

**FY2024 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 FY2024 expense related to the renovation, construction, or acquisition of a cultural facility and will a 1:1 cash match be received by Sept. 30, 2024? If no, the applicant is ineligible.
3. **Applicant Eligibility:**

* Recipient of CSGP Award for FY 2023-2024
* In good standing and compliance with CSGP/City of Jacksonville
* In business Oct. 1, 2023 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. One-time projects qualify. The project may or may not be part of a capital campaign.

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); unrestricted donations; and executed grant award agreements. The full cash match amount must be in-hand by September 30, 2024.

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, Feb. 7, 2024 (11:59 p.m.) in Foundant. *Link to Capital Application Workshop:* <https://us06web.zoom.us/rec/share/LIamdyobTIFVU_76x1bTiDamPQG8aQN8dApxdlYvsHcFCpX_qqoxwcihzyCYwNGd.xsCQ0nb-BATJaPRk>
3. **Covered Period:** Documentation of paid expenses up to the CSCP award amount must be for the period between Oct. 1, 2023 and September 30, 2024.
4. **Contract Date**: October 1, 2023-September 30, 2024
5. **Request Amounts:** Maximum request - $100,000. Minimum request - None. 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.
6. **Amount to be Distributed:** $1 million was set aside for the FY2024 Cultural Service CAPITAL Grant Program from the FY2024 Cultural Service Grant Program lump sum funded by the City of Jacksonville. Organizations will receive partial advancement (3/4 of total) of grant award funds following execution of the contract. Final payment (final 1/4) will be made following receipt of a mid-term progress report. Expenses incurred and paid between Oct. 1, 2023 through Sept. 30, 2024 may be reimbursed with capital grant funds
7. **Application Process:** CSCP application and all related and required grant forms are open and available on Friday, Nov. 17, 2024 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, Feb. 7, 2024 (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 be required to appear before the committee in order to justify or explain their respective requests and to answer any questions posed by the committee. The hearings are scheduled for 9:15 a.m., Thursday, April 4, 2024, Jessie Ball duPont Center, 40 E. Adams St. Applicant representatives are encouraged to appear in person, but may opt to participate via Zoom.

1. **Appeals:** The CSGP appeal process also covers CSCP (please refer to FY2024 CSGP Guidelines). Any appeal must be made in writing and submitted to the Cultural Council by COB, Thursday, April 11, 2024.
2. **Grant Award Methodology:** An iteration model will be used to proportionately allocate CSCP funds to applicants meeting a minimum score threshold of 70. Depending upon applications received, the Cultural Council reserves the right to divide applicants into funding levels.

If requests total less than $1 million, 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. Likewise, if requests total more than $1 million, applicants should anticipate a grant award less than requested and be prepared to revise their project budgets downward.

1. **Approval of Awards:**

The Cultural Council Board of Directors will approve the recommended grant awards at its meeting scheduled for 4-6 p.m., Thursday, April 25, 2024 in Room 318, Jessie Ball duPont Center. The board will make the final determination of funding.

Organizations will be notified in writing of the results of their requests and will be provided with a copy of CSGP Committee scores and comments related to their applications. Funding will be allocated by contract between the recipient organization and the Cultural Council.

1. **Reporting and Compliance Requirements:**
2. A segregated bank account must be used for CSGP funds. There cannot be any commingling of funds.
3. The capital grant is a reimbursement grant. Expenses may only be paid on a reimbursement basis. Grantee must maintain capital grant dollars in the segregated account until capital grant expenses can be reimbursed. Funds may be transferred to another account for reimbursement only. Alternatively, capital grant expenses may be paid out of the segregated CSGP account.
4. Grantee will need to provide copies of bank statements showing all related transactions, including showing bank statement proof of deposits of grant award into the CSGP segregated bank account.
5. The full amount of the capital grant must be used by Sept. 30, 2024; any unused funds must be returned to the City of Jacksonville.
6. 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, 2024.
7. All capital grantees must submit to CCGJ a Final Project Narrative, Documentation of Cash Match, and Detailed Transaction Report (FORM E2) along with invoices and/or receipts, proof of payment, and relevant bank statements on or before Thursday, Oct. 24, 2024.
8. 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.
9. FORM E2 (for organizations with total CSGP funding less than $100,000) or audit must be approved by Council Auditor’s Office.
10. NEW: Per Chapter 118 of City of Jacksonville Ordinance Code: In the case of each recipient receiving City funding, either from one City funding source or cumulatively from several City funding sources, an amount in excess of $500,000, furnishing the City a copy of an audit report conducted in accordance with both GAAS and Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and if applicable the provisions of Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs for its fiscal year ending within the current fiscal year of the City made by an independent certified public accountant. This report shall be due within 120 days of the close of the recipient's fiscal year and, in addition to the information described above, this report shall present information regarding its use of city funding based on the City's fiscal year of October 1 through September 30.
11. Provide funding acknowledgement for the City of Jacksonville and the Cultural Council of Greater Jacksonville.
12. 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.
13. No changes to the project scope or venue are permitted.
14. Grant award and matching funds may only be used for allowable expenses related to the capital project. Costs must be for the purposes of the grant-funded project and reimbursed within the grant period from Oct. 1, 2023-Sept. 30, 2024.
15. The organization shall make all reasonable efforts to adhere to the City of Jacksonville’s procurement requirements for capital expenditures
16. 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.
17. Five-year record retention
18. Adherence to Florida Sunshine Laws
19. Importance of communication - Proactively communicate with Cultural Council staff about any CSCP grant issues as soon as they arise. Please do not wait until after the grant period to notify staff. Please ask questions and do not make assumptions.
20. **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, 2023 – Sept. 30, 2024
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. moveable 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 Foundant, Reporting and Compliance:** John Poage – john@culturalcouncil.org

