

Pasco Fine Arts Council, Inc.

Project Title: Salary Assistance for Pasco Fine Arts Council

Grant Number: 21.c.pr.400.112

Date Submitted: Saturday, May 25, 2019

A. Cover Page Page 1 of 10

Guidelines

Please read the current Guidelines prior to starting the application: 2021-2022 Specific Cultural Project Grant Guidelines

Application Type

Proposal Type: Underserved Cultural Community Development

Funding Category: Salary Assistance

Discipline: N/A

Proposal Title: Salary Assistance for Pasco Fine Arts Council

B. Contacts (Applicant Information) Page 2 of 10

Applicant Information

- a. **Organization Name:** Pasco Fine Arts Council, Inc. 
- b. **FEID:** 59-1890812
- c. **Phone number:** 727.845.7322
- d. **Principal Address:** 4145 Fairford Dr. New Port Richey, 34652-5970
- e. **Mailing Address:** P.O. Box 323 Elfers, 34680
- f. **Website:** www.pascoarts.org
- g. **Organization Type:** Nonprofit Organization
- h. **Organization Category:** Other
- i. **County:** Pasco
- j. **DUNS number:** 969581425
- k. **Fiscal Year End Date:**

1. Grant Contact *

First Name

Joanne

Last Name

Baughman

Phone

509.251.4547

Email

pacart4@gmail.com

2. Additional Contact *

First Name

Janet

Last Name

Litzel

Phone

727.845.7322

Email

pacart3@gmail.com

3. Authorized Official *

First Name

Joanne

Last Name

Baughman

Phone

509.251.4547

Email

pacart4@gmail.com

4. National Endowment for the Arts Descriptors

4.1. Applicant Status

Organization - Nonprofit

4.2. Institution Type

Arts Council/Agency

4.3. Applicant Discipline

Visual Arts

5. Department Name

C. Eligibility Page 3 of 10

1. What is the legal status of the applicant? *

- Public Entity
- Nonprofit, Tax-Exempt
- Solo or Individual artists or unincorporated performing company
- Other (not an eligible response)

2. Are proposed activities accessible to all members of the public? *

- Yes (required for eligibility)
- No

3. Do proposed activities occur between 7/1/2020 - 6/30/2021? *

- Yes (required for eligibility)
- No

4. How many years of completed programming does the applicant have? *

- Less than 1 year
- 1-2 years
- 3 or more years (required minimum to request more than \$50,000 in GPS)

5. How is the applicant underserved? (select all that apply)*

Select the statements that are true for the applicant. At least one must be true for eligibility. See the guidelines for more information about underserved designations.

- Applicant is lacking in resources

Total Cash Income *

\$59,392

D. Excellence Page 4 of 10

1. Applicant Mission Statement - (Maximum characters 500.) *

The commitment of the Pasco Fine Arts Council is the maximum utilization and development of increased partnerships between individuals, groups, businesses and government entities to further create cultural opportunities and to preserve the arts for all members of our community.

2. Proposal Description

Describe the project or program for which you are requesting funding. Include goals, fully measurable objectives, activities, partnerships/collaborations, and a timeline. If you are an LAA or SSO, please include a statement that describes the services provided to your audience (including membership) and how those services are provided.

2.1. Goals, Objectives, and Activities - (Maximum characters 5000.)

Goals: Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Goals can be listed in priority order and ranked.

Objectives: Specific, measurable ends that are achievable within a time frame and mark progress towards achieving goals.

Activities: These are the specific activities that achieve the objectives.

Pasco Fine Arts Council's (PFAC)

The Pasco Fine Arts Council provides art education (art classes in all mediums, workshops, demonstrations), host one-man shows, sponsors adult and children Art competitions, and provide outreach programs for both adults and children. In addition we support and collaborate with local art groups whenever possible

Long-term goals are to:

1. Continue providing quality art education, art exhibitions, and outreach programs to the underserved throughout our community.
2. Expand our impact throughout our large geographic county through partnerships, art programs and cultural opportunities.
3. Build a network of members, sponsors, donors, and partners to assist PFAC in moving toward lasting financial sustainability so we can continue to serve the whole community with art opportunities long into the future.
4. Increase our professionalism as an art organization within our membership, our community, Pasco County and the region as a whole.

