

Orange County Arts & Cultural Affairs

Orange County, Florida



2016 Cultural Facilities Funding Guidelines

APPROVED BY Arts & Cultural
Affairs Advisory Council 8/13/15

A word from Orange County Mayor Teresa Jacobs:

If you are planning to create or improve a cultural facility in Orange County, we may be able to help you leverage your donations to make that plan a reality. Orange County has set aside a small percentage of Tourist Development Tax revenues collected on lodging fees to invest in local arts offerings. **These funds are intended to acquire, construct, extend, enlarge, remodel, repair, improve, or maintain the facilities necessary to house the County's diverse cultural offerings and attract more visitors to our community.**



I encourage you to consider the elements that the Arts & Cultural Affairs Advisory Council has identified as important in elevating Central Florida’s arts and cultural facilities to a level befitting our world-class community.

Orange County supports a culture-rich community and we wish you well in your endeavors. Your success will bring jobs to the county, give residents a sense of pride, and continue to make Orange County a great place to live, work and visit.

Best wishes.

Sincerely,

A handwritten signature in blue ink, appearing to read 'TJ', written over a light blue rectangular background.

Teresa Jacobs

Orange County Arts & Cultural Affairs’ mission:

“To elevate the status of Central Florida’s arts and culture to that befitting a world-class community.”

OBJECTIVES:

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

Where Can I Find Cultural Facilities Funding Information?

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What are the Important Dates?

Workshops	<p>Two workshops will be offered, in early December.</p> <ul style="list-style-type: none"> • Wed, Dec 2, 12:30-2p at Orange County Arts & Cultural Affairs, IOS 1, in the Largo Room; • Thurs, Dec 10, 8:30-10a at United Arts <p>If necessary, December & January by appointment only, RSVP required: Trudy@UnitedArts.cc</p> <p><i>NOTE: Workshop attendance IS REQUIRED for all applicants to the Cultural Facilities Funding. See United Arts' website for latest updates, schedule and availability.</i></p>
Last day for pre-review for eligibility of new applicant organization and/or project	<p>Wed., January 6, 2016</p> <p>Notify intent at least 4 weeks in advance via email to Trudy@UnitedArts.cc; Applications may be pre-reviewed for applicant and/or project eligibility, by Orange County legal department and/or staff, as appropriate.</p>
Last day for Nonprofit Search portrait updates at Central Florida Foundation	<p>Wed., January 13, 2016</p> <p>Updates must be submitted to: Mary Meghan Flanagan, mflanagan@cffound.org, 407.872.3050x16, OR Michelle Chapin, mchapin@cffound.org, 407.872.3050x21 for "reviewed" nonprofit portraits at http://cffound.org/nonprofit_search/</p>
Deadline for application	<p>Wed., February 3, 2016, 5 p.m. (online application only)</p> <p>www.UnitedArts.cc, go to Grantee Resources, Grants, <i>Apply for funding from Orange County Arts & Cultural Affairs</i>, and Cultural Facilities Funding. (Must have/establish online account.)</p>
Lobbying blackout	<p>Wed, February 3 – Tues, May 17, 2016. Orange County abides by "Government in the sunshine" requirements per State of Florida. A lobbying blackout period shall commence upon submission of application and remain in effect until the Board of County Commissioners approves the funding recommendation of the Arts & Cultural Affairs Council.</p>
Site visits	<p>Thurs., March 3, 2016, 8:30 a.m.</p> <p>Review Panel meets for tour of applicants' facilities</p>
Review Panel meeting/ Scores/Ranking/Funding discussion	<p>Thurs., March 31, 2016, 8:30 a.m.; location TBD</p> <p>Discussion of applications; questions of applicants, IF requested. No presentations from applicants. Panel final scores/ranking/consensus funding discussion.</p>
Advisory Council approval	<p>Thurs., April 7, 2016, 8:30 a.m.</p>
Board of County Commissioners Approval	<p>Tues., May 17, 2016 (to be confirmed), 9 a.m.</p>
Award letters & contracts issued	<p>May 2016 (Initial funds may not be available until July 2016)</p>
Encumbrance period	<p>One year ended May 31, 2017 – all grant and matching funds must be encumbered (fully committed, or expended)</p>
Project period	<p>June 1, 2016 through February 28, 2018 (21 months)</p> <p>All work for the proposed project must be complete; all project revenue received, all project expenditures fully paid; liens released.</p>

Who can Apply for Cultural Facilities Funding?

One application per organization under a single application deadline, for the same organization, project, site, or phase. A City government may make application for more than one project as long as they are within separate and distinct departments and do not address the same facility, project, site or phase.

ORGANIZATION ELIGIBILITY* -- *By the application deadline*, applicant must be either:

- (a) A municipality/city government located in Orange County, OR
- (b) An organization that is:
 - i. incorporated or authorized as a not-for-profit corporation, in good standing, pursuant to chapter 617, Florida statutes; AND designated as a tax-exempt corporation as defined in Section 501(c)(3) or (4) of the Internal Revenue Code of 1954, and designated as being in compliance with s. 170 of the Internal Revenue Code of 1954, at the time of application, **AND**

FACILITY ELIGIBILITY* -- The applicant's venue for the proposed project must be located in Orange County, and *by the application deadline*, must be one of the following:

- An auditorium that is owned and operated by a government entity;
 - An auditorium that is owned by a government entity that is leased to a not-for-profit organization for operation as an auditorium open to the public;
 - An auditorium that is owned by a not-for-profit organization situated on publicly owned property with a ground lease that meets the requirements of the "Checklist for Ground Lease"
 - An auditorium that is leased from a government entity that in turn has an eligible lease on the building from a private owner.
 - A museum that is owned and operated by a government entity;
- A museum that is owned and operated by a not-for-profit organization and open to the public, **AND**

OTHER ELIGIBILITY FOR PANEL REVIEW -- Administrative and Legal:

- 1. Have ownership or undisturbed use of the land and building (see Glossary A, Lease Requirements, pg. 17). For renovation or equipping requests, the facility must be in existence and meet both the applicant and lease eligibility requirements.
- 2. Retain ownership of all improvements made under the grant (exception: land or building owned by Orange County and leased to an eligible applicant).
- 3. Have satisfied the administrative requirements of any previous grants received through the Arts & Cultural Affairs Advisory Council.
- 4. Have a maintenance reserve in their budget and refrain from applying for on-going maintenance of current equipment.
- 5. Show community support in donations specifically for this project that matches the request at least dollar for dollar.
- 6. Have attended a Cultural Facilities Funding workshop for the current funding cycle.
- 7. Have a Nonprofit Search portrait at the Central Florida Foundation, bearing the "Reviewed" stamp (exception for Government entities)--provide related information.)
- 8. Provide at least one year of arts or cultural programming in Orange County attracting tourists.
- 9. Complete the online application, forms, answer the questions, and provide the back-up materials requested, as outlined in these guidelines.

*** Applications may be pre-reviewed for applicant and/or project eligibility, by Orange County legal department and/or staff, as appropriate.** For pre-screening of eligibility, notify intent by January 6, 2016 (at least 4 weeks in advance of application deadline), via email to Trudy@UnitedArts.cc (with project summary, budget, lease/ownership).

STATE OF FLORIDA STATUTE FOR USE OF TOURIST DEVELOPMENT TAX REVENUES

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

**STATE OF FLORIDA RESTRICTIONS ON USE OF TOURIST DEVELOPMENT TAX (TDT) REVENUE –
FLORIDA STATUTE CHAPTER 125, Section .0104, Item 5,a,1.**

Expenditure of Tourist Development Tax revenue is restricted by Florida law which states that revenue may be expended:
To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more: a) publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums. . . ; or b) Aquariums, or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied.

LEASE/LAND OWNERSHIP TERMS:

Applicant must document ownership, OR lease, showing undisturbed use for the following minimum lease periods; *remaining term as of the application deadline**:

Project Type	Ownership OR Minimum Remaining Lease Term	Additional Requirements
Equipping	7 years	---
Building Renovation: Improvements	15 years	---
Construction: Increase air-conditioned square footage by 25% or more	30 years	Feasibility study required
New Construction (ground-up building construction; 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' public access	<ul style="list-style-type: none"> • Description of the facility, purchase price, and letter of intent to sell signed by the seller (see Glossary D, Building Acquisition) Feasibility study required

* Provisional extensions to meet the minimum lease requirement are not acceptable.

* All original and executed lease extensions must be submitted with the application.

NOTE: Public access must be allowed for the length of the required lease.
Land/building acquisition must have public access for 40 years.

For more information on lease and legal requirements, see Glossary A, beginning on page 17.

How Much Can I Apply for in Cultural Facilities Funding?

Funding Request Amount

- Maximum of \$500,000 (minimum of \$25,000) per funding cycle (occurs every year in Spring)
- Request must be no greater than 50% of the total project cost.

Matching Funds

- Applicant is required to match the requested amount, \$1 for each \$1 requested.
- Matching funds must be specifically for the proposed project; No prior year' expenditures or in-kind will be eligible for proposed project match.
- 100% of the match must be confirmed by application deadline: 50% or more of match will be in cash (includes Cash in bank/escrow/capital funds, State of Florida, or major Foundation grants awarded, city appropriations, capital fund contributions, etc. Balance may be cash, pledges, or in-kind (maximum of 50% percent irrevocable pledges and in-kind contributions of goods or services).