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

**Link to Capital Application Workshop, held 1-18-24:**

<https://us06web.zoom.us/rec/share/LIamdyobTIFVU_76x1bTiDamPQG8aQN8dApxdlYvsHcFCpX_qqoxwcihzyCYwNGd.xsCQ0nb-BATJaPRk>

1. **CSCP FUNDING TIMELINE OF ACTIVITIES**

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| **EVENT** | **DEADLINES & DATES** | **TIME** | **LOCATION** |
| Application opens in Foundant. Official notification to CSGs. | Friday, Nov. 17, 2023 | N/A | N/A |
| Training Webinar. Recorded and distributed to all CSGs. | Thursday, Jan. 18, 2024 | 10:30 a.m.- Noon | Remote  ZOOM – TBA |
| Applications due | Wednesday, Feb. 7, 2024 | 11:59 p.m. | Foundant |
| Staff review of applications | February 2024 |  |  |
| CSGP Committee: CSCP training meeting | Thursday, Feb. 22, 2024 | 9-11 a.m. | Jessie Ball duPont Center, 40 E. Adams St., Jax, Room TBD |
| CSGP Committee:  Declaration of recusals | Friday, Feb. 23, 2024 | COB | Email staff |
| CSGP Committee:  Preliminary scores due | Monday, March 25, 2024 | 11:59 p.m. | Foundant |
| Committee: CSCP Public Hearing | Thursday, April 4, 2024 | 9:15 a.m.- conclusion | Jessie Ball duPont Center, Room TBD |
| Deadline for written appeals | Thursday, April 11, 2024 | C.O.B. | Email staff |
| CCGJ Board of Directors: Meets to approve CSCP award recommendations | Thursday, April 25, 2024 | 4-6 p.m. | Jessie Ball duPont Center, Room 318 |
| Contracts distributed/executed | May 2024 | N/A | Docu-Sign/Foundant |
| Initial Grant Payment representing ¾ of total amount disbursed following receipt of signed contract and contingent upon funds being available from City of Jacksonville | May 15, 2024 | N/A | Funds will be advanced via direct deposit to segregated CSGP bank account.  Funds must be maintained in segregated account until such time as reimbursements for allowable expenses can occur.  Alternatively, expenses can be paid directly from the segregated account. |
| Mid-term Report – project, expense and matching fund updates | July 15, 2024 | 11:59 p.m. | Foundant |
| On-Site Compliance Visits, if applicable | August/Sept. 2024 | TBA | Grantee Facility |
| Final Payment of remaining ¼ of funds – dependent on project status per mid-term report and upon funds being available from City of Jacksonville | August 15, 2024 | N/A | Funds will be provided via direct deposit to segregated CSGP bank account.  Funds must be maintained in segregated account until such time as reimbursements for allowable expenses can occur.  Alternatively, expenses can be paid directly from the segregated account. |
| Grant period ends. All project expenses reimbursed and cash match in hand | Sept. 30, 2024 | N/A | N/A |
| ALL GRANTEES  Final reporting FORM E2 + documentation of expenses/proof of payment/proof of match/final programmatic report  For grantees receiving total grant awards (CSGP + CSCP) of less than $100,000 - FORM E2 is also submitted by CCGJ to Council Auditor’s Office for approval | Thursday, Oct. 24, 2024 | 11:59 p.m. | Foundant |
| Audit – if applicable (required for grantees with total grant awards (CSGP + CSCP) of $100,000  Audit must include Schedule of both CSGP and CSCP grant funds | 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, 2023-Sept. 30, 2024 | N/A | N/A |