CULTURE BUILDS FLORIDA

FLORIDA DEPARTMENT OF STATE
DIVISION OF CULTURAL AFFAIRS

General Program Support

Grant Guidelines

GUIDELINES FOR APPLICATION CYCLE
APRIL 1- JUNE 1, 2020.

Application Open: April 1

Application Deadline: June 1

Grant Period: July 1 – June 30

If a deadline falls on a Saturday, Sunday, or legal holiday, the deadline date will be the next business day.

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 at 5pm.

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

For Assistance and Information

Programs/Disciplines	Contact
• Media Arts • Multidisciplinary • Visual Arts	**Danila Coppola** 850.245.6431 Danila.Coppola@dos.myflorida.com
• Arts in Education • Local Arts Agencies • State Service Organizations • Professional Theatre • Presenters	**Hillary Crawford** 850.245.6462 Jenice.Crawford@dos.myflorida.com
• Dance • Literature • Music • Traditional Arts	**Michelle Smith Grindberg** 850.245.6475 Michelle.SmithGrindberg@dos.myflorida.com
• Museums • Community Theatre	**Sarah Stage** 850.245.6459 Sarah.Stage@dos.myflorida.com

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

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Introduction

Welcome to the Division of Cultural Affairs General Program Support (GPS) Guidelines. We're glad that you are applying for a General Program Support 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 General Program Support grants.

Timeline

April	Announcement of application availability in *Florida Administrative Register* and via email.
April – June	Division staff assistance and consultation available to applicants.
June 1	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date. If a deadline falls on a Saturday, Sunday, or legal holiday, the deadline date will be the next business day.
August – October	Panel Meetings to review and score applications.
July 1	Notification of Grant Award and grant agreement sent to grantees. Grant period begins July 1 – June 30.
January 30	Mid-Year reports due for projects. Mid-Year reports must be submitted on the DOS Grants System at dosgrants.com.
June 30	End date for projects. All grant and local matching funds must be expended by this date.
July 30	Final Reports due for projects must be submitted on the DOS Grants System at dosgrants.com.

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Program Description

The General Program Support (GPS) grant is designed to fund up to $150,000 for the general program activities of an arts or cultural organization that is realizing its stated mission and furthering the state's cultural objectives. Not-for-profit cultural organizations, museums, and recurring cultural programs that meet the Basic Eligibility requirements are eligible to apply for General Program Support. The organization's mission must directly support arts and cultural programming. For the purposes of this program, public or private pre-K-12 schools; libraries, civic organizations; parks, recreation, and leisure organizations; human service organizations; or other community service agencies do not meet the definition of arts or cultural organizations.

Recurring cultural programs existing within multipurpose public or private nonprofit institutions such as municipalities, universities, foundations, cultural centers and organizations, museums and other arts and cultural organizations may apply for General Program Support. 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 fully segregated and itemized budget within that of its parent institution;
- have an independent 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, although they are eligible to apply for a Specific Cultural Project.

The Division offers three types of General Program Support.

- Discipline-Based program support for conducting, creating, producing, staging, or presenting cultural exhibits, performances, educational programs, or events;
- Local Arts Agency program support for *designated* Local Arts Agencies providing professional services to a county or counties; and
- State Service Organization program support for cultural organizations providing professional services to at least 40 counties.

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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. Have at least one year of completed programming;
4. 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);
5. 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 awarded grant;
    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 application deadline will be deemed ineligible to apply. Organizations in non-compliance at the time of funding will be deemed ineligible. There are specific eligibility requirements for the Discipline-Based Museum, Professional Theatre, Traditional Arts, Arts in Education, Local Arts Agency, and State Service Organization 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 submit only 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 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.

Public Entity

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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. Public entities are not eligible to apply to the Arts in Education General Program Support category. Public entities may apply to another discipline or the Arts in Education Specific Cultural Project grant category.

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 https://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.

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. 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

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Applicants must also meet these additional eligibility requirements based on Proposal Type and Funding Category.

