

**2019-2020 CULTURAL SERVICE PROGRAM GRANT**

**GUIDELINES & INSTRUCTIONS**

**PURPOSE OF GRANT PROGRAM:**

The mission and purpose of the Cultural Service Grant Program (CSGP) is to provide public support to arts and cultural organizations that contribute to the quality of life of Jacksonville’s residents. Governed by Chapter 118, Part 6, of the ordinance code for the city of Jacksonville, CSGP is publically funded by the city and administered by the Cultural Council of Greater Jacksonville.

The Cultural Service PROGRAM Grant is a new initiative under CSGP. In 2019-2020, funding for ten, $2,500 program or project-based awards has been set aside for eligible Duval County arts and cultural organizations. Grantees must provide a 1:1 cash match for their awards.

Proposals are sought for arts and cultural programs/projects. Preference will be given to those that provide outreach to underserved communities and/or utilize Duval County artists and cultural providers. (Underserved communities refer to residents who lack access to arts and culture due to geography, economic condition, ethnic background, or disability.)

The program/project must take place in Duval County and benefit Duval County residents. Only organizations that were not awarded 2019-2020 Cultural Service (operating) Grants may apply for the 2019-2020 Cultural Service PROGRAM Grant. Only one application per organization is allowed.

**APPLICANT TIMELINE:**

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| --- | --- |
| Wednesday, Dec. 18, 2019 | Grant Application Released |
| Thursday, Jan. 30, 2020  (11:59 p.m. online) | Grant Application DEADLINE |
| Wednesday, April 1, 2020  9 a.m.-noon  @Times-Union Center for the Performing Arts  300 Water St.  Jacksonville, FL 32202 | Grant Award Determination Meeting |
| Thursday, April 16, 2020  2-4 p.m.  Don Davis Room  Jacksonville City Hall  117 W. Duval St.  Jacksonville, FL 32202 | Final approval of grant awards by Cultural Council Board of Directors |

**HELP SESSIONS:**

Three in-person, drop-in help sessions will be offered to applicants:

* 9 a.m-11 a.m. – Thursday, Jan. 9, 2020
* 11:30 a.m.-1:30 p.m., Monday, Jan. 13, 2020
* 4-6 p.m., Tuesday, Jan. 14, 2020

The sessions will be held at the Cultural Council offices, Times-Union Center for the Performing Arts, 300 W. Water St., Suite 201, Jacksonville, FL 32202.

**GRANT PERIOD:**

* The funded program/project must take place between May 1, 2020 and Sept. 30, 2020.
* Expenses and receipt of matching funds are allowed between Oct.1, 2019 and Sept. 30, 2020.

**2020-2021 CULTURAL SERVICE GRANT PROGRAM:**

Applications to the 2019-2020 Cultural Service PROGRAM Grant will also serve a dual purpose as the Letter of Intent (LOI) for the 2020-2021 Cultural Service Grant Program. Eligible organizations may choose to either submit an application to the Cultural Service Grant Program (operating grant) or Cultural Service PROGRAM Grant (program/project-based grant) for 2020-2021.

**EVALUATION:**

**Eligibility**

Cultural Council staff will review the eligibility section of the application and make a determination as to whether the applicant organization meets the eligibility criteria as set forth in the city ordinance governing CSGP. 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. Eligible applications will be considered for grant awards.

**Cultural Service Grant Program (CSGP) Committee**

Applications will be evaluated by the Cultural Service Grant Program (CSGP) Committee. The committee is comprised of a cross-section of members from Jacksonville’s diverse communities representing racial/ethnic, gender, geographic and age diversity, who express an interest in the impact of culture in the community and a willingness to participate fully in the grantmaking process.

CSGP Committee members, whose appointments are confirmed by the City Council and the Mayor, include a non-voting chairperson, representatives from the community and the Cultural Council’s board of directors, and liaisons from the City Council and Mayor’s Office.

The Cultural Council is the designated agent of the City of Jacksonville for the purposes of determining and authorizing the allocation of CSGP funding. Recommendations for all Cultural Service Grant awards to applicant organizations are made by the CSGP Committee to the Cultural Council Board of Directors, which makes the final determination of funding.

