

GRANT WORKSHOP

Thursday, February 1, 2024, 11-12:30
PM at VIRTUAL Webinar link:



How to Apply for 2024 Cultural Facilities Funding



2024 Cultural Facilities Funding (CF)

Orange County Arts & Cultural Affairs Advisory Council

Mission:

To elevate Central Florida's arts and culture to that befitting a diverse, world-class community.





2024 Cultural Facilities Funding (CF)

Total ALL CF funding: \$13,124,532

58 projects awarded over 12 years: grants from \$20K-\$500K

Total FY23 CF funding: \$1,572,179

4 projects awarded: \$253,640-\$500,000

Pool for FY24 CF funding: \$3,000,000

Types of projects: Equipping, Renovation, Construction, Acquisition; requests of \$20K-\$2,000,000





2024 Cultural Facilities Funding (CF)

Requests Funded in 2023

- **Downtown Arts District:** CityArts Courtyard Renovation Project:
Renovations: \$318,539
- **Mennello Museum of American Art:** Expansion of the Mennello Museum of American Art: \$500,000
- **Orlando Ballet:** Harriett's Orlando Ballet Centre Lobby, Auditorium & Studios Theatrical Audio and Security Package: \$253,640
- **Orlando Science Center** Visitor Parking and Renovations Enhancements: \$500,000

Total (4): \$1,572,179





2024 Cultural Facilities Funding (CF)

Timeline

- Thurs, Feb 1, 2024, 11a-12:30; Workshops – Virtual/recorded/mandatory*
- Thurs., Feb 15, 2024, 5pm Last day for Letter of Intent to apply
- Thurs., Feb 15, 2024, 5pm Nonprofit Search profile updates deadline
- Thurs., Feb 15, 2024, 5pm Last date to submit application narrative/components for staff review
- **Sun., Feb 25, 2024, 11:59 pm** **Deadline for online application**
- Thurs, Late March (TBA), 2024, 8:30am Site visits – Panel member tour
- Wed., Late Apr, 2024, 8:30am Review Panel Meeting, Ranking & Funding Recommendations (Orange County Arts & Cultural Affairs Bldg, Largo Rm)





2024 Cultural Facilities Funding (CF)

Timeline (continued)

- Wed., May 15, 2024, 8:30am Advisory Council Funding Recommendations
- Tues, May/June **TBA** 2024 BCC Funding Approval (subject to change)
- June 2024 Agreements Issued
- July 1, 2024 Program Period Begins
- June 30, 2025 1-year Encumbrance Period closes – all revenue and expenses committed
- **July 1, 2024-March 31, 2026** **Program funding period (21 months)**
NOTE: Lobbying blackout period Feb 26– BCC approval





2024 Cultural Facilities Funding (CF)

Eligibility and Criteria for CF Funding

- Orange County-based nonprofit museum or municipality-affiliated auditorium++
- Project located in Orange County
- Undisturbed use of land and building for 7/15/30/40 years*
- \$1:\$1 Matching funds – sources and amounts confirmed by application
- Have a Nonprofit Search profile, bearing the “Reviewed” stamp
- Complete one year of arts or cultural programming in Orange County, attracting tourists
- Maintenance reserve in budget
- Applicant must have a federal UEI number

++See guidelines for complete eligibility requirements

*See guidelines for remaining lease/land use requirements for type of project





2024 Cultural Facilities Funding (CF)

New and Updated Items for CF 2024 - Application

- Cap on request amount increased from \$500,000 to \$2,000,000
- Describe what “open to the public” means to this venue/project (days/hours).
- If proposal is for a new facility, describe the cultural programming that will take place there, who curates/programs, qualifications.
- Explain where the figures in the proposed budget came from (estimates from whom? How was it determined?).
- If project budget will be greater than amount of request and \$1-to-\$1 match, explain how applicant will have all funds required for the proposed project.





