


WORKSHOP
Wednesday, October 4, 2023, 3:00-4:30 p.m.
 (on Webex, video)

**How to Apply for 2023-24
 Venue Subsidy Funding**



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FY24 Venue Subsidy Funding

**ORANGE COUNTY
 OFFICE OF ARTS & CULTURAL AFFAIRS**

**VENUE SUBSIDY FUNDING
 FOR 2023-24**

Supported by Tourist Development Tax (TDT) Revenues*

- Office/Council created in Aug 2001, led by Terry Olson, Office of Arts & Cultural Affairs & Advisory Council, with Hayley Owen, Administrative Office Coordinator
- Facilitated by: Trudy Wild, United Arts of Central Florida

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Mission of Orange County Arts & Cultural Affairs

“To elevate Central Florida’s arts & culture to that befitting a diverse, world-class community.”


Intended Outcomes

- Enhance the Orlando area’s arts and cultural identity
- Present quality arts and cultural experiences
- Promote tourism



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History of Venue Subsidy Funding

Total past-year FY23 Venue Subsidy funding: \$500,000

- Received 37 complete applications, 17 diverse organizations (46%)
- Requests of \$770,413; funding pool of \$500,000 was 74% of requests; four applications not funded
- Maximum request \$60,000; maximum funding \$50,000

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History of Venue Subsidy Funding

Total past-year FY23 Venue Subsidy funding: \$500,000

- Funded **33** grantees:
 - **7** large awards (funded at 83% of request) - (\$37,350 to \$50,000)
 - **21** medium awards (funded at 86% of request) - (1,562 to \$31,517)
 - **5** small awards (funded at 100% of request) - (\$297 to \$1,221)
- Events presented in 50 venues; 26 unique venues

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PROGRAM REQUIREMENTS

1. Organizations may apply for a season subsidy, or for one event/festival.
2. 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 or Facilities Funding, DEI/Sustainability Pilot, and be in good standing.
3. This funding is to subsidize short-term venue rental costs and related costs charged by the venue **ONLY**.
4. It does not cover staffing, artists, or other programmatic expenses unrelated to the venue rental. A full list of eligible and ineligible costs is available on the Venue Subsidy grant page on the United Arts website.

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ORGANIZATION ELIGIBILITY: PART 1

To apply, the organization must have:

1. Nonprofit 501(c)(3) corporate status, registered in Orange County, 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.)
2. Arts/cultural 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).

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ORGANIZATION ELIGIBILITY: PART 2

Organizations are NOT eligible if they are:

1. A public or private entity governed by a county, municipality, school district, community college, college, university, or an agency of state government
2. Media company (TV/radio/print)
3. Nonprofits whose primary mission is not the arts, science, history, or culture
4. Faith-based organizations
5. Fraternal or sports organizations

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ORGANIZATION ELIGIBILITY: PART 3

Organizations are NOT eligible if they are:

6. Political causes, candidates, organizations, or campaigns.
7. Organizations that are adjuncts to for-profit organizations. (“Friends of” organizations are eligible to apply only in lieu of the parent nonprofit organization.)
8. Organizations that have not yet received their 501(c)(3) IRS designation.
9. Not registered within Orange County (Nonprofits registered in Lake, Osceola, Seminole counties are not eligible).

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REQUEST ELIGIBILITY: PART 1

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:

1. A single exhibition, production, or performance
2. A season of productions/exhibitions
3. Organizations may only apply once within the open application period, for events within the October 1 through September 30 period.

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REQUEST ELIGIBILITY: PART 2

4. 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(s). No third-party invoices will be accepted.

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.

A final signed contract or rental settlement from the venue must be supplied, to release funds. (See Grant Payment Schedule for details.)

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REQUEST ELIGIBILITY: PART 3

5. Partnerships with culturally diverse organizations are encouraged. United Arts can help connect you with diverse organizations; contact Outreach@UnitedArtsCFL.org
6. Events/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.

