

**PILOT - CULTURAL SERVICE CAPITAL PROGRAM (CSCP)**

**GENERAL GUIDELINES**

1. **Purpose of Capital Grant Program**: To cover qualifying expenses related to the renovation, construction, or acquisition of cultural facilities. A cultural facility is a building used primarily for the programming, production, presentation, exhibition or any combination of the above functions of any of the arts and cultural disciplines.
2. **Qualifying Question**: Is the FY2022 expense related to the renovation, construction, or acquisition of a cultural facility and will a 1:1 cash match be received by Sept. 30, 2022? If no, the applicant is ineligible.
3. **Applicant Eligibility:**

* Recipient of CSGP Award for FY 2021-2022
* In good standing and compliance with CSGP/City of Jacksonville
* In business Oct. 1, 2021 through completion of capital project with intent for on-going operations

1. **Eligible Project:**
2. Type of project - Capital expenses must be for the renovation, construction, or acquisition of cultural facilities.

General definitions include:

* Renovation - the act or process of giving a property a state of increased utility or returning a property to a state of utility through repair, addition, or alteration that makes possible a more efficient use
* Construction - adding a cultural facility to a property where no building previously existed
* Acquisition - Purchase of existing building(s)/land to be used for cultural activities

1. Use of Property - Applicant must have permission to make capital improvements to building(s) and land associated with the project. This permission will be indicated by the signature of the official authorized to contract for the owner of the property and includes the ability to record a Restrictive Covenant on the property with the Duval County Clerk of Court for 10 years, if applicable.
2. Certified Matching Funds - Applicant is able to certify that the organization can provide a 1:1 cash match. For every one dollar the capital grant program provides for the project, the applicant will provide at least one other dollar as cash match. Applicant cash match must come from donations, pledges, or grant awards that provide unduplicated, direct funding for the proposed capital project. Matching dollars provided by the applicant are designated solely for the project. Match includes cash on-hand; irrevocable pledges (legally binding promises to donate by individuals or groups); and executed grant award agreements. The full cash match amount must be in-hand by September 30, 2022.

IMPORTANT: In-kind donations may not be used as match. Match already used from other grants/contributions cannot be used again in CSCP. Other CSGP funds cannot be used as match.

1. Accessibility - The facility must be accessible. Accessibility means opening existing programs, services, facilities and activities to individuals with disabilities, older adults, economically-disadvantaged populations, and every other protected status under federal, state, or city law. Staffing, mission, policy, budget, education, meetings and programs should all ensure that audiences/participants have an equal range of opportunities.

Further, the Americans with Disability Act (ADA) prohibits discrimination against individuals with disabilities in public accommodations. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of local governments and places of public accommodation operated by private entities, including places of public display. The 504 Self-evaluation Workbook can be used as a reference.

1. Location – The cultural facility must be located in Duval County.
2. **Grant Application Deadline:** Wednesday, May 18, 2022 (11:59 p.m.) in Foundant
3. **Covered Period:** Documentation of paid expenses up to the CSCP award amount must be for the period between Oct. 1, 2021 and September 30, 2022.
4. **Contract Date**: October 1, 2021- September 30, 2022
5. **Request Amounts:** Maximum request - $50,000. Minimum request - $10,000.

Request amount must be matched 1:1 with cash. Applicants will be asked in the application about their ability to accept additional CSCP award amounts and to match those funds, if available.

SPECIAL NOTE: If recipient receives $25,000 or more, the organization must enter into a **Restrictive Covenant** agreement with the City of Jacksonville to ensure dedicated use of the relative facilities or properties for public purposes and arts/cultural-specific purposes for a period of not less than 10 years.

1. **Amount to be Distributed:** $250,000 was set aside for a pilot Cultural Service CAPITAL Grant Program from the FY2022 Cultural Service Grant Program lump sum funded by the City of Jacksonville.

Organizations will receive advancement of grant award funds following execution of the contract. Expenses incurred and paid between Oct. 1, 2021 through Sept. 30, 2022 will be covered.

1. **Application Process:** CSCP application and all related and required grant forms are open and available on Tuesday, April 5, 2022 in Foundant. Current CSGs need to input a special restricted access code to begin the application form. The code is: Capital

Any application not received by Wednesday, May 18, 2022 (11:59 p.m.) in Foundant will indicate non-interest and decline of CSCP Grant opportunity.

