



FY24 Orange County Venue Subsidy Funding for Arts and Culture - Guidelines



Orange County is offering to subsidize the use of event venues in Orange County by arts organizations for cultural programming at a publicly accessible venue, providing a performance or exhibition space for all 501(c)(3) nonprofit arts and cultural organizations in Orange County, Florida.

Apply Online By: **Tuesday, October 31, 2023, 11:59 p.m.**
Staff will be available until 5:00 p.m. on 10/30 to provide assistance

Workshop (virtual): **Wednesday, October 4, 2023, 3-4:30 p.m.** Join from the meeting link:
<https://ocfl.webex.com/ocfl/j.php?MTID=maf5c310e3675fc372ba569a3e45e1c4f>

Project Period – Venue Date(s)

Must Occur Within: Sunday, October 1, 2023, through Monday, September 30, 2024
Grant Notification: By December 1, 2023, or within 45 days after application deadline

Funding Ends By: September 30, 2024
Final Report Due: 45 days after venue rental covered by the grant has been completed

Request Amount: Not more than 50% of the total venue bill(s) for rental and related venue costs, up to a maximum request of \$45,000.

Program Requirements

Organizations may apply for a season subsidy, or for one event/festival. Funding is competitive; not all projects of merit will be funded or receive full funding. Organizations applying for a season using more than one venue must have received a grant from United Arts through the Operating Support, Diversity in the Arts, or Project Grant categories, or Orange County Cultural Tourism Funding, within the last year. **This grant is to subsidize short-term venue rental costs and related costs billed by the venue ONLY.** It does not cover staffing, artists, other programmatic expenses unrelated to the venue rental or other expenses required to be purchased separately by the venue but not included in the venue invoice or settlement. **For a list of eligible and ineligible costs, please refer to the Grant Eligibility section.**

Each organization is limited to one Venue Subsidy Grant application per year (October 1 through September 30 period). Approval of one year of funding carries no assurance of funding in subsequent years. Applicants must be in good standing with United Arts concerning any prior grant reporting, if applicable.

Organization Eligibility

To apply, the organization must have:

- Nonprofit 501(c)(3) corporate status, in good standing with State of Florida Division of Corporations and the IRS (United Arts will verify current 501(c)(3) status at www.irs.gov and current good standing with the State of Florida Division of Corporations at www.sunbiz.org.)
- Arts/culture as their primary mission; providing cultural programming (defined as exhibition, production, presentation, or instruction of performing, visual, literary or media arts, the sciences, or history and heritage)
- Local governing board (may include members who reside outside Central Florida) that meets at least quarterly and operates under a set of bylaws

Organizations are NOT eligible if they are:

- A public or private entity governed by a county, municipality, school district, community college, college, university, or an agency of state government
- Media company (TV/radio/print)
- Nonprofits whose primary mission is not the arts, science, history, or culture
- Faith-based organizations
- Fraternal or sports organizations
- Political causes, candidates, organizations, or campaigns
- Organizations that are adjuncts to for-profit organizations. (“Friends of” organizations are eligible to apply only in lieu of the parent nonprofit organization.)
- Organizations that have not yet received their 501(c)(3) IRS designation.

Grant Eligibility: Proposals must be for event(s) that occur in a venue, accessible to the public, based in Orange County, Florida. Programming must involve arts and culture, science or history. Inclusive of:

- A single exhibition, production, or performance
- A season of productions/exhibitions
- Organizations may apply only once by the application deadline for events within the October 1 through September 30 period
- As part of the application, applicant must provide a formal quote from the venue(s) with contact information, confirmed event/production dates. Related venue costs must be included and itemized in the quote, such as security, stagehands, sound/lighting engineers, ushers, custodial and other costs required by, provided by, and billed by the venue. In cases where the applicant believes that the final settlement cost will be significantly different to what can be provided by the venue in a quote, applicant can additionally provide a final settlement from the same venue from the previous year to demonstrate that difference. Staff may take that information into account when determining an applicant’s eligible request amount. To release funds, a final signed contract or rental settlement from the venue must be supplied.
- Partnerships with culturally diverse organizations are encouraged. United Arts can help connect you with diverse organizations; contact egranting@UnitedArtsCFL.org
- Productions must be held in venues open to the public. This includes spaces such as Dr. Phillips Center for the Performing Arts, Plaza Live, The Abbey, Orange County Convention Center, parks, community centers, churches, and school auditoriums or other cultural organizations’ venues. For other ideas of possible eligible venues, see museums and performance venues at Orange County’s [cultural facilities map](#) or [this list of eligible venues](#) prepared by United Arts.

This grant will NOT fund:

- **Awards or prizes**
- **Capital expenditures** (including acquisitions or equipment), or any building, renovation, or remodeling of facilities
- **Education:** Including tuition expenses, summer camps, scholarships, etc.
- **Endowment** contributions or contributions to cash reserves
- **Food or beverage costs**
- **For-profits:** Projects benefiting for-profit organizations
- **Lobbying** or attempting to influence federal, state or local legislation
- **Mortgage payments**, deficit reduction, bad debts, contingencies, fines and penalties, interest payments, litigation costs, or any other comparable expenses
- **Non-arts events:** Events, activities, and related expenses (e.g., benefits, dinners, sporting events, etc.) where the artistic/cultural offering is not the primary activity

- **Non-venue spaces:** Long-term leases, rent for administrative offices, or warehouse/storage space
- **Private events** closed to the public and activities restricted to an organization's membership (including school competitions, recitals, and graduations); professional competitions are eligible if applications and events are open to the public
- **Program expenses** for staff, labor, or fees unrelated to venue rental and production/exhibition costs
- **Regranting**, contributions, or donations
- **Religious projects:** Projects of a religious nature designed to promote or inhibit religious belief and/or practice and that have no basic underlying secular theme or topics
- **Sales tax**
- **Self-dealing**, proposals to cover cost of a venue operated or owned by the applicant
- **Travel**

Funding Process: United Arts staff will review all applications for eligibility. Staff may contact applicants with questions or for additional materials, please watch email closely. If the primary contact will be out of town after the application deadline, designate a contact person and notify Trudy@UnitedArtsCFL.org.

