



2025 CULTURAL FACILITIES (CF)

**Virtual – Information Session
January 16, 2025**





Mission:

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

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Mission:

To enrich communities by investing in arts, science and history.

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2025 CULTURAL FACILITIES.

Total ALL CF Funding: \$16,913,781

66 Projects awarded over 14 years
Grants from \$20,000 – \$1,153,700

Total FY24 CF Funding: \$2,217,070

4 Projects awarded
Grants from \$103,557 – \$1,153,700

Pool for FY25 CF Funding: \$4,235,000

Types of projects:

1. Acquisition
2. New Construction (ground up)
3. Construction (increase air-conditioned space by 25%)
4. Renovation
5. Equipping

Minimum: \$20,000

Maximum: \$2,000,000

2025 CULTURAL FACILITIES.

Requests Funded in 2024 – 4/\$2,217,070

- The Art & History Museums of Maitland – \$800,000/
Project \$3,107,485 (New Construction)
Construction of the “Que Throm and
Cicero Greathouse Education Studios” at the Maitland
Art Center
- Girl Scouts of Citrus/Women's History & Cultural Center –
\$103,557/ Project \$218,414 (Equipping)
Uplift WHCC public presentation and visitor experience
through aesthetic enhancements and long-term
preservation of the Center’s valuable property and
archival assets
- Orlando Science Center – \$159,813/ Project \$335,606
(Equipping)
Orlando Science Center: Safety and Security Upgrades
- Orlando Shakes (Orlando Shakespeare Theater) –
\$1,153,700/ Project \$5,676,047 (Renovation)
Lowndes Shakespeare Center: Renovation &
Refurbishment

2025 CULTURAL FACILITIES.

State of Florida Restrictions on Use of Tourist Development Tax (TDT) Revenue –

Per Florida Statute Chapter 125, Section .0104, Item 5, a1.

Eligible uses within Cultural Facilities Program:

1. Florida law allows such funds to be used for museums that are owned by a not-for-profit arts organization or public entity, and
2. for auditorium facilities that are owned by a government entity.

2025 CULTURAL FACILITIES.

Eligibility and Criteria for CF Funding – Applicant Organization

- Orange County-based municipality/city government, OR
- Nonprofit organization, tax-exempt 501(c)3 or ~4
- Have a Nonprofit Search profile, bearing “Reviewed” stamp
- Complete at least one year of arts and cultural programming in Orange County, attracting tourists
- Maintenance reserve in budget; refrain from applying for ongoing maintenance
- Applicant must have a federal UEI number
- Applicant is current with all State, IRS & UA/OC requirements/reporting
- Attend workshop and complete application requirements
- One application per organization (except municipalities; (different departments; different buildings)

See guidelines for complete eligibility requirements, including lease and land use requirements for type of project.

2025 CULTURAL FACILITIES.

Eligibility and Criteria for CF Funding – Facility

- Venue must be located in Orange County
- By the application deadline must be one of these:
 - Auditorium owned & operated by a government entity
 - Auditorium owned by government, leased to nonprofit & open to the public
 - Auditorium owned by nonprofit, on public property, and meets ground lease requirements (see checklist – meet all 7 requirements)
 - Auditorium leased from government entity with building lease from private owner
 - Museum owned & operated by a government entity
 - Museum owned & operated by a nonprofit and open to the public
 - Museum owned by a government entity, leased to nonprofit, operates as museum open to the public
 - Acquisition for land, auditorium or museum & meets at least one of the above ownership /lease eligibility

See guidelines for complete eligibility requirements, including lease and land use requirements for type of project.

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Eligibility and Criteria for CF Funding – Facility - Lease Requirements

- Applicant must document ownership or undisturbed use of land and building for 7/15/30/40 years (at the time of the application)
- Term based on the project type:

Project Type	Ownership or Minimum Lease Term Remaining	Additional Requirements
Equipping	7 years	None
Building Renovation Improvements	15 years	None
Construction: Increase air-conditioned square footage by 25% or more	30 years	Feasibility study required.
New Construction (ground-up building; land is owned or leased)	40 years	Feasibility study required.
Acquisition: Land/building purchase	Exempt from Ownership or Lease; present proposal to purchase 40 years of public access	Letter of Intent to sell; Feasibility study required