Project Types

1. Acquisition – land/building purchase
2. Construction – a) new building (ground-up building construction) or b) building addition resulting in increase of air-conditioned square footage by 25% or more
3. Renovation – repair, addition, or alteration of a building/property
4. Equipping – outfit or return a property to a state of utility through replacement of capital fixtures and equipment; includes fixtures, furnishings and equipment (FF&E) that will replace, increase or alter to enhance technology, make possible a greater capacity, or make more efficient use of the space.

Project Phases/Limitations

1. **No “bundling” of items.** Proposal is for one proposed project. Trying to include more than one stand-alone project to make a bigger project for the proposal is discouraged. All elements of the project shall be integrated into the proposed project scope.
2. **No prior work included.** Proposed project must be for scope of work to be done during the project period. No prior year expenditures or in-kind contributions or services that applied to preparation or prior related phases will be accepted as match for a proposed project.
3. **No multi-year requests or 4-point advantage.** All new requests will be single-phase projects, as proposed to Orange County. (**Concurrent grants** – It is possible to have concurrent applications, or open grants within Cultural Tourism and Cultural Facilities Funding cycles. Further, application cycles occur every February, and it is allowed to apply for a second, separate project in the subsequent year for Cultural Facilities Funding.
4. **Limits on awards** – An applicant may not receive more than two years of Cultural Facilities Funding in a row. Applicants with two (2) sequential awards from Cultural Facilities Funding may not apply in the following year's cycle for Cultural Facilities Funding (two years on; one off).

What is in the Application and What are the Reviewers Looking for?

Application – Basic Project Information

1. Project Title (100 characters/spaces maximum) (no maximum shown online; abide by 100 char.)
2. Description of Project (1000 characters/spaces maximum)
3. Project Contacts for Email List
4. Request Amount from Orange County Arts & Cultural Affairs \$ _____
5. Total Project Amount \$ _____ (Indicate if this is part of a larger, multi-phase project, and total of entire project \$ _____)
6. Project Start Date _____ and
7. Project End Date _____
7. Location of Project (address must be in Orange County) _____
8. Project's Orange County District # _____ & Commissioner's Name _____
9. PROJECT PURPOSE: ___ Acquisition ___ New Construction ___ Renovation ___ Equipping
10. Organization Name (Legal Name, and d/b/a, if different)
11. Website URL for organization or proposed project
12. FACILITY'S HISTORICAL SIGNIFICANCE:
 - a. Age of the building referenced in the application _____
 - b. Is the building subject to Historic Preservation Board requirements, due to its status as a historic facility or its location within a historic district? _____
13. OWNERSHIP/LEASE: (see eligibility section pg 5/6)
 - a. Who owns the building? _____
 - b. Who owns the land? _____
 - c. If building is leased to applicant, what is the remaining length of the lease (from time of application due date)? _____ (see chart on pg. 6)

Application – Narrative Questions – (Responses correlate to the Evaluation Scoring Matrix); 10pg MAX

Section 1: Concept (40 points)

Q1) Need (20 points) (8,000 maximum characters) - Why is the project important *to your community*, and what are the consequence of not doing it, or the opportunities for advancement by completing it.

- A. Project-specific
- B. Needs have been shown
- C. Photos, tables, studies, statistics, and documents permitted (*Upload allowed 2MB*)

Q2) Vision (15 points) (8K characters) -What is the Vision?- Why is the project important *to your mission*, and what are the consequences of not doing it, or the opportunities for advancement by completing it.

Q3) Inspire Excellence (5 points) (7,000 maximum characters)

- A. Not just about bricks and mortar, but rather what happens there
- B. Testimonials of patrons, critics
- C. How will project enable further or enhance the artistic excellence of your program

Section 2: Facility (30 points)

Q4) Process/Design/ & Planning (15 points) (9,000 maximum characters)

- A. Design Planning – project scope
Include:
- How have you addressed environmental features and sustainability?
- B. Necessary components from consultants
- C. Estimates
- D. Programmatic square footage
- E. Demonstrate that you have the proper qualified project team and have taken all the necessary steps for project preparation.
- F. **Provide a timeline of project milestones;** include start and end date and key points in between. (must be in paragraph format or simplified bullets/numbers format – the online application will not accept graphics or indented bullets/numbers).

UPLOAD: Upload the required attachments.

UPLOAD: Q4a - Plan/Drawing of project (blueprint or design; may include line drawing of building footprint and the area where the proposed project will be. (1,200 char. + 3MB upload) (DO NOT send full size architectural plans or drawings). Must be 300 dpi or higher and saved as a PDF, TIF, JPG, or GIF format. If more than one page, indicate which one is the main one to represent the project, or Agency staff will select one.

Suggested types of submissions:

- *Acquisition –For land or facility purchase – proposal location, photo of existing site: land or facility; an architectural drawing of the proposed facility or a “footprint” or floorplan of the proposed facility.(Other: project plans for property?)*
- *New construction – An architectural drawing of the proposed facility or a “footprint” or floorplan of the facility.*
- *Renovations – An architectural drawing of the proposed facility if the renovation is an addition; or a “footprint” or floorplan of the facility with the renovations clearly marked.*
- *For equipping - An architectural drawing, design plan, or floorplan of the facility with the proposed equipment/fixtures clearly marked.*

UPLOAD: 4b) Five (5)-year Operating Forecast (Form D) (1,000 characters + 1MB upload)

Q5) Quality (15 points) (3,000 maximum characters)

- A. **Show the lifetime estimates of materials for your physical solution, relating to your need and vision**
- B. Show the physical solution and useful life

Section 3: Management & Budget (30 points)

Q6) Operational Readiness (10 points) (4,500 maximum characters)

- A. Board, project team, and staff strengths (refer to Board list on Nonprofit Search, or as uploaded with board list/project team/staff (below)
- B. Address the project plans & preparation that is complete/confirmed, give specifics on the items below, or add what is relevant to your project , to demonstrate the project readiness.

PROJECT READINESS

- Architectural Drawings completed? Yes ___ No ___ Explain Details _____
- Design Drawings completed? Yes ___ No ___ Explain Details _____
- Project Team status? Explain Details _____
- Contracted with General Contractor? Explain Status _____
- Historic Preservation Board release issued (if applicable)? Yes ___ No ___ Not Applicable Explain Details _____
- Are the land use approvals completed? Yes ___ No ___ Explain Details _____
- Permitting issued? Pre-permit meeting? (or status) Yes ___ No ___ Explain Details _____
- Certificate of Occupancy issued? Yes ___ No ___ Explain Details _____
- Three bids solicited/received OR explain Yes ___ No ___ Explain Status/Details _____

- Site preparations Yes ___ No ___ Details/Explain _____
- Is a (real estate) lawyer consulting on the project? Yes ___ No ___ Explain Details _____

- Are there any third-party restrictions or contingencies? Yes ___ No ___ Explain Details _____

- Does the applicant have a maintenance fund established to support future maintenance and repairs for this facility/equipment? Yes ___ No ___ Explain Details _____

Requirements, Attachments/Uploads –Upload each of the required attachments.

Q6a) Minutes from the organization’s board meeting authorizing the project for which applicant is applying. (500 char. Response +1MB upload)

Q6b) Board of Directors, including officers (on Nonprofit Search) (+1MB upload)

Q6c) Project Team, including key staff involved with project (+1MB upload)

Q7) Financial Readiness (15 points) -- Forms & Financial Position

Form A: Certification from Professionals – Architect, Engineer and Contractor – IF no architect, engineer or contractor, provide 3 bids from vendors, OR explain) (500 char. Response +1MB upload)

Form B: Project Budget – Summary (for proposed project/phase) – Indicate how grant funds and match will be spent. Include both revenue and expenses for the project, and in-kind (1MB upload)

Form C: Matching Funds &

Matching Funds documentation \$1:\$1 of funds contributed specifically for the proposed project (group documentation, 1 upload each for: cash, pledges, in-kind) (3 times, at +1MB each upload)

- 1) 100% match of request amount required at application.
 - ___% of cash match (cash in the bank/applicant cash, government appropriations/resolution, State of Florida or other major funders’ award notice); ED statement & bank statement required for applicant cash.
 - ___% of pledges match (signed donor pledge, signed sponsorship or naming agreement)
 - ___% of in-kind match (statement of value and service to be provided)
 - *NOTE: A report will be provided to panel that confirms match requirements have been met, and backup documentation will only be viewed by staff (unless requested by a panel member). Please be aware that any matching document becomes public information. Do not include bank, security, or credit card account numbers, or anonymous donor contributions.*

Requirements:

Prepare: Financial Statements – a) **audit and Form 990** from most recently completed fiscal year- these must be current on Nonprofit Search, and do not have to be uploaded to application, and **Upload** most recent b) current year-to-date **Financial Statements** (if audit is more than 1 year old)-- both Balance Sheet and Statement of Income & Expenses from same reporting date.

Prepare: Nonprofit Search portrait on Central Florida Foundation’s website, (cffound.org/nonprofit_search); must be complete and current to maintain “Reviewed” status at time of application; not uploaded (deadline for information updates:).

Q8) Care & Stewardship (5 points) (1,500 maximum characters)

- A. Care, Maintenance plan
- B. Ability to last into the future
- C. Your resources dedicated to maximizing the useful life.

Requirements, Attachments/Uploads –Upload the required attachments, if not included within applicant’s Nonprofit Search portrait.