Availability of Funding: If the total eligible requests are more than the amount available in the funding pool for this grant cycle, after funding requests of \$2,500 or less, all other requests will receive a percentage of funding of their request equal to the percentage of funds available. (Based on up to 50% of total rental costs; maximum of \$45,000). **Should more funding become available, the amount would be distributed proportionately among those applicants with qualifying expenses in excess of the \$45,000 cap and still less than the 50% of total expense limit.**

Grant Payment Schedule: Grantees will sign an online award agreement before grant funds are disbursed. Award agreements will provide detailed payment and grant compliance terms. Payments are made in two disbursements:

- First payment of 50% of the grant award upon acceptance of the Award Agreement and compliance with insurance requirements.
- Final payment is made after the final settlement invoice has been issued, confirming the total costs billed by the venue(s) that are within allowable expenses, and event and program dates.

Requirements During the Grant Period:

- **Request Permission for Changes:** Significant project or budget changes, including change of venue, must be communicated to United Arts in advance of finalizing the venue rental by submitting a change request form, which can be found on the United Arts website - Orange County [grants page: www.UnitedArtsCFL.org/grants](http://www.UnitedArtsCFL.org/grants) Change of venue and failure to notify United Arts of a venue change may result in forfeiture of the grant. Contact Trudy@UnitedArtsCFL.org with questions or to discuss a potential project change. No exceptions can be made to the grant period. If the proposed event cannot take place during the program period ended September 30, 2024, all unspent funds must be returned to United Arts.
- **Notification:** During the project, grantees must keep Terry.Olson@ocfl.net and Trudy@UnitedArtsCFL.org on their email list, renew insurance policies (as required) when they expire and provide United Arts with updated certificates, and notify United Arts of any contact changes or changes in IRS tax-exempt status. United Arts and Orange County Arts & Cultural Affairs will add grantees to its email list including resources and opportunities.
- **Publicity:** Recipients of venue subsidy funds are required to post their events on the Arts & Culture Calendar at: www/calendar.UnitedArtsCFL.org (previously OrlandoAtPlay.com) when the dates and other details have been set. United Arts promotes select events through its weekly email newsletter and, if at least two months in advance, the calendar section of *Artistry* (previously *Orlando Arts* magazine. To add your event, go to

www.calendar.UnitedArtsCFL.org/page/submit_event/. For assistance, contact: Laura Coley, Laura@UnitedArtsCFL.org

- **Insurance:** At the time of award acceptance, all grantees are required to provide a Certificate of Insurance, listing United Arts of Central Florida and Orange County Government as certificate holders and provide current coverage for the following types and limits of coverage:
 - o **Commercial General Liability, \$500,000** (event riders are acceptable, or insurance held by the venue that covers your organization for the event). United Arts of Central Florida and Orange County Government **MUST BE** listed as additional insureds (usually listed in the notes field) with regard to at least the Commercial General Liability coverage, as required per grant funding agreement, and United Arts must be named Certificate Holder, 3025 Edgewater Drive, Orlando, FL 32804; Outreach@UnitedArtsCFL.org.
 - o **Workers Compensation**, as required by law (if the organization employs more than three paid staff)

Grantees must submit a new copy of the insurance certificate whenever one of the policies expires. Any organization that believes it cannot meet the coverage requirements throughout the project period should contact Trudy@UnitedArtsCFL.org with a request for an exemption and a reason why that is being requested.

- **Acknowledgement:** Grantees must acknowledge the grant in all project publicity and materials (whether printed, online, verbal, or other), with the Orange County Arts & Cultural Affairs“ leaper” logo and statement “This project [or project name] is funded in part by Orange County Government through the Arts & Cultural Affairs Program.”
- **Recordkeeping:** Grantees must keep information (including description and photos of the project, press or publicity about the project including use of logo or acknowledgement statement, and attendance statistics) for the final report. Also keep records about the grant activities and financial documents for at least five years after the project is completed; such records must be available for audit by Orange County or United Arts representatives.
- **Final Report:** A final report follow-up form will be provided in your online account, due 45 days after the final event. **All requirements, receipts and related documents must be provided with the final report.**

Application and Questions: For application portal support or other questions: Contact Trudy@UnitedArtsCFL.org.

- Application is available online at www.UnitedArtsCFL.org/grants or [directly to the grant platform, https://www.grantinterface.com/Home/Logon?urlkey=unitedarts](https://www.grantinterface.com/Home/Logon?urlkey=unitedarts) . Click on Apply Now to access or create an account (if new to the system) and select Orange County Venue Subsidy Funding. Incomplete applications will not be considered.
- The United Arts Outreach office has a computer station available for usage to prepare your application. For hours, availability and assistance, contact Outreach@UnitedArtsCFL.org.