1. **Evaluation:**

The CSGP Committee will review and score the applications based on the merits of the project and how well it meets the eligibility criteria of the program.

1. **Grant Hearing:**

A public grant hearing will be held to determine recommended grant awards. Applicants will have the opportunity to appear before the committee in order to justify or explain their respective requests and to answer any questions posed by the committee. Date, time and location for the in-person hearing will be provided. In order to accommodate the short notice and summer schedules, applicants may opt to appear via Zoom.

1. **Grant Award Methodology:** An iteration model will be used to proportionately allocate CSCP funds to applicants meeting a minimum score threshold of 70%.

If requests total less than $250,000, the iteration model will be used to allocate the remainder to those organizations that have additional eligible expenses and cash match as indicated on the application.

1. **Approval of Awards:**

The Cultural Council Board of Directors will meet to approve the recommended grant awards. The board will make final determination of funding.

Organizations will be notified in writing of the results of their requests and will be provided with any support information or justification for the decision, which might be helpful. Funding will be allocated by contract between the recipient organization and the Cultural Council.

1. **Reporting and Compliance Requirements:**
2. Bank Statement proof of deposit of grant award in the existing CSGP bank account with immediate transfer of full amount to capital project account. Grantee will need to provide copy of bank statement showing these transactions.
3. Recipient must be able to provide a one-dollar cash match for each dollar granted. Certification of matching source and amount at time of application; proof of confirmed match required by Sept. 30, 2022.
4. Submit to CCGJ a Final Project Narrative, Documentation of Cash Match, and Detailed Transaction Report (FORM E2) along with invoices and/or receipts and relevant bank statements on Nov. 1, 2022.
5. External Audit required for recipients of $100,000 or more of City of Jacksonville funding (CSGP+ CSCP). Include Capital Award on External Audit and COJ Funding Schedule.
6. FORM E2 and audit must be approved by Council Auditor’s Office.
7. Provide funding acknowledgement for the City of Jacksonville and the Cultural Council of Greater Jacksonville.
8. If recipient receives $25,000 or more, a **Restrictive Covenant** must be filed with the Duval County Clerk of Court certifying that the facility will be used for a cultural purpose for a minimum of 10 years. Please see Restrictive Covenant template contained within the application for more detail.
9. No changes to the project scope or venue are permitted.
10. Grant award and matching funds may only be used for allowable expenses related to the capital project. Costs must clearly be for the purposes of the grant-funded project and paid within the grant period from Oct. 1, 2021-Sept. 30, 2022.
11. The organization shall make all reasonable efforts to adhere to the City of Jacksonville’s procurement requirements for capital expenditures
12. Funded project must be in compliance with Chapter 553, Florida Statutes, BUILDING CONSTRUCTION STANDARDS, Part II, Accessibility by Handicapped Persons. This statute formally incorporates into the laws of Florida the accessibility requirements of the federal Americans with Disabilities Act Standards for Accessible Design.
13. Five-year record retention
14. Adhere to Florida Sunshine Laws
15. **Examples of Allowable Costs:**

**Acquisition**: means the amount paid by the applicant for purchasing land and/or buildings involved in the project according to a certified property appraiser.

**Labor**: Design work, schematics, field engineering, shop drawings, demolition, drainage, termite control, earthwork, landscaping and construction.

**Materials:** Actual building, construction or project components needed to complete the work of the proposed project. Typically, materials encompass (but are not necessarily limited to) concrete, masonry, metals, wood, plastic, thermal and moisture protection materials (shingles, roofing, sealants), doors, windows, finishes, acoustical treatments and specialty items such as vents, signs, lockers, shelving or storage units. Furnishings, such as casework, window treatments, hardware, louver blinds and theatre seating, may also be considered. Design and fabrication of exhibitions that are a permanent fixture of the building are allowable. Electrical materials such as wires, cables, transformers, switch-gear panel boards, fuses, disconnect switches and circuit breakers, interior and exterior lighting (to include theatre lighting) should also be considered as material.

**Equipment:** Theater and stage equipment (i.e. fly systems, lighting instruments, stage drapes and projector screens), x-ray protection, metal building systems, elevators, moving walkways, wheelchair lifts and vertical conveyors. Pumps, motors, sprinkler systems, plumbing fixtures, water heaters, HVAC pumps and controls, boilers, furnaces, liquid coolers and evaporators, air-conditioning units, humidifiers, fans, metal ductwork and air filters are also considered to be equipment. Additionally, fire alarm systems, public address systems and lighting or sound control equipment may be included. Equipment that is part of a permanent fixture or is necessary to operate a larger apparatus.

