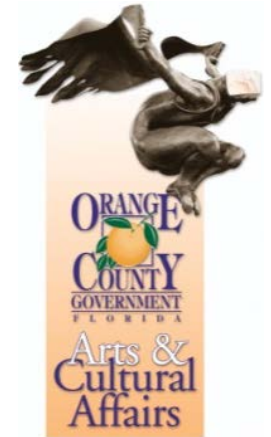


# GRANT WORKSHOP+

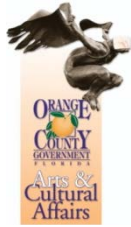
WED., JAN 6, 2016, 3:00-4:30 PM  
AT UNITED ARTS OF CENTRAL FLORIDA



## 2016 Cultural Facilities Funding

Presented by





# 2016 Cultural Facilities Funding (CF)

**ORANGE COUNTY**  
**OFFICE OF ARTS & CULTURAL AFFAIRS**  
**CULTURAL FACILITIES FUNDING**  
**FOR 2016**





# 2016 Cultural Facilities Funding (CF)

## ***Advisory Council Mission***

“To elevate the status of arts & culture to that befitting a world class community.”

### **Objectives of Cultural Tourism and Cultural Facilities Funding**

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





## 2016 Cultural Facilities Funding (CF)

**Total ALL CF funding: \$8,544,258**

39 grants (30 projects) awarded over 8 yrs: \$25K - \$500K

**Total FY15CF funding: \$893,547**

7 projects awarded: \$25,406 to \$500,000

**Pool for 2016 CF: \$1,800,000**

Types of projects: Equipping, Renovation, Construction, Acquisition, requests of \$25K - **\$500K (NEW last year!)**





# 2016 Cultural Facilities Funding (CF)

## Requests funded in 2015:

### Renovation projects:

- Albin Polasek Museum & Sculpture Gardens – **Preservation Phase 2: museum Connections & Renewal**, \$107,000
- City of Orlando –**Loch Haven Cultural Park Improvements**, \$124,000
- Crealdé School of Art– **Central Facility Renovation**, \$25,406
- Fort Christmas—**Post Office Renovation**, \$50,000
- Friends of Leu Gardens—**Lake Rowena Overlook Renovation**, \$33,141
- Orlando Museum of Art –**State of Sound and Light**, \$54,000
- Orlando Science Center – (#3 of 3 phases): **Infrastructure for New Kidstown**, \$500,000

**Total (7): \$893,547**





# 2016 Cultural Facilities Funding (CF)

## Timeline:

### **Wednesday, Feb. 3, 2016, 5:00 pm – Application Due**

- **Wed., Jan 6, 2016 . . . . . Last day for notice of intent to apply (new org)**
- **Wed., Jan 13, 2016 . . . . . Nonprofit Search portrait updates due & last day to submit for technical review**
- **Thurs, Mar 3, 2016, 8:30 am . . . . Site visits**
- **Thurs., Mar 31, 2016, 8:30 am . . Review Panel Meeting, Ranking & Funding Recommendations**
- **Thurs., Apr 7, 2016, 8:30 am . . . . Advisory Council Approval**
- **Tues, May 17, 2016, 9 am . . . . . BCC approval (subject to change)**
- **May 2016 . . . . . Contracts**
- **June 1, 2016 . . . . . Program Period Begins**
- **May 31, 2017 . . . . . 1 year Encumbrance Period closes – all revenue and expenses committed**
- **June 1, 2016 – Feb 28, 2018 . . Program funding period (21 months)**
- **NOTE: Lobbying blackout period: Feb 3 – May 17, 2016**





# 2016 Cultural Facilities Funding (CF)

Concept  
(40 Points)

Facility  
(30 pts)

**What are  
the  
reviewers  
looking for?**

Mgmt &  
Budget  
(30pts)

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

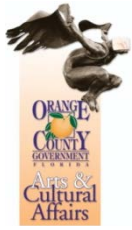
**Facility:** Process/Design/ & Plan (15 pts), Quality (15 pts)

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

Total: 100 points

Green = technical panel review





# 2016 Cultural Facilities Funding (CF)

## Eligibility and Criteria for CF funding

- Orange County based nonprofit museum or government-affiliated auditorium++
- Project located in Orange County
- Undisturbed use of land and building for 7/15/30/40 years\*
- \$1:\$1 Matching funds
- Have a Nonprofit Search portrait, bearing the “Reviewed” stamp
- Complete one year of arts or cultural programming in Orange County attracting tourists
- Maintenance reserve in budget
- +++

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





# 2016 Cultural Facilities Funding (CF)

## **New and changed items for CF 2016:**

- No more grandfathered multi-phase or extra points for continuing projects.
- Match requirements – do not submit private account information; all applications become public property.
- Separate upload for Strategic Plan
- Added description for “Soft Costs”
- Added RE: land acquisition: applicant must show proof of land use from current owner “or alternative satisfactory to the Review Panel.”