Objectives:

Volunteers have been the mainstay of our programs for many years; however, few are able to make long-term commitments and many of our volunteers are older and not qualified in the technical aspects required by office staff in today's world. Our volunteers will continue to be a major part of our organization and staffing; however, they will be more valuable to our future success for special occasions, short-term programs, events, fundraisers, etc. While this is important work, it does not require long-term commitment nor technical knowledge.

Our staff currently consists of three part-time individuals (including our director) with a collective number of 22 paid hours per week. Unfortunately, these are not enough hours to maintain our office needs, professionalism, or promote a sustainable solution for growth. The lack of paid staff does not provide continuity or the ability to develop additional cultural opportunities toward program initiatives that could help insure our future sustainability.

Objectives toward our goal include:

1. Increase the number of paid staff hours to at least 48 hours per week to provide enough hours needed to cover our reception desk during all open hours. This will give the Center the benefit of cohesiveness and professionalism that is currently lacking at times. Responsibilities for these hours would include interaction with the public, processing class registrations and membership payments, answering phone calls and questions, completing art sales, and executing clerical duties that may be required.
2. Identify and hire a qualified individual who can take over functions currently performed by the director such as bookkeeping, class scheduling, supervision of volunteers within the current paid hours allowed.
3. Identify and hire a qualified individual who can maintain marketing required for the Council specifically the technical aspects of marketing in today's world that would include, the website, all social media, publications, printed materials, etc.
4. This should provide the Director with an opportunity to develop programs that could establish our future financial stability through creating a network of patrons, sponsors, partnerships, fundraisers, and donors. The Director will continue to oversee current and future programs in areas of Pasco County not yet reached. And, to develop relationships with other artists, businesses, and art groups within the County.

Activities:

1. The Director will develop a long-range calendar of paid hours required to maintain current and planned programs. An analysis of staffing needs will be included to determine the responsibilities of volunteers, staff and the Director and will be presented to the Board for approval. Job descriptions for staff and volunteers along with informal and formal evaluation measures will be developed from input of all stakeholders in our organization.
2. Part of this objective will be attained through meaningful training, discussion and supervision of new employees to maximum their effectiveness. A handbook of procedures, duties, schedules, activities and special functions will be developed and be available to all employees.

3. The director will serve as a liaison between the board members, the community, students, and paid staff and volunteers. The director will share financial information with the board along with a schedule of fundraising events, sponsorships, programs etc. that is geared to achieve our objectives. The Board will assist in the development of a comprehensive system of staff evaluation to include peer review, self-evaluation and observation and collaborative discussion.

2.2. Partnerships & Collaborations - (Maximum characters 2000.)

Describe any partnerships and/or collaborations with organizations directly related to the Specific Cultural Project (SCP) or General Programing (GPS). Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

The Arts Council works with the Pasco County Elementary Schools, Parks & Recreation Departments, West Pasco Audubon Society, Daughters of Penelope, Pac-A-Sac, individual artists and local art groups.

Examples of Our Collaborative Programs include:

Pasco County Elementary Schools: PFAC sponsors an annual **Kids N Art Competition and Exhibition** where elementary art instructors submit pieces of artwork from students K – 5th grades (including ESE) for exhibition and competition. This event culminates at an awards ceremony consisting of children, parents, grandparents, friends & siblings. This event has double in size in recent years and is looked forward to by all. We have been encouraged to provide an art competition for the Middle School children as well and plan to implement this next year.

Local schools, where homeless children attend, and where teachers deal with many difficult issues, asked if PFAC could provide **“art therapy”** for their teachers to provide stress relief. Therefore, several times a year, we provide art therapy sessions before class that are well attended by faculty and staff.

