

2017-2018 Cultural Service Grant Program - New Applicants Only

Cultural Council of Greater Jacksonville

GENERAL INFORMATION

Letter of Intent - 2017-2018 Cultural Service Grant Program

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

The purpose of the LOI is to:

- signal the organization's intention to apply
- determine eligibility
- 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.

The LOI form must be completed and submitted online by **Tuesday, March 7, 2017 (11:59 p.m.)**.

Organizations that submit Letters of Intent will be notified regarding their eligibility or ineligibility for CSGP. All eligible organizations will be provided with information on the next steps in the grant process.

IMPORTANT: Prior to completing the LOI form, read the CSGP LOI guidelines: [CLICK HERE](#)

Project Name*

Please state name of organization, followed by 2017-2018 Cultural Service Grant Program

Character Limit: 100

Provide organization's website address.*

Character Limit: 2000

ELIGIBILITY CRITERIA

According to the Jacksonville city ordinance governing the Cultural Service Grant Program (Chapter 118, Part 6), organizations must meet certain criteria in order to be eligible for funding. (Please note that City of Jacksonville Grant Standards dictate additional requirements for organizations awarded Cultural Service Grants.)

Please respond to the following questions and provide the requested information concerning eligibility for CSGP:

501(c)(3) Status*

The organization must be tax exempt under Section 501(c)(3) of the federal Internal Revenue Code.

Upload the organization's letter of determination and any amendments from the Internal Revenue Service for federal tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code.

File Size Limit: 1 MB

Not-for-profit Corporate Status*

The organization must be a not-for-profit corporation chartered by the Secretary of State under Florida Statute Chapter 617.

Upload a copy of the corporate charter and any amendments or Articles of Incorporation.

File Size Limit: 3 MB

Area of Operation*

The organization must operate in Duval County.

Upload most recent Florida Dept. of State, Division of Corporations Annual Report printout from Sunbiz.org showing organization's mailing/office address and that the annual report is filed and active.

File Size Limit: 1 MB

Length of Operation*

The organization must have been in existence for at least one year.

Upload cover page from Florida Dept. of State, Division of Corporations from Sunbiz.org showing organization's incorporation date and that corporation is still active.

If incorporation date falls short of one year prior to due date for Letter of Intent, provide additional documentation that proves organization has been active for a full year.

Character Limit: 500 | File Size Limit: 3 MB

Management & Membership

- *The organization shall have a broad base of community representation in management and membership.*
- *Members of the board of directors shall not receive any compensation for their service as directors, but they may be reimbursed for actual monetary expenditures on behalf of the organization.*

- *The corporate charter or by-laws shall provide a method of selection of the board of directors which will periodically subject the directors to the possibility of replacement by other qualified persons.*
- *Membership of the organization shall be open to as large a portion of the public as possible, subject to such nondiscriminatory conditions/qualifications for membership as may be imposed by the corporate charter or by-laws; provided that this requirement shall not be construed so as to prevent or prohibit an organization from having different classes of membership with different conditions and qualifications for admission and different relative rights, privileges and duties.*

Board and Staff Demographics*

Provide demographic information for staff and board members of your organization, including race/ethnicity, gender, age range, and geographic representation.

Use the demographic survey to collect statistics ([CLICK HERE FOR SURVEY](#)). Compile results of surveys into the demographic chart ([CLICK HERE FOR CHART](#)) and upload the chart here.

Please review additional instructions and guidance that are provided on the survey and chart.

File Size Limit: 1 MB

Board Listing*

Upload a listing of the organization's board members. Please include mailing addresses and professional affiliations.

File Size Limit: 2 MB

Bylaws*

Upload organization's most recently approved bylaws.

File Size Limit: 3 MB

Services & Activities*

The organization shall provide services or activities which benefit or are made available to a broad range of the people of the city and shall be offered on a nondiscriminatory basis to those people.

Describe how your organization works to implement the above statement. Who does its services and activities benefit? Are there any restrictions on who it serves?