2025 CULTURAL FACILITIES.

Timeline

- **Required Workshop:** Thurs, Jan 16, 2025, 9–11 a.m., or schedule review meeting
- **Application Opens:** Thurs, Jan 16, 2025
 - **Nonprofit Search Profile Update Deadline:** Friday, Feb 7, 2025 @ 5 pm
 - **Letter of Intent (LOI) Deadline:** Friday, Feb 14, 2025 @5 pm
 - **Last day to submit for courtesy staff review:** Wed,, Feb 19, 2025, 5 pm
 - **Application Deadline:** **Sunday, March 2, 2025** @11:59 pm. Access on UA website, <https://unitedartscfl.org/grants/orange-county-grants-cultural-facilities-funding/>

2025 CULTURAL FACILITIES.

Timeline

- **Site Visits:** Wed, Late March, 2025 (DATE TBD) @8:30 am. Review panel tour
- **Review Panel:** Late April 2025 (DATE TBD) @8:30 am. At least one in-person representative required to attend.
- **Advisory Council Approval:** Wed, May 14, 2025 @8:30 am
- **Board of County Commissioners Approval:** Tues, June 3, 2025 @9 am
- **Award Letters & Contracts Issued:** June 2025 (Funding may not be available until July/August).
- **Encumbrance Period:** July 1, 2025 – June 30, 2026. All grant and matching funds must be fully committed or expended.
- **Project Period:** July 1, 2025 – March 31, 2027.

2025 CULTURAL FACILITIES.

New Items for FY 2025

NEW! Matching funds requirement reduced to \$0.50 matching funds to each dollar of funding requested. \$0.50 : \$1

Reminders: Matching Funds

- Must be for specific project
- **At least 50%** must be from cash, government appropriations, or grant award notices
- Up to 50% may be from pledges and/or in-kind
- **100%** of match must have confirmed sources and amounts documented by application date
- Redact account numbers on sensitive account or payment information (applications become public information)

2025 CULTURAL FACILITIES.

New Items for FY 2025 (continued)

NEW! Financial statements – Failure to provide all complete required financial statements by application deadline will result in an ineligible application. (Late documents result in a score of “0” of 15 pts.)

Reminders–Recent changes: Financial statements Applicants must file required statements within nine (9) months of organization’s fiscal year end and submit them with profile updates and LOI.

1. **Audit*** (lesser requirements for organizations w/ less than \$600,000 operating revenue) WITH management letter AND response
 2. **IRS Form 990** (date stamped, no IRS extension exempts this requirement)
 3. **Self-reported, Board-approved Statements of Activities and Financial Position** required if audit/990 are 6 months or older (FYE of 8/31/24 or earlier)
- Revenue of up to \$250K (BOD approved); less than \$600K (Reviewed F/S), and \$600K+ (audit)

2025 CULTURAL FACILITIES.

Reminders – Recent Year Changes

NEW! (last cycle) Request amount increased last year to raise the cap to \$2 million

- LOI – requirements – Fri, Feb 14, 5p.m.
 - Email to Trudy@UnitedArtsCFL.org, and begin application online, posting required items for LOI.
 - Project description, Location,
 - Request category
 - Request amount/total project amount (estimated)
 - Lease/ownership documents
 - Financial statements (audit & IRS 990) & Self-reported, board approved Bal Sheet & P&L
 - If also awarded an open or pending ARC grant, explain how much and how the ARC project differs from this CFF proposed project.

2025 CULTURAL FACILITIES.

Other Requirements: Planning Ahead

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

Nonprofit Search Profile

- Update or begin through Central Florida Foundation
- Must have “Reviewed” stamp on profile and URL for the application
- Exception for government entities (see guidelines for more information)

2025 CULTURAL FACILITIES.

Cultural Facilities Funding – Review Sections for Scoring

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 & Position (15 pts), Care & Stewardship
(5pts)*

Total: 100 points

*Technical panel review members lead discussion,
but all vote

Evaluation Matrix

		Concept (40 points)			Facility(30 pts)		Management & Budget (30 pts)		
Score 1 (lowest) to 5 (highest)		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*
	Points	(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 <u>majority of</u> 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 <u>community</u> offerings.	<u>Allows</u> us to continue at the same level or a little better.	Enjoyable place for artists and audiences	Some planning and design resulted in an average plan.	Average quality and usability.	Average board and staff with a good <u>amount</u> of logistic details confirmed. Ability to manage the event based on past event.	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 place for artists and audiences.	Limited planning, process and design.	Less than average quality and usability.	Weak board and staff and less than <u>desired amount</u> of logistic details confirmed. Ability to manage the event based on past event.	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.	<u>Won't</u> 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.	<u>Ability</u> to complete the project is questionable.	Ability to complete the project on budget is questionable.	Poor history and plan for care and maintenance.