The “art therapy” program brought an additional request from the schools asking if we could provide **“Painting Parties”** for children of those Title 1 schools as a special treat. We now provide parties at two schools during the year for these students.

As part of this outreach program, the Council provides **“back-packs”** filled with art supplies and activities each year to homeless children at the end of each school year for the kids to take with them for the summer. This program is funded through an annual fundraiser and donations specifically earmarked for this “back-pack” program. This program was established by one of our board members and who also spearheads the event each year.

Pasco County Parks & Recreation: PFAC partners with county Parks to utilize the natural beauty of Pasco County Parks and offer art workshops for both adults and children each year. In addition, we utilize the County Parks for Plein Aire class programs. This year we are collaborating with Starkey Park to have a “Plein Aire” Art Competition. (A 3-day event at the park.)

West Pasco Audubon Society: This past year, we co-hosted and worked with the Audubon Society to help establish the first “**Nature and Wildlife of Tampa Bay Photography Competition**”, where photographers from all over the area brought photos of Florida’s wildlife to be judged and awarded.

2.3. Timeline - (Maximum characters 2000.)

List timeline of activities during the grant period.

July 2020 – The board members and director will evaluate staff needs and formulate a comprehensive plan to establish responsibilities and perimeters of paid staff hours and submit to the entire Board for approval. This will include staff that can provide consistent marketing skills for the Council that would include social media, publicity, printed materials, TV/radio advertising, website maintenance. An office manager who can oversee the daily transactions, schedule volunteers, maintain the Gift Shop as well as the building maintenance.

Evaluation measures will be developed along with job descriptions for all employees and volunteers.

August 2020 – Job descriptions will be posted, and candidates will be invited for interviews for these positions. A representative group of stakeholders will conduct the Interviews. The director will then propose the various candidates and their specific responsibilities for the positions to the Board for approval.

September 2020 - Once approved, the individuals will be hired & trained to complete the tasks for which they were hired. In addition, current staff will be trained to fulfill operational tasks currently completed by the director. The director will provide written rules, procedures, evaluation measures in a comprehensive employee handbook for reference.

January 2021 – A progress report showing growth toward our goals and objectives will be presented to the Board by the Director for review. Written employee evaluations will be included.

May 2021 – September through May is our most active time of the year and when we receive most of our annual income. Therefore, in May, the board and the Director will complete a review to determine if the impact these additional paid hours has benefited our progress toward financial stability as well as the impact upon our community.

E. Impact Page 5 of 10

Instructions

Do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Applicants to the UCCD Salary Assistance category should calculate the number of individuals benefitting based on the number of jobs the grant funds in the application is supporting. If it is only one (1) position, then the number of individuals benefitting should be one (1).

1. What is the estimated number of proposal events? *

0

2. What is the estimated number of opportunities for public participation? *

0

3. How many Adults will be engaged? *

4

4. How many school based youth will be engaged? *

0

5. How many non-school based youth will be engaged? *

0

6. How many artists will be directly involved? *

0

Total number of individuals who will be engaged?

4

7. Select all categories that make up 25% or more of population directly benefitting (excluding broadcasts and online programming): *

- Adults (25- 64 years)
- Older Adults (65+ years)

8. Select all categories that make up 25% or more of population directly benefitting (excluding broadcasts and online programming): *

- White

9. Additional impact/participation numbers information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the impact/participation numbers.

Community Impact: PFAC's annual schedule plans to offer approximately 148 different opportunities for art participation, including art classes, 21 exhibits for adults in 3 venues for adults, artists, and kids. Also workshops, demonstrations, and outreach programs for kids and adults. The number of opportunities for the public to participate either actively or passively is about 436.

The impact of these events will most likely affect nearly 5,000 adults and children from ages 5 - 95.

Staff Impact: Funds will be used to enhance current staff hours and seek out new staff with technical expertise.

10. In what counties will the project/program actually take place?

Select the counties in which the project/programming will actually occur. For example, if your organization is located in Alachua county and you are planning programming that will take place in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. Please do not include counties served unless the project or programming will be physically taking place in that county. *State Service Organization* applicants: Select all counties that will be served by your programming.