2024 Cultural Facilities Funding (CF)

New and Updated Items for CF 2024 - Financial Statements

- Applicants must prepare required financial statements within 9 months of the organization's fiscal year end and submit them with profile updates, and LOI submission.
Audit (lesser requirements for organizations of less than \$600,000 operating revenue)
- Form 990 (no IRS extension exempts from this requirement)
- Self-reported Statements of Activities and Position required for audit/990 older than 6 months
- Failure to provide all requirements by deadline will result in a score of "0" in Financial Readiness must be provided to receive funding





2024 Cultural Facilities Funding (CF)

Reminders:

Matching Funds (Must Be for Specific Project)

- \$1 match required for every \$1 requested
- At least 50% must be from cash, government appropriations, or grant award notices
- Up to 50% may be from pledges, and in-kind
- 100% of matched request amount must be confirmed at time of application





2024 Cultural Facilities Funding (CF)

Other Requirements to Plan Ahead

- Lease/ownership
- Board minutes approving project & strategic plan
- Design/drawing
- Feasibility study (for construction or acquisition)





2024 Cultural Facilities Funding (CF)

**CENTRAL FLORIDA
FOUNDATION**

Nonprofit Search – Profile

- <https://nonprofit-search.org/nonprofits?rs=966404524>
- Thurs., Feb 15, 2024, 5pm Nonprofit Search profile updates deadline

[Sign In](#) | [Create Account](#)



Historical Society of Central Florida
65 East Central Boulevard
Orlando FL 32801

**HISTORICAL SOCIETY
OF CENTRAL FLORIDA**

Last Updated: 7/20/2017 3:54:46 PM

[SUMMARY](#) [STATEMENTS](#) [IMPACT](#) [PROGRAMS](#) [GOVERNANCE](#) [MANAGEMENT](#) [FINANCIALS](#)

DISASTER PROGRAMS

Contact Information

| | |
|---------|------------------------------------------------------------------------|
| Address | 65 East Central Boulevard Orlando, FL 32801 |
| Phone | (407) 836-8500 |
| Fax | (407) 245-0412 |
| Email | Michael.Perkins@ocfl.net |

Web and Social Media

| | |
|----------|---------------------------------------------------------------------------------------|
| Web Site | http://www.historicalcentralfla.org |
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Concept
(40 Points)

Facility
(30 pts.)

**What are
the
reviewers
looking for?**

Mgmt. &
Budget
(30 pts.)

2024 Cultural Facilities Funding (CF)

Concept: Need (20 pts.), Vision (15 pts.), Inspire Excellence (5 pts.)

Facility: Process/Design/ & Plan (15 pts.), Quality (15 pts.)

Management & Budget:
*Operational Readiness (10 pts.),
Financial Readiness – forms & financial
position (15 pts.), Care & Stewardship
(5 pts.)*

Total: 100 points

Green = technical panel
review members lead
discussion, but ALL vote





| | Concept (40 points) | | | Facility (30 points) | | Management & Budget (30 pts) | | |
|--|---------------------|--|--|-----------------------|--|------------------------------|--|--|
|--|---------------------|--|--|-----------------------|--|------------------------------|--|--|

| Score 1 (lowest) to 5 (highest) | Points | NEED (20 pts) Q 1 | VISION (15 pts) Q2 | INSPIRE EXCELLENCE (5pts) Q3 | PROCESS/DESIGN/ & PLANNING (15 pts) Q4 | QUALITY (15 pts) Q5 | OPERATIONAL READINESS (10 pts) Q6 | FINANCIAL READINESS (Forms & Fin. Position) (15 pts) Q7 | CARE & STEWARDSHIP (5 pts) Q8 |
|---------------------------------------|--------|-------------------------|--------------------------|---------------------------------------|-------------------------------------------------|---------------------------|--------------------------------------------|------------------------------------------------------------------------|----------------------------------------|
| | | (multiplier = 4) | (multiplier = 3) | (multiplier = 1) | (multiplier = 3) | (multiplier = 3) | (multiplier = 2) | (multiplier = 3) | (multiplier =1) |