Proposal Type Funding Category	Specific Eligibility Requirements
Discipline-Based Level 1	• Total Operating Income of $4,000 to $250,000
Discipline-Based Level 2	• Total Operating Income of $250,001 to $900,000
Discipline-Based Level 3	• Total Operating Income of $900,001 or more
Local Arts Agency Level 1	• Total Operating Income of $4,000 to $250,000
Local Arts Agency Level 2	• Total Operating Income of $250,001 to $900,000 • be incorporated for at least three years at the time of application
Local Arts Agency Level 3	• Total Operating Income of $900,001 or more • be incorporated for at least five years at the time of application
State Service Organization	• Total Operating Income of $10,000 or more • reach at least 40 counties with services and activities

All General Program Support applicants must meet the following requirements:

To request more than $25,000

- have at least one completed grant from the Division of Cultural Affairs. A grant is completed (closed) after the cycle is concluded and the final report has been approved.

To request more than $50,000

- have at least 3 years of completed programming; and
- have at least one paid, full-time staff member in a management position.

Arts in Education only

- organizations must have an arts education mission.

Museum discipline only

- be open to the public for at least 180 days a year;
- own or utilize works of art, historical artifacts, or other tangible objects (live or inanimate); and

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- exhibit these works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

Professional Theatre discipline only

- compensate artistic staff and actors.

Proposal Types

Arts in Education

The Arts in Education category is for organizations that promote excellence in arts education. Organizations applying to this discipline must have an arts education driven mission. Organizations must cultivate learning and artistic development for all students and instructors by promoting, encouraging, and supporting arts and culture as an integral part of their arts educational programs and services.

Example applications may include: orchestras, choirs, music, visual arts, theatre, and performing arts organizations.

Organizations whose purpose is to serve other arts organizations and provide services in at least 40 counties should apply to the State Service Organization category. Museums should apply to the Museum category.

Public entities are not eligible to apply to this category. Public entities may apply to another discipline or the Arts in Education Specific Cultural Project grant category (see public entity).

Funding Category	Total Operating Income (TOI)	Maximum Request
Level 1	$4,000 to $250,000	**$40,000** or **25%** of TOI whichever is less
Level 2	$250,001 to $900,000	**$90,000** or **15%** of TOI whichever is less
Level 3	$900,001 or more	**$150,000** or **10%** of TOI whichever is less

Discipline-Based

Discipline-Based program support is intended to provide financial support for the programs of eligible organizations that conduct cultural programming, realize their stated mission, and further the state's cultural objectives.

The Discipline-Based proposal type has three funding categories based on Total Operating Income (TOI). To determine the correct category and request amount, use the Total Operating

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Income from the applicant's most recently completed fiscal year as reported in the application operating budget.

Funding Category	Total Operating Income (TOI)	Maximum Request
Level 1	$4,000 to $250,000	**$40,000** or **25%** of TOI whichever is less
Level 2	$250,001 to $900,000	**$90,000** or **15%** of TOI whichever is less
Level 3	$900,001 or more	**$150,000** or **10%** of TOI whichever is less

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

Discipline Categories

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

- Dance
- Literature
- Media Arts
- Multidisciplinary
- Museum
- Music
- Presenter
- Theatre
    - 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).

Dance

The Dance discipline is for organizations that promote excellence in dance. This includes producing dance companies and other organizations with dance programming.

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Literature

The Literature discipline is for organizations that promote excellence in the literary arts. This includes small presses, noncommercial publishing houses, professional literary groups, and other organizations with literary programming.

Public Libraries are not eligible to apply to the Literature category for General Program Support. Public Libraries may apply to the Specific Cultural Project grant category.

Media Arts

The Media Arts discipline is for organizations 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 organizations 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. Organizations with an arts education mission should apply to the Arts in Education discipline.

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

- architecture;
- crafts;
- creative writing;
- dance;
- literature;
- media arts;
- music;
- painting;
- photography;
- sculpture;
- theatre;
- traditional arts; and
- visual arts.

Museum

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The Museum discipline is for organizations that are primarily educational and aesthetic with proposals focused on the applicant's collections and/or exhibits. This includes 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 includes both vocal and instrumental music and is for organizations that promote excellence in music performance and creation.

The Music discipline includes but is not limited to chamber or jazz ensembles, choral groups, community bands, orchestras, opera, and world music ensembles.

Producers of musical theatre should submit their application to the appropriate Theatre discipline (professional or community). Presenting organizations should apply to the Presenter discipline.