- Pasco

11. Proposal Impact - (Maximum characters 3500.) *

Describe the economic impact of your organization as a whole and of the proposal in particular on your local community. Include a description of your proposal's education and outreach activities.

Organizations: Include the economic impact of your organization as a whole.

Solo Artists: Include any positive social elements and community engagement anticipated from the project.

Pasco Fine Arts Council currently has an extensive number of cultural programs that include: Comprehensive art instructions in drawing, painting, pottery, printmaking, polymer, etc., a total of 19 weekly art classes scheduled for our 2019-2020 season, including a Saturday teen class (September – May) and evening printmaking and drawing classes. In addition, we offer 7 weekly art classes during the summer months (June – mid-August.) PFAC sponsors and provides the community with art exhibitions and competitions at our Art Center and participate in County and local art events. Our Board Members and instructors volunteer throughout our county and neighboring counties to judge art contests, work with children and older adults through workshops, and offer art donations for display to other agencies. Our teachers and board members serve on regional and statewide organizations and have published articles on the arts in The Arts Guide for the American Library Association.

The economic impact of our organization far exceeds our budget as we have numerous members of all ages (including high school students) that provide in-kind support for us. We currently donate time to our local schools and provide thousands of dollars' worth of our services to provide time, services and art instruction. Adding additional paid hours to our staff will enable us to have a far greater reach throughout our community and where we can provide further opportunities to enable our artists and teachers to branch out even more into the community and where we can impact businesses and community centers to insure we are maximizing the use of our LAA designation by developing more avenues to visit and participate in our art and cultural activities (most specifically to expand further into east Pasco County.)

Our outreach and education activities include the many art classes we offer, six art exhibitions and competitions each year that are inclusive of the artists throughout Pasco County, opportunities for students to participate in our Saturday classes, exhibitions and gallery openings as well. While we reach out to the community to bring them into our Center, we also interact throughout the county with opportunities for children and adults to participate in art/nature workshops in our local parks and schools and with various agencies. Our art teachers serve as judges for schools and community art events and provide demonstrations at colleges and community centers. Our board members represent all parts of our county including colleges and community creative organizations.

12. Marketing and Promotion - (Maximum characters 3500.) *

Describe the marketing/promotion/publicity plans and audience development/expansion efforts as related to the proposal. For example, include information on advertising, social media, collaboration with local organizations, brochures, etc.

The Pasco Fine Arts Council has developed marketing and promotional procedures utilizing many different venues. Currently, all the materials and contacts that have been made to promote our organization including weekly press releases for classes, events, workshops, exhibits, and other activities. These are sent to numerous publications including the Tampa Bay Times, the Suncoast News publication, many local community publications and newsletters throughout the county, as well as television and radio when appropriate. We are members of our local Chamber and submit monthly events for their newsletter and are listed on their map of "places to visit" in the City. In addition, we submit "Articles of Interest" to newspapers for publication bringing attention to our unique events or exhibitions as well as submit paid advertisements for some of our programs where we feel it would be beneficial.

F. Management and Operating Budget Page 6 of 10

1. Fiscal Condition and Sustainability - (Maximum characters 1750.) *

Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. Also describe plans to sustain the proposal activities after the grant period.

The past three to four years has seen a major change in Pasco Fine Arts Council's programming as well as its visibility within the community. A move to a larger facility three years ago provided a substantial advantage in our impact upon the community. We have increased our art instructions both in substance and numbers; programs, exhibitions, competitions, partnerships, collaborations with other art groups, and a major outreach program designed and maintained by one of our board members has helped us enhance our reputation within the County and provide numerous art experiences to our children.

Because of the expansion of these programming, the Board has been able to hire a part-time Director and two part-time staff members. However, our budget can only support paying the director for 10 hours/week, and the two staff members only 6 hours / week. Fortunately, these three individuals are real patrons to our Center, and needless-to-say, their in-kind participation is extensive. Still, that does not provide the time needed to develop a long-term financial program toward community engagement and financial stability. As we expand our outreach into the County, we find we simply run out of time to develop patrons, donations, members, etc. that can provide the ongoing stream of income we need. Therefore, we need to expand this part of our long-term goal.

