



Cultural Council

OF GREATER JACKSONVILLE

CULTURAL ARTS HOLIDAY GRANT PROGRAM

GENERAL GUIDELINES

- 1. Purpose of Cultural Arts Holiday Grant Program:** To provide Local Arts Agencies Federal pass-through funding to organizations engaged in multi-disciplinary promotion of cultural programming. Projects may include the creation, production, presentation, exhibition or any combination of the above artistic function within the Northeast Florida Region. Arts and culture programming and services must benefit senior citizens and/or veterans/military families. The grant program is funded by the National Endowment for the Arts (NEA) and administered by the Cultural Council of Greater Jacksonville (CCGJ).

- 2. Qualifying Questions:** Is the project scope and audience targeted to senior citizens and/or veterans/military families? Are the qualifying reimbursable expenses incurred between July 1, 2022 and December 31, 2022 with a 1:1 Cash Match? Applicant organization is located and operates in the five-county Northeast Florida area encompassing Duval, Nassau, St. Johns, Clay, Baker counties? If not, the applicant is ineligible.

- 3. Applicant Eligibility:**
 - 501(c)3 non-profit organizations, units of state or local government, higher education institutions, Indian tribal-government
 - Organizations need a Unique Entity Identifier # (UEI) assigned by Sam.gov. This was previously a DUNS number. Recipients are not required to complete the full Sam.gov registration.
 - Projects must be targeted for senior citizens and veterans/military families in Northeast Florida Region.
 - The applicant organization and project must be located in the five (5) county Northeast Florida Region (Duval, Clay, Nassau, Baker, St. Johns counties)
 - Certified Matching Funds - Recipient must be able to provide a one-dollar Cash Match from a non-federal source for each grant dollar awarded. Certification of matching source and amount must be provided at time of application; proof of match source required by December 31, 2022. IMPORTANT: Matching funds used for operations are acceptable. In-kind donations may not be used as match. Match already used from other grants/contributions cannot be used again.
 - National Policy Requirements - The funded project is implemented in full accordance with the U.S. Constitution, federal law, and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. The project must adhere to National Nondiscrimination Policies, Environmental and Preservation Policies, and other National Policies. (GTC Appendix A).

- 4. Grant Application Deadline:** Tuesday, Oct. 18, 2022 by 11:59 p.m. Any application not received by this date and time in Foundant online grantmaking system will indicate non-interest and decline of grant opportunity.
- 5. Covered Period:** Documentation of paid expenses up to the grant award amount must be for the period between July 1, 2022 through December 31, 2022.
- 6. Contract Date/Grant Period:** July 1, 2022 - December 31, 2022
- 7. Request Amounts:** Awards will be \$2,500 each. Request amount must be matched 1:1 with cash.
- 8. Amount to be Distributed:** The Cultural Council will award seven (7) grants at \$2,500 each, totaling \$17,500. Organizations will receive an advancement of grant award funds following execution of the contract. Expenses incurred and paid between July 1, 2022 through December 31, 2022 will be eligible.
- 9. Application Process:** Application and all related and required grant forms are open and available on Tuesday, Sept. 27, 2022 in Foundant online grantmaking system.

LINK TO ACCESS FOUNDANT: <https://www.culturalcouncil.org/foundant-online-grant-system.html>

10. Evaluation:

A volunteer Grant Review Panel will review and score the applications based on artistic excellence, project merit, organizational risk for non-compliance, and how well the eligibility criteria of the program are met.

11. Approval of Awards:

Recipients will be notified in writing of awards the week of Nov. 7, 2022. Funding will be allocated by contract between the recipient organization and the Cultural Council of Greater Jacksonville.

12. Reporting and Compliance Requirements:

- A. Proof and source of match required by December 31, 2022. For every one dollar the grant program provides for the project, the applicant will provide at least one other dollar as Cash Match. Applicant Cash Match must come from unrestricted donations, pledges, or non-federal grant awards that provide unduplicated funding. Match includes: cash on-hand; irrevocable pledges (legally binding promises to donate by individuals or groups); and executed non-federal grant award agreements. In-kind may not be used. The full Cash Match amount must be in-hand by December 31, 2022.
- B. Submit a Final Project Narrative, Documentation of Cash Match and Detailed Transaction Report along with supporting invoices/receipts and proof of payment by **February 15, 2023**. Since Recipients received an advancement on the full award, any portion of the award with expenses without an invoice/receipt and proof payment will be returned to the Cultural Council.
- C. Recipients cannot subgrant out to other organizations and individuals.
- D. Independent Single Audit required for recipients of \$750,000 or more of total federal awards.
- E. Contract will be signed by person authorized to contract for the organization.
- F. No changes to the project scope are permitted.
- G. Grant award may only be used for allowable expenses related to the project. Costs must clearly be for the purposes of the grant-funded project and paid within the grant period from July 1, 2022- December 31, 2022.

- H. Three-year record retention is required from date of final report. Provide access to records from authorized auditing agencies and individuals.
- I. Establish internal policies governing conflict of interest, policies on managing awards, methodology to identify federal award in financial system, managing payments, results tracking of financial and performance goals, source documentation of match and allowable costs and other fiscal policies and procedures.

13. Examples of Allowable Costs:

- A. Direct Costs necessary and reasonable for the performance of the NEA-funded grant project
- B. Costs incurred during the covered period of July 1, 2022 - December 31, 2022 with adequate documentation of invoice/receipts and proof of payment
- C. Construction and renovation type projects, exhibition design, installation of climate control systems, accessibility projects
- D. Percentage of salaries or contractor fees to raise funds for the implementation of the NEA project
- E. Travel costs (consistent with the organization's travel policy) for individuals working specifically on the NEA project
- F. Stipend to artists for working on the NEA project with tangible outcomes such as the presentation, training, research and or creation of an artwork, performance or exhibition

14. Examples of Non-Allowable Costs:

- G. Costs incurred prior to or after the covered period of July 1, 2022 - December 31, 2022
- H. Costs with inadequate documentation of invoice/receipts and proof of payment
- I. Goods for resale
- J. Compensation to foreign nationals
- K. Entertainment, amusement, social activities, food, alcohol, galas, reception costs
- L. Deposits to cash reserves or endowment accounts
- M. Home office work space
- N. Prohibited telecommunication and video surveillance services and equipment
- O. Visa costs paid to U.S. government
- P. Purchase of vehicles
- Q. General fundraising costs not associated with the NEA project
- R. One-time artist awards and honorariums

15. Funding Acknowledgement:

Required Language - "The project is supported in part by the National Endowment for the Arts and administered by the Cultural Council of Greater Jacksonville."

Encouraged Language - "To find out more about how NEA grants impact individuals and communities, visit www.arts.gov."

Twitter@ NEArts

Radio/From the Stage - Voiceover the Required Language

DO NOT imply NEA supports other federal awarded projects. Acknowledgement is project specific.

Don't list NEA as a general donor.

- 16.** The Cultural Arts Holiday Grant Program funded by the NEA is governed by the Federal *General Terms and Conditions for Partnership Agreements, Specific Terms and Conditions for Local Arts Agencies that*

Subgrant, How to Manage Your NEA Award and eGMS Reach Handbook and all related Appendixes.
www.arts.gov/grants/manage-your-award/awards-after-oct1-2017-to-saa-rao

17. QUESTIONS:

For Reporting and Compliance:

Sarah Chau - sarahchaufinancial@yahoo.com

John Poage - john@culturalcouncil.org

For Foundant/Other:

Amy Palmer - apalmer@culturalcouncil.org