Specific Cultural Project

Grant Guidelines for 2019-2020

Application Open: April 1, 2018

Application Deadline: June 1, 2018

Grant Period: July 1, 2019 – June 30, 2020

Florida Department of State
Division of Cultural Affairs
329 North Meridian Street
Tallahassee, Florida 32301

Application Submission

Applications must be submitted on or before June 1, 2018.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

Programs/Disciplines	Contact
• Museums • Visual Arts	**Sarah Stage** 850.245.6459 sarah.stage@dos.myflorida.com
• Literature • Traditional Arts • Arts in Education	**Michelle Smith Grindberg** 850.245.6475 michelle.smithgrindberg@dos.myflorida.com
• Artist Performances on Tour	**Gaylen Phillips** 850.245.6482 gaylen.phillips@dos.myflorida.com
• Local Arts Agencies • State Service Organizations • Multidisciplinary • Media Arts • Presenters • Artist Projects	**Hillary Crawford** 850.245.6462 hillary.crawford@dos.myflorida.com
• Dance • Community Theatre • Professional Theatre • Music	**Ginny Grimsley** 850.245.6431 ginny.grimsley@dos.myflorida.com

These Guidelines are also available electronically at: http://dos.myflorida.com/cultural/grants/grant-programs/specific-cultural-projects/ and can be made available in alternative format.

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Introduction

Welcome to the Division of Cultural Affairs Specific Cultural Project (SCP) Guidelines. We're glad that you are applying for a Specific Cultural Project grant from the Division. These guidelines are supported under section 265.286, Florida Statutes and incorporated by reference into Rule 1T-1.036, Florida Administrative Code, and detail policies and requirements for the application and administration of Specific Cultural Project grants.

Timeline

April 2018	Announcement of application availability in *Florida Administrative Register* and via email.
April – June 2018	Division staff assistance and consultation available to applicants.
June 1, 2018	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date.
August – October 2018	Panel Meetings to review and score FY 19 – 20 applications.
July 1, 2019	Notification of Grant Award and grant agreement sent to grantees. Grant period starts (July 1, 2019 – June 30, 2020).
January 30, 2020	Mid-Year reports due for FY 19-20 projects. Mid-Year reports must be submitted on the DOS Grants System at dosgrants.com.
June 30, 2020	Project ending date for FY 19-20 projects. All grant and local matching funds must be expended by this date.
July 30, 2020	Final Reports due for FY 19-20 projects must be submitted on the DOS Grants System at dosgrants.com.

Program Description

The Specific Cultural Project (SCP) grant provides up to $25,000 to fund a specific cultural project, program, exhibition, or series. If the applicant is an organization, the grant activities must support the mission of the organization and further the state's cultural objectives.

The Division offers four proposal types:

- Arts In Education projects promote arts and culture in education;
- Discipline-Based cultural or artistic projects;
- Underserved Cultural Community Development projects assist with the development of underserved cultural organizations;
- Artist Projects provide public benefit through the creation or presentation of new artistic work.

Basic Eligibility

All applicants must meet the following basic eligibility requirements at the time of application.

1. Have submitted no other applications for the General Program Support or Specific Cultural Project programs in the current application cycle (see application restrictions);
2. Have the required legal status;
3. Agree to comply with all application requirements:
    1. Complete all proposal activities within the grant period;
    2. Make programming and activities open and accessible to all members of the public (see accessibility and non-discrimination);
    3. Match the grant amount requested, at least dollar for dollar (see request amount and match requirements); and
    4. Include only allowable expenses in the proposal budget (see allowable and non-allowable expenses);
4. Agree to comply with all grant administration requirements:
    1. Provide all information needed for the grant award agreement;
    2. Sign and return the grant award agreement within 30 days;
    3. Request approval for any changes to the Grant Award Agreement;
    4. Submit timely and accurate reports;
    5. Maintain complete and accurate grant records;
    6. Comply with the requirements of the Florida Single Audit Act; and
    7. Credit the State of Florida and Division of Cultural Affairs for funding.

In addition to these basic eligibility requirements, all applicants in non-compliance at the time of the deadline will be deemed ineligible. There are specific eligibility requirements for the

Discipline-Based Museum, Professional Theatre, Traditional Arts, Arts In Education, Underserved Cultural Community Development, Artist Performances on Tour, and Artist Project application types.

Application Restrictions

"In order to equitably distribute limited state funding," the legislature mandated, in section 265.286(9), Florida Statutes, that each grant applicant may only submit one application each annual grant cycle. The legislature defined applicant or grantee as a "nonprofit, tax-exempt, Florida corporation" or a "local or state governmental entity, school district, community college, college, university, agency of state government, or artist engaged in or concerned with arts and cultural activities."

Based on this, an organization or artist may only submit one (1) Specific Cultural Project or one (1) General Program Support application for each annual grant cycle (July 1 - June 30).

Legal Status

To meet the legal status requirement, an applicant organization must be either a public entity or a Florida nonprofit, tax exempt corporation as of the application deadline. Exception: For the Arts in Education Artist Performances on Tour and Artist Project funding categories ONLY, the applicant may be a solo artist or an unincorporated performing company (265.286 (8)(a)(b), F.S.), and be a Florida resident for at least one year prior to the application deadline and maintain residency in Florida throughout the project. For-profit businesses are not eligible to receive state funds.

Public Entity

A Florida local government, entity of state government, school district, community college, college, or university. Private schools, private community colleges, private colleges, and private universities are not public entities and must be nonprofit and tax exempt to meet the legal status requirement.

Nonprofit, Tax Exempt

A Florida organization that is both:

1. **Nonprofit**: incorporated as an active nonprofit Florida corporation, in accordance with Chapter 617 or Chapter 623, Florida Statutes. We do not fund Foreign Non-profits. A foreign non-profit is an existing corporation that is registered to do business in a state or jurisdiction other than where it was originally incorporated.

2. **Tax exempt**: designated as tax exempt as defined in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended. Staff will verify status in Guidestar at www.guidestar.org.

The Division of Cultural Affairs will verify that the applicant is registered with the Division of Corporations as of the application deadline. If the applicant is not registered in Corporations by the application deadline, the application will be deemed ineligible.*

If the applicant is registered in Corporations but their status is not "active," the applicant must correct the status within 10 calendar days of notification or the application will be deemed ineligible.

*Artists applying to the AIE Artist Performances on Tour Program and Artist Project are not registered with the Division of Corporations unless their organization has 501(c)(3) designation.