**Evaluation Criteria:**

Applications will be judged on the following criteria:

* Quality of programs
* Exploration of innovative ideas and programming
* Community outreach and service to culturally diverse populations
* Community impact
* Need for the organization in the community
* Management capability of board and staff

Bonus points will be awarded for programs/projects that provide outreach to underserved communities and/or utilize Duval County artists and cultural providers.

**Grant Award Determination Meeting**

Following an initial review and scoring of the applications, the CSGP Committee will hold a public grant award determination meeting to finalize scores and make recommendations for grant awards. The meeting will begin at 9 a.m. on Wednesday, April 1, 2020 and will be held in the Times-Union Center for the Performing Arts, 300 Water St., Jacksonville 32202.

Representatives of the applicant organizations are asked to either attend the meeting or be available by phone to answer any questions the committee might have. Each applicant will also have an opportunity to make a 5-minute oral presentation about the program/project.

This is a competitive grant program. The 10 top-scoring applications will be fully funded.

Final approval of the CSGP Committee’s grant award recommendations will be made by the Cultural Council Board of Directors at its April 16, 2020 meeting, which will take place between 2-4 p.m. in the Don Davis Room of Jacksonville City Hall, 117 W. Duval St., Jacksonville 32202.

**GRANT COMPLIANCE AND REPORTING REQUIREMENTS:**

**Payments**

Grantees will receive their $2,500 awards in two payments. The first half ($1,250) will be paid upon execution of an award agreement. The second half ($1,250) will be made following approval of a mid-term report. All grant funds must be expended by Sept. 30, 2020.

Program/project-related expenses made after Oct. 1, 2019 may be reimbursed with grant funds.

**Midterm Report**

A mid-term report will be due by August 17, 2020.

The report will describe an update on the program/project, use of the first grant payment, and status of matching funds.

**Final Report**

A final report will be due by Nov. 2, 2020.

The final report will detail the program/project outcomes, including numbers served, provide verification of matching funds, and include a support material that documents the program/project.

An expenditure log for the grant funds will be required. The city’s Council Auditor will have final approval of the expenses.

Be sure to document all expenses. You will be asked to provide proof of expenses ((i.e. sales receipts, credit card statements, cancelled checks, etc.)

**Additional Compliance Requirements**

A representative of the Cultural Council will make a program visit.

Grantees must provide funding acknowledgement for the City of Jacksonville and the Cultural Council of Greater Jacksonville. Logos will be provided for this purpose.

There may be additional contractual requirements not listed here.

**APPLICATION:**

The application, which must be completed in the online grants system, includes the following sections:

**General Information**

* Basic description of organization
* Website address
* Fiscal year of applicant
* City Council District of applicant

**Eligibility**

Information and documentation provided in the Eligibility Section helps determine if an organization is eligible for the Cultural Service Grant Program (CSGP). To receive program support under the Cultural Service Grant Program, an organization must meet all other eligibility requirements and must be requesting support specifically for cultural programming as defined by Chapter 118, Part 6, of the ordinance code of the city of Jacksonville.

(CSGP Ordinance) Sec. 118.607. - Eligibility for Cultural Service Grant:

In order to be eligible for funding an organization must meet the following criteria.

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

(b) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617.

(c) The organization must operate in Duval County.

(d) At the time of application, the organization must have been in existence as a Florida Corporation for at least three years and must have three years of filed tax returns.

(e) The organization shall have a broad base of community representation in management and membership. The 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. The membership of the organization shall be open to as large a portion of the public as possible, subject to such nondiscriminatory conditions and 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.

(f) 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.

(g) At least 76 percent of the organizations operating revenue or support shall be derived from sources other than this program.

(h) 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.

(i) 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 exhibits of historical, archeological, scientific or ethnic artifacts, handiwork or objects.