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Cultural Facilities Application – ONLINE

- Eligibility review
- Nonprofit Search profile – “Reviewed” status (Central Florida Foundation)
- Application Online – Access through UnitedArtsCFL.org/grants or direct to CFF card: <https://unitedartscfl.org/grants/orange-county-grants-cultural-facilities-funding/>
- Forms & Required Documents – Access form links online, scan documents or PDF, upload to application
- Supplemental materials – Optional, not required

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Cultural Facilities Application

Online Application: Narrative Questions
Section 1: Concept (40 points)

Q1. Need (20 points)

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

Q2. Vision (15 points)

- What is the vision?
- Why is the project important to your mission?

Q3. Inspire Excellence (5 points)

- Testimonials of patrons, critics
- How will the project enable further or enhance the artistic excellence of your program?

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Cultural Facilities Application

Online Application: Narrative Questions
Section 2: Facility (30 points)

Q4. 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 # of units needed and a vendor contract for maintenance fees, equipment upgrades and contract period?
- Provide a timeline of project milestones
- Upload plan/drawing(s) of project

Q5. Quality (15 points)

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

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Cultural Facilities Application

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

Q6. Operational Readiness (10 points)

- Board, project team, staff strengths
- Address project plans & preparation checklist of complete/confirmed; budget preparation
- Minutes approving project

Q7. 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 Operational Budget
- Requirements: Financial Statements

Q8. Care & Stewardship (5 points)

- Care and maintenance plan
- Resources to maximize useful life

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Cultural Facilities Review Panel

- **Mandatory attendance for applicants:**
 - **Date/Location: TBD, Late April/early May**
 - Suggested representative(s): ED, Board Chair, Contractor, Architect, Designer, Grant Writer
- **Review panel** comprised of 5 Council members and 3-4 industry experts*
 - *Non-Council members/field experts
- **Scores determine ranking and funding:**
 - Each panelist votes, unless conflict of interest
 - High and low panel scores are removed, remaining are averaged
 - Minimum average **score of 80.000** is required to be eligible for funding
 - Ranked by **highest to lowest** score; funding pool is awarded to highest score with full funding, until the pool can no longer fund a full request
 - The Advisory Council will review and approve the Review Panel ranking and recommend the allocation of funding for the BCC's approval

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If Awarded:

- **Mandatory contract meeting** (with United Arts of Central Florida)
- Insurance and bond requirements must be met/maintained for full term of project
- Plan for acknowledgement to Orange County Arts & Cultural Affairs
- Identify or establish separate bank account for TDT facilities grant tracking
- File ACH enrollment form for electronic payment processing
- **Reports required: IRS Form 990 & Audit**
- **Payments:** First (25%), interim (up to 65%), and final (10%). Funding may not be available until July/Aug 2025.

Final Report must be inclusive of all project expenditures, reporting, documentation, and final payment will be paid out in reimbursement, upon review of complete final report.

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Insurance Requirements

Standard County coverage includes:

- Commercial General Liability: \$1,000,000
- General Automobile Liability: \$500,000
- Worker's Compensation & Employer's Liability: \$100,000 as required by State of Florida
- Employee Dishonesty/Crime Insurance: Equal to or greater than 65% of the award

Additional facilities coverages at approx. 2% of project cost:

- Payment & Performance Bonds
- Equipment Floater/Installation Risk

NEW! Additional insured will be both United Arts and "Orange County, Florida" (not BCC)

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Payment Schedule & Requirements

- 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:

- After BCC approval/Agreement issued by United Arts
- Submit project updates, 100% of match confirmed,
- **insurance/bonds MUST be engaged**, bank account

Payment 2, up to 65% of award (may be adjusted to multiple payments, depending on project timing & cash flow needs):

- Due halfway through projects (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 (reimbursement basis):

- 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, etc.
- Final payment is paid in reimbursement after all is complete

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Grant-Writing Tips

- Talk to your audience (panel). **Address what is requested** (specific answers to narrative, include all requirements).
- Clear! Concise! Compelling! You're the experts at what you do. **Make your case.**
 - **Why** should this project be funded?
 - **How** does this help Orange County achieve the goals of this funding program?
- Check **spelling, grammar, arithmetic** on forms.
- Use space for budget or financial situation status to explain if needed

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Grant-Writing Tips

- Don't BOLD everything. Use CAPITALS and exclamation points sparingly!
- Use labels, subheads; use bullets to list points, not just a huge block of copy
- Proofread! Have someone else read the grant
- Check uploads! Make sure all are correct, included, none are too low quality, too small or upside down
- Staff will provide a courtesy review upon request, if in by February 19.
- Submit application ahead of deadline; allow time for technical problems.
- For assistance, Trudy@UnitedArtsCFL.org or SarahB@UnitedArtsCFL.org