For more information on corporate status, visit http://www.sunbiz.org or call the Division of Corporations, profit and nonprofit information line at (850) 245-6052. To verify corporate status, you can review your corporate record online through the sunbiz.org document search tool.

For more information about tax exempt status, see Exemption Requirements - Section 501(c)(3) Organizations on the Internal Revenue Service website.(http://www.irs.gov).

Required Documentation

1. All applicants must provide a DUNS number except for individual/solo artists. You can request a DUNS number at https://www.dandb.com/.
2. All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at https://flvendor.myfloridacfo.com.

Specific Eligibility Requirements

Applicants to the following application types must also meet additional eligibility requirements.

Arts in Education (Residency)

- Have a minimum of 30 contact hours.

Artist Performances on Tour

- Florida touring artists must be able to demonstrate performances and educational components of high quality. They must use a professional contract, press kit, and promotional materials. Artists must be able to substantiate their touring experience.

Discipline-Based (Museum)

- Be open to the public for at least 180 days a year;
- Own or utilize collections, including works of art, historical artifacts, or other tangible objects (live or inanimate); and
- Exhibit these collections, including works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

Discipline-Based (Professional Theatre)

- Compensate artistic staff and actors.

Underserved Cultural Community Development

- Be an underserved cultural organization;
- Have a Total Cash Income of $150,000 or less;
- Have at least one year of completed programming.
- Consultant only:
    - Consultant is not a member of applicant's staff or board; and
    - Consultant is not an immediate family member of applicant's staff or board.

Artist Project

- Be a professional creative artist;
- Be a Florida resident for at least one year prior to the application deadline and maintain residency in Florida throughout the project;
- Be 18 years of age or older by the application deadline; and
- Not be enrolled in degree or certificate program.

Proposal Types

Arts in Education

Arts In Education project grants provide up to $25,000 for projects that cultivate learning and artistic development for all students and teachers by promoting, encouraging, and supporting arts and culture as an integral part of education and lifelong learning for residents and visitors. This includes, but is not limited to:

- The learning and artistic development of pre-kindergarten through grade 12 students and teachers; or
- 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 Florida schools, hospitals, nursing and eldercare facilities, senior centers, correctional facilities, community spaces, cultural facilities, and other organizations. The Division encourages the use of Florida-based artists whenever possible.

Funding Categories

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

1. Artist Residency,
2. Arts Partnership, and
3. Artist Performances on Tour.

Artist Residency

Artist residencies place professional Florida artists in a variety of education and community settings. Services performed by resident artists may include:

- Teaching one or more aspects of their art form;
- Creating or performing works of art so that participants may observe and be a part of the creative process;
- Relating 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. This process encourages imaginative thinking, problem solving, goal setting, and teamwork.

All residencies should relate to:

- Core curriculum or Florida Standards Assessment at http://www.cpalms.org/Public/ (for residencies targeted to pre-K through grade 12); or
- Community needs and goals (for residencies not targeted toward pre-K through grade 12. This includes colleges, universities, after school programs, and cultural and social/community service programs).

Activities

Artist residencies should include at least one (1) 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 should be paid for this session.

In addition to the preliminary session, residency activities may include the following:

1. An event that shares the core participants' 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; and
4. An event that joins core participants, their family, and friends in hands-on arts activities.

Contact Hours

Residencies must have a minimum number of contact hours based on the grant amount requested. A contact hour is 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.

Minimum required contact hours by request.

Request Amount	Minimum Required Contact Hours
$10,000 or less	at least 30
$10,001 to $15,000	at least 40
$15,001 to $20,000	at least 50
$20,001 to $25,000	at least 60

Residencies may exceed the minimum contact hours, as long as activities take place during the grant period. Residency applications that do not show at least 30 contact hours will be deemed ineligible.

Arts Partnership

The Arts Partnership funding category provides up to $25,000 to support projects that will advance arts education and the development of long-term partnerships through effective collaboration between community arts and cultural organizations, social service agencies, and educational entities.

Applicants may request up to $25,000 for arts partnership projects that have completed planning and design work and are ready for implementation or expansion.

If proposals include computer, video, and technology equipment, 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, however panelists have the discretion to recommend funding for on-going projects.

Focus Areas

Focus areas for the Arts Partnership project may include the following:

1. School-based arts education;
2. Programming that integrates the arts into areas not usually 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; and
    - 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; and
5. Community arts education.

Artist Performances on Tour

The Artist Performances on Tour Program provides funding to Florida-based performing artists for touring activities to underserved communities; touring activities include both a performance and an educational component. Target audiences are organizations and schools located within underserved counties (population of 75,000 or less), or an underserved organization in any county (see Underserved Designation.) All performances are accompanied by educational components. Touring activity must take place outside the home county of the applicant artist and within the state of Florida.

Most touring activities are presented to K-12 students, many of them in underpopulated counties with little exposure to live performance. It is for this reason that educational activities play such an important role. In addition to performance pieces, touring artists must offer a menu that includes master classes, lecture/demonstrations, workshops, hands-on activities, and residencies of varying length; these must be accompanied by study guides and other material to enrich the students' experience of the performance. For K-12 students, artists can also provide lesson plans that show correlation to specific Florida Standards. These can be found on the Florida Department of Education website at http://www.fldoe.org/academics/standards/florida-standards/educator-resources.stml. An excellent resource is at the CPALMS website at http://www.cpalms.org/Public/. For college, university, community, and adult audiences, artists must provide options for activities that enrich their experiences at performances.

Applicants are only required to have 50% match (cash or in-kind) for this category. There is no limit on the amount of in-kind that can be included in the proposal budget.

Basic Application Eligibility

All applicants must be solo professional artists or companies with full-time, paid artistic/program/managerial staff that compensate all artistic, program, design, technical, and managerial staff in accordance with applicable labor standards. For this program, artist duos and ensembles that are not incorporated as non-profit 501(c)(3) must apply in the name of the lead representative. (Example: If the two-person Alice and Jerry's Fabulous Beethoven Magic Act is not incorporated as a non-profit, then either Alice or Jerry must be the actual applicant; this is how grant payments will be directed.)

Solo artists must reside in Florida. For companies (more than one performer such as duos and ensembles), at least 50% of the artists must have their primary residence in Florida and the company's primary place of business must be located in Florida.

Applicants must be able to provide evidence of touring experience.