Q8) Long-range or strategic plan (if for renovation, construction or acquisition, the plan should include facilities planning &/or implementation of proposed project). (1,500 char. +1MB upload)

Support Materials: (Optional) – (1,500 maximum characters +3MB upload)

Proof of Ownership, Lease and/or sublease with remaining term from date of application, include all addendums. (1,000 maximum characters +3MB upload)

What is the Evaluation Process?

Administrative Review: United Arts of Central Florida staff, as the grants management agency for Orange County Arts & Cultural Affairs, will determine whether each application is submitted on time, complete, and in compliance with the general eligibility requirements on page 5 and 6. Applications that are incomplete will be deemed ineligible. An application is incomplete when there are unmet requirements, unanswered application questions or missing/incomplete documents.

Financial Summary: A summary is available on Nonprofit Search of each applicant's financial statements for the Advisory Council's Review Panel, such as Operating Revenues and Expenses over 3 years, Endowment value, Cash to Liability Ratios, etc. The complete Form 990 and audit are also available.

Panel Review: The panel members will individually review and prepare a preliminary score on the eligible applications, based on the three evaluation sections below and using the **Evaluation Matrix (for Applicants and Review Panel)** – on the following page.

Proposal evaluation sections for Scoring:

A. Concept (40 Points Total)

- Q1: Need – 20 Points
- Q2: Vision – 15 Points
- Q3: Inspire Excellence – 5 Points

B. Facility (30 Points Total)

- Q4: Process/Design/& Planning – 15 Points
- Q5: Quality – 15 Points

C. Management & Budget (30 Points Total)

- Q6: Operational Readiness – 10 Points
- Q7: Financial Readiness – 15 Points
 - Forms & Financial Position
- Q8: Care & Stewardship – 5 Points

Maximum Total Score: 100

Technical sections of panel review: Advisory Council Panelists may not wish to score certain evaluation sections if they feel the technical requirements for this information fall too far outside of their Nonprofit Search. Panelists who are professionals-in-the-field will be expected to grade on the technical aspects of the project, those under: Q4) Process/Design/Planning, Q5) Quality, and Q8 Stewardship & Care.

Panel meeting: Panel discussion of applications; questions of applicants, IF requested. Applicants may wish to attend the meeting in person or be available for calls, if requested by the panel members. No presentations or updates from applicants. After panel discussion at the public panel meeting, each panelist will finalize their scores and submit them for final data entry and ranking. Panel will hold consensus discussion on final scores, ranking, and funding recommendations.

Scoring, ranking and funding recommendations: Scoring will remain Olympic-style – high and low score will be dropped, remaining scores will be averaged. Scores will be calculated to the thousandths of a point (example: 85.437). For funding consideration, a final score of 80.000 or greater is required.

A priority list is determined by the rank order of all proposed projects based on the Olympic average score of each application. The number of applicants funded will depend on the amount of the funding pool available, awarding funding to the highest scoring applications, until the pool is depleted. Any remaining partial request amount will be taken into consideration by the panel as they decide the funding recommendation by consensus.

Final approval of ranking & funding recommendations. The Advisory Council reviews and approves the funding recommendations of the review panel, which are presented to the Board of County Commissioners for final approval.

NOTES: All submitted applications become public documents. Any plans or drawings, or other grant application materials for the proposed project may be published and submitted to the Advisory Council and/or Board of County Commissioners and/or media.

2016 Cultural Facilities Funding | Evaluation Scoring Matrix

Score 1 (lowest) to 5 (highest) Points		Concept (40 points)			Facility (30 points)		Management & Budget (30 pts)		
		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.	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 amount 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 desired amount 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.	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.

Who Can We Contact?

Questions regarding the Program and Eligibility

Terry Olson 407.836.5540
Arts & Cultural Affairs Terry.Olson@ocfl.net
Orange County
P.O. Box 1393
Orlando, FL 32802-1393
www.ocfl.net

Michael Osowski/ Office of Arts & Cultural Affairs 407.836.0913
Administrative Office Coordinator Michael.Osowski@ocfl.net

Questions regarding the Program and Eligibility

Or for technical assistance for online grant application

Trudy Wild Direct: 321.972.9837
United Arts of Central Florida 407.628.0333 x223
2450 Maitland Center Parkway, Ste 201 Trudy@UnitedArts.cc
Maitland, FL 32751-4140

For Information about Nonprofit Search

Michelle Chapin 407.872.3050 ext. 21
Vice President, Community Investment mchapin@cfound.org

OR

[Mary Meghan Flanagan](mailto:MaryMeghan.Flanagan@cfound.org) 407.872.3050 Ext. 16
Community Knowledge Manager mflanagan@cfound.org

Central Florida Foundation
1411 Edgewater Dr., Suite 203
Orlando, FL 32804

United Arts' website for information and application

www.UnitedArts.cc — click on Programs at top, click on Grantee Resources, click on
Apply for funding from Orange County Arts & Cultural Affairs, and Cultural Facilities Funding.

THE FINE PRINT – Key to Glossaries

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Legal - Lease Requirements

Applicant organizations must document ownership or undisturbed use as follows:

1. **Legal proof of unrestricted ownership of land and building.** Unrestricted shall mean unqualified ownership and power of disposition. Property that does not meet the unrestricted ownership criterion will not be eligible for match. Documentation may include a deed, title, or copy of a recent tax statement. Provisional sales contracts, binders, or letters of intent are not acceptable documentation of ownership.

OR

2. **Undisturbed use of property for a specific period of time.** This specific period of time must begin no later than the deadline date for the application in which funding is requested, and must continue for the minimum period of time required according to the Project Scope. For building renovation or construction, the remaining lease term must allow for a minimum of five (5) years' public access to the facility, under normal operating hours, beyond the completion date of the proposed project.

Documentation must include:

- an executed copy of a lease with applicant (see definition of Lease, Glossary D) and
- a written explanation of any easements, covenants, or other conditions affecting the use of the site or facility, or both.

***Important:** The length of the lease is measured from the remaining term as of the date of application. Provisional extensions to meet the minimum lease requirement are not acceptable. All original and executed lease extensions must be submitted with the application.

LEASE CHECKLISTS:

CHECKLIST FOR GROUND LEASE

WHEN AN AUDITORIUM BUILDING IS OWNED BY A NOT-FOR-PROFIT ORGANIZATION BUT SITUATED ON LAND OWNED BY A GOVERNMENT ENTITY, THE FOLLOWING CHECKLIST WILL INDICATE THAT THE AUDITORIUM IS ELIGIBLE TO APPLY FOR THESE FUNDS IF ALL THE SEVEN ITEMS ARE TRUE.

- The underlying fee simple ownership will be by a government entity, who will be the Landlord under the Ground Lease.**
- The term of the Lease must be for a required number of years, at least equal to the useful life of any improvements to be constructed by the Tenant. Ownership of any improvements will revert to the Landlord at the time of Lease expiration or termination.**

- The Lease may provide a right to the Tenant to construct improvements, but for said constructed improvements and other improvements on the property, they cannot be materially modified without the approval of the Landlord. The Lease must authorize the Tenant to apply for TDT Dollars to be used for improvements and other authorized project-specific expenditures under the TDT guidelines.
- The Tenant must maintain in all respects the improvements and deliver them to the Landlord at the end of the Lease in the same condition as when constructed, reasonable wear and tear accepted.
- If the Tenant is dissolved, that will constitute a default under the Lease and terminate the Lease with any improvements reverting back to the Landlord.
- During the term of the Lease, the Tenant may show the value of the improvements on its books, with a note that upon termination, those improvements revert to the Landlord.
- The use by the Tenant for the property and improvements must be agreed upon and will be restricted to a cultural facility use. Tenant may not assign its rights under the Lease without Landlord's approval and the use may not change without Landlord's approval.

CHECKLIST FOR SUBLEASE FROM GOVERNMENT ENTITY

THAT IN TURN IS LEASING FROM A PRIVATE SOURCE

When a museum or auditorium building is owned by a not-for-profit organization but situated on land owned by a private source that is leasing to a government entity, that is subleasing to the applicant not-for-profit ...

- The term of all Leases and subleases must be for a required number of years (refer to the table on pg. 6), at least equal to the useful life of any improvements to be constructed by the Tenant.
- Language in the Lease Agreement that assures us that auditorium or museum usage will remain for the length of the lease.
- Language in the lease that states that the government entity will become responsible for maintaining the auditorium or museum should the nonprofit default on the lease.

For Acquisitions only

Acquisition applicants will be considered exempt from this ownership eligibility requirement. If the application is for an acquisition, the applicant must provide a description of the facility, purchase price, and a letter of intent to sell signed by the seller (see also Glossary D, Building Acquisition). Remember, the County will not reimburse the grantee for an expense that was incurred prior to the execution of the Grant Award Agreement. Therefore, the purchase of (closing on) the property or facility (an expense) may not take place prior to the execution of the Grant Award Agreement.

GLOSSARY A: Legal - Requirements After the Grant Award

ADMINISTRATIVE AND REPORTING REQUIREMENTS

If a grant is awarded, recipients shall enter into a contractual grant award agreement with Orange County through its fiscal agent, United Arts of Central Florida, which specifies the applicant's responsibilities. The applicant shall comply with the administrative and accounting requirements set forth in the grant award agreement, which include but are not limited to:

1. Submission of interim reports at six-month intervals (at a minimum) and a final grant report.
2. The Grantee shall maintain an accounting system that provides for a complete record of the use of all grant and matching funds, including:
 - (a) Establish an accounting system that records project expenditures by using the same expense categories as those in the original application.
 - (b) Open a separate bank account to track project costs separately from other projects, to assist in the audit or review.**
 - (c) All project documentation must be kept current, and accessible to United Arts or Orange County, upon request, and retained for a period of five (5) years after the project and grant reporting requirements have been completed.