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THIS VENUE SUBSIDY WILL NOT FUND: PART 1

1. Awards or prizes
2. Capital expenditures
3. Education
4. Endowment
5. Food or beverage costs
6. For-profits
7. Lobbying
8. Mortgage payments
9. Non-arts events

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THIS VENUE SUBSIDY WILL NOT FUND: PART 2

10. Non-venue space
11. Private events
12. Program expenses
13. Regranting
14. Religious projects
15. Sales tax
16. Self-dealing
17. Travel

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REVIEW PROCESS:

- ✓ United Arts staff will review all applications for eligibility
- ✓ There will be no panel review of applications
- ✓ The board has approved the guidelines and the structure of funding allocations being formulaic, around eligibility and percentages of funding available to requests
- ✓ The process will not require additional approval from either United Arts and/or Orange County Arts & Cultural Affairs Advisory Council

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ALLOCATION OF FUNDING & AWARD NOTIFICATION:

- ✓ If the total eligible requests are more than the amount available in the funding pool for this cycle, after fully 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.
- ✓ Award notifications will be provided no later than December 1, 2023.
- ✓ This program is being funded by Orange County Arts & Cultural Affairs.
- ✓ The funds are subject to approval by the Orange County Board of County Commissioners, planned for October 24, 2023, and awards cannot be disbursed until receipt of the funding from Orange County (historically mid-December).

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PAYMENT SCHEDULE:

- ✓ Payments are made in two disbursements.
 - First payment of 50% of the 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.
- ✓ NOTE: The applicant/grantee will be responsible for using their own matching funds to pay downpayments, and venue expenses for any events or deposits required prior to the funding approval in late October, notice of award by December 1, and receipt of the County funds to disburse the first and final payments.
- ✓ Advance and interim payments will not be available.
- ✓ All disbursements are contingent upon United Arts' receipt of the grant funding from Orange County.

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REQUIREMENTS DURING THE PROGRAM PERIOD: PART 1

- ✓ 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, in the Venue Subsidy application section.
- ✓ Change of venue and failure to notify United Arts of a venue change may result in forfeiture of the funding. Contact Trudy@UnitedArtsCFL.org with questions or to discuss a potential project change.
- ✓ No exceptions can be made to the grant period. If the propose event cannot take place during the program period ended September 30 2024, all unspent funds must be returned to United Arts

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REQUIREMENTS DURING THE GRANT PERIOD: PART 2

- ✓ Notification: During the project, Venue Subsidy recipients 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,
 - ✓ Notify United Arts of any contact changes or changes in IRS tax-exempt status.
 - ✓ United Arts and Orange County Arts & Cultural Affairs will add Venue Subsidy recipients to its email list including resources and opportunities.

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REQUIREMENTS DURING THE GRANT PERIOD: PART 3

- ✓ Publicity: Recipients of venue subsidy funds are required to post their events on the Arts & Culture Calendar account at: <https://calendar.unitedartscfl.org/login/> (previously OrlandoAtPlay.com) when the dates and other details have been set.
- ✓ United Arts promotes select events through its email newsletter and, if at least two months in advance, the calendar section of *Artistry* (previously *Orlando Arts* magazine). For assistance, contact: Laura Coley, Laura@UnitedArtsCFL.org.

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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. (Event riders or special event provisions are acceptable, upon approval):

- ✓ Commercial General Liability, \$500,000 (event riders or special event provisions 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 funding agreement,
 - ✓ United Arts must be named Certificate Holder, 3025 Edgewater Drive, Orlando, FL 32804; Outreach@UnitedArtsCFL.org.
 - ✓ Some venue-provided insurance will not include this; if that is the case, notify Outreach@UnitedArtsCFL.org.
- ✓ Workers Compensation, as required by law (if the organization employs more than three paid staff)

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ACKNOWLEDGEMENT

Award recipients must acknowledge this funding 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.”

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RECORDKEEPING

Award recipients must keep information (including description and photos of the project, press or publicity about the project including use of logo or acknowledgement statement) 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.

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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.**

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APPLICATION AND QUESTIONS


Venue Subsidy applications can be accessed via [the United Arts Grant Portal](#).

For new applicants, follow the directions on the right-hand side to “Apply for Grant,” or to “Learn How to Apply” that will guide you to create either a new organization or new user account and how to use the grant portal.

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

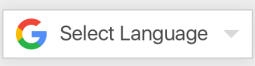

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NEW FY24/REMINDERS AND CHANGES:

- **Translation options:**
 - **Application**
 - Using the Google Translate integration on the application portal will translate questions to Spanish, Haitian Creole, Vietnamese, Portuguese and more. Simply click on the icon (see right image) and select your preferred language.
 
 - **Resources**
 - Workshop materials and additional support can be found on the United Arts website, UnitedArtsCFL.org
 - When viewing resources on a browser, locate the ReachDeck icon (see right image). Once there, select the translate button ().