Required Attachments

- Work sample, audio or video. This selection should be 10 minutes long. The quality of the work sample is critical to the panel's evaluation of the application;
- Resumes of significant personnel;
- A list of recent tours (include city/county/state, venue, and audience impact numbers);
- Samples of study guides, materials, hand-outs, lesson plans, and other educational materials used in activities and residencies;
- A copy of the artist's standard touring contract with all riders; and
- A sample press kit and promotional materials.

Discipline-Based

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

Discipline Categories

Discipline-Based applicants must select one of eleven (11) discipline categories.

- Dance
- Literature
- Media Arts
- Multidisciplinary
- Museum
- Music

- Presenter;
- Theatre (Community and Professional)
    - Community Theatre
    - Professional Theatre
- Traditional Arts
- Visual Arts

The discipline category of the application will determine which review panel will evaluate and score the application. Applicants should select the discipline that best fits their proposal. Applicants should consider whether they are presenting or producing the activity when choosing a discipline category.

Applicants 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 a cultural festival that is producing music, visual art, and dance activities should apply to the Multidisciplinary category. For more information, contact a program manager (see help).

The Division encourages the use of Florida-based artists whenever possible.

Dance

The Dance discipline is for projects that promote excellence in dance.

Literature

The Literature discipline is for projects that promote excellence in the literary arts.

Media Arts

The Media Arts discipline is for projects that promote excellence in film, video, radio, and television. This includes film and video festivals, and media art exhibitions, conferences, and seminars.

Multidisciplinary

The Multidisciplinary discipline is for projects that are producing two (2) or more separate artistic or cultural disciplines. Presenting organizations should apply to the Presenting discipline. Botanical Gardens, Zoos, Science Centers, and museums should apply to the museum discipline.

Artistic and cultural disciplines include, but are not limited to:

- Music;
- Dance;

- Theatre;
- Creative writing;
- Literature;
- Architecture;
- Painting;
- Sculpture;
- Traditional arts;
- Photography;
- Crafts;
- Media arts; and
- Visual arts.

Museum

The Museum discipline is for projects focused on the applicant's collections and/or exhibits. Applicants may include zoos, botanical gardens, arboretums, nature centers and aquariums.

To be eligible to apply to this discipline, a museum must:

- Be open to the public for at least 180 days each year;
- Own or utilize collections, including works of art, historical artifacts, or other tangible objects, whether live or inanimate;
- Care for these collections, including works of art, historical artifacts, or other tangible objects; and
- Exhibit these collections, including works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

Museums are encouraged but not required to participate in the American Alliance of Museums' Museum Assessment Program (MAP) and to pursue or maintain national accreditation through American Alliance of Museums (AAM), American Zoological Association (AZA), or Zoological Association of America (ZAA).

Museums may include but are not limited to the following:

- Art Museums;
- Historical Museums;
- Multidisciplinary Museums;
- Science Museums (Botanical Gardens, Zoos, Arboretums, Nature Centers and Aquariums); and
- Youth and Children's Museums.

Non-museum organizations conducting visual art exhibitions should apply to the Visual Art discipline.

Music

The Music discipline is for both vocal and instrumental music projects that promote excellence in music performance and creation.

Applicants to the Music discipline may include chamber or jazz ensembles, choral groups, community bands, orchestras, opera, and world music ensembles.

Applicants with musical theatre projects should submit their application to the appropriate Theatre discipline (professional or community). Applicants presenting, rather than producing, should apply to the Presenter discipline.

Presenter

The Presenter discipline supports the presentation of performing arts groups, individual artists, or other cultural providers.

A Presenter is an organization that enters into agreements to provide performances or other cultural activities. The organization generally does not create, rehearse, cast, or have artistic control over the performance or activity.

Applicants producing, rather than presenting, should apply to the appropriate discipline for their activities, such as Music, Theatre, Dance, or Multidisciplinary. If an organization is presenting and producing applicants should consider the percentage of their programming that is dedicated to presenting when deciding which discipline to apply to.

Theatre (Community and Professional)

The Theatre disciplines support projects that promote excellence in theatre performance. Musical theatre can be included in this discipline. Organizations producing opera projects should apply to the Music discipline. College and university theatre programs should apply to the Community Theatre discipline.

Community Theatre

The Community Theatre discipline is for applicants producing a community theatre project.

Community theatre applicants should be very specific when describing how artists are compensated. Although it is assumed that most community theatre applicants 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 a community theatre is in the process of becoming a professional house, the application should describe where the applicant is in the transition and when the applicant expects to be offering full compensation to artistic staff.

Professional Theatre

The Professional Theatre discipline is for producing professional theatres, and also includes professional storytelling organizations.

Companies should be very specific when describing the financial compensation and/or benefits that are offered to artistic staff and actors. For information on minimum pay rates for actors and staff contact a theatrical union such as Actors Equity (http://www.actorsequity.org).

Traditional Arts

Please contact the Traditional Arts Program Manager to confirm your application meets the definition of Traditional Arts before applying to this discipline.

The Traditional Arts discipline is for organizations that preserve and present traditional arts from specific cultural groups in Florida. This includes performances, exhibitions, festivals, and other programming featuring traditional artists and their work. This discipline's goals are to support programming of traditional artists in a public venue and to foster recognition and awareness of traditional arts.

What are Traditional Arts?

Traditional arts are traditional cultural expressions through which a community maintains and passes on a shared way of life. Traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice. Traditional art expressions are usually learned informally through a relative or the community and are maintained without formal teaching or academic training. Traditional arts are learned orally, or by observation and imitation, often through a master artist instructing an apprentice. Some traditional arts have a deep-rooted history with little change, while others are constantly evolving and adapting to their changing environment.

Florida Statutes Definition

". . . (6) Folklife means the traditional expressive culture shared within the various groups in Florida: familial, ethnic, occupational, religious, and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry, and handicraft, which forms are

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generally learned orally, by imitation, or in performance and are maintained or perpetuated without formal instruction or institutional direction" 267.021 FS.

The Traditional Arts discipline includes many forms and processes of expression including, but not limited to: performing traditions in music, dance, and drama; traditional storytelling and other verbal arts; traditional crafts; visual arts; and architecture.

Examples of Traditional Arts projects may include an African Caribbean Dance Festival, Music and Dance of India, Cherokee Storytelling, and African American gospel music *in which each art form is presented by a traditional artist.*

Note: The Traditional Arts discipline is NOT intended for programming that focuses primarily on the following activities: research for scholarly purposes only; historical presentations, re-creations or re-enactments; cultural appropriation and revivalism, tourism, and contemporary studio crafts or reproductions.