| | | | | | | | | | |
|---|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 5 | Excellent | This fulfills a great need in our community and will make a sizeable difference in the impression of Central Florida as an international Cultural destination. | This will greatly further the mission of our organization and bring us to a new level of success | Artists and audiences from around the world are greatly inspired here | Extremely inclusive and well thought-out process of planning and design; project team; design & planning | Will last and serve very well for years. | Extremely strong board, project team, and staff with nearly all logistic details confirmed. Irrefutable preparation for project implementation. | Extremely solid project budget, organizational financial condition. | Excellent history and plan for care and maintenance. Facilities management team. |
| 4 | Above Average | Fulfills need and will make a regional impact | Will further our mission to some extent | Better than average reputation with artists and audiences | Good planning, process, and design. | Above average quality and usability. | Better than average board and staff with a majority of logistic details confirmed. Ability to manage the event based on past events | Above average project budget, organizational financial condition. | Above average history and plan for care and maintenance. |
| 3 | Average | This will make some improvement in our community offerings. | Allows us to continue at the same level or a little better. | Artists and audiences are inspired here | Design resulted in an appealing and usable space. | Usability. | Average board and staff with a good amount of details confirmed. Ability to manage the event based on past events. | Average project budget, organizational financial condition | Average history and plan for care and maintenance. |
| 2 | Below Average | Some of this is already available in our community. | This would be nice to have. | This is a functional space for artists and audiences. | Less than ideal process and design. | Less than ideal details confirmed. Ability to manage the event based on past events. | Board and staff and less than desired amount of logistic details confirmed. Ability to manage the event based on past events. | Below average project budget, organizational financial condition. | Below average history and plan for care and maintenance. |
| 1 | Poor | Not needed in our community at all. | Won't really affect ability to carry out mission or is undefined. | This is an unappealing place for artists and audiences. | Unsatisfactory planning or lack of planning/design. | Temporary solution. | Ability to complete the project is questionable. | Ability to complete the project on budget is questionable. | Poor history and plan for care and maintenance. |

Q4, for 5 points:
Extremely inclusive and well thought-out process of planning and design; project team; design & planning



2024 Cultural Facilities Funding (CF)

The Online Parts of the Application

- Nonprofit Search profile – “Reviewed” status
(at Central Florida Foundation’s website)
- Application online – “The narrative” Need computer with Internet access to:
 - <https://www.grantinterface.com/Home/Logon?urlkey=unitedarts>
 - E-mail to set up access to your account
- Forms & required documents – 1) access form links online, 2) scan documents or PDF, 3) upload to the application
- Supplemental materials (optional; not required)





The Online Application Narrative Questions - Section 1: Concept (40 pts)

- **NEED** (20 points)
 - Why is the project important to your community?
 - The consequence of not doing it, or the opportunities for advancement by completing it.

- **VISION** (15 points)
 - What is the Vision?
 - Why is the project important to your mission?

- **INSPIRE EXCELLENCE** (5 points)
 - Testimonials of patrons, critics
 - How will the project enable further or enhance the artistic excellence of your program?





The Online Application Narrative Questions

Section 2: Facility (30 points)

○ **PROCESS, DESIGN & PLANNING** (15 points)

- Design planning and project scope to address environmental features and sustainability?
 - How might renovation or technology affect facility's building systems?
 - Does equipping include number of units needed and a vendor contract for maintenance fees, equipment upgrades and contract period?
- Provide a timeline of project milestones
- Upload plan/drawings of project

○ **QUALITY** (15 points)

- Show the lifetime estimates of materials for your physical solution, relating to your need and vision. Provide expertise of vendor(s)





The Online Application Narrative Questions Section 3: Management & Budget (30 pts)

- **OPERATIONAL READINESS** (10 points)
 - Board, project team, and staff strengths
 - Address the project plans & preparation that is complete and confirmed

- **FINANCIAL READINESS** (15 points)
 - Form A: Certification from Professionals
 - Form B: Project Budget – Summary (5% contingency recommended)
 - Form C: Matching Funds & documentation
 - Form D: Forecast 5-year Operating Budget
 - Requirements: Financial statements

- **CARE & STEWARDSHIP** (5 points) -
 - Care and maintenance plan and resources to maximize useful life