We are pleased and proud of how well the Council has expanded in the last few years and our visibility has increased to such an extent that continued growth will require our ability to develop an ongoing stream of income that could sustain a full-time director and staff.

2. Evaluation Plan - (Maximum characters 1750.) *

Briefly describe your methods and processes for gathering, analyzing, and reporting data to evaluate your programming with the purpose of improving, deciding to continue, or stopping.

Our evaluation plan will include a variety of qualitative and quantitative measures. The success of our staff will be measured qualitatively through a board evaluation based on the description of our goals. This will involve, written and oral questions, observations, and interactions with board members, membership, students, faculty, partnerships, and business and individual supporters.

Our board is comprised of members, teachers, students, community and business members and university personnel. The board will ask input from these representatives and will be combined with quantitative measures.

The success of our art activities, classes, exhibitions, and outreach programs can be measured quantitatively by the number of artists participating, the number of people attending the events, the number of organizations involved in supporting the event and the amount of money raised.

Procedures are in place to maintain financial records and evaluate finances for each program offered to the public. The Finances are reviewed monthly by the director with the treasurer and all members of the Board. Financial procedures include fundraising, income, costs, participation, community impact, intrinsic value to the organization, and how successful we have become in attaining our long-term goals. Our ability to provide ongoing and innovative programs to the community as well as our ability to sustain our core programs in the future will be essential.

3. Completed Fiscal Year End Date (m/d/yyyy) *

9/30/2018

4. Operating Budget Summary

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
1. Personnel: Administrative		\$8,000	\$8,000
2. Personnel: Programmatic	\$3,360	\$3,600	\$3,600
3. Personnel: Technical/Production	\$6,030		\$2,000
4. Outside Fees and Services: Programmatic	\$17,333	\$16,199	\$20,310
5. Outside Fees and Services: Other	\$4,242	\$4,323	\$4,500
6. Space Rental, Rent or Mortgage			
7. Travel	\$100	\$100	\$250
8. Marketing	\$1,548	\$2,293	\$2,700

9.	Remaining Operating Expenses	\$21,701	\$22,986	\$23,400
A.	Total Cash Expenses	\$54,314	\$57,501	\$64,760
B.	In-kind Contributions	\$31,088	\$36,272	\$39,272
C.	Total Operating Expenses	\$85,402	\$93,773	\$104,032
	Income	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
10.	Revenue: Admissions	\$5,180	\$7,810	\$9,000
11.	Revenue: Contracted Services	\$27,996	\$28,502	\$33,850
12.	Revenue: Other	\$7,831	\$9,243	\$10,167
13.	Private Support: Corporate	\$3,898	\$1,672	\$2,400
14.	Private Support: Foundation			
15.	Private Support: Other	\$4,711		\$2,226
16.	Government Support: Federal			
17.	Government Support: State/Regional	\$7,091	\$12,165	\$8,000
18.	Government Support: Local/County			
19.	Applicant Cash			
D.	Total Cash Income	\$56,707	\$59,392	\$65,643
B.	In-kind Contributions	\$31,088	\$36,272	\$39,272
E.	Total Operating Income	\$87,795	\$95,664	\$104,915

5. Additional Operating Budget Information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the operating budget. For example, if you have a budget deficit or there has been a large change in your operating budget compared with last fiscal year.

It is believed that our income from programs should increase due to the addition of art instruction classes and workshops that have been added to our program lineup.

6. Paid Staff

- Applicant has no paid management staff.
- Applicant has at least one part-time paid management staff member (but no full-time)
- Applicant has one full-time paid management staff member
- Applicant has more than one full-time paid management staff member

7. Hours *

- Organization is open full-time
- Organization is open part-time

G. Management and Proposal Budget Page 7 of 10

1. Rural Economic Development Initiative (REDI) Waiver *

Yes

No

2. Proposal Budget Expenses:

Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses at <http://dos.florida-arts.org/grants/guidelines/2017-2018.gps.guidelines.cfm#budget>.