PAYMENT SCHEDULE

Reporting and Disbursements Schedule to be determined according to project timeline and draw-down needs, on a project-by-project basis. **NOTE: Grant funds may not be available until July 2016.**

- **Report/Disbursement #1 – 25% of award;** Execution of Award Agreement with required updates
- **Report/Disbursement #2 – up to 65% of award for 2nd Disbursement** (may be more than one Interim report/disbursement, depending on project timeline and project draw-down needs.)
- **Report/Disbursement #3 – 10%** after close of project, final report, including release of liens and documentation of all project expenditures. **(This is on a reimbursement basis.)**

PROJECT EXTENSIONS

Grant period extensions may be requested by the applicant. The Arts & Cultural Affairs Advisory Council may approve extensions not to exceed 120 days for any project.

To request an extension, grantee must submit written request to United Arts and the office of Arts & Cultural Affairs at the earliest possible date, or at least two (2) months in advance of the project end date. Request must include: project title and brief description, award amount, requested amount of time for extension (number of days/months) and explanation for extension request. The request must include any project scope changes and budget impact related to the extension.

The request will come before the Arts & Cultural Affairs Advisory Council for consideration. If approved, the grant is considered in “current” standing. The length of time awarded by the approved request extends the project grant period accordingly, and a contract amendment will be issued. If any follow-up information is requested, this becomes part of the grant requirements and must be completed to maintain current status.

CHANGES IN PROJECT SCOPE OR BUDGET

Any material changes in project scope or of a variance of 20% or more of total budget **or any one line item**, must receive approval by the Arts & Cultural Affairs Advisory Council *in advance* in order to receive further funding.

UNALLOWABLE EXPENDITURES FOR CULTURAL FACILITIES FUNDING

No Facilities project expenditures will be allowed for the following, from COUNTY funds or from matching funds:

1. Grantee operational support (i.e., organizational salaries, travel, supplies –see Definitions – Glossary D);
2. Debt reduction; mortgage payments, past due debts, fines and penalties, interest;
3. Expenditures for space rental, improvement, or maintenance not specifically identified with the project;
4. Private entertainment, food and beverages, including alcohol;
5. Expenditures associated with lobbying or attempting to influence federal, state, or local legislation, the judiciary branch, or any County agency;
6. Advertising that does not mention the specific project or omits required County recognition;
7. Activities that are restricted to an organization’s membership or other private or exclusive participation, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, handicap or marital status;
8. Prizes or awards, scholarships, donations, regranting or endowment contributions;
9. Feasibility studies;
10. Expenditures incurred or obligated prior to or after the grant period; or prior to the execution of the Grant Award Agreement; Projects which are restricted to private or exclusive participation, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, handicap, or marital status; Expenditures related to project grants of the Cultural Tourism Funding.

ENCUMBRANCES AND EXPENDITURES OF GRANT FUNDS

Grant recipients must encumber (commit or contract for) all County dollars prior to May 31, 2017 County funds may not be encumbered or expended prior to the signing of the Grant Award Agreement by all parties. County funds may not be used to reimburse the grantee for any activity that occurs prior to the contract having been signed by all parties.

ACKNOWLEDGEMENTS

For projects funded wholly or in part by this grant, the CULTURAL PROVIDER must acknowledge Orange County Government in signage and media, including digital communications and websites and programs, publications and other printed materials.

Acknowledgment will include the COUNTY’S designated logo for the office of Arts & Cultural Affairs **and** use of the following statement, as best suited to the collateral design, and at a size that is legible.

Verbiage for acknowledgment is as follows: “This project is funded in part by Orange County Government through the Arts & Cultural Affairs Program.”

The digital logo is available at the United Arts of Central Florida website at: <http://unitedarts.cc/grantee-resources/grants/>, or upon request to the AGENCY.

Requests for exceptions to the verbiage or logo compliance may be approved if noticed to AGENCY in advance of publication deadline.

Acknowledgement to Orange County must be commensurate with the recognition provided to other contributors and sponsors of the project in any of the following applications:

- a. On a permanent sign constructed on the project site;
- b. On a temporary signage displayed at the construction site; and
- c. In all major publications, printed and digital media.

INDEMNITY, SAFETY AND INSURANCE REQUIREMENTS

1. Indemnity. To the fullest extent permitted by law, Applicant will defend, indemnify and hold harmless Orange County from and against all claims, damages, losses and expenditures, including reasonable attorneys' fees and costs, arising out of or resulting from its activities under the Agreement.
2. Safety. Applicant will comply, and will require its contractors (if any) to comply, with all applicable laws, ordinances, rules, regulations, standards and lawful orders from authorities bearing on the safety of persons or property or their protection from damage, injury or loss.
3. Insurance. Applicant shall provide and maintain insurance coverage throughout the term of the contract, or until the completion of the proposed project, whichever is sooner, of such types and in such amounts as may be necessary to protect against misappropriation of the Program funding and damage to or destruction of the improvements purchased or constructed with said funding. Applicant or insuring agent will provide certificates of insurance evidencing said coverage, according to the following requirements:
 - a. The CULTURAL PROVIDER will have in force the following insurance coverage and will provide Certificates of Insurance to the AGENCY prior to commencing project under the Agreement to verify such coverage. It shall be the responsibility of the CULTURAL PROVIDER to ensure that all its contractors and subcontractors procure and maintain the insurance coverage outlined below for the duration of the project, unless noted otherwise.
 - i. **Commercial General Liability** - The CULTURAL PROVIDER will provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. The limits will not be less than \$1,000,000 Combined Single Limit (CSL) bodily injury and property damage, or its equivalent. The insurance policy will list AGENCY as an additional insured, with respect to the Commercial General Liability insurance.
 - ii. **Commercial Automobile Liability** – The CULTURAL PROVIDER will provide coverage for all owned, non-owned and hired vehicles for limits of not less than \$500,000 Combined Single Limit (CSL) bodily injury and property damage, or its equivalent.
 - iii. **Workers' Compensation**, if applicable – The CULTURAL PROVIDER will provide coverage for all employees at the site location and, in case any work is subcontracted, will require the subcontractor to provide Workers' Compensation for all its employees. Coverage is required in accordance with State of Florida statutory requirements.

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- iv. **Employee Dishonesty/Crime Insurance** – The CULTURAL PROVIDER will provide coverage greater than or equal to sixty-five percent (65%) of the amount of the Cultural Facilities Program Funding.
- v. **Payment and Performance Bonds** – The contractor shall execute payment and performance bonds in amounts at least equal to the **current project phase amount** (total amount of the proposed project, not including prior expenditures toward the project, nor is it mandated to cover soft costs, which typically include design, engineering, permitting (DE&P) and project administration) in such form and with such sureties as may be acceptable to the CULTURAL PROVIDER and the AGENCY. If the surety on any bond furnished by the contractor is declared bankrupt or becomes insolvent or its rights to do business in the State of Florida are terminated, or it ceases to meet the requirements imposed by this agreement, the contractor shall within five (5) business days thereafter substitute another bond and surety, both of which shall be acceptable to the CULTURAL PROVIDER and the AGENCY. The bonds must remain active throughout all current work related to the proposed project.
- a. NOTE: If an applicant/grantee’s project is limited to new equipment installations, a builders’ risk or installation floater (inland marine coverage) is acceptable, with the caveat that the policy must include coverage for any damage done to the existing structure caused by the new installation.
- vi. **Builders’ Risk/Installation Floater** – The contractor shall provide “all risk” property insurance on any construction, additions, and machinery and equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of the CULTURAL PROVIDER’s final acceptance of said improvements. In the event that the grantee does not work with a contractor on the funded project, the CULTURAL PROVIDER must purchase or add Builders’ Risk to their current property program (Commercial General Liability). This is a cost that would have to be incorporated into the grant request. The Builders Risk policy must remain active throughout all current work related to the proposed project and must not terminate until the final acceptance of a contractor’s work, all vendors’ installations, final release of occupancy, and final acceptance at completion of the project has been made by the CULTURAL PROVIDER.
- vii. The insurance coverage shall contain a provision that forbids any cancellation, changes or material alterations in the coverage without providing 30 days written notice to the AGENCY, or 10 days for nonpayment. (These terms are no longer provided on the ACORD standard industry Certificates of Insurance Cancellation, but shall be included in the policy provisions.)
- viii. The insurance policy will list AGENCY as an additional insured, with respect to the Commercial General Liability insurance.
- b. Any exceptions to the insurance requirements in this section must be requested in writing by the CULTURAL PROVIDER and approved by the AGENCY. Such a request should include reasons why the CULTURAL PROVIDER is unable or unduly burdened by the requirement it desires reduced or waived.
- c. Compliance with these insurance requirements shall not relieve or limit the CULTURAL PROVIDER’s liabilities and obligations under this Agreement. Failure of the AGENCY to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the AGENCY to identify a deficiency from evidence provided will not be construed as a waiver of the CULTURAL PROVIDER’s obligation to maintain such insurance.

Nonprofit Search & Application Preparation & Technology

The Nonprofit Search website

Nonprofit Search is an online resource about central Florida nonprofit organizations created by Guidestar and introduced by the Central Florida Foundation as the Nonprofit Search. Nonprofit Search provides donors with the knowledge and resources needed to make effective giving decisions, and to lift up the strengths and needs of the local nonprofit sector.

