How are you going to pay for it? How have you identified the expenses (budget categories)? Do the budget categories cover all the items in your SoW? Who is on your project team? Will you have paid staff dedicated to the project?



#### Review Panel

- Synopsis of Scope of Work
  - Including assessment of timeline and comparison of previous CF grants
- Summary of previous Cultural Facilities grants
- Requested clarifications
- Assessment of proposed estimated budget
- Compliance history



#### Guideline Notables

- Emphasis on arts and cultural use
  - How many days/hours is this facility open to the public?
  - How many of those days/hours are dedicated to cultural programming?
  - Describe the types of cultural programming that will take place in the facility.
  - Who is responsible for the programming and what are their professional qualifications?
- Budget estimate from architect/contract
- Two levels of funding
- All organizations must provide a UEI (Unique Entity ID) number.
  - You can request a UEI number at www.sam.gov. Enter UEI into your organization profile.



#### Keep in Mind (if your application is funded)

- No changes to the Scope of Work in the application are permitted
- All grantees are required to record either a Restrictive Covenant or purchase a Surety Bond
- Work many not be completed and expenditures may not be made before the funding becomes available
- Competitive procurement process
- Contracts must be submitted for review and approval by the Division before executed.
- Contracts must include Non-Discrimination clause.



#### What are Restrictive Covenants?

- Florida law requires that all Cultural Facilities grantees/property owners must sign and record a restrictive covenant or purchase a surety bond.
- Restrictive Covenant = lien on the property and ensures that the property will be used as a cultural facility for ten years after the date that the grant award agreement is fully executed.
- Violation of restrictive covenants result in the return of grant funds to the State.



#### Application Timeline 2024

April 1, 2024:
Application
and Guidelines
available

June 3, 20 24 5:0 0 PM Eastern: APPLICATION DEADLINE

PANEL MEETING October 9, 20 24 Broward County

April 4 & 8, 2024: "How to Apply" webinar June - July 2024:
Program Manager
confirms eligibility of
submitted applications

#### Funding Timeline 2024/2025

October 2024:
Arts Council meeting, approved ranked application lists sent to Secretary of State

March – May 2025: Legislative session, funding decisions are made. Not official until signed by Governor.

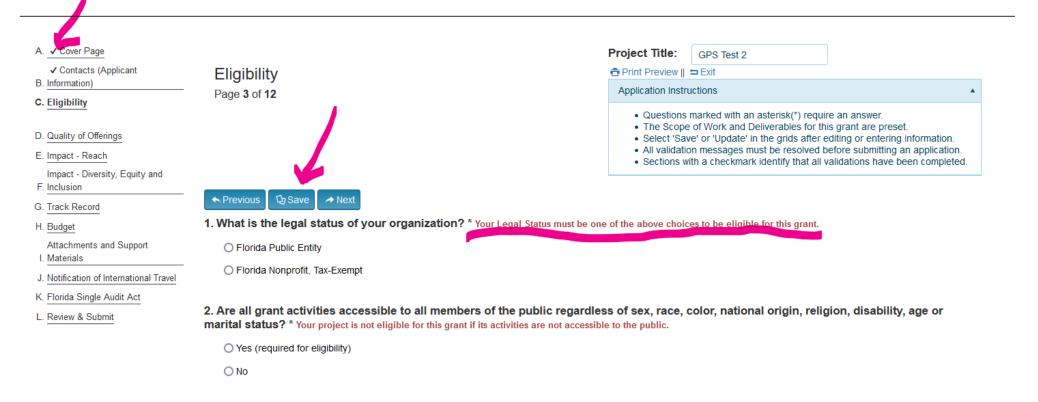
July 1, 2025 – June 1, 2027: Grant period

## Florida ARTS & CULTURE

### **Application Tips**

- SAVE each page of the application before moving on to the next
  - Make sure each completed section has a checkmark
  - Look for possible error messages (in red next to the question) and attend to it

Division of Arts and Culture - GPS/SCP Grant Application



#### **Application Tips**

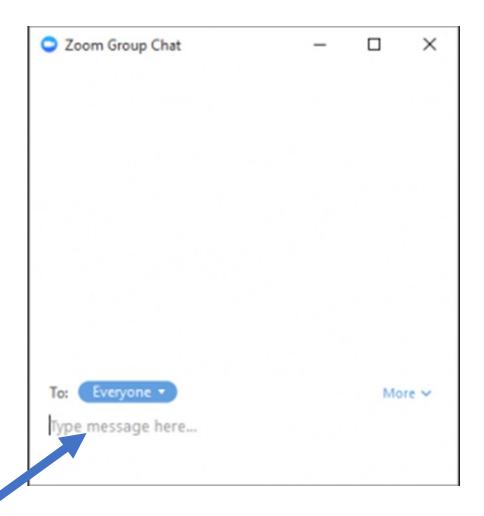
- READ THE GUIDELINES!
- Quality over quantity
- Write the narrative responses in a Word or Google Doc and copy/paste into the application.
- Format within the application.
- Application text boxes will not support insertion of pictures
- Save often!
- Proofread- then have someone else read it!
- ATTEND THE CULTURAL FACILITIES GRANT REVIEW PANEL in person if possible



#### **Questions and Answers**

RECORDINGS OF ALL WEBINARS WILL BE POSTED TO OUR YOUTUBE CHANNEL AND WEBSITE ALONG WITH A PDF OF THE SLIDES.

TYPE YOUR QUESTIONS HERE





#### Program Manager

Sam Brown

850.245.6459

Samuel.Brown@dos.myflorida.com

Teri Abstein

850.245.6299

Teri.Abstein@dos.myflorida.com

