

GRANT WORKSHOPS

THURS., DEC. 1, 2017; 4:00-5:30PM

AT OFFICE OF ARTS AND CULTURAL AFFAIRS

WED., DEC. 7, 2017; 9:00-10:30AM

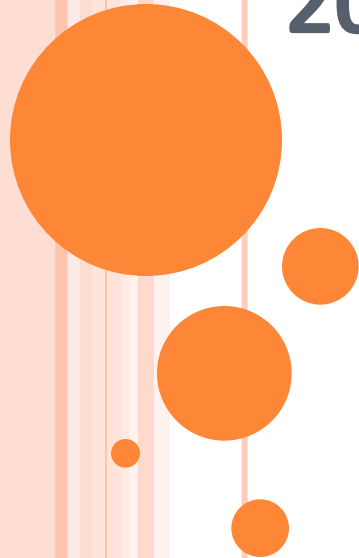
AT UNITED ARTS OF CENTRAL FLORIDA



Arts &
Cultural
Affairs



2017 Cultural Facilities Funding



Presented by

United Arts

OF CENTRAL FLORIDA



2017 Cultural Facilities Funding (CF)

ORANGE COUNTY
OFFICE OF ARTS & CULTURAL AFFAIRS
CULTURAL FACILITIES FUNDING
FOR 2017





2017 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*





2017 Cultural Facilities Funding (CF)

Total ALL CF funding: \$9,779,330

44 grants (35 projects) awarded over 9 years:
grants from \$25K-\$500K

Total FY16CF funding: \$1,235,072

5 projects awarded: \$85,000 to \$500,000

Pool for FY17 CF: \$1,500,000

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





2017 Cultural Facilities Funding (CF)

Requests Funded in 2016

- Art & History Museums-Maitland: “Uncovering History”; renovation: \$92,911
- Friends of Casa Feliz: “Envisioning Sustainability”; renovation: \$85,000
- Holocaust Memorial Resource and Education Center of Florida; land acquisition: \$500,000
- Orlando Repertory Theatre: Universal Orlando Theatre; renovation: \$332,161
- Town of Oakland Oakland Art and History Center and Refill Depot; new construction: \$225,000

Total (5): \$1,235,072





2017 Cultural Facilities Funding (CF)

Timeline

Friday, Feb. 3, 2017, 5:00pm – Application Due

- Fri., Jan 6, 2017 Last day for notice of intent to apply
- Fri., Jan 6, 2017 Nonprofit Search portrait deadline (first-timers)
- Fri., Jan 13, 2017 Nonprofit Search portrait updates deadline (repeat applicants/grantees) & last day to submit for technical review
- Thurs, Mar 2, 2017, 8:30am Site visits
- Thurs., Mar 30, 2017, 8:30am Review Panel Meeting, Ranking & Funding Recommendations
- Thurs., Apr 6, 2017, 8:30am Advisory Council Approval
- Tues, May 23, 2017, 9:00am BCC approval (subject to change)
- June 2017 Contracts
- July 1, 2017 Program Period Begins
- June 30, 2018 1 year Encumbrance Period closes – all revenue and expenses committed
- July 1, 2017-March 31, 2019 Program funding period (21 months)
- NOTE: Lobbying blackout period Feb. 3–May 23, 2017





2017 Cultural Facilities Funding (CF)

Concept
(40 Points)

Facility
(30 pts.)

Mgmt. &
Budget
(30 pts.)

**What are
the
reviewers
looking for?**

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

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

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

Total: 100 points

Green = technical panel review





2017 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 complete eligibility requirements

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





2017 Cultural Facilities Funding (CF)

New and Updated Items for CF 2017

- At least one representative of the applicant organization must attend the Review Panel Meeting in person
- Grantees can apply every year – previous restriction required grantee sitting out one year after two years of being funded
- New question in Narrative Q4: “How will the proposed project affect concurrent programming while the facilities project is under way?”
- Clarification: All proposed project scope and budget items must be for work beginning on or after project start date of July 1, 2017, and within the 21-month project period





2017 Cultural Facilities Funding (CF)

New and Updated Items, CF 2016 (Last Year)

- 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”





2017 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
- 100% of matched request amount must be confirmed at time of application

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

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://cfcf.guidestar.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 showing a man in a Civil War soldier 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)





2017 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 2017)





2017 Cultural Facilities Funding (CF)

Insurance Requirements

- Commercial General Liability: \$1,000,000
- General Automobile Liability: \$500,000
- Workers' Compensation and Employer's Liability: \$100,000 as required by State of Florida
- Employee Dishonesty/Crime Insurance: equal to or greater than 65% of the award
- **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; be succinct, not verbose. Don't overwhelm with quantity.
- **Compelling!** You're the experts at what you do. Make your case. Make it compelling. Why should this project be funded? How does it help Orange County achieve the goals of the Advisory Council and this funding program?



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?



United Arts

OF CENTRAL FLORIDA

2017 Cultural Facilities Funding (CF)

PLEASE CONTACT TRUDY WILD FOR
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