Each organization's Nonprofit Search portrait includes comprehensive information on management, governance, programs, and finance that is provided by the nonprofit organization and validated by Central Florida Foundation staff annually. The Central Florida Foundation and certain other funders, including United Arts, are requiring nonprofits to have a Nonprofit Search portrait to qualify for grants. Organizations can use their portrait as a marketing and fundraising tool and direct individuals how to give their time, talent and treasure.

Nonprofit Search Portrait Requirements

A complete Nonprofit Search portrait, with "Reviewed" status by the Central Florida Foundation, is now required for the Cultural Facilities application. Reviewed is not a recommendation or stamp of approval, but rather indicates the information is complete and up to date.

Wednesday, January 13, 2016–DEADLINE to "submit" the Nonprofit Search portrait for review by Central Florida Foundation staff, complete any missing items, so that the portrait is live to the public, including United Arts staff and the Review Panel members by application deadline. This means you will have to submit any missing items in ADVANCE of February 3 deadline for the Cultural Facilities application (by 5 pm).

Why We Require the Portrait

Orange County Arts & Cultural Affairs Advisory Council values this resource for donors and for local nonprofits. The Nonprofit Search website supports the transparency of the nonprofit sector. The exercise of developing a portrait is not only a self-assessment for your organization, but will also allow you to see how your organization compares with best practices in the nonprofit sector. The portrait will also become an access point for future donors to learn about your organization.

To ease the process, certain standard items can be submitted in Nonprofit Search instead of in the Cultural Facilities Funding online application, such as

- Financial statements (IF the Nonprofit Search submission includes the most recent fiscal year, as stipulated on the online application checklist)
- IRS Form 990 (same as above – also must be the most recent fiscal year). The Nonprofit Search portrait will pull some fields from the Form 990, for a financial analysis.
- Board member list with officers, Key staff

How to Participate – For Applicants New to Nonprofit Search

1. Attend an online webinar, offered by Mary Meghan Flanagan, Community Knowledge Manager, 407-872-3050 Ext. 16, mflanagan@cffound.org OR Michelle Chapin from the Central Florida Foundation. Michelle Chapin can be reached at mchapin@cffound.org, or 407. 872.3050 x21.
2. Create a portrait. The Community Foundation suggests allowing four weeks to complete the portrait. Feedback from other organizations (including some current Cultural Facilities grantees) is that once you gather the information required, it takes about 4-8 hours to input.
3. **BY January** – Submit the portrait for review by the Central Florida Foundation. They will review your portrait within 1-3 days of submission, and let you know if anything is missing.
 - You are not required to have all of the policies and plans the portrait asks for, but you must address all questions honestly (you can answer “no” to some questions – it’s okay!). None of the plans or policies will be publicly viewable.
 - We encourage you to use all of the opportunities for comments, and to use all of the space allowed. This portrait will be viewed by the Cultural Facilities Review Panel, and will help in their deliberations; it will also be visible to the public and will help them understand your organization.
4. **BY January** – If there are missing items, you must submit them to the Central Florida Foundation by January, in advance of FEB deadline to submit the Cultural Facilities Funding application.
5. Update the Nonprofit Search portrait annually, to keep the “Reviewed” logo from the Central Florida Foundation, and to be eligible for future applications for Cultural Facilities Funding. The renewal deadline is set by the Central Florida Foundation for 6 months after the end of your fiscal year, to allow for your most recent financials and Form 990 to be completed. Other items that require a yearly update include (but not limited to): state solicitations permit, state registration, board member roster, and board attendance percentage. Any other changes to status of plans or policies, programs, etc. should be updated to the portrait. There may be additional items, so you should give yourself enough time to complete the portrait by that annual deadline.

Total estimated time needed, after the orientation webinar:

- **4-5 weeks** for initial submission; must be submitted by January 5
 - **1 week** for any changes or additions requested by the Central Florida Foundation, must be complete by January
- Please allow yourself enough time!

How to Participate –Updates for those who have an existing portrait in the Nonprofit Search

1. Update the Nonprofit Search portrait annually, to keep the “Reviewed” logo from the Central Florida Foundation, and to be eligible to apply for Cultural Facilities Funding. The renewal deadline is set by the Central Florida Foundation for 6 months after the end of your fiscal year, to allow for your most recent financials and Form 990 to be completed. Other items that require a yearly update include (but not limited to): state solicitations permit, state registration, board member roster, and board attendance percentage. Any other changes to status of plans or policies, programs, etc. should be updated to the portrait. There may be additional items, so you should give yourself enough time to complete the portrait by that annual deadline.

Technology – Online Application

Steps to Apply and Application Tips

- Go to www.UnitedArts.cc (click on Grantee Resources, then Grants, the How to Apply for Orange County Arts & Cultural Affairs Funding, and to Cultural Facilities Funding) to access an account and start the online application.
- If you have never used the system, you must create an account using an email address and password of your choosing. Keep this information in a safe place for any other organization staff who may fill out future applications for this or other programs.
- Application preparation:
 - Read these guidelines thoroughly and take note of any questions.
 - You must have attended a workshop to be eligible for this Funding. If you have not, you may still be able to attend an in-person meeting with United Arts’ representative to prepare for the application.
 - Prepare or update the Nonprofit Search portrait.
 - Prepare narrative, using the evaluation matrix as a guide. Proofread! Ask others to read your request. You can ask for a *brief* courtesy review by United Arts up to one week before the deadline.
 - Gather the documents to upload to application, or have online with the Central Florida Foundation Nonprofit Search. For a complete list of required items, consult the checklist in the guidelines or final page of the application.
 - Accepted formats for uploaded documents: Adobe Acrobat (PDF), GIF, HTML, JPEG, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Rich Text Format (RTF), or Tagged Image File Format (TIFF).
 - Size restrictions are noted on the application and upload requirements – max 10 MB (10,000 KB) per document; larger documents will not upload. Total for all documents max 25 MB (25,000 KB). Reduce file size by re-scanning at lower resolution or contact United Arts for help. Use the “Fax-to-file” feature in the online application to create a PDF to upload.
 - NOTE: Only one upload allowed per requested upload. Combine into one document or PDF.
- Save application often while working on it. Put your name on forms. PROOFREAD and PREVIEW your application before submitting. What you see is what the review panel will see.
- Submit early! Leave extra time at the end in case you have questions or computer trouble. Missing documents or fields will prevent you from submitting the application.
- Print out or save the final online application, and keep a digital or hard copy of all attachments for your records.



Not ready to submit by the 5:00 pm deadline? No exceptions to the deadline. You may apply for this program annually.

Application questions: contact Trudy Wild Trudy@UnitedArts.cc, 321.972.9837

Tutorials for grants application system:

- To view a tutorial on “How to create a new account”:
<https://www.youtube.com/watch?v=etScrJXC2bE>
- To view a “How to Apply” video:
<https://www.youtube.com/watch?v=oPa0E3V7uU>
- You can also make an appointment to use computers (extremely limited).



Financial - Matching Funds & Financial Statements Requirements

MATCH REQUIREMENTS

Request Amount from Orange County/TDT	Match Category	Minimum Requirement	Match must be <i>at least ...</i> \$1 dollar to \$1 dollar	Notes
\$250,000	Cash	50%, or more	\$125,000+	Cash = MINIMUM 50% of the match
	Pledges	0-50%; no more than 50% of the match	\$0 to \$125,000	Pledges &/or In-kind = MAX 50% of the match
	In-Kind goods & services	0-50%; no more than 50% of the match	\$0 to \$125,000	

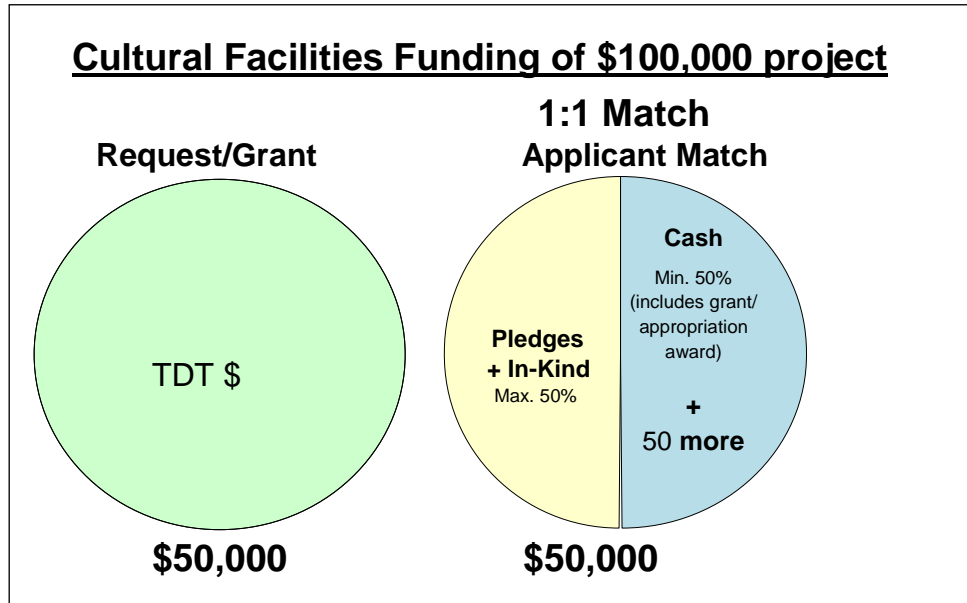
- Match must be at least 1:1, or one applicant dollar for every one County dollar requested.
- Matching funds **must be specifically related to the project for which grant funds are being requested.**
- Required documentation for the match is listed below and on the application.