Character Limit: 3400

Arts/Cultural Mission*

The organizations must, as its PRIMARY function, present, sponsor, exhibit or otherwise offer for public consumption programs or activities in any one or combination of the following disciplines:

historic preservation/restoration; arts in education; music; dance; folk arts; humanities; literature; film/video/media; theater and musical theater; visual arts; or collections or exhibitions of historical, archaeological, scientific, or ethnic artifacts, handiwork or objects.

Check which artistic/cultural discipline(s) the applicant identifies as the primary mission of the organization:

Choices

historic preservation/restoration
 arts in education
 music
 dance
 folk arts
 humanities
 literature
 film/video/media
 theater and musical theater
 visual arts
 collections or exhibitions of historical artifacts, handiwork or objects
 collections or exhibitions of archaeological artifacts, handiwork or objects
 collections or exhibitions of scientific artifacts, handiwork or objects
 collections or exhibitions of ethnic artifacts, handiwork or objects

What is organization's mission statement?*

Character Limit: 3400

History & Major Programs*

Provide a brief description of the organization's history and major programs demonstrating that arts/culture is the organization's primary mission.

Character Limit: 6800

City of Jacksonville funding*

No cultural organization as defined in Chapter 118 may make a request for operating, program or special project support except through CSGP, except for organizations providing children's

programs, which may be funded through the Jacksonville Children's Commission; or organizations qualifying for city grants administered by city divisions, which do not require specific City Council approval.

Check any sources of city funding for operating, program or special project support the organization is currently applying for or has been awarded for FY 2016-2017:

Choices

Cultural Service Grant Program

Jacksonville Children's Commission for children's programs

Grant administered by city division that does not require specific City Council approval

Other city funding support not listed above

Funding History

If the organization has been awarded or is applying for funding support other than CSGP from the City of Jacksonville, state most recent year, name of grant program and amount received or requested.

Character Limit: 500

Compliance*

If the organization is a previous recipient of a City Grant or a Cultural Service Grant, the organization must have submitted all required reports for previous grants.

Does the organization certify that it has submitted all required reports for any previously-awarded Cultural Service Grants and/or other City of Jacksonville grants?

Choices

Yes

No

N/A - organization has never been awarded a CSG or other City of Jacksonville grant

GRANT REQUEST & MATCH

Fiscal Year*

When does the organization's fiscal year end?

Character Limit: 10

Grant Request & Match Worksheet*

Click on link to download Grant Request and Match Worksheet: [CLICK HERE FOR WORKSHEET](#). Complete the worksheet, then re-upload it.

File Size Limit: 1 MB

Grant Request Amount*

After completing the Grant Request and Match Worksheet, what is the organization's anticipated Cultural Service Grant request amount for 2017-2018?

Character Limit: 20

Matching Funds*

At least 76 percent of the organization's operating revenue or support shall be derived from sources other than this program.

Does the organization certify that it can, based on three years of actual financial results, provide the required matching funds for a Cultural Service Grant award?

Choices

No

Yes

N/A - organization has been in existence for less than 3 years

Operating Budget Documentation

Upload most recent, COMPLETE, IRS FORM 990 (2016 or 2015)

File Size Limit: 5 MB

Upload Page One, IRS FORM 990 (2015 or 2014)

File Size Limit: 1 MB

Upload Page One, IRS FORM 990 (2014 or 2013)

File Size Limit: 1 MB

Alternate Financial Documentation of Operating Budget

If organization cannot provide the preferred 990 documentation of its operating budget, upload a notarized 3-year statement of activity, showing expense and revenue, for the organization.

If organization has been in existence for less than three years, provide at least one year (required) of budget documentation for the period of time it has been in operation.

File Size Limit: 2 MB

REQUIRED ATTACHMENT

Charitable Solicitation Permit*

Upload current, up-to-date State of Florida Charitable Solicitation Permit issued by the Florida Dept. of Agriculture and Consumer Services.

(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 Dept. of Agriculture and Consumer Services on its letterhead.)

File Size Limit: 1 MB

SIGNATURE

Certification

Upon penalty of perjury per Section 92.525 Florida Statutes, I certify that all information contained within this Letter of Intent for the 2017-2018 Cultural Service Grant Program is true to the best of my knowledge.

Authorized Signature*

Character Limit: 100

Title*

Character Limit: 100

Date*

Character Limit: 10