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RECAP OF NEW FY24/REMINDERS AND CHANGES:


- **Eligible organizations are registered in Orange County** and presenting an event (performance or exhibition) in Orange County
- **Request cap – Maximum of \$45,000 or 50% of total venue rental costs**
 - Still requires a “match” in that only 50% of expenses can be reimbursed
- **No budget form**
- **No narrative and panel review**
- **Funding will be formula-based for all eligible requests**

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DATES TO REMEMBER:

- **Last day to submit for staff assistance/pre-review: Tuesday, October 24, 2023**
- **Application deadline: Tuesday, October 31, 2023, 11:59 pm**
- Approvals:
 - A. Board of County Commissioners meeting (funding approval) – Tues., Oct 24, 2023
 - B. Notice of Award – issued by December 1, 2023
- **Event cannot begin before Oct. 1, 2023, & must complete by Sept 30, 2024**
- **First payment (50% of award) available – Dec. 2023/Jan. 2024**
 - Pending receipt of funds by Orange County
 - **Requires Agreement/Pay 1 Report and insurance**
- **Final payment (50% of award, capped at 50% of total costs)**
 - Requires completion of report requirements – final settlement invoices within 45 days of final event

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WORKSHOPS & OTHER RESOURCES

The Awesome Foundation

The Awesome Foundation is a global community advancing the interest of awesome in the universe, \$1,000 at a time. Eligible to an individual or a group. Ongoing, awarded monthly.

Easy application can be accessed [here](#) or contact Mr. Terry Olson at Orange County Arts & Cultural Affairs: Terry.Olson@ocfl.net, 407.836.5040.

For more resources click [here](#) or email contact Trudy Wild: Trudy@UnitedArts.cc, 321.972.9837

Applications: <https://bit.ly/AwesomeOrlando>

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WORKSHOPS & OTHER RESOURCES

Blockbuster Fund

To encourage marquee-type arts and cultural blockbuster events in Orange County, Florida, that result in regional, statewide and national attendance. Eligible: individual or organization. Ongoing program, as funds are available.

For information about proposals for Blockbuster projects in Orange County, see guidelines [here](#) or contact Mr. Terry Olson at Orange County Arts & Cultural Affairs: Terry.Olson@ocfl.net 407.836.5040.

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WORKSHOPS & OTHER RESOURCES

Cultural Facilities Funding

*(Note: The Cultural Facilities program
will be fully restored
and opening with the FY24 program, late fall of 2023)*

Eligibility: Nonprofit museum- and/or government-leased or owned entities in Orange County, for acquisition, construction, renovation or equipping of cultural museums or auditoriums.

Request Amount: Max: \$500,000; \$1:\$1 match, long-term lease/ownership and other requirements

**Late December/January: Letter of Intent and application deadline
July 1, 2024- Mar 31, 2026: Grant period of 21 months.**

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WORKSHOPS & OTHER RESOURCES

Venue Subsidy for Arts & Culture

To subsidize short-term venue rental costs and related costs charged by the venue only (not staff, artists, long-term leases...)

Eligibility: Cultural organizations that are renting space at a venue in Orange County for an exhibition or performance.

Request Amount: Max: \$45,000 or no more than 50% of rental costs; \$1:\$1 match; **Application deadline:** October 31, 2023, 11:59 p.m.

Grant period: Venue rentals must occur within October 1, 2023, through September 30, 2024.

✓ Venue listing: <https://unitedarts.wpenginepowered.com/wp-content/uploads/2023/05/Venue-List-Post-Orange.pdf>

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Cindy@UnitedArtsCFL.org, 407.970.2831

Read Artistry online: <https://unitedartscfl.org/magazine/>

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WORKSHOPS & OTHER RESOURCES




Free promotion of your Events | Camps | Job postings | Board opportunities
Free newsletter to 7000+ subscribers |
MUST post events 6 months ahead for best visibility by potential guests
<https://calendar.unitedartscfl.org/>

Laura@UnitedArtsCFL.org
407.628.0333, x236


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More information



✓ Sign up to receive future Update emails from Mr. Terry Olson.
<https://app.e2ma.net/app2/audience/signup/1828410/1782637.594125677/>

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CONTACTS FOR QUESTIONS/ASSISTANCE

Venue Subsidy: Trudy Wild

- Discuss eligibility of organization or project
- Request samples of high-scoring responses
- Review or work on proposed application, by appointment at our outreach office/computer workstation, 3025 Edgewater Drive, Orlando, FL 32804

321.972.9837 Direct
 407.628.0333, x223
 Trudy@UnitedArtsCFL.org

And for notices: **Terry Olson**
 407.636.5121 Direct
 Terry.Olson@ocfl.net



Arts & Culture Calendar: Laura Coley

<https://calendar.unitedartscfl.org/>
 321.422.0934 Direct
 407.628.0333, x236
 Laura@UnitedArtsCFL.org

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