

2019-2020 Cultural Service Grant Program - Returning Applicants Only

Cultural Council of Greater Jacksonville

GENERAL INFORMATION

Project Name*

Please state name of organization, followed by 2019-2020 Cultural Service Grant Program

Character Limit: 100

(Abbreviated) Letter of Intent - 2019-2020 Cultural Service Grant Program

Completing the Letter of Intent (LOI) form is a mandatory step in the CSGP process. 2018-2019 Cultural Service Grantees who plan to apply for the 2019-2020 Cultural Service Grant Program must submit an abbreviated version of the LOI.

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.

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.

LOI deadline is Tuesday, March 5, 2019 (11:59 p.m.) online.

GRANT REQUEST AMOUNT & MATCH

Use Total Revenue from FORM A that was submitted with your organization's Revised 2018-2019 CSGP Budget FORM A.

These figures should be based on the city's fiscal year of October 1-September 30.

Actual FY 2015-2016 Operating Revenue*

Character Limit: 20

Actual FY 2016-2017 Operating Revenue*

Character Limit: 20

Actual FY 2017-2018 Operating Revenue*

Character Limit: 20

Three-year Average Revenue*

What is your organization's average revenue based on the above three years of actual financial results?

- Add three figures from above together
- Average revenue (divide total by 3)

An organization's funding level for 2019-2020 is determined by its three-year average revenue:

- Funding Level One - over \$1 million
- Funding Level Two - between \$250,000-\$1 million
- Funding Level Three - less than \$250,000

Character Limit: 20

2019-2020 CSGP Request Amount*

- Multiply average by .24

This is your maximum grant request amount.

Character Limit: 20

Exception

If your organization's three-year average revenue exceeds \$1 million, the grant request amount is capped at \$500,000. The minimum grant request amount allowed is \$5,000. If either of these is the case, please note exception amount here.

Character Limit: 20

FYE*

When is the organization's fiscal year end?

Character Limit: 10

ELIGIBILITY DOCUMENTATION & INFORMATION

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](#)).

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:

- preferred mailing address
- any professional affiliation
- board term information

File Size Limit: 3 MB

Bylaws*

Upload organization's most recently approved bylaws.

File Size Limit: 14 MB

When were bylaws last amended and approved by the organization's board?*

Character Limit: 10

Bylaw Changes*

Note any changes to the bylaws made since the 2018-2019 Letter of Intent was submitted (by Feb. 27, 2018).

Character Limit: 6800

Organization's Mission Statement*

What is the organization's mission statement?

Character Limit: 850

Basic Description of Organization*

Provide a very brief description of the organization and what it does, which can be shared with city leaders.

Character Limit: 850

Corporate Status*

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

File Size Limit: 5 MB

City of Jacksonville Funding Support*

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 2018-2019.

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 program, and funding source.

Excepting the Jacksonville Children's Commission, 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.

From the ordinance code for the City of Jacksonville, Chapter 118, Part 6:

No cultural organization as defined in this Chapter may make a request for operating, program or special project support except through an allocation from the Cultural Service Grant and Capital Grant Program, except for:

- (1) Organizations providing children's programs which may be funded through the Jacksonville Children's Commission; or*
- (2) Organizations qualifying for City grants administered by City Divisions, which grants do not require specific City Council approval.*

Character Limit: 3400 | File Size Limit: 2 MB

Grant Compliance*

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

SIGNATURE

Certification

I certify that all information contained within this Letter of Intent for the 2019-2020 Cultural Service Grant Program 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