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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 producing theatres and other organizations that promote excellence in theatre performance. Musical theatre can be included in this discipline. Organizations producing opera 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 producing community theatres.

Community theatres should be very specific when describing how artists are compensated. Although it is assumed that most community theatres 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

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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 leaned 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 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 purpose only; historical presentations; re-creations or re-enactments; cultural appropriation and revivalism, tourism, and contemporary studio crafts or reproductions.

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Visual Arts

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

- lectures;
- publications;
- exhibitions;
- educational programs;
- artist workshops; and
- professional development for visual artists.

Local Arts Agency

The purpose of the Local Arts Agency (LAA) proposal type is to assist in the development of local arts agencies. A Local Arts Agency (LAA) is a public entity, private nonprofit or public/private partnership whose primary purpose is to support arts and cultural organizations and individual artists through a variety of ways including advocacy, disseminating information, and serving as a convener for arts and culture. In addition, LAAs may also present and/or produce arts and cultural programming, commission and manage public art, administer grant programs, promote education, provide technical and promotional assistance to artists and arts organizations, and guide cultural planning.

Applicants to this proposal type must be a local arts agency (LAA) designated by at least one county commission as the official LAA for that county. Only one designated local arts agency per county may apply.

To be eligible for funding in this proposal type all applicants must provide documentation (letter, proclamation or official meeting minutes) of official designation by one or more county commissions. This includes county arts councils established in accordance with section 265.32, *Florida Statutes*.

Funding Categories

The Local Arts Agency proposal type has three funding categories based on Total Operating Income (TOI). To determine the correct category and request amount, use the Total Operating Income from the applicant's most recently completed fiscal year as reported in the application operating budget.

Funding Category	Total Operating Income (TOI)	Maximum Request	Applicants must

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Level 1	$4,000 to $250,000	**$40,000** or **25%** of TOI whichever is less	
Level 2	$250,001 to $900,000	**$90,000** or **15%** of TOI whichever is less	• be incorporated for at least three years at the time of application
Level 3	$900,001 or more	**$150,000** or **10%** of TOI whichever is less	• be incorporated for at least five years at the time of application

All General Program Support applicants must also meet the following requirements:

To request more than $25,000

- have at least one completed grant from the Division of Cultural Affairs. A grant is completed (closed) after all grant activities are done and the final report has been approved.

To request more than $50,000

- have at least 3 years of completed programming; and
- have at least one paid, full-time staff member in a management position.

State Service Organization

A State Service Organization (SSO) is a public or private nonprofit organization located in Florida operating on a permanent basis.

The purpose of SSO program support is to support state service organizations and to encourage collaborative work between the Division and these organizations to achieve state goals and objectives.

SSOs are typically dedicated to specific disciplines or subject areas (for example: arts in education, music, dance, museums, theatre, leadership, arts administration, etc.). SSOs work to strengthen and support cultural organizations and individuals working in the cultural community.

To be eligible to apply as a State Service Organization, the organization's services and activities must reach at least 40 Florida counties.

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The maximum request amount for SSOs is 20% of the Total Operating Income from the applicant's most recently completed fiscal year or $150,000 whichever is less.

Application Requirements

Grant Period

All proposed activity must take place within the grant period.

- The grant period **start date** is July 1
- The grant period **end date** is June 30 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.

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

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General Program Support grants have a minimum request amount of $1,000 and a maximum request of $150,000 based on proposal type and funding category. The proposal types and funding categories are described in detail in the Proposal Types section of the guidelines. Use the following table to determine the maximum request amount.

1. Select the proposal type and funding category (column 1 and 2) that fits your organization.
2. Calculate the appropriate percentage (column 3) of your Total Operating Income (TOI). Use the Total Operating Income from your most recently completed fiscal year as reported in the application operating budget.

   Note: Public entities that are applying for funding for a specific department, center, gallery, or other unit with a distinct budget, must use only the budget of that unit when determining request amount, not the budget of the entire entity.

3. Compare the number from step 2 to the maximum request in (column 4). The number that is less is the maximum request amount for your organization.