**Planning dollars:** including the development of architectural, engineering and other technical services necessary to initiate the project and incurred during the grant period. Construction drawings expenses.

1. **Examples of Non-Allowable Costs:**
2. Expenses incurred prior to or after the grant period of Oct. 1, 2021 – Sept. 30, 2022
3. Expenses associated with lobbying or attempting to influence local legislation, the judiciary branch or any state agency
4. Debt reduction
5. Private entertainment, food, beverages, awards or scholarships
6. Projects restricted to private or exclusive participation, which shall include restricting access on the basis of race, color, sex, age, religion, ancestry, national origin, handicap, marital status, citizenship status, creed, sexual orientation, gender identity, disability, veteran status, or any other protected status under federal, state, or city law
7. Re-granting
8. Feasibility studies
9. Fundraising expenses
10. Operational support (i.e. organizational salaries, marketing, office supplies, travel)
11. Mortgage interest, loan or lease payments/value
12. Legal fees or taxes
13. Unfixed equipment (i.e. furniture, laptops, computers, vehicles, mowers and/or office equipment)
14. ***The Cultural Service CAPITAL Program is codified in the City of Jacksonville Ordinance Code, Section 118.601-610.***
15. **QUESTIONS:**

**For Reporting and Compliance:**

Sarah Chau – [sarahchaufinancial@yahoo.com](mailto:sarahchaufinancial@yahoo.com)

John Poage - john@culturalcouncil.org

**For Foundant/Other:**

Amy Palmer – [apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org)

1. **CSCP FUNDING TIMELINE OF ACTIVITIES**

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| **EVENT** | **DEADLINES & DATES** | **TIME** | **LOCATION** |
| Capital Survey results | Friday, March 4, 2022 | 11:59 p.m. | Online Survey |
| Application opens in Foundant. Official notification to CSGs. | Tuesday, April 5, 2022 | N/A | N/A |
| CSG Leader Call Presentation | Wednesday, April 6, 2022 | 3:30 - 4:30 p.m. | Remote |
| Training Webinar. Recorded and distributed to all CSGs. | Friday, April 8, 2022 | 10-11 a.m. | Remote |
| Applications due | Wednesday, May 18, 2022 | 11:59 p.m. | Foundant |
| Staff review of applications | May/June 2022 |  |  |
| CSGP Committee: CSCP training meeting | Thursday, June 2, 2022 | 9-11 a.m. | Jessie Ball duPont Center, 40 E. Adams St., Jax, Room 202 |
| CSGP Committee:  Declaration of recusals | Friday, June 3, 2022 | COB | Email staff |
| CSGP Committee:  Preliminary scores due | Sunday, June 19, 2022 | 11:59 p.m. | Foundant |
| Committee: CSCP Public Hearing | Thursday, June 23, 2022 | 10 a.m.- conclusion | Jessie Ball duPont Center, Room 218 |
| CCGJ Board of Directors: Meets to approve CSCP award recommendations | Thursday, June 23, 2022 | 4:30 p.m. | Jessie Ball duPont Center, Room 318 |
| Contracts distributed | July 2022 | N/A | Foundant |
| Grant payments disbursed upon receipt of signed contract | July 2022 | N/A | Funds will be advanced via direct deposit to existing segregated CSGP bank account. They must be immediately withdrawn. Bank statements showing both transactions will need to be provided with final report. |
| On-Site Compliance Visits, if applicable | August/Sept. 2022 | TBA | Grantee Facility |
| Grant period ends. All project expenses paid/obligated and cash match in hand | Sept. 30, 2022 | N/A | N/A |
| Final reporting FORM E2 + documentation of expenses/Final programmatic report | Tuesday, Nov. 1, 2022 | 11:59 p.m. | Foundant  FORM E2 submitted by CCGJ to Council Auditor’s Office for approval |
| Audit – if applicable (required for grantees with total grant awards (CSGP + CSCP) of $100,000 | Due to CCGJ 110 days following grantee’s FYE  (120 days after FYE – due to Council Auditor’s Office) | 11:59 p.m. | Foundant |
| Grant Period | Oct. 1, 2021-Sept. 30, 2022 | N/A | N/A |