

# FY2025 Cultural Service Grant Program - New Applicants Only

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*Cultural Council of Greater Jacksonville*

## **GENERAL INFORMATION**

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### **Letter of Intent - 2024-2025 Cultural Service Grant Program**

Completing the Letter of Intent (LOI) form is a mandatory first step of the grant process.

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.

The LOI form must be completed and submitted online by **Wednesday, Feb. 28, 2024 (11:59 p.m.)**.

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.

**IMPORTANT:** Prior to completing the LOI form, read the CSGP LOI guidelines: **[CLICK HERE](#)**

### **Project Name\***

Naming Convention: Please enter Organization name, followed by "24-25 CSGP Operating."  
(e.g. ABC Theatre 24-25 CSGP Operating)

*Character Limit: 100*

### **Basic Description of Organization\***

Provide a very brief description of the organization and what it does.

*Character Limit: 850*

### **Provide organization's website address.\***

*Character Limit: 2000*

### **Provide organization's social media handles.\***

*Character Limit: 250*

## ***ELIGIBILITY DOCUMENTATION & INFORMATION***

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According to the Jacksonville city ordinance governing the Cultural Service Grant Program (Chapter 118, Part 6, City of Jacksonville Ordinance Code), organizations must meet certain criteria in order to be eligible for funding through the Cultural Service Grant Program. (Please note that City of Jacksonville Grant Standards dictate additional requirements for organizations awarded Cultural Service Grants.)

Please respond to the following questions and provide the requested documents and information concerning eligibility for CSGP:

### **501(c)(3) Status\***

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

Upload the organization's letter of determination and any amendments from the Internal Revenue Service for federal tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code.

*File Size Limit: 1 MB*

### **Not-for-profit Corporate Status\***

*The organization must be a not-for-profit corporation chartered by the Secretary of State under Florida Statute Chapter 617.*

Upload a copy of the corporate charter or articles of incorporation, along with any amendments.

*File Size Limit: 3 MB*

### **Area of Operation\***

*The organization must operate in Duval County.*

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

*File Size Limit: 2 MB*

### **Length of Operation\***

*At the time of application, the organization must have been in existence as a Florida corporation for at least three years.*

Upload cover page from Florida Dept. of State, Division of Corporations from Sunbiz.org showing organization's incorporation date and that corporation is active.

*Character Limit: 500 | File Size Limit: 2 MB*

### Management & Membership

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

### Board Listing\*

Upload a listing of the organization's board members.

For each member, please include:

- mailing/email address
- any professional affiliations
- board term information

*File Size Limit: 2 MB*

### Board and Staff Demographics\*

Provide demographic information for staff and board members of your organization, including race, ethnicity, gender, age range, and geographic representation. Please review additional instructions and guidance that are provided on the survey and chart forms.

Use the demographic **survey** to collect statistics from individuals ([CLICK HERE FOR SURVEY](#)).

Enter the results of surveys into the demographic **chart** ([CLICK HERE FOR CHART](#)).

Upload the completed demographic **chart**. Please do not upload individual surveys or include actual names of individuals.

*File Size Limit: 1 MB*

### **Bylaws\***

Upload organization's most recently approved bylaws.

*File Size Limit: 3 MB*

### **Services & Activities\***

*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.*

Describe how your organization works to implement the above statement. Who does its services and activities benefit? Are there any restrictions on who it serves?

*Character Limit: 3400*

### **What is the organization's mission statement?\***

*Character Limit: 3400*

### **Arts/Cultural Mission\***

*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 exhibitions of historical, archaeological, scientific, or ethnic artifacts, handiwork or objects.*

Check which artistic/cultural discipline(s) the applicant identifies as the primary mission of the organization:

#### **Choices**

historic preservation/restoration

arts in education

music

dance

folk arts

humanities

literature

film/video/media

theater and musical theater

visual arts

collections or exhibitions of historical artifacts, handiwork or objects

collections or exhibitions of archaeological artifacts, handiwork or objects

collections or exhibitions of scientific artifacts, handiwork or objects

collections or exhibitions of ethnic artifacts, handiwork or objects

## History & Major Programs\*

Provide a brief description of the organization's history and major programs demonstrating that arts/culture is the organization's primary mission.

*Character Limit: 6800*

## City of Jacksonville funding\*

*No cultural organization as defined in Chapter 118 may make a request for operating, program or special project support except through CSGP, except for organizations providing children's programs, which may be funded through the Kids Hope Alliance; or organizations qualifying for city grants administered by city divisions, which do not require specific City Council approval.*

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 2023-2024:

### Choices

Kids Hope Alliance

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 funding, and funding source.

Excepting the Kids Hope Alliance, provide a letter from the applicable City of Jacksonville division/department verifying that the other city funding is distributed through a process that does not require specific City Council approval.

*Character Limit: 3400 | File Size Limit: 2 MB*

## Grant Compliance\*

*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.*

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

N/A - organization has never been awarded a CSG or other City of Jacksonville grant

## *ADDITIONAL REQUIRED ATTACHMENT*

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### **Charitable Solicitation Permit\***

Upload current, up-to-date State of Florida Charitable Solicitation Permit issued by the Florida Dept. of Agriculture and Consumer Services. (Please note, this is NOT the 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 Dept. of Agriculture and Consumer Services on its letterhead.)*

*File Size Limit: 1 MB*

## *GRANT REQUEST & MATCH*

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### **Fiscal Year\***

When does the organization's fiscal year end?

*Character Limit: 10*

### **Grant Request & Match Worksheet\***

To download the Grant Request and Match Worksheet [CLICK HERE](#). Complete the worksheet, then re-upload it.

*File Size Limit: 1 MB*

### **Grant Request Amount\***

After completing the Grant Request and Match Worksheet, what is the organization's anticipated Cultural Service Grant request amount for 2024-2025?

*Character Limit: 20*

### **Matching Funds\***

*At least 76 percent of the organization's operating revenue or support shall be derived from sources other than this program.*

Does the organization certify that it can, based on three years of actual financial results, provide the required matching funds for a Cultural Service Grant award?

#### **Choices**

Yes

No

### **Operating Budget Documentation**

*At the time of application, the organization must have been in existence ... for at least three years and must have three years of filed tax returns.*

*Provide 990, 990-EZ, or 990-N, as applicable.*

**Upload most recent, COMPLETE, IRS FORM 990 (2023 or 2022)\***

*File Size Limit: 5 MB*

**Upload Page One, IRS FORM 990 (2022 or 2021)\***

*File Size Limit: 1 MB*

**Upload Page One, IRS FORM 990 (2021 or 2020)\***

*File Size Limit: 1 MB*

## *SIGNATURE*

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### **Certification**

I certify that all information contained within this Letter of Intent for the 2024-2025 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*