Nonprofit organizations: **Match must be 100% complete and confirmed at the time of application.**

Municipalities and County: Must submit a copy of the approved resolution with the original application, which includes the dollar amount dedicated and available to the project if the grant is awarded and the date the funds will be available. Resolutions that have not been approved by the application deadline cannot be used as match documentation. Funding, as indicated by the resolution, must be made available within 90 days of funding notification. The submission of the resolution by the city or county commission is considered to be equivalent dollar value in fulfillment of the **cash-on-hand** portion of the applicant match. **Match must be 100% complete and confirmed at the time of application.**

MATCH REQUIREMENTS (continued)

Match diagram: Example of \$50,000 request and match requirements of \$50,000, for \$100,000 total project.



NOTE: At least 50% of the match must be either Cash-on-Hand, Grant award notices from major foundations or State of Florida Division of Cultural Affairs, city appropriations.

1. **Cash-on-Hand.** At least 50% of the match must be cash-on-hand (not merely pledged) and dedicated to the project at the time of application. (Example: if match is \$1,000, at least \$500 must be cash-on-hand). Cash-on-hand may exceed 50% of the total match, but may never be less than 50% of the total match. Cash-on-hand may be documented by submitting a grant award confirmation, or an account statement that shows the availability of the cash, accompanied by board minutes or an executive director’s statement attesting to the approved use of those funds—free from restrictions, liens—are dedicated to the proposed project, or an award letter for a government appropriation.

No more than 50% of the total match may be irrevocable pledges and/or in-kind contributions.

2. **Irrevocable Pledges.** Irrevocable pledges of cash payment must be received and obligated by the end of the grant encumbrance period of one year (12 months), or May 31, 2017. Pledges must be documented in the following manner, using the chart on Form C:

- a) Name of person or organization making the pledge;
- b) Date and Amount of the pledge;
- c) When the pledge will be paid (must be paid by end of the grant encumbrance period); and
- d) Intent of the donor for use of the funds must be confirmed to be specifically for the proposed project.

Only pledges that are auditable are acceptable.

3. In-Kind Contributions. Sources of in-kind contributions must be itemized at the time of application, and the goods and services received and utilized by May 31, 2017. In-kind contributions must be dedicated to the project will be accepted toward match if received and utilized within the proposed project period dates and/or by the end of the grant encumbrance period (May 31, 2017). Itemized in-kind contributions must include the following information, using the chart on Form C:

- a) Name of person or organization making the in-kind contribution;
 - b) Date and Description of goods and services donated; and
- Fair market value of the in-kind contribution, including total value of the goods and services, amount to be donated, and the basis for the determination.

EXAMPLES OF MATCH

Example 1: The Goodview Art Museum is adding a new wing to its facilities. This single-phase project will cost \$300,000. The Museum is requesting \$150,000 from the County. The applicant match of \$150,000 will be comprised of the following:

\$75,000 cash in the bank and dedicated to the project.	50% of Total Match
\$60,000 documented irrevocable pledges	40% of Total Match
<u>\$15,000</u> documented in-kind contributions	<u>10%</u> of Total Match
\$150,000 total	100%

Example 2: The City of Greenlawns is requesting funding from Orange County to renovate a small house and establish a museum on property which is owned by the City. The single-phase project will cost \$300,000. The City is requesting \$150,000 from the County and will provide its \$150,000 match according to the following:

\$125,000 from the City (83.3%). The City Commission passed a resolution (**Cash-on-Hand**) committing \$125,000 to the project and making the funds available upon approval of the grant. A copy of the approved resolution is submitted with the application.

\$25,000 (16.7%) irrevocable **pledge** from the Writewell book publishing company. The irrevocable pledge will be paid to the City on June 15, 2016.

MATCHING FUNDS DOCUMENTATION

- Prepare all Matching Fund documentation within a single PDF, if possible.
- If there are multiple Matching Fund documents, attach them in the order in which they are listed on the Match Form, or include a cover listing of all the documents included.
- Identify any Matching Fund documentation clearly, especially if it is not immediately clear who or what they are funding.
- Matching documentation must be included if you indicate it as “confirmed” on the Match Form.
- Matching Funds Confirmation requires audit-ready documentation, such as: Grant award letters, written or emailed pledge to support the project, sponsorship agreements, etc., which includes:
 - Donor/Company,
 - Contact information,
 - Amount of the contribution/award,

- Date by which the contribution, award, or pledge will be paid, and
- **Use or purpose for the funding--must be intended specifically for the project.** If the document indicates general support for the organization and does not specify the project, you must submit accompanying letter from the executive director as in “Applicant Cash” item, below.
- Must include any restrictions on the funding, such as: approval process, acknowledgement requirements, specific materials of value such as tickets, advertising space, etc.)
- A notice of intent to consider support for the project does not qualify as confirmed, but may be included to show potential or pending matching funds. Indicate these in the “unconfirmed” column on the Match Form.
- Applicant Cash – If using applicant cash to support a project, the documentation must include: the amount, the availability of that amount to be used specifically for this project, that the amount is free and clear from liens or other use restrictions, and that it has been dedicated specifically to this project, as approved by the applicant organization’s executive director, or an officer of the Board of Directors. The applicant’s recent financial statements (as submitted with the application) should support this availability of funds from Applicant Cash.

IN-KIND SUPPORT

Documentation of In-Kind support must be included in the project plan narrative, budget, budget detail and match forms (as required by request level) in order to reflect the total cost of the project. It is recommended to document all forms of In-Kind support for the proposed project, including support used for In-Kind Match on Form B, as well as In-Kind support for the entire project, whether or not used as Matching Funds.

- Matching Funds Confirmation of In-Kind Support requires documentation, such as: pro-bono value statements (from the providing source); statement of contributed item and value, volunteer hours (statement includes name, contact, service to be provided, number of hours, rate and total value of service(s), etc. As with all matching funds, the contribution or donation must be specifically for the project.

Funds not eligible for match:

- Funds that are operational in nature or not designated to the project phase;
- Revenue from bond issues that have not been passed at the time of application (cash contributions must be completely received and fully expended by the end of the grant period);
- Revenue from grants that have not yet been awarded;
- Fundraising costs;
- Legal fees or taxes;
- Funds used as match in previous or succeeding applications, or in any other Arts & Cultural Affairs grant may not be used as match for other Arts & Cultural Affairs office grants or other Orange County grants (eligible matching funds will be designated only to the project phase presented in the application);
- Orange County dollars from any source (Arts & Cultural Affairs or any other County agency).
- Interest paid on mortgage. The interest paid on the mortgage is considered to be the “cost of doing business,” and may not be used as match;
- Loans. Only *unencumbered equity* may be counted as match.

Other limitations on matching funds:

- No Matching funds may count toward the proposed project if they have been expended prior to the start date of the grant award agreement.
- At least 50% of the matching funds must be cash-on-hand; but 100% of the match must be confirmed at the application deadline.
- Building or Land as match:
 1. The value of buildings or land not owned by the applicant may not be used as match.
 2. Building or land must have been purchased or acquired within five (5) years prior to the date of application.
 3. The building or land must have been intended for the grant purpose at the time of purchase or acquisition.
 4. Only the purchase price or documented acquisition date value, not current market value, may be used as match.

Other requirements or suggestions for proposal preparation:

- Design/administrative costs: Suggested percentage for reasonable or allowable soft costs of architectural /design services, feasibility study, assessments, as guidance for grant preparation – 15-20% recommended. Over 20% would be deemed excessive, unless there are specific project components that warrant otherwise.
- Project Team and Management: Cultural Facilities Funding projects require very specific usage and project management oversight, and frequently necessitate a contractor, or project manager. In the event that a contractor will not be engaged for the project management, it becomes even more critical to provide roles and responsibilities for the PROJECT TEAM, ORGANIZATION STAFF and Board of Directors, with regard to the project management (see application requirements, narrative Question 6, and board as submitted on Nonprofit Search portrait).

FINANCIAL STATEMENTS

Three financial statements are required and must be posted to Nonprofit Search or submitted as an uploaded document, on the Application. The following chart shows the financial statements required, as based on the applicant's operating budget (unrestricted operating revenue) for the most recently completed fiscal year:

FINANCIAL STATEMENTS (F/S) – Three (3) Required Items (based on operating budget level; requirements below)			
If your unrestricted operating revenue (most recently completed fiscal year) was: ... \$600,000 or greater	1) Form 990	2) Independent, certified <u>audit</u>	3) If completed year F/S are from <i>on or before June 30, 2015</i> , you must also provide current-year, Board-approved financial statements.*
... Between \$250,001 and \$600,000	1) FORM 990	2) Independent certified <u>audit</u> , OR <u>Reviewed</u> financial statements (F/S) [†] ,	3) If completed year F/S are from <i>on or before June 30, 2015</i> , you must also provide current-year, Board-approved financial statements.*
... Less than \$250,000	1) FORM 990	2) Independent certified <u>audit</u> , OR <u>Reviewed</u> , OR <u>Compiled</u> financial statements, OR Self-reported year-end financial statements signed by organization's treasurer or accountant	3) AND current-year, Board-approved financial statements.*
*Financial Statements will include Profit & Loss (Income & Expenses), <u>and</u> Balance Sheet, both with same end date. [†] No compilation reports will be accepted for audited or reviewed financial statements (for \$250,001+ budget).			