Visual Arts

The Visual Arts discipline is for projects that promote excellence in the visual arts through activities such as:

- Lectures;
- Publications;
- Exhibitions;
- Educational programs;
- Artist workshops; and
- Professional development for visual artists.

Underserved Cultural Community Development

Underserved Cultural Community Development projects supports up to $25,000 for the organizational development of underserved cultural organizations. All applicants to this proposal type must meet the following criteria:

- Meet basic eligibility requirements;
- Be an underserved cultural organization as defined below;
- Have a Total Cash Income (from the applicant's most recently completed fiscal year) of $150,000 or less; and
- Have at least one year of completed programming.

Underserved organizations can also apply for project funding to the Discipline-Based categories.

Applicants are only required to have 50% match (cash or in-kind) for this category. There is no limit on the amount of in-kind that can be included in the proposal budget.

Underserved Designation

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

A ***rural*** cultural organization is:

- Designated by the Rural Economic Development Initiative (REDI) as an economically distressed county or community. You can find more information and a list of economically distressed counties and communities at http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition.

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, or
- Composed of at least 51% persons who represent such groups as African American, Hispanic, Native American, Asian/Pacific Islander, individuals with disabilities, and other minorities. This includes staff, board, artists, and volunteers. Gender is not considered a minority for the purposes of this program.

A cultural organization that is ***lacking in resources***:

- Has trouble achieving 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** (3) funding categories for Underserved Cultural Community Development projects.

1. Capacity Building;
2. Consultant; and
3. Salary Assistance.

Capacity Building

This funding category provides up to $5,000 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; and
- Equipment/technology needs.

Consultant

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

Administrative needs may 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; and
- Technology training.

Artistic needs may include but are not limited to:

- Design (scene, exhibit, lighting, costumes, sound, graphics);
- Stage or house management;
- Directing;
- Musical production;
- Dramaturgy or script analysis;
- Choreography;
- Curatorial or exhibition guidance; and
- Preservation or archival projects.

The consultant may not be a member of the applicant's staff or board. The consultant may not be an 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 with the application.

Salary Assistance

The Salary Assistance funding category allows applicants to request up to $25,000 for the full or partial salary support for one or more positions. The positions must be critical to the mission of the organization. Organizations can only receive this grant for up to 3 consecutive years.

Artist Project

Artist Project grants provide up to $25,000 for artist-driven projects that have public benefit and enhance the State of Florida through the creation or presentation of artistic work. Artist Projects can be in all artistic disciplines, genres, and styles. Eligible projects will support the Division's mission to advance, support, and promote arts and culture to strengthen the economy and quality of life for all Floridians. Collaboration with other artists, organizations, and community members is encouraged. However, one lead artist must serve as the primary contact and fiscal agent for the grant. Artist Project grants are designed for artists at varying career levels.

Applicants are only required to have 50% match (cash or in-kind) for this category. There is no limit on the amount of in-kind that can be included in the proposal budget.

All applicants must submit a complete application with required attachments and optional support materials on or before the application deadline. The application will include an artist statement and must describe the project in detail (including budget), its artistic significance/context, and public benefit. The applicant must also identify all Division Goals that are addressed by the project. Division Goals are:

- Building the economy and creative industries
- Enhancing education through arts and culture
- Advancing leadership in arts and culture in the state and nation
- Promoting healthy, vibrant, and thriving communities
- Advancing sense of place and identity

Artist Project funding is intended for artists creating or presenting original works of art. For the purpose of this program derivative works such as interpretations, arrangements, reproductions, or any other transformations, or adaptations of pre-existing works created by other artists are not considered original.

Basic Application Eligibility

Artist Project funding is designed to support projects by practicing, professional, creative artists at varying career levels residing in Florida. For purposes of this program, a "professional creative artist" is defined as a person who creates, on an ongoing basis, original works of art within an artistic discipline, and is pursuing it as a means of livelihood or for the highest level of professional recognition.

All applicants must provide documentation of Florida residency (as defined by section 196.015, or section 222.17, Florida Statutes) as of the application deadline. This documentation must include one of the following:

- A valid Florida driver's license or identification card
- Proof of voter registration in Florida (a voter registration card or other official correspondence from the supervisor of elections)
- A declaration of domicile
- A recent federal tax return showing a Florida address

Applicants must redact their Social Security Number and any other sensitive financial information submitted as documentation of residency as all application documents are subject to Public Records Law (Chapter 119, *Florida Statutes*).

All applicants must be 18 years of age or older by the application deadline. Applicants may not be enrolled in a degree or certificate program.

Required Attachments

- Resume(s) or vitae(s) of key participants
- Samples of Original Work (images of artwork, screenplay, musical composition, audio or video recordings)

Application Requirements

Grant Period

All proposed activity must take place within the grant period.

- The grant period **start date** is July 1, 2019.; and
- The grant period **end date** is June 30, 2020 unless an end date extension is approved by the Division.

Accessibility and Non-Discrimination

The Division of Cultural Affairs is committed to making the arts and culture accessible to everyone, including:

- Persons with disabilities;
- Older adults;
- Culturally and economically underserved populations; and
- Minorities.

Applicants may receive up to 10 points during panel review through the accessibility review criterion.

Rule 1T-1.036, F.A.C., eff. 03/18

Organizations seeking support for activities are required to be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age, or marital status.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display. The 504 Self Evaluation Workbook which can be used as a reference, and downloadable Disability Symbols can be found at http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/. While the workbook is not required, failure to complete the workbook can impact the applicant's Accessibility score.

Request Amount

Specific Cultural Projects have a maximum request of $25,000. Use the table below to find the maximum request amount. Proposal types and funding categories (levels) are described in detail in the Proposal Types section of the guidelines.

Proposal Type	Funding Category	Maximum Request
Arts In Education *	All	$25,000
Discipline-Based	N/A	$25,000
Underserved Cultural Community Development	Salary Assistance	$25,000
	Capacity Building	$5,000
	Consultant	$5,000
Artist Performances on Tour	N/A	$25,000
Artist Project	N/A	$25,000

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

Grant Proposal Budget

The Proposal Budget expenses must equal the Proposal Budget Income.

Match Requirements

Applicants must provide at least one dollar in cash and in-kind (donated goods or services) for every dollar requested from the division. This is called match. Some expenses can only appear in the Proposal Budget as match (see Match Only Expenses).

Total Proposal Expenses are defined as match (cash and in-kind) + request amount. No more than 25% of the Total Proposal Expenses may be in-kind. See the in-kind section of the guidelines for more details.

