

**GUIDELINES - LETTER OF INTENT (2017-2018)**

**CULTURAL SERVICE GRANT PROGRAM**

**CULTURAL SERVICE GRANT PROGRAM:**

* The mission and purpose of the Cultural Service Grant Program (CSGP) is to provide public support to organizations that contribute to the cultural quality of life of Jacksonville’s residents.
* CSGP is funded by the City of Jacksonville and administered by the Cultural Council of Greater Jacksonville, Inc.
* CSGP is governed by Chapter 118, Part 6, of the city’s ordinance code.
* CSGP is open to nonprofit 501(c)(3) organizations operating in Duval County with a primary mission that is arts/cultural.
* CSGP provides general operating support.

**LETTER OF INTENT:**

For organizations not currently funded through CSGP, completing the Letter of Intent (LOI) is a mandatory prerequisite to completing the full application for the 2017-2018 Cultural Service Grant Program.

Currently-funded organizations must complete an abbreviated version of the LOI to ensure that they have maintained eligibility for CSGP for 2017-2018. A restricted access code will be sent via email to current grantees so they may access this abbreviated LOI form.

The purpose of the Letter of Intent is to:

* signal the organization's intention to apply to CSGP
* determine eligibility for applicant organizations
* gather essential information and documentation
* inform the Cultural Council of Greater Jacksonville's request for funding to the City of Jacksonville for the Cultural Service Grant Program.

**DEADLINE:**

All Letter of Intent forms for the 2017-2018 Cultural Service Grant Program must be completed and submitted online by **Tuesday, March 7, 2017 (11:59 p.m.)**.

The online form may be accessed through this link: <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=culturalcouncil>

**DETERMINING ELIGIBILITY FOR CSGP:**

* Cultural Council staff will review the LOIs and determine eligibility of applicants based on the information provided. In some cases applicants will be asked for additional information or clarification.
* Applicants must meet all of the eligibility criteria required by ordinance at time of submission of the LOI.
* Organizations that submit Letters of Intent will be notified regarding their eligibility for CSGP by May 2017.
  + Ineligible Organizations:
    - Organizations determined ineligible will be informed of the reason(s) why.
    - In some cases they will have the opportunity to resubmit a LOI for another grant cycle, but will not need to spend time completing the full application for 2017-2018.
  + Eligible Organizations:
    - All eligible organizations will be provided with information about a CSGP application workshop.
    - Eligible organizations that attend the mandatory application workshop will be invited to submit a full application to the Cultural Service Grant Program and will be provided with additional details about the grant process.

NOTE: City of Jacksonville Grant Standards and other contractual provisions as defined by the city dictate additional requirements for organizations awarded Cultural Service Grants.

**INSTRUCTIONS FOR COMPLETING LOI FORM:**

Provide responses to the questions asked and upload the requested documents into the online Letter of Intent form.

The LOI has four sections:

* **Eligibility Criteria**

Eligibility criteria are based on the ordinance governing CSGP.

* **Grant Request & Match**
  + By completing the Grant Request and Match Worksheet and providing additional budget documentation, an applicant must be able to show that it can support a minimum grant award of $5,000 with at least 76 of its operating revenue derived from sources other than CSGP.
  + Evidence of match should be based on three years of actual financial results.
    - Agencies not currently funded use IRS Form 990s reflecting the past three years or a 3-year financial history of the organization sworn and notarized by a notary public.
      * If organization has been in existence for less than three years, but for at least one year (required), provide budget documentation for the period it has been in operation.
* **Required Attachment -** Charitable Solicitation Permit

A Charitable Solicitation Permit is required in order to solicit for grant funds. The permit is issued annually by the Florida Dept. of Agriculture and Consumer Services. Permit must be current. (Please note, this is NOT your sales tax exemption certificate.)

Some organizations may be exempt per Florida Statutes, Chapter 496. If your organization is exempt, please attach an official statement to that effect issued by the Florida Department of Agriculture and Consumer Services on its letterhead.

For information on the new requirements passed in 2014, click here:

<http://www.freshfromflorida.com/Divisions-Offices/Consumer-Services/Business-Services/Charitable-Organizations>.

* **Signature**

Provide electronic signature of person authorized to enter into contracts for the organization certifying LOI upon penalty of perjury per Section 92.525, Florida Statues.

**TIPS FOR USING THE ONLINE SYSTEM:**

Letters of Intent for the Cultural Service Grant Program must be submitted online. A Company called Foundant provides the Cultural Council’s online grantmaking system.

Online System Link: Use the link provided by the Cultural Council to access the online system and begin work on your Letter of Intent form. Preferred Internet browsers are Firefox and Google Chrome. Users report difficulties when using Safari, and older versions of Internet Explorer are not supported.

User I.D. and Password – The User I.D. is your e-mail address. If you lose or forget your password, click on “forgot password.” Your password will be e-mailed to you.

Dashboard - The applicant’s dashboard will show the organization’s activity within Foundant, and the status of its applications and any required follow-ups for awarded grants. You will be able to review your Letter of Intent after it is submitted.

Previewing - Applicants can preview and print the LOI questions before beginning work by clicking on “Question List.”

Saving – You can save your work and continue your work later. Save your LOI often by clicking “Save Application” button. The system will time out due to inactivity, so please save often.

Formatting - Writing your narrative responses in Word is highly recommended. Then copy and paste the responses into the system.

Most formatting in Word or PDF (bold, italics, charts, photos, etc.) will be lost when pasted into Foundant. Hard returns (hitting enter to create a new paragraph) and some list formatting should be retained. Applicants are not able to use html to format narrative responses within Foundant.

Character Limits - One page in Word is equal to 3400 characters. Spaces are included in the character count.

Megabyte Totals - Megabytes are limited to a total of 25 for the entire application. If the requested document does not fit within the limit provided, try these tips for making it smaller:

* Copy document in black and white
* Scan at low resolution
* Use the “fax to file” feature within Foundant, which helps shrink documents to a smaller file size.

Uploading Documents - To upload a document, use the “Upload a File” button to select a document from your desktop. After you save the application, the document will appear.

If a document has been provided within the form for you to fill out, click on the document, download/save it to your desktop, fill it out, then re-upload.

To remove an uploaded file, click the “Delete File” button. You can also replace an uploaded file, by using the “Upload a File” button to select a different document for upload. The newly selected file will overwrite the previously selected file.

Required Responses - The online system will not allow applicants to submit a form if a required response or uploaded material has not been provided. If a response is required, an asterisk will be next to the question.

Copy of Completed LOI –When the LOI is complete, applicants can create a PDF document, which will include all of the responses and uploaded documents, by clicking on “Application Packet.” This can be printed, e-mailed and/or saved to your computer for your records.

**Submitting the LOI** - Carefully review entire form before submitting. Hit “Submit Application” button to submit the form. You should see a confirmation message that it has been submitted, and it will appear as submitted on your dashboard. An automatically-generated message confirming that your submission has been received will also be e-mailed to you

**QUESTIONS?**

Contact the Cultural Council of Greater Jacksonville:

* Amy Palmer, Director of Grants Administration

[apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org); (904) 358-3600 x14

* Ashley Sedghi-Khoi, Program Coordinator

[ashley@culturalcouncil.org](mailto:ashley@culturalcouncil.org); (904) 358-3600 x20