NOTE: If the required financial statements will NOT be available at the time of application, the application will not be eligible. If you anticipate there may be an issue with timely preparation of your financial statements, notify Terry Olson, ACAAC, and Trudy Wild, United Arts, in writing, in advance of filing application, to request consideration of exception to the application requirements:

The request must include an explanation of why they are not available, and when you will be able to provide them, and submit either the review or audit from the past fiscal year's financial statements, or self-reported financial statements. At the discretion of the Council chair, Funding & Standards Chair, or office of Arts & Cultural Affairs, a determination will be made within five business days if this exception will be allowed, and whether the applicant may proceed with submitting a request for funding.

ADDITIONAL REQUIREMENT for APPLICATION:

LONG-RANGE PLAN OR STRATEGIC PLAN (Required Upload)– if for renovation, construction or acquisition, the plan should include facilities planning &/or implementation of proposed project.

DEFINITIONS & TERMS

APPLICANT: a public entity, or a not-for-profit corporation that owns or has the unconditional use of the building to be renovated, expanded, or constructed, and the site on which it is located.

Legal name of the organization directly responsible for the project and having undisturbed use of the facility at the time of application. Make sure that the street address is included if using a post office box for mailing. (Note: undisturbed use does not apply to acquisition projects)

APPLICANT CASH (MATCH): This line item is often used to "balance the budget" when expenditures exceed all other revenues listed. For the proposal budget, these are general funds the applicant will dedicate to the project.

APPLICANT'S FEDERAL EMPLOYER IDENTIFICATION NUMBER: Must be provided before funds will be released. This is not a State of Florida sales tax exemption number.

ARCHITECTURAL/DESIGN SERVICES: Amount paid (or documented in-kind) for total services involved with project. These may include design work, schematics, design development, bidding and negotiation, consultant services, and contract administration by the architect. Remember, you may use grant dollars (County) only for those line item expenditures which are incurred after a contract with the Orange County has been signed by all parties.

ASSETS: (see CAPITAL FIXTURES AND EQUIPMENT), items that become affixed to the facility, that add to the value of the facility, and are depreciated over the useful life of the item(s). "Bricks and mortar" refers to purchase of (acquisition), building of (construction) or improvements (renovation or equipping) to the facility. Design and architectural services, feasibility studies, permitting fees, and expenditures of staff for coordination with contractors, preparing bids or rebidding, are often expenses of a facility improvement—considered "soft costs"—but are not assets.

AUDITORIUM: a facility open to the public constructed for the purpose of serving public gatherings, including but not limited to performances and concerts.

BUILDING ACQUISITION: Amount paid by the applicant for purchasing an *existing building* involved in the project, or documented in-kind value. Use the acquisition date value.

The following restrictions apply:

- 1) Must be applicant-owned, or to be acquired as part of the grant.
- 2) Lease value not eligible for match.
- 3) Must be considered "secure and dried-in" to be valid for building acquisition through Cultural Facilities.

CAPITAL FIXTURES AND EQUIPMENT: fixtures and equipment that add to the value or useful life of property with a useful life of at least five years. Generally, capital equipment must be deducted by means of depreciation, amortization or depletion. Capital equipment includes machinery or betterments of a long-term nature. Expenditures that keep property in an ordinarily efficient operating condition and do not add to its value or appreciably prolong its useful life are not capital expenditures. Non-capital expenditure repairs include services such as repainting, tuck-pointing, mending leaks, plastering and conditioning gutters on buildings.

CONFIRMED MATCHING FUNDS: resources presently available to designate to the project for which funding is requested (including cash the applicant has on hand, irrevocable pledges, in-kind services, donated services, materials, and other donated assets). Required match amount is one applicant dollar for every one Arts & Cultural Affairs dollar. Match is considered confirmed through the completion of Form C, Match Summary & Partial Documentation, and submission of required documentation (listed in attachments).

CULTURAL FACILITY: for purposes of this application, an auditorium or museum.

CONCRETE: May include cast-in-place concrete, architectural cast-in-place concrete formwork, structural precast concrete, and special concrete toppings and finishes.

CONSTRUCTION OR NEW CONSTRUCTION: a new building (ground-up building construction) or building addition resulting in increase of air-conditioned square footage by 25% or more.

CONVEYING SYSTEMS: May include elevators, moving walkways, wheelchair lifts, and vertical conveyors.

CONTINGENCY: An amount budgeted for unanticipated expenditures (i.e., materials, equipment, labor, cost overruns, etc.) based on a percentage of the total expenditures; recommended to budget five (5) percent.

CORPORATE SUPPORT: Cash support derived from contributions given for this project by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to this project.

CULTURAL FACILITIES FUNDING (this grant request): Enter amount requested from the County on this line.

DOORS AND WINDOWS: May include steel, wood, glass, and aluminum doors; frames; automatic or revolving doors; steel, wood, glass, and aluminum windows; decorative or mirrored glass, and door and window hardware.

ELECTRICAL: May include wires and cables, transformers and switchgear, panelboards, fuses, disconnect switches and circuit breakers, interior and exterior lighting (including theatrical lighting), fire alarm systems, public address systems, and lighting control equipment.

ENCUMBRANCE PERIOD: the period between June 1, 2016 and May 31, 2017, during which TDT dollars and match dollars must be obligated to pay for project expenditures.

EQUIPMENT: May include such items as theatre and stage equipment (i.e., fly systems, lighting instruments, stage drapes, and projector screens). Note: Do not include expenditures for office equipment.

EQUIPPING: the project will outfit a property to a state of increased utility or returning a property to a state of utility through replacement of capital fixtures and equipment; includes fixtures, furnishings, and equipment (FF&E) that will replace, increase or alter to enhance technology, make possible a greater capacity, or make more efficient use of the space. May include theatre and stage equipment (fly systems, lighting instrumentation, drapery, projector screens), and specialties such as built-in storage units, signs, etc., (see Capital Fixtures and Equipment, Equipment).

Furniture & Office equipment are not allowable expenses with grant funds; and may be matching fund expenditures **only if directly related to the project.**

EXISTING BUILDING (see PROJECT): a building that is considered *secure and dried-in* is eligible for acquisition, renovation or equipping grant requests.

EXPENSES: Costs related to purchases of services, furnishings or equipment; or staff time for project coordination, items paid in current fiscal year; versus expenditures which may be capitalized, and are recorded as an asset and depreciated over time.

FACILITY OWNERSHIP OR LEASE; WHO OWNS THE LAND AND BUILDING? The question of ownership of the facility to be constructed or renovated must be addressed here. If the facility is being leased, the lessor must be named and the length of the lease must be disclosed. If the application is for the acquisition of a building, clearly indicate such and explain who presently owns the property. Documentation of the intent to sell and the purchase price must be provided in the original application. See Glossary A, LEASE Requirements & related checklists for documentation required. (This also applies to land leased for new construction projects.)

FEASIBILITY STUDY: research and report conducted and prepared by an independent, professional consultant qualified to measure:

- A) Community need for the project;
- B) The applicant's ability to raise the needed funds and complete the project; and
- C) The applicant's ability to successfully operate the completed facility for at least five years.

FINISHES: May include plaster, sheathing, ceramic tile, wood or brick flooring, carpet, painting, and wall coverings, and acoustical treatments such as panel or tile ceilings.

FISCAL STABILITY: encompasses the annual financial results of operations, available resources, and the applicant's plan to resolve any deficit problems. A concern for fiscal stability would be indicated by multi-year operating deficits and declining fund balances. (Note: The fiscal impact this proposed facility project would have on projected operations will be considered.)

FIXTURES, FURNISHINGS, AND EQUIPMENT (FF&E): accounting term used in valuing a building. FF&E are movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. These items renovation enhancements that will replace, increase or alter, to enhance technology, that makes possible a greater capacity, more efficient use of the space. These items must be directly related to the project.

FURNISHINGS: May include casework, window treatment hardware, louver blinds, and theatre seating. These items must be directly related to the project.

FURNITURE: items that are not affixed to the building despite being required for the operation of the building. (Examples: tables, chairs, computers which are used for administrative purposes, equipment that is leased, desks and other office equipment which are used for administrative purposes, rugs, planters, books, etc.) These items must be directly related to the project.

GENERAL REQUIREMENTS: Cost may include the following contractor services and expenditures: payment and performance bond(s), field engineering, shop drawings, allowances, construction photographs, quality control, and contract close-out.

GOVERNMENT ENTITY: a state, county, municipality, political subdivision or any entity subject to the requirements of Section 119.07, Florida Statutes (“the public records law”) and Section 286.011, Florida Statutes (“the sunshine law”).

GRANT PERIOD: the time for the use of the grant award as set forth in the grant award agreement, within 21-month project period of June 1, 2016 to February 28, 2018.

IN-KIND CONTRIBUTION: the documented fair market value of non-cash contributions provided by the grantee or third parties which consist of real property or the value of goods and services directly benefiting and specifically identifiable to the project.

LAND ACQUISITION: Amount paid by the applicant for purchasing land involved in the project, or documented in-kind value of land donated for the project according to a certified property appraiser. Use the acquisition date value. Lease value is not eligible for match.