Matching funds may be anticipated at the time of application, but must be received by the end of the grant period. **All expenses (both state grant and match) must be paid out (not merely encumbered) by the grant end date of June 30, 2020.**

Exception: The Rural Economic Development Initiative (REDI) recognizes rural or economically distressed counties and communities. Applicants that are located within an economically distressed county or community as of the application deadline are not required to provide cash match; however REDI applicants are still required to show a 50% match of in-kind (donated goods or services). You can find more information and a list of economically distressed counties and communities at http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition.

Applicants to the Performances on Tour and Artist Project categories are only required to have 50% match (cash or in-kind) for this category. There is no limit on the amount of in-kind that can be included in the proposal budget.

In-kind (Donated Goods and Services)

In-kind can appear in both the proposal budget and the operating budget. To calculate the value of volunteer services, use the federal minimum wage (see the Wage and Hour Division of the US Department of Labor http://www.wagehour.dol.gov). If the volunteer is professionally skilled in the service provided (such as a photographer donating photography services or a Certified Public Accountant providing a pro bono audit), use the wage rate the individual is normally paid for the service.

The value of all professionally skilled services used as in-kind must be documented in writing by the volunteer. The value of donated goods must also be documented. Records of such documentation must be available upon request.

Use the following formulas to calculate maximum allowable in-kind.

Total Proposal Expenses (as reported in the proposal budget) may not contain more than 25% in-kind.

- Maximum allowable in-kind = Total Cash Expenses (cash match plus request) divided by 3

The amount of in-kind allowed in the **Operating Budget** depends on the applicant's Total Cash Income as defined in the application.

If Total Cash Income is $150,000 or less, Total Operating Income may not include more than 25% in-kind.

- Maximum allowable in-kind = Total Cash Income divided by 3.

If Total Cash Income is over $150,000, Total Operating Income may not include more than 10% in-kind.

- Maximum allowable in-kind = Total Cash Income divided by 9.

Exception: There is no limit on the amount of in-kind that can be included in the Proposal Budget for applicants in a county that qualifies under the Rural Economic Development Initiative (REDI).

Allowable Expenses

Allowable expenses must be:

- Directly related to the proposal;
- Specifically and clearly detailed in the proposal budget; and
- Incurred and paid within the grant of July 1, 2019 through June 30, 2020.

Only allowable expenses may be included in the proposal budget.

Spending state grant funds on expenses that have not been approved by the Division, even if directly related to the program or project, will be disallowed and could result in a legal demand for the return of grant funds.

Match Only Expenses

No state funds may be used towards operational or indirect/overhead costs which include, but are not limited to:

- Phone;
- Utilities;
- Office supplies;
- Equipment costing over $1,000;
- Property improvements;
- Fixtures;

- Building maintenance;
- Travel; and
- Space rental.

Non-Allowable Expenses

The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures, which are incorporated by reference and are available online at http://www.myfloridacfo.com/aadir/reference_guide/. The following are non-allowable expenses for grant and matching funds.

- State funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida;
- Funds used as match for other Department of State grants;
- Expenses incurred or obligated before July 1 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, and renovations) **Exception**: Capital expenditures that are directly related to the proposal, such as exhibit construction or stage lighting, are allowed. Please contact a program manager with questions;
- Costs associated with bad debts, contingencies (money set aside for *possible* expenses), fines and penalties, interest, taxes (does not include payroll taxes), depreciation, and other financial costs including bank fees and charges and credit card fees;
- Private entertainment;
- Food and beverages;
- Plaques, awards, and scholarships;
- Activities 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, disability, age, or marital status;
- Re-granting;
- Contributions and donations;
- Mortgage payments; and
- Payments to current Department of State employees;

Review Criteria

All applications will be evaluated and scored using the following four criteria:

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

Excellence

Applicants must demonstrate excellence in all aspects of the proposal. Panelists will use the following application responses:

- Applicant Mission Statement or Artist Statement;
- Proposal Description; and
- Partnerships.

(Up to 40 points)

Impact

Applicants must demonstrate the expected impact of the proposal. Panelists will use the following application responses:

- Estimated number of individuals benefiting, youth benefiting, elders benefiting, and artists participating;
- Estimated number of events and opportunities;
- Location of project/programming;
- Proposal Impact(organization's economic impact and education and outreach); and
- Marketing and Promotion.

(Up to 30 points)

Management

This criterion covers administration, planning, and evaluation. Panelists will use the following application responses:

- Evaluation Plan;
- Fiscal Condition and Sustainability;
- Operating Budget (does not apply to Artist Project or Artist Performances on Tour); and
- Proposal Budget.

In addition panelists will also use the applicant's reporting history and compliance status as of the panel meeting (see noncompliance).

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(Up to 20 points)

Accessibility

Points will be awarded based on demonstration of accessibility in the facility and programming. Panelists will use the responses to the Accessibility questions in the application.

(Up to 10 points)

Scoring

Applications must earn a minimum average score of 80 to be recommended for funding by the review panel.

The maximum number of points an application can earn is 100. Panel members will individually score each application. The average of the individual panelists' scores 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, 79.9995 will be rounded to 80 but 79.9993 would remain 79.999.

Review Process

The application review process includes the following:

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

Staff Review

Division staff will review all applications that meet the deadline for eligibility (see Basic Eligibility and Specific Eligibility Requirements). Staff review does not include subjective evaluations or comments on the content or quality of any grant application. Only applications that meet eligibility requirements will move forward to the grant review panel.

Staff will contact the applicant during the staff review to address issues with eligibility including:

- Issues with applicant's legal status:
    - IRS status has been revoked;
    - Federal Employer Identification Number or Corporate name does not match Guidestar;

    - Federal Employer Identification Number or Corporate name does not match the Florida Division of Corporations record; and
    - Applicant is incorporated as a nonprofit but does not have an active Florida Division of Corporations record.
- Issues with basic application requirements:
    - Activities fall outside of the grant period of July 1, 2019 through June 30, 2020;
    - Request amount is too high or the proposal budget does not meet matching requirements;
    - The proposal or operating budget contains too much in-kind;
    - The proposal budget contains non-allowable costs; and
    - Substitute W-9 has not been submitted.
- Applicant does not meet specific eligibility requirements for the selected proposal type, funding category or discipline.

Staff will also contact the applicant if the application indicates support materials are included but no materials were uploaded.