Proposal Type	Funding Category	% of TOI	Maximum Request
Discipline-Based	Level 1	25%	$40,000
	Level 2	15%	$90,000
	Level 3	10%	$150,000
Local Arts Agency	Level 1	25%	$40,000
	Level 2	15%	$90,000
	Level 3	10%	$150,000
State Service Organization	N/A	20%	$150,000

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Grant Proposal Budget

The Proposal Budget expenses must equal the Proposal Budget income. The Proposal Budget should match the operating budget minus non-allowables (see non-allowables).

Match Requirements

Applicants must provide at least one dollar in cash or in-kind (donated goods or services) for every dollar requested from the division. This is called match. Some expenses can only be included in the Proposal Budget as match (see Match Only Expenses). Grants cannot be matched with state funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida.

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.**

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 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.

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 include 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.

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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 period of July 1 through June 30.

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

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reference and are available online at:https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf. 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.

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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;

- Proposal Description;
- Partnerships; and
- Support Materials and/or work samples (see Support Materials for examples)

(Up to 40 points)

Impact

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

- Estimated total number of individuals benefiting, including specifying the number of 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:

- Proposal Evaluation Plan;
- Organization's Fiscal Condition and Sustainability;
- Operating Budgets; and
- Proposal Budget.

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

(Up to 20 points)

Accessibility

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

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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.

(Up to 10 points)

Scoring

Applications must earn a minimum average score of 80 to be recommended for funding.

The maximum number of points an application can earn is 100. Panel members will individually score each application. The average of the individual panelist scores will be rounded to three decimal places. When the fourth decimal is a 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:

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    - Activities fall outside of the grant period of July 1 through June 30;
    - 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.

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

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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; and
    - 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.

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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 General Program Support applications recommended by the Council will be merged into one 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, all General Program Support recommendations approved by the Secretary of State will be funded according to the following method:

1. If the funding formula results in a recommendation that is less than $1,000, the award will be increased to $1,000.
2. If the funding formula results in a recommendation that is greater than $1,000, the award will be the amount that is determined by the formula.
3. In accordance with section 265.286(7)(a), *Florida Statutes*, should an entity receive legislative funding outside the Review Panel or Secretary of State, that entity shall not be eligible to receive financial support from the Division for the same scope of work within the same fiscal year in which the legislative funding is made available.

The Formula

1. Step 1: Initial award amounts will be determined by a score-based formula that proportionally distributes the appropriation.

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1. request amount
2. score as a percentage (average score of application / 100)
3. **adjusted request** = request amount (1) x score as a percentage (2)
4. total appropriation
5. total appropriation reduction = total of all request amount (1) - total appropriation(4)
6. total adjusted request reduction = total of all request amount (1) - total of all adjusted request(3)
7. proportional ratio = total appropriation reduction(5) / total **adjusted request** reduction(6)
8. if proportional ratio(7) is less than one,
   initial award amount =request amount(1) - [(request amount(1) - adjusted request(3)) * proportional ratio(7)]
9. **initial award amount** = adjusted request(3) * (total appropriation(4) / total of all adjusted request(3))

2. Step 2: If the initial award amount from step 1 is $999 or less, the request amount will be increased to $1000 and removed from next calculation. The total amount of all $1,000 awards will be subtracted from the original appropriation and the score-based formula will be re-run. Step 2 will be repeated if necessary, until all grant awards equal $1,000 or greater.

The Department of State's Legislative Budget Request will include the Secretary of State's approved ranked list of General Program Support applications. The Legislature may use this list to appropriate an amount in accordance with section 265.286(3), *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.

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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 General Program Support are:

Attachment	Required for
Provide a copy of the Substitute W-9 with the grant application. This can be found at https://flvendor.myfloridacfo.com.	All Applicants
Documentation of official Local Arts Agency designation: letter, proclamation, or official meeting minutes with official designation by one or more county commissions. This includes county arts councils established in accordance with section 265.32, *Florida Statutes*.	Local Arts Agency applicants

Support Materials

Support materials will be considered in the panel review and scoring. At least one (1) Support Material is required to be submitted with the application.

Support materials may include, but are not limited to:

- video or audio work samples (less than 5 minutes each);
- 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 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.

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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, .doc, .docx (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.

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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 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 General Program Support CSFA number is 45.061.**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(4), *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 independent 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: http://dos.myflorida.com/cultural.

For information about the General Program Support program, contact the program manager responsible for your proposal type and discipline at https://dos.myflorida.com/cultural/about-us/staff-listing/.

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