LEASE: a contract by which a rightful possessor of real property conveys the right to use and occupy the property for a period of time in exchange for consideration. With respect to this application, the minimum lease term shall be equal to or greater than the useful life of what is being funded. Only leases in which the lessee is a qualified Applicant, as defined herein, will be considered (except where noted under Eligibility, page 5 and 6).

MASONRY: May include unit masonry; stone masonry veneer, restoration, and cleaning; and glass masonry assemblies.

MAINTENANCE RESERVE: required to designate amount or percentage in operating budget to afford routine and incidental maintenance and repairs. Intent, to refrain from applying for on-going maintenance of current equipment.

MATCHING FUNDS: dollars provided by the applicant designated solely for the project. For every one dollar requested from the Arts & Cultural Affairs Advisory Council for the project, the applicant will provide at least one matching dollar. Of these matching funds, at least 50% must be in cash, which may include official award letters for grant commitments and appropriations indicating grant funding (see Glossary C). No more than 50% of matching funds may be in-kind contributions and/or irrevocable pledges.

A minimum of one-to-one-dollar match is required, but all funding –outside of the County’s Cultural Facilities Funding requested (or granted)– will be considered matching funds. Match must be 100% confirmed at time of application.

MECHANICAL: May include pumps, motors, sprinkler systems, plumbing fixtures, water heaters, HVAC pumps and controls, boilers, furnaces, liquid coolers and evaporators, air-conditioning units, humidifiers, fans, metal ductwork, and air filters.

METALS: May include structural steel, metal fabrication, metal stairs, pipe and tube railings, gratings, and ornamental metalwork.

MINORITY: a lawful, permanent resident of Florida who is: An African American, A Hispanic American, An Asian American, A Native American, or An American Woman [288.703(3), Florida Statutes]. At least 51 percent of the organization shall be owned or governed and operated by the identified minority person(s) or persons with disabilities.

MULTI-PHASE PROJECT: a project that consists of several stages or segments. Only single-phase projects may be requested. Applicant may seek funding for subsequent single phases within their own multi-phase projects.

MUSEUM: a facility open to the public operated for the purpose of acquiring and/or preserving and/or studying and exhibiting works of artistic, historical, or scientific value where such works shall be exhibited to the public.

NEW APPLICATION: an application that has not previously been recommended for funding, or an application for which funding has been recommended, but requires a change in project scope or venue. A new application must be submitted by the February 3, 2016 deadline.

NONPROFIT SEARCH: Portrait for nonprofit organizations must bear a "REVIEWED" status at the Central Florida Foundation Nonprofit Search site, at the time of application.

NEW CONSTRUCTION: a new building (ground-up building construction) or building addition resulting in increase of air-conditioned square footage by 25% or more.

NON-MATCHING County FUNDS: What other non-matching Orange County funds will go into the project? This means are there other monies (in-kind contributions, pledges, or cash) from Orange County, which will be used for the project but which you are not able to count as matching funds. Identify the source and amount of these funds.

OPERATING FORECAST: fundraising and operating plans for project completion and sustainability (projecting at least five (5) years out.)

OTHER Orange County GRANTS: Are the matching funds in the grant application being used to match any other Orange County grants? While it may be permissible to use your match dollars to match grants from other County agencies (i.e., non-Arts & Cultural Affairs), it is not permissible for you to use the cultural facilities match dollars to match any other Orange County grant.

PLANNING: the preliminary development of architectural, engineering, and other technical services necessary to carry out the project.

PRIMARY POINT-OF-CONTACT PERSON: Indicate the name and title of the person who will be responsible for supervision of the project and administration of the grant. All correspondence concerning this application will be addressed to this Person. It shall be the responsibility of the applicant to notify the Arts & Cultural Affairs office of any change.

PROJECT: the acquisition or renovation of existing buildings, or the construction of new buildings, or the acquisition of equipment for a building to be used for cultural activities.

PROJECT LOCATION: Physical address of project.

PROJECT TITLE: Include the type of project proposed (for example: Education Wing: Renovation). If the applicant name is different than the facility name, the facility name should be added to the title. Do not repeat the applicant name in the project title.

PUBLICLY OWNED: owned by a government entity, as defined herein, either through fee simple or lease, such that the government entity has control and undisturbed use of the property for a period to begin before the date the application is submitted and continuing uninterrupted to a date that encompasses the end of the useful life of the capital fixture, equipment, renovation, expansion or construction for which the application is submitted.

RENOVATION: the act or process of giving a building/property a state of increased utility or returning a building/property to a state of utility through repair, addition, or alteration that makes possible a more efficient use.

RESIDENT COUNTY OF PROJECT: The project must be located in Orange County.

SITE CONSTRUCTION: May include: building demolition, site clearing, sewerage and drainage, underground ducts and utility structures, termite control, irrigation systems, earthwork, and landscaping.

SOFT COSTS: (Pg 30) May include items that are not affixed to the building, but are required in the process of building acquisition, construction, renovation or equipping, such as: permitting, architectural fees/drawings, contract administration.

SPECIAL CONSTRUCTION: May include X-ray protection, and metal building systems.

SPECIALTIES: May include louvers and vents, signs, lockers, metal storage shelving, partitions, and mobile storage units.

THERMAL AND MOISTURE PROTECTION: May include waterproofing, fireproofing, shingles and roofing, siding, and sealants.

TOTAL AMOUNT REQUESTED FROM Orange County: This means the total amount of money being requested from Arts & Cultural Affairs for Cultural Facilities Funding.

TOTAL IN-KIND CORPORATE SUPPORT (MATCH): All documented non-cash contributions provided to the applicant by corporate parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the proposed project or program.

TOTAL IN-KIND FEDERAL GOVERNMENT SUPPORT (MATCH): All documented non-cash contributions provided to the applicant by units of the federal government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program. *NOTE: The fair market value of any in-kind contribution must be documented to be eligible as matching funds. The applicant should keep receipts or other signed statements.*

TOTAL IN-KIND LOCAL GOVERNMENT SUPPORT (MATCH): All documented non-cash contributions provided to the applicant by other units of government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

TOTAL IN-KIND PRIVATE SUPPORT (MATCH): All documented non-cash contributions provided to the applicant by individuals and non-corporate, non-government parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

TOTAL IN-KIND STATE GOVERNMENT SUPPORT (MATCH): All documented non-cash contributions provided to the applicant by other units of state government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

TOTAL LOCAL GOVERNMENT SUPPORT (MATCH): Cash support derived from grants or appropriations given for this project by city or other local government agencies, or a proportionate share of such grants or appropriations allocated to this project. **Note: If the applicant is a city or other local government agency, their cash support should be shown under Applicant Cash and explained in the Budget Detail.**

TOTAL FEDERAL GOVERNMENT SUPPORT (MATCH): Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project. The inclusion of an official "Award Letter" may allow the award amount to be counted as "cash-on-hand" even if the award check has not yet been received.

TOTAL PRIVATE SUPPORT (MATCH). Private donations, including foundation grants, given for this project, or a proportionate share of such grants allocated to this project, and cash donations.

TOTAL STATE GOVERNMENT SUPPORT (MATCH): Cash support derived from grants or appropriations given for this project by the Florida Department of State Division of Cultural Affairs or other Florida State government agencies, or a proportionate share of such grants or appropriations allocated to this project. The inclusion of an official "Award Letter" may allow the award amount to be counted as "cash-on-hand" even if the state check has not yet been received.

TYPE OF ORGANIZATION: Indicate the legal status of the applicant entity.

TYPE OF PROJECT: Indicate single phase or multi-phase project and appropriate project category.

UNDISTURBED USE: that the building to be renovated, expanded, or constructed, and the site of such building, will be owned by, or will be under lease to, the applicant **by the date of the application submission**, and that the use of the site and building will be unencumbered by covenants, easements, or other conditions contrary to the purpose of the project.

WOOD AND PLASTIC: May include rough carpentry, finish carpentry, interior and exterior architectural woodwork, panelwork, and plastic fabrications.

Expenditures may include the actual amount to be paid or the value of the in-kind contribution.

ONLINE APPLICATION

Checklist of Application Items, Forms & Required Documents

Online Application:

- ✓ Eligibility Requirements
- ✓ Project Information
- ✓ Narrative Responses Questions 1-8

Required Forms: (must use required forms, attached)

- ✓ Form A – Certification of Professionals or 3 bids, or explain
- ✓ Form B – Budget Summary
- ✓ Form C – Match & Backup Documentation
- ✓ Form D – 5 year Operating forecast

Required Attachments/to Upload:

- ✓ Design/Drawing of project
- ✓ Board Minutes approving project (Municipalities include key governance list or chart)
- ✓ Long-range Plan or Strategic Plan
- ✓ Ownership/ Lease
- ✓ Feasibility Study (*IF* more than 25% increased square footage, or new building, or acquisition)
- ✓ Municipalities' Financial Statements—include key budget summary and pertinent department facilities-related pages, etc.

For Acquisitions only (land or building):

- ✓ Description of the facility, including purchase price
- ✓ Letter of intent to sell signed by the seller (see also Glossary D, Building Acquisition).

Supplemental for Panel: (Optional)

- ✓ Index and studies photos/tables to support Need Q1; bids; contracts; org chart; etc.)

Required on Nonprofit Search portrait:

- ✓ Portrait: contains Board/Key staff; governance; financial history
- ✓ Financial Statements:
 - Audited Financial Statements for most recent completed fiscal year (or see chart pg 30 for requirements, per budget size)
 - Form 990
 - Current Year Financial Statements (if Completed year end is older than 7 months)