After the application deadline, applications may only be amended at the request of Division staff. Only changes that are approved by the Division 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 must be professionals in their field. Panelists will be appointed by the Secretary of State each year based on the following considerations (in no particular order):

- Panelist resume, knowledge, experience, and active involvement in the program, type or discipline being reviewed;
- Panelist experience with the panel process;
- Panelist availability;
- Geographic representation;
- Minority representation;
- Conflicts of interest; and
- Diverse aesthetic, institutional, and cultural viewpoints.

The Division is always seeking panelist nominations. Anyone may nominate a panelist (themselves or someone else) at any time by contacting a program manager (see help). Panelists may serve on a specific panel for up to 3 consecutive years. Panelists serve on a volunteer basis.

All panel members must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in section 112.313 Florida Statutes, and voting conflict of interest laws as set forth in sections 112.3143 and 286.012 Florida Statutes.

Panelists independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow the Division's scoring instructions. After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss, and score the applications. Panelists must voice their scores in the panel meeting. Only scores voiced during the panel meeting count towards the final average score for an application.

Panel Meetings

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 will be emailed to applicants and posted on the Division's web site and in the online grant system. The Division strongly encourages applicants to participate in the grant panel meeting, although it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

Panel meetings are chaired by a member of the Florida Council on Arts and Culture. If a member of the Council is not available a Division staff member will serve as the panel Chair. Chairs do not vote on applications being reviewed.

A typical panel meeting will include the following:

1. Call to Order;
2. Introduction of Panelists and Staff;
3. Panel Instructions from the Chair;
4. Preliminary scoring of applications. For each application:
    - the Chair will announce the application number and applicant name;
    - applicants may provide a *brief* update on the application. Updates may only include new proposal information;
    - applicants will be permitted to respond to panelist questions;
    - each panelist will voice his or her score;
    - Division staff will calculate and voice the total points and the average panel score.
5. Public comment prior to panel consensus on scores:
    - During public comment, anyone (including applicants) may speak about the applications under consideration. After public comment, panelists may adjust their scores before the final vote to accept all scores.
6. Panel Recommendations;
7. General discussion from the panel (policies, procedures);

8. General comments from the public (limited to 3 minutes or at the Chair's discretion);
9. Closing remarks from the Chair; and
10. Adjournment.

Florida Council on Arts and Culture Review

After the panel meeting, the Division will report the panel recommendations to the Florida Council on Arts and Culture. The Council will amend panel recommendations based on new or existing information about the applicant or panel proceedings.

Information that will allow recalculation of the average score by the Council is:

- A panelist's conflict of interest; and
- Scoring errors.

Information that will result in the Council recommending zero funding is:

- Noncompliance with administrative requirements of previous grants;
- Bankruptcy or other fiscal concerns; and
- Changes in the applicant's staff that would impair implementation of the proposed grant activity.

Council Recommendations

All Specific Cultural Project applications recommended by the Council will be merged into a ranked list in accordance with section 265.286(3), Florida Statutes, 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 the average points scored on each criterion in the following order:
    1. Excellence;
    2. Impact;
    3. Management; and
    4. Accessibility.
3. If there is still a tie after the score for each criterion has been compared, the applications will be ordered by a sequence number assigned at application submission (lowest to highest)

This ranked list will be submitted to the Secretary of State for review and approval.

Funding

Subject to Legislative appropriation, Specific Cultural Project recommendations approved by the Secretary of State will be funded top-down at full request until the appropriation is depleted.

The Department of State's Legislative Budget Request will include the Secretary of State's approved ranked list of Specific Cultural Project applications. The Legislature may use this list to appropriate an amount in accordance with section 265.286(3), Florida Statutes.

If grant funds are returned to the Division, the Division shall award such funds to the next grant organization on the Secretary's ranked list of approved applicants according to section 265.286(4), Florida Statutes.

How to Apply

Applications must be submitted on the DOS Grants System at dosgrants.com.

All application information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, Florida Statutes).

Application Form

The application must be completed using the Division's online grant system and submitted online by 5:00 pm ET on the application deadline. If a deadline falls on a Saturday, Sunday or legal holiday, the deadline date will be the next business day. Deadlines and a link to the application form will be posted on the Division's web site at http://dos.myflorida.com/cultural/.

Applicants may request that a submitted application be electronically un-submitted at any point before the application deadline. The application must be re-submitted by the application deadline to be considered.

Required Attachments and Support Materials

Attachments and support materials must be uploaded into the online grant application system. Attachments and support materials will not be accepted by any other method including email and fax.

Required Attachments

Attachments are required documentation of eligibility. The required attachments for Specific Cultural Projects are:

Attachment	Required for
Consultant Resume	Underserved Cultural Community Consultant category
Work Sample, List of Recent Tours, Artist Resumes, Educational Materials, Sample Contract, Press Kit	Artist Performances on Tour
Florida Residency Documentation, Work Samples, Participant Resumes	Artist Project
Provide a copy of the Substitute W-9 with the grant application. This can be found at https://flvendor.myfloridacfo.com.	All Applications

Support Materials

Support materials may be considered in the panel review and scoring so inclusion is highly recommended. We encourage all applicants to submit support materials.

Support materials may include, but are not limited to:

- Video or audio work samples (less than 5 minutes each except for Artist Performances on Tour);
- Brochures, programs, catalogs, photographs or other printed materials (include those with accessibility symbols);
- Materials crediting the Division for recent grants;
- Recent support letters or reviews;
- Long range plan or status report;
- Organizational chart;
- Brief list and/or type of collections (museums);
- List of current board members;
- Detail about in-kind; and
- A letter from the Executive Director.

Please submit only high quality materials that support your application and only as many as you need. Required attachments do not count towards the 10 upload limit.

It is your responsibility to verify and receive permission for the use of any copyrighted materials. You are also responsible for considering accessibility of your materials.

File Formats

Panelists are not required to own specific software and the Division makes no guarantee that panelists will be able to view your digital materials. To increase the chances of file compatibility, make sure files are in one of the following formats.

- .pdf, .txt (documents)
- .jpg, .gif, .pdf (images)
- .mp3 (audio excerpts)
- .mp4, .mov (video excerpts)

Uploading Instructions

Attachments and support materials must be uploaded in the online system by the application deadline.

You may include up to 10 uploads for your support materials in addition to your Required Attachments. You can include more than one item in an upload. You are not required to upload multiple copies. You must describe your materials as you upload them.

