

**2020-2021 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 publicly 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 was set aside for a pilot grant program for $2,500 program or project-based awards for eligible Duval County arts and cultural organizations. Grantees must provide a 1:1 cash match for their awards.

The Cultural Service PROGRAM Grant will continue in 2020-2021. Organizations eligible for the 2019-2020 Cultural Service PROGRAM Grant, 2019-2020 Cultural Service Grantees, and any other organizations submitting eligible 2020-2021 CSGP Letters of Intent may apply for the 2020-2021 Cultural Service PROGRAM Grant. Organizations applying for the program grant may not also apply for the CSGP general operating grant. Only one application per organization is allowed.

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. (According to the National Endowment for the Arts, 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.

**APPLICANT TIMELINE:**

|  |  |
| --- | --- |
| Wednesday, Jan. 24, 2020  (11:59 p.m. online) | Grant Application DEADLINE |
| TBD | Grant Application Workshop |
| Wednesday, Sept. 30, 2020  9 a.m.-5 p.m.  Davis Gallery, Times-Union Center for the Performing Arts  300 Water St.  Jacksonville, FL 32202 | Grant Hearing |
| Thursday, Oct. 15, 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 |
| Thursday, Dec. 3, 2020  4:30-6 p.m.  @Cultural Council  300 Water St., Suite 201  Jacksonville, FL 32202 | CSGP Appreciation Mixer |
| TBD | Grant Compliance Workshop |
| Oct. 1, 2020-Sept. 30, 2021 | Grant Period |

**GRANT PERIOD:**

* The funded program/project must take place between Oct. 1, 2020 and Sept. 30, 2021.
* Expenses and receipt of matching funds are allowed between Oct.1, 2020 and Sept. 30, 2021.

**EVALUATION:**

**Eligibility**

Cultural Council staff reviewed either the eligibility section of the 2019-2020 program grant application or the 2020-2021 Letter of Intent (LOI) to determination whether the applicant organization met the eligibility criteria as set forth in the city ordinance governing CSGP. In some cases, applicants were 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**

Eligible 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, including the program grants, 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 Hearing**

Following an initial review and scoring of the applications, the CSGP Committee will hold a public grant hearing to finalize scores and make recommendations for grant awards. The hearing will begin at 9 a.m. on Wednesday, Sept. 30, 2020 and will be held in the Davis Gallery, Times-Union Center for the Performing Arts, 300 Water St., Jacksonville 32202.

Up to two representatives of the applicant organizations are asked to attend the meeting to provide updates since time of application and 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 at $2,500 each.

Final approval of the CSGP Committee’s grant award recommendations will be made by the Cultural Council Board of Directors at its Oct. 15, 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, 2021.

Program/project-related expenses made after Oct. 1, 2020 may be reimbursed with grant funds.

**Midterm Report**

A mid-term report will be due by April 15, 2021.

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. 1, 2021.

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

**Program/Project Description**

The program/project must take place between Oct. 1-Sept. 30, 2021 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. Please address each bullet point in your narrative:

**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:  Oct. 1-Sept. 30, 2021)
* 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? If yes, describe who they are and what their role in the program is.

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

**Program/Project 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).

On the budget form, include items the grant award will pay for in the left-hand column. Include items the matching funds will cover in the middle column. Amounts will total in the right-hand column to reflect total project cost.

Expenditures made between Oct. 1, 2020 and Sept. 30, 2021 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 2020-2021 Cultural Service PROGRAM Grant application is open to predetermined eligible applicants only.
* 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>
* Log-in to the online grants system. If you forgot your user name or password from the time or prior use, you can reset it.
* To begin work on the program grant application, go to your dashboard in Foundant.
* Click on the “Apply” button, found at the top of your dashboard. You will need a code to access the application.
* Next, enter the restricted access code in the top right-hand corner to be able to begin work on the program grant application.
* The restricted access code is case sensitive.  **The code is:  PROGRAM**
* After inputting the code, a description of the “2020-2021 Cultural Service PROGRAM Grant” will come up.
* Click on the “Apply” button next to this summary and the program grant application form will appear.
* Once you’ve started your program grant application form, you can save it and continue editing later. The application draft will appear on your Foundant dashboard. You don’t need to use the code again. 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 Wednesday, June 24, 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)

* Megan Reid, Administrative Coordinator

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