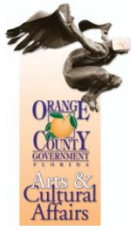


# 2016 Cultural Facilities Funding (CF)

## **New and changed items for CF 2015 – LAST YEAR:**

- Limit for request raised to maximum of **\$500,000**
- Donor portrait current/reviewed on Nonprofit Search, by application deadline, or not eligible
- 2 categories within “Construction” – 30 yrs for increases; 40 yrs lease required for NEW building
- Form A – option for 3 bids may be explained if less than 3
- **New Narrative Q4:** *How have you addressed environmental features and sustainability?*
- Unallowable Expenses apply to entire project





# 2016 Cultural Facilities Funding (CF)

## **Matching Funds (must be for Specific Project)**

- \$1 match required for every \$1 requested
- At least 50% must be from cash, government appropriations, or grant award notices
- Up to 50% may be from pledges, and in-kind

## **Other requirements to plan ahead:**

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



## NonProfit Search - portrait

- [cffound.org/nonprofit\\_search](http://cffound.org/nonprofit_search)

The screenshot shows a web browser window with the following details:

- Browser Title:** Historical Society of Central Florida d/b/a Orange County Regional History Center Portrait - Windows Internet Explorer
- Address Bar:** <http://cffound.org/NonprofitProfile.aspx?OrgId=2730>
- Page Content:**
  - Organization Name:** Historical Society of Central Florida d/b/a Orange County Regional History Center
  - Status:** REVIEWED BY YOUR COMMUNITY FOUNDATION
  - Action:** Donate Now
  - Text Size:** + Reset Text Size -
  - Buttons:** View Printable Portrait, View Printable Summary
  - Share:** + Share | Facebook, Twitter, Email
  - RELATED INFORMATION:**
    - Volunteering:** Want to lend your time and talent to an organization working in an area that interests you? Start your search by using key...
- Navigation Menu (Left):** Overview, General Information, Statements and Search Criteria, Programs, Management, Governance, Financials, Disaster Programs, Other Documents, Donate Now
- Image:** A photograph of a Civil War soldier re-enactor in uniform interacting with a group of children.
- Caption:** Students participating in our Educational Programs interacting with a Civil War Soldier Re-enactor
- Video:** Galactic Encounter Day



## THE ONLINE PARTS OF THE APPLICATION

- Nonprofit Search portrait -- “reviewed status”
- Application online -- Computer with Internet access
  - <http://unitedarts.cc/grantee-resources/grants/>
  - E-mail to set up access to your account
- Forms & Required documents (access online links) & Scanned documents to provide (upload) with application
- Supplemental materials (extras that are not required)





## 2016 Cultural Facilities Funding (CF)

### **If awarded:**

- Mandatory contract meeting (with United Arts)
- Insurance requirements must be met
- Proper acknowledgement to be given
- Reports required
- Payments: 25%, up to 65%, and 10% (funding not available until July 2016)





# 2016 Cultural Facilities Funding (CF)

## Insurance requirements:

- Commercial General Liability - \$1,000,000
- Commercial Automobile Liability – \$500,000
- Workers' Compensation and Employer's Liability – \$100,000 as required by State of Florida.
- Employee Dishonesty/Crime Insurance – equal to or greater than 65% of the award.
- **Payment and Performance Bonds**
- **Equipment Floater/Installation Risk**



## GRANT WRITING TIPS

**Clear!** Talk to your audience (panel). Address what is requested (specific answers to narrative, include all requirements).

**Concise!** Character counts, succinct not verbose. Don't overwhelm with quantity.

### **Compelling!**

You're the experts at what you do. Make your case. Make it compelling. Why should this project be funded? How does it help Orange County achieve the goals of the Advisory Council and this funding program?



## GRANT WRITING TIPS

- Portrait updated – board, financial statements
- Check spelling & arithmetic on forms
- Present balanced budget
- Don't bold everything
- Use Capitals and exclamation points very sparingly;
- Use bullets to highlight list of points
- Align columns of decimals, or dollars
- Proofread! Have someone else read entire grant.
- Check uploads: all items included? Does the complete PDF appear as you want panel to see it?





# 2016 Cultural Facilities Funding (CF)

PLEASE CONTACT TRUDY WILD FOR  
ASSISTANCE.

**Direct: 321.972.9837**

**407.628.0333, x223**

**Trudy@UnitedArts.cc**