Grant Forms

The following forms must be used in the administration of all grants in these guidelines and are hereby incorporated by reference and available from the Division at www.dosgrants.com:

#	Title	Form #	Effective Date
1.	Grant Application, General Program Support and Specific Cultural Projects	CA2E145	X/XXXX
2.	Grant Award Agreement	CA2E142	X/XXXX
3.	Final Grant Report	CA2E004	X/XXXX

Definitions

Accessibility - Opening existing programs, services, facilities, and activities to individuals with disabilities. Inclusiveness of persons with disabilities is addressed through staffing, mission, policy, budget, education, meetings, and programs to insure that audiences/participants have an equal range of opportunities.

Applicant - A nonprofit, tax-exempt, Florida corporation or a local or state governmental entity, school district, community college, college, university, or artist engaged in or concerned with arts and cultural activities that is requesting grant funds from the Division.

Applicant Cash ($) - Funds from the applicant's present and/or anticipated resources. For the Operating Budget purposes, this line-item represents withdrawal from savings. This line item is often used to "balance the budget" when expenses exceed other revenues. It shows the applicant's ability to "pay the bills" for all expense items. If there are excess revenues, reduce this line to zero or only the amount needed to balance the budget. Negative numbers cannot be used to balance the budget.

Authorized Official - Name of person with authority to legally obligate the Applicant.

Cash Reserves ($) - For most organizations, this will be your savings account, other cash reserves or investments that are available to spend on general operations or programs. The "reserve" will usually increase when there are excess revenues for the year, and decrease if there was a deficit. This is more a year end accounting function than actual day to day activity.

Catalog of State Financial Assistance (CSFA) - A statewide compendium of state projects that provide financial assistance to nonstate entities. As the basic reference source for state projects, the primary purpose of the Catalog is to assist users with obtaining general information on state projects and identifying state projects that meet specific objectives. State projects are cataloged by agency and are assigned a Catalog of State Financial Assistance (CSFA) number for easy referencing. The Specific Cultural Project CSFA number is 45.062.

Community - The geographic area and/or constituents served by the applicant (for general program support requests) or by the proposal (for project requests).

Community Organizations - Civic, social service and business groups that may be involved in the project for which funding is being requested. These may include science organizations, historical organizations and organizations which serve diverse populations.

Congressional District of Applicant - District of the United States House of Representatives in which the applicant's business address is located.

Contact Person - The person to contact for additional information about the application. The person with immediate responsibility for the project.

Costs: Allowable ($) - Costs shall be allowed for the purposes of a grant provided that:

- they occur or are obligated within the grant period specified on the grant application; and
- they are solely for the purposes of the grant and can be easily identified as such.

Council - The Florida Council on Arts and Culture; a 15-member advisory council appointed to advise the Secretary of State regarding cultural grant funding and on all matters pertaining to culture in Florida.

Cultural Diversity - Having the characteristic of being deeply rooted in and reflective of ethnically diverse, inner-city, or rural populations, and which represents the works of a particular culture, including an ethnic minority.

Cultural Events - Includes different artistic, cultural, or educational activities which were produced or sponsored by the grantee, were open and accessible to the public, and took place in the grant period, i.e. performances, exhibits, rehearsals, workshops, classes, seminars, demonstrations, conferences, publications, or media broadcasts. Do not include strictly fund-raising/gala events. Note: to count number of events, only include the number of different events which were offered, i.e. a play performed ten times, or a museum exhibit running for three months, should each be counted as one event.

Deliverable - The quantifiable goods or services that must be provided in order to receive payment. Each deliverable must be connected with one or more activities identified and described in the Scope of Work. Deliverables, along with the Scope of Work, are included in the grant agreement. Deliverables must be agreed upon by both the Division and the grant recipient. The deliverables will be developed by the grant applicant in the grant application for inclusion in the grant agreement but may be renegotiated by the Division.

Department - The Florida Department of State.

Director - The Director of the Division of Cultural Affairs.

Disability - A physical or mental impairment that substantially limits one or more major life activities.

Division - The Division of Cultural Affairs of the Department of State.

End Date - The last date of fiscal activity in the project for which assistance is requested.

Equipment ($) - All items which cost in excess of $5,000 (per unit) and have a life expectancy of over one year.

Financial Consequences - The financial consequences that will be applied if the grant recipient fails to perform all tasks outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement. Financial consequences are tied to deliverables and each payment. Per Section 287.058, Florida Statutes, the Division is required to specify a reduction in grant funding that will be applied if the recipient fails to perform all activities outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement.

Florida Accountability Contract Tracking System (FACTS) - The State of Florida's centralized online contract reporting system. All information pertaining to the grant agreement will be available on the FACTS system and viewable by the public. This includes the grant agreement,

payment information, deliverables, performance metrics, grant award and audit information. FACTS is online at facts.fldfs.com.

Florida Single Audit Act – Requires an audit of a nonstate entity's financial statements and state financial assistance, if $750,000 or more in state financial assistance is expended during the non-state entity's fiscal year. Such audits shall be conducted in accordance with the auditing standards as stated in the rules of the Auditor General.

Folklife - Means the traditional expressive culture shared within the various groups in Florida: familial, ethnic, occupational, religious, and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry, and handicraft, which forms are generally learned orally, by imitation, or in performance and are maintained or perpetuated without formal instruction or institutional direction (267.021, Florida Statutes).

Government Support: Federal ($) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project.

Government Support: Local/County ($) - Cash support derived from grants or appropriations given for this project by agencies of the local or county government, or a proportionate share of such grants or appropriations allocated to this project.

Government Support: State/Regional ($) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies, or a proportionate share of such grants or appropriations allocated to this project.

Grant Award - The dollar amount of a grant award approved by the Secretary of State for a project, program, or general program support as outlined in the application.

Grant Award Agreement - The document by which the Grantee enters into a contract with the State of Florida for the management of grant funds.

Grant Award Letter - The letter signed by the Secretary of State or an authorized representative of the Department of State and countersigned by the grantee. The grant award letter contains the grant award amount.

Grant Period - The time for the use of the grant award as set forth in the grant award agreement.

Grantee - An organization receiving a grant award from the Department of State.

In-Kind Contribution ($) - The documented fair market value of non-cash contributions provided by the grantee or third parties which consist of real property or the value of goods and services directly benefiting and specifically identifiable to the project.

Individuals Participating - The total number of individuals who are directly involved in the funded activity as artists, non-artist project participants or audience members between the grant or project start and end dates.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include Artists Participating and Youth Benefiting. For General Program Support count artists, staff, audiences, and project participants directly involved with organization's events and services within the given funding period; do not substitute the entire population of the geographic area served. For projects related to publication, report the number of persons using the materials or the number of copies actually distributed; do not substitute the total number of copies produced. For Internet-based projects, report the number of unique users; do not substitute the number of "hits" or times the information was accessed.