Cultural Facilities Review Panel

- **Mandatory attendance for applicants***

- Date: **Late April/Early May, 2024, 8:30am TBA**
- Location: **TBA**

*Suggested representatives would be:

ED, Board Chair or other board member, building/construction contractor, architect or designer, grant writer

- **Consists of at least 5 council members and 3-4 industry experts*:**

- Jeffrey Moore – Funding & Standards Committee Chair/Review Panel Chair, (University of Central FL))

*Non-Council members/Industry experts





Cultural Facilities Review Panel

- **Scores determine the ranking and funding**
 - Each panelist votes, unless conflict of interest
 - High and low panelists' scores are removed; all remaining are averaged
 - A minimum average score of 80 is required to be eligible for funding
 - Ranking from highest to lowest score; the funding pool is awarded to the highest score, with full funding, until the pool can no longer fund a full grant request
 - The Advisory Council will review and approve the Review Panel ranking and fund distribution, and determine allocation of remaining dollars





2024 Cultural Facilities Funding (CF)

If Awarded:

- Mandatory contract meeting (with United Arts)
- Insurance and bond requirements must be met/maintained for the full term of the project
- Plan for acknowledgement to Orange County Arts & Cultural Affairs
- Identify or establish separate bank account for TDT grant tracking
- File ACH enrollment form for electronic payment processing
- Reports required (*Current Form 990 and audit*)
- Payments: 25%, up to 65%, and 10% (funding may not be available until July/August 2020)





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Insurance Requirements

- Commercial General Liability: \$1,000,000
- General Automobile Liability: \$500,000
- Workers' Compensation and Employer's Liability: \$100,000 as required by State of Florida
- Employee Dishonesty/Crime Insurance: equal to or greater than 65% of the award (SUBJECT TO COMBINED VALUE OF ALL OPEN Orange County Arts & Cultural Affairs grants)
- **Plus (additional coverages at approximately 2% of project cost):**
 - Payment and Performance Bonds
 - Equipment Floater/Installation Risk



PAYMENT:

- ✓ Pay Request required for each disbursement
- ✓ Change Request Form required for dates, scope, budget, or leadership changes from proposed project (prior to pay report)
 - **Payment 1, 25% of award:**
 - Due 45 days after BCC approval/contract issued
 - Submit project updates, 100% of match confirmed & insurance/bonds, bank account
 - **Payment 2, 65% of award:**
 - Due halfway through project (or to be adjusted to project timeline/payment needs)
 - Submit interim report, at least 100% of match confirmed, updates/status report, budget, expenditures/receipts
 - **Payment 3, 10% of award:**
 - Due 45 days after completion of project and last day of project period; Submit final report; proof of match received/paid, grant & match expenditures, all recognition, reports, photos (3), etc.
 - Final payment is paid in reimbursement; after all is complete.





2024 Cultural Facilities Funding (CF)

Grant-Writing Tips

- **Clear!** Talk to your audience (panel). Address what is requested (specific answers to narrative, include all requirements).
- **Concise!** Character counts; be succinct, not verbose. Don't overwhelm with quantity.
- **Compelling!** You're the experts at what you do. Make your case. Make it compelling. Why should this project be funded? How does it help Orange County achieve the goals of the Advisory Council and this funding program?





2024 Cultural Facilities Funding (CF)

Grant-Writing Tips

- Profile updated – board, financial statements
- Check spelling throughout & arithmetic on forms
- Present balanced budget and 100% match confirmed
- Don't bold everything; Use capitals and exclamation points sparingly!!!
- Use subheads to highlight topics; use bullets to list points
- Align columns of decimals or dollars
- Proofread! Have someone else read the entire grant





2024 Cultural Facilities Funding (CF)

- Check uploads: All items included? Does the complete PDF appear as you want panel to see it? Make sure it is not reduced too small, or upside down
- Submit application well in advance of the deadline.
- CONTACT TRUDY WILD FOR ASSISTANCE, by Thurs., Feb 15, 5pm for staff review:

Direct: 321.972.9837

407.628.0333 x223

Trudy@UnitedArtsCFL.org

