

2019-2020 Cultural Service PROGRAM Grant

Cultural Council of Greater Jacksonville

GENERAL INFORMATION

Organizations that were awarded 2019-2020 Cultural Service Grants may not apply for the 2019-2020 Cultural Service PROGRAM Grant.

Only one application per organization may be submitted.

The purpose of the application is to:

- determine eligibility
- gather essential information and documentation
- provide a description of the program/project for which the applicant seeks funding

The application must be completed and submitted online by **Thursday, Jan. 30, 2020 (11:59 p.m.)**.

IMPORTANT: Prior to completing the application, read the Cultural Service PROGRAM Grant guidelines: [CLICK HERE](#)

For grant writing tips, [CLICK HERE](#)

Basic Description of Organization*

Provide a very brief description of the organization and what it does.

Character Limit: 850

Provide organization's website address.*

Character Limit: 2000

Fiscal Year*

When does the organization's fiscal year end?

Character Limit: 10

In which Jacksonville City Council District is the organization located?*

Character Limit: 250

ELIGIBILITY

According to the Jacksonville city ordinance governing the Cultural Service Grant Program (Chapter 118, Part 6, City of Jacksonville Ordinance Code), organizations must meet certain criteria in order to be eligible for funding through the Cultural Service Grant Program.

Please respond to the following questions and provide the requested documents and 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: 1 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*

At the time of application, the organization must have been in existence as a Florida corporation for at least three years ...

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.

Character Limit: 500 | File Size Limit: 1 MB

At the time of application, the organization must have been in existence ... for at least three years and must have three years of filed tax returns.

Upload most recent, COMPLETE, IRS FORM 990 (2019 or 2018)*

File Size Limit: 2 MB

Upload Page One, IRS FORM 990 (2018 or 2017)*

File Size Limit: 1 MB

Upload Page One, IRS FORM 990 (2017 or 2016)*

File Size Limit: 1 MB

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 its annual revenues -- based on three years of actual financial results -- exceed \$10,000?

Choices

Yes

No

What was the organization's total annual operating revenue for its last completed fiscal year?*

Character Limit: 20

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
(http://www.culturalcouncil.org/uploads/9/3/6/9/93693002/2019-2020_demographic_survey_csgp.docxCLICK HERE FOR SURVEY).

Compile results of surveys into the demographic chart
(http://www.culturalcouncil.org/uploads/9/3/6/9/93693002/2019-2020_demographic_chart_csgp.docxCLICK HERE FOR CHART).

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

Upload the completed demographic chart here.

File Size Limit: 1 MB

Board Listing*

Upload a listing of the organization's board members.

For each member, please include:

- mailing address
- any professional affiliations
- board term information

File Size Limit: 1 MB

Bylaws*

Upload organization's most recently approved bylaws.

File Size Limit: 1 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 organization 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 the 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 (now known as the Kids Hope Alliance); 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 other than CSGP the organization is currently applying for or has been awarded for FY 2019-2020:

Choices

- 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
- Not applicable (CSGP only)

Other City Funding

If applicant currently receives or is applying for other City of Jacksonville funding, state funding year, amount received or requested, type of funding or name of grant funding, and funding source.

Excepting the Jacksonville Children's Commission, provide a letter from the applicable City of Jacksonville division/department verifying that the other city funding is distributed through a process that does not require specific City Council approval.

Character Limit: 3400 | File Size Limit: 1 MB

Grant 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

ADDITIONAL 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

PROGRAM/PROJECT DESCRIPTION

Project Name*

Character Limit: 100

Summary - Program/Project Description*

Please provide a brief, descriptive summary of the program/project.

Character Limit: 850

Detailed Description - Program/Project*

Describe the program/project in detail.

Include the following information that relates to the evaluation criteria for the Cultural Service Grant Program:

Quality of programs and exploration of innovative ideas and programming:

- If this is an existing program, provide data on past outcomes.
- Tell about any artists or cultural providers who will be involved in the program.
- Give a timeline and location for the program (grant period: May 1-Sept. 30, 2020)
- How will the program be promoted?

Community outreach and service to culturally diverse populations:

- Who will the program serve?
- How many people are expected to participate?
- Are there any program partners?

Community impact and need for the organization (program) in the community

- Why is the program needed?
- What are expected outcomes of the program?

Management capability of board and staff:

- Who will conduct the program and what are their qualifications?

- How will grant funds be used?
- Who will be responsible for managing a grant award for the organization?

Character Limit: 10000

BUDGET

Program Grant - Budget Form*

Grant awards will be \$2,500 each.

The grantee must provide a 1:1 cash match for the award (\$2,500).

Total cost of the project will be minimally \$5,000. (Applicant may provide additional matching funds.)

Click on link to download Budget Form detailing grant request expenditures and source of matching funds:

[CLICK HERE FOR BUDGET FORM.](#)

Complete the budget form, then re-upload it.

File Size Limit: 1 MB

SUPPORT MATERIALS

Support Material - organization*

Upload and provide a description for a support material that will help illustrate the mission and work of the applicant organization.

Character Limit: 500 | File Size Limit: 5 MB

Support Material - program/project*

Upload and provide a description for a support material that will help illustrate the proposed program/project.

Character Limit: 500 | File Size Limit: 5 MB

CERTIFICATION

Certification

I certify that all information contained within this application to the 2019-2020 Cultural Service

Program Grant is true to the best of my knowledge, and is submitted under penalties of perjury under Section 837.06 of the Florida Statutes.

Authorized Signature*

Character Limit: 100

Title*

Character Limit: 100

Date*

Character Limit: 10