Marketing ($) - Include all costs for marketing/publicity/promotion specifically identified with the project or programming. Do not include payments to individuals or firms which belong under "Personnel," or "Outside Fees and Services: Other." Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, fliers, and posters, and space rental when directly connected to promotion publicity or advertising

Matching Funds - The portion of the project costs not borne by the Department of State. Matching funds shall amount to at least 50 percent of project costs which may include up to 25% of project costs as in-kind, unless otherwise specified in the Grant Award Agreement. Funds received from the sale of the Arts License Plates are considered local government support and are allowed as match.

Minority - A lawful, permanent resident of Florida who is one of the following:

- an African-American (a person having origins in any of the racial groups of the African Diaspora);
- a Hispanic-American (a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race);
- an Asian-American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778);
- a Native-American (a person who has origins in any of the Indian Tribes of North America prior to 1835); or an American Woman. [288.703(3), Florida Statutes]

Noncompliance - The grant recipient is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable laws.

Older adults - Individuals over the age of 65 that directly attended/participated in the project or program.

Outside Fees and Services: Other ($) - Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming.

Outside Fees and Services: Programmatic ($) - Payments to firms or persons for the programmatic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming. Include artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Personnel: Administrative ($) - Payments for salaries, wages, fees, and benefits specifically identified with the project or programming, for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

Personnel: Programmatic / Artistic ($) - Payments for salaries, wages, fees, and benefits specifically identified with the project or programming for programmatic personnel including artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel: Technical/Production ($) - Payments for employee salaries, wages, and benefits specifically identified with the project, for technical management and staff, such as technical directors; wardrobe, lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparators and installers, etc.

Presenter (Sponsor) - An organization that is in the business of presenting professional performing artists or arts groups to the public.

Private Support: Corporate ($) - Cash support derived from contributions given for this project (other than this grant request) by business, corporations and corporate foundations or a proportionate share of such contributions allocated to this project.

Private Support: Foundation ($) - Cash support derived from grants given for this project or programming by private foundations, or a proportionate share of such grants allocated to this project or programming.

Private Support: Other ($) - Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

Project Costs - All allowable expenditures incurred by the grantee and the value of in-kind contributions made by the grantee or third parties in accomplishing the grant.

Project Title - A short descriptive title of the project for which applicant is requesting assistance. If no formal title exists or if the title is not descriptive, a short phrase describing the activities of the project should be substituted.

Recurring Cultural Program - Recurring cultural programs exist within multipurpose public or private nonprofit institutions such as municipalities, universities, foundations, cultural centers and organizations, museums and other arts and cultural organizations. To be eligible:

- a cultural program located within a multipurpose institution must function as a discrete unit within its parent institution and present or produce a full season of programming on a yearly basis;
- have a full segregated and itemized budget within that of its parent institution;
- have an advisory board that governs the activities of the program; and
- be able to separately fulfill the Basic Eligibility and discipline-specific requirements.

Entire departments or schools within a university, college, or other multipurpose institution do not qualify as recurring programs.

Regional - Within the state, at least 150-mile land radius of venue.

Regranting - using state grants monies to underwrite grants programs or individual grants within one's own organization or another organization. Regranting of Division funds is prohibited.

Remaining Operating Expenses ($) - All expenses not entered in other categories and specifically identified with the project. Include non-structured renovations, improvements, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under "Travel."

Remaining Proposal Expenses ($) - All expenses not entered in other categories that are specifically identified with the project or programming.

Revenue: Admissions ($) - Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. In the Proposal Budget the admissions must be for events attributable or prorated to the proposal.

Revenue: Contracted Services ($) - Revenue derived from fees earned through sale of services (other than this grant request). Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

Revenue: Other ($) - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Rural - Counties whose total population is less than 125,000 or whose population density is less than 250 people per square mile and not located within a U.S. Census designated metropolitan area. (This definition is used for Underserved Cultural Community Development projects.)

School-based Cultural Events - Cultural events that directly involve the participation of a public or private PreK-12 school, i.e. school field trips to arts organizations, performances or workshops which took place on school grounds, or other collaborations between arts organizations and schools. In school-based cultural events, the school is involved in organizing the children's participation in the cultural event. Touring companies should not report attendance at schools when the program was funded by the Division's state touring grant program.

Scope of Work - A description of the specific work to be performed under the grant agreement in order to complete the project. The Scope of Work will be provided by the grantee for inclusion in the grant agreement if the grant is awarded funding.

Secretary - The Florida Secretary of State.

Service Area - Regular client/program participants, not including broadcasts.

Space Rental, Rent or Mortgage ($) - Payments for rental of office, rehearsal, theatre, hall, gallery, and other such spaces. Do not include principal of mortgage, include interest only. Do not include rental of housing for guest artists or other persons.

Start Date - The first date of fiscal activity in the project for which assistance is requested.

State Supported Institution - Any organization whose general operations budget is supported by funds from state appropriations which exceeds $10,000, exclusive of competitive, nonrecurring grants.

Total Fund Revenue - Means all revenue received by an organization during a fiscal year and recognized in the organization's independent certified audit or attested financial statement.

Total Operating Income ($) - Gross operating income for the organization's last completed fiscal year. Governmental agencies may include all funds directly appropriated and administered by the applicant agency, as well as support services provided by the agency, that are directly attributed to the program. A detailed listing of these support services must be

attached to the grant application operating budget and must be approved by and signed by agency budget officials. Do not include capital contributions or expenses in the operating budget.

Travel ($) - Include fares, hotel, and other lodging expenses, taxis, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For transportation not connected with travel of personnel and for trucking, shipping, or hauling expenses see "Remaining Operating or Proposal Expenses."

Underserved - A term used to identify certain target groups. The meaning changes in different program areas. For Arts in Education and UACAP, it refers to rural counties, or groups of individuals which meet certain ethnicity, age, or disability criteria, or to areas lacking cultural resources. For Cultural Support Grants, a financially underserved area refers to a county which has received an average of less than $10,000 in state arts grant program funding in the last two state fiscal years.

Youth Participating - Individuals under the age of 18 that directly attended/participated in the project or program.

Help

For general information about the Division of Cultural Affairs and to access grant information, panel details and resources, visit our web site at: www.dos.myflorida.com/cultural.

For more information about the Specific Cultural Projects program, contact the program manager responsible for your proposal type and discipline at www.dos.myflorida.com/cultural/about-us/staff/.

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