2.1. Personnel: Administrative *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Director Salary is based on \$20,000 per year	\$6,000	\$8,000	\$6,000	\$20,000
2	Office Manager - to train and oversee office staff, class registrations, sales. Salary based on \$9000 per year	\$7,000	\$1,000	\$1,000	\$9,000
Totals:		\$13,000	\$9,000	\$7,000	\$29,000

2.2. Personnel: Programmatic *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Outreach Program Instructor - To provide art instruction for our outreach programs that are free to the community. This will include Kids programs including those for the Homeless kids	\$0	\$2,500	\$0	\$2,500
Totals:		\$0	\$2,500	\$0	\$2,500

2.3. Personnel: Technical/Production *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Additional staff hours required to insure the office is open and trained staff available to interact with students, teachers, visitors, members, process sales and class registration.	\$10,000	\$2,636	\$0	\$12,636
2	Computer and Technical Staff to maintain website, schedules, press releases, and graphics.	\$2,000	\$1,080	\$0	\$3,080
Totals:		\$12,000	\$3,716	\$0	\$15,716

2.4. Outside Fees and Services: Programmatic *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Art Instructors pay	\$0	\$20,310	\$0	\$20,310
Totals:		\$0	\$20,310	\$0	\$20,310

2.5. Outside Fees and Services: Other *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Outside Fees & services includes school liason for outreach programs	\$0	\$2,315	\$2,000	\$4,315
Totals:		\$0	\$2,315	\$2,000	\$4,315

2.6. Space Rental (match only) *

#	Description	Cash Match	In-Kind Match	Total
Totals:		\$0	\$16,000	\$16,000

#	Description	Cash Match	In-Kind Match	Total
1	Pasco County provides the facility in which we operate with a 10 year lease at no charge to the Council and with option to renew for another 10 years	\$0	\$16,000	\$16,000
Totals:		\$0	\$16,000	\$16,000

2.7. Travel (match only) *

#	Description	Cash Match	In-Kind Match	Total
1	Travel throughout County	\$250	\$0	\$250
Totals:		\$250	\$0	\$250

2.8. Marketing *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Advertising/printing/graphics	\$0	\$2,700	\$0	\$2,700
Totals:		\$0	\$2,700	\$0	\$2,700

2.9. Remaining Proposal Expenses *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Operating Expenses	\$0	\$23,400	\$0	\$23,400
Totals:		\$0	\$23,400	\$0	\$23,400

Amount of Grant Funding Requested:

\$25,000

Cash Match:

\$64,191

In-Kind Match:**\$25,000****Match Amount:****\$89,191****Total Project Cost:****\$114,191****3. Proposal Budget Income:**

Detail the expected source of the cash match recorded in the expenses table in the budget categories listed below. Include only income that specifically relates to the proposal. The Proposal Budget income must equal the Proposal Budget expenses.

3.1. Revenue: Admissions *

#	Description	Cash Match	Total
1	Memberships, Admissions	\$9,000	\$9,000
Totals:		\$0	\$9,000

3.2. Revenue: Contracted Services *

#	Description	Cash Match	Total
1	Art Class Registration fees	\$33,850	\$33,850
Totals:		\$0	\$33,850

3.3. Revenue: Other *

#	Description	Cash Match	Total
1	Art Sales, Gift Shop sales, Art Supply sales	\$10,167	\$10,167
Totals:		\$0	\$10,167

3.4. Private Support: Corporate *

#	Description	Cash Match	Total
1	Honeywell	\$800	\$800
2	H&R Block	\$600	\$600
Totals:		\$0	\$1,400

3.6. Private Support: Other *

#	Description	Cash Match	Total
1	Donations	\$2,200	\$2,200
Totals:		\$0	\$2,200

3.8. Government Support: Regional *

#	Description	Cash Match	Total
1	License Plate Revenue	\$7,574	\$7,574
Totals:		\$0	\$7,574

Total Project Income:

\$114,191

3.11. Proposal Budget at a Glance

Line	Item	Expenses	Income	%
A.	Request Amount	\$25,000	\$25,000	22%
B.	Cash Match	\$64,191	\$64,191	56%
	Total Cash	\$89,191	\$89,191	78%
C.	In-Kind	\$25,000	\$25,000	22%
	Total Proposal Budget	\$114,191	\$114,191	100%

4. Additional Proposal Budget Information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it here.

H. Accessibility Page 8 of 10

1. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility. - (Maximum characters 2500.) *

For example, explain use of accessibility symbols in marketing materials, accessibility of facilities and programming and/or target population. You can find resources on accessibility at <http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/>. We encourage all applicants to include images in the support materials showing the use of accessibility symbols in marketing materials.

The facility in which the Pasco Fine Arts Council is located was constructed as a community center and has been under the operations of the County of Pasco. The facility is one-story with several entrances for ease of accessibility. It is 100% accessible to disabled members, students, and the public in general. In addition, we have available to us, the maintenance from the county to oversee any problems we may encounter in accessibility. Much of our student art population is over the age of 65 and require accommodations to participate. We offer handicap parking, higher tables and comfortable backed chairs for our seniors with difficulties. Our space allows adequate access and room to move throughout the building with a walker or a wheelchair.

Our Accessibility Officer has completed the Section 504 Self Evaluation Checklist and has provided us with a list of improvements we can make to our program and facilities. We have a policy statement posted for EEOC and a policy posted for accommodations, complaint procedures and emergency evacuations for people with accommodations. Also, we have added statements and symbols to our website, brochures and marketing materials to ensure the public is aware that we can accommodate their needs. In addition, we ask that our instructors assist us in assessing the needs of their students and bring any issues they may notice or are informed of to our Accessibility Officer so we may address the issue immediately and make adjustment.

To accomplish our mission of bringing art and cultural throughout the community, PFAC needs to always be cognizant of the needs of all our population including those with disabilities.

2. Policies and Procedures

Yes

No

3. Staff Person for Accessibility Compliance

Yes

No

3.1. If yes, what is the name of the staff person responsible for accessibility compliance?

Susan Ray

4. Section 504 Self Evaluation

Yes, the applicant has completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.

Yes, the applicant completed the Abbreviated Accessibility Checklist.

No, the applicant has not conducted an accessibility self-evaluation of its facilities and programs.

4.1. If yes, when was the evaluation completed?

5/1/2018

I. Attachments and Support Materials Page 9 of 10

Complete the support materials list using the following definitions.

- **Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.
- **File:** The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
---------------------	-------------------------	---------------------

Images	.jpg or .gif	5 MB
documents	.pdf or .txt	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

1. Required Attachment List

Please upload your required attachments in the spaces provided. .

1.1. Substitute W-9 Form

File Name	File Size	Uploaded On	View (opens in new window)
SUBSTITUTE FORM W-9.pdf	33 [KB]	5/25/2019 3:44:47 PM	View file

1.2. Consultant's Resume *

2. Support materials (Optional)

File	Title	Description	Size	Type	View (opens in new window)
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File	Title	Description	Size	Type	View (opens in new window)
LTRS OF SUPPORT & THANK YOU.pdf	Letters of Support		1308 [KB]		View file
OUTREACH, PARTNERSHIPS, COLLABORATIONS, & EVENTS.pdf	OUTREACH, PARTNERSHIP, COLLABORATIONS & EVENTS		2187 [KB]		View file
MARKETING.pdf	MARKETING MATERIALS		2910 [KB]		View file

2.1.

J. Review & Submit Page 10 of 10

1. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Pasco Fine Arts Council, Inc. and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1. Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section , Florida Statutes 265.286 and 1T-1.036, Florida Administrative Code.

1.2. Signature (Enter first and last name)

Joanne Baughman