The following documents must be provided for the Eligibility Section:

* 501(c)(3) Letter of Determination from IRS
* Corporate Charter or Articles of Incorporation
* Annual Report and Cover Page - Florida Dept. of State, Division of Corporations
* Complete 990 from most recently completed fiscal year
* Page One from 990s for two years prior to most recently completed fiscal year
* Certification that organization’s annual revenues exceed $10,000
* Board and Staff demographics chart (survey and chart provided in application)
* Board of Directors listing (include mailing address, professional affiliations, board term info)
* Bylaws
* (if applicable) If organization receives other city funding, excepting the Kids Hope Alliance, provide a letter from the applicable city division/department verifying that the other city funding is distributed through a process that does not require specific City Council approval

Information provided in the Eligibility Section includes:

* Description of how organization serves on a non-discriminatory basis
* Mission Statement
* Description of organization’s history and major programs showing that arts/culture is its primary mission

**Additional 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.

**Program/Project Description**

The program/project must take place between May 1-Sept. 30, 2020 in Duval County. It must benefit Duval County residents.

Provide both a brief summary of the program/project and a detailed description of the program/project.

The detailed description should include the following information as it relates to the CSGP evaluation criteria:

**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?

**Budget**

Download the Excel budget form, complete, and then re-upload the form into the online application.

The form provides an itemized listing of program/project revenues and expenses. The revenues and expenses must match.

Grant awards will be $2,500 each.  
  
Matching Funds:

* The grant must be matched dollar for dollar in cash, or 1:1 ($2,500).
* In-kind support may not be used for match.
* Other city funds may not be used as match.

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

Administrative and artistic salaries and benefits are capped at 10 percent ($250) of grant expense and 10 percent of total project cost ($500).

Expenditures made between Oct. 1, 2019 and Sept. 30, 2020 will be accepted.

The following types of expenses are not allowable:

* Capital purchases
* Endowments or escrow accounts
* Contributions or donations to other organizations
* Social activities or amusements, such as food and drink
* Costs resulting from violations of or failure to comply with federal, state or local laws
* Interest payments or professional fees related to loans or refinancing
* Losses arising from uncollectable accounts and other claims, and related costs
* Contributions to a contingency reserve
* Travel
* Depreciation
* Audits

**Support Materials**

Upload two support materials – one that illustrates the organization and one that illustrates the program/project. Provide a brief description of each support material. Examples of support materials include: letters of support, newspaper or magazine articles, reviews, audio or video clips, photographs, brochures, season program, lesson plans, etc.

A work-around for the megabyte limit for uploads is to provide links to audio or video materials hosted on websites, YouTube, etc.

**Certification**

Provide electronic signature of person authorized to enter into contracts for the organization. The signature certifies that all information contained within the application is true and is submitted under penalties of perjury under Section 837.06 of the Florida Statutes.

**HOW TO USE THE ONLINE GRANTS SYSTEM:**

* The Cultural Service PROGRAM Grant application will open on Wednesday, Dec. 18, 2019.
* The application must be submitted online through the Cultural Council’s online grants system. No hard copies will be accepted.
* LINK: <https://www.grantinterface.com/Home/Logon?urlkey=culturalcouncil>
* Create a log-in to the online grants system.
* You’ll see the name of the grant program – 2019-2020 Cultural Service PROGRAM Grant. Click the “Apply” button and the application form will open so that you can begin work.
* You can save a draft and log back in later. Click “Edit” to continue work.
* Read the grant guidelines prior to beginning work on the application. These are available as a link at the top of the application form.
* A grant writing tip sheet is also available as a link.
* Character count limits are indicated in the application form.
  + 3,400 characters equate to approximately one page in Word.
  + Composing the text responses in Word and then copying and pasting them into the online system are recommended.
* To upload a document, use the “Upload a File” button to select a document from your desktop. 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.
* Megabytes allowed for each requested upload are indicated. 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.
* Responses to questions marked with an asterisk are required.
* Work may be saved by clicking the “Save” button at the bottom of the form.
* Click the “Submit” button when the proposal is complete.
* You will receive an automated message that your application has been received.
* When theapplication iscomplete, 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.
* Deadline to apply is Thursday, Jan. 30, 2020 (11:59 p.m. - online).

**QUESTIONS:**

For questions or more information, please contact:

* Amy Palmer, Director of Grants Administration

[apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org)

904-358-3600 x14

* Megan Reid, Administrative Coordinator

[appintern@culturalcouncil.org](mailto:appintern@culturalcouncil.org)

904-358-3600 x19