

# GRANT WORKSHOPS

THURS., OCT. 19, 2017; 5:00-6:00PM

AT ORLANDO PUBLIC LIBRARY

WED., NOV. 8, 2017; 12:00-1:00PM

AT UNITED ARTS OF CENTRAL FLORIDA

FRI., DEC. 8, 2017; 9:00-10:00AM

AT ORANGE COUNTY HUMAN RESOURCES



## 2018 Cultural Facilities Funding

Presented by

United Arts

OF CENTRAL FLORIDA



# 2018 Cultural Facilities Funding (CF)

**ORANGE COUNTY**  
**OFFICE OF ARTS & CULTURAL AFFAIRS**  
**CULTURAL FACILITIES FUNDING**  
**FOR 2018**





# 2018 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*





# 2018 Cultural Facilities Funding (CF)

Total ALL CF funding: \$10,646,681

48 projects awarded over 10 years:  
grants from \$25K-\$500K

Total FY17CF funding: \$867,351

4 projects awarded: \$30,000 to \$500,000

Pool for FY18 CF: \$1,546,977

Types of projects: Equipping, Renovation, Construction, Acquisition; requests of \$20K-\$500K (**New Minimum this year**)





# 2018 Cultural Facilities Funding (CF)

## ***Requests Funded in 2017***

- Garden Theatre: “Gear Up for Year 10: From Sound to Stage”; renovation: \$140,103
- Orlando Repertory Theatre for “Bridging Spaces: The Florida Blue Lobby”; renovation: \$197,248
- Orlando Science Center for STEM Discovery Center; renovation: \$500,000
- Pine Castle Historical Society for Pine Castle History Center; renovation: \$30,000

***Total (4): \$867,351***





# 2018 Cultural Facilities Funding (CF)

## Timeline

### Thursday, Feb. 1, 2018, 5:00pm – Application Due

- Thu., Jan 4, 2018 Last day for notice of intent to apply
- Thu., Jan 4, 2018 Nonprofit Search portrait deadline
- Thu., Feb 1, 2018 Deadline for online application
- Thurs, Mar 1, 2018, 8:30am Site visits
- Thurs., Mar 29, 2018, 8:30am Review Panel Meeting, Ranking & Funding Recommendations
- Thurs., Apr 5, 2018, 8:30am Advisory Council Approval
- Tues, May 22, 2018, 9:00am BCC approval (subject to change)
- June 2018 Contracts
- July 1, 2018 Program Period Begins
- June 30, 2019 1 year Encumbrance Period closes – all revenue and expenses committed
- **July 1, 2018-March 31, 2020 Program funding period (21 months)**
- **NOTE: Lobbying blackout period Feb. 1–May 22, 2018**





# 2018 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





# 2018 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







# 2018 Cultural Facilities Funding (CF)

## ***New and Updated Items for CF 2018***

- **One portrait deadline** (for all new or returning applicants)
- Clarified: Have ownership or undisturbed use of the land and building or **proposal to purchase**
- Reduced funding request **minimum amount to \$20K**, allowing projects of \$40K+ to submit applications
- Panel meeting--Allowing a **one-minute introduction** and/or update at the beginning of each applicant's discussion.  
**Maximum two-minute response** to allow time for panel discussion.
- **Form 990's** must be filed annually, on time (or within approved extension) and submitted with application **& reporting**





# 2018 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](http://cffound.org/nonprofit_search)

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



**HISTORICAL SOCIETY  
OF CENTRAL FLORIDA**

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

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

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

[DISASTER PROGRAMS](#)

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**Contact Information**

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Email	<a href="mailto:Michael.Perkins@ocfl.net">Michael.Perkins@ocfl.net</a>

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**Web and Social Media**

Web Site	<a href="http://www.thehistorycenter.org">http://www.thehistorycenter.org</a>
Donate with a credit card	<a href="http://www.thehistorycenter.org">http://www.thehistorycenter.org</a>
Facebook	

## ***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)





# 2018 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 may not be available until July/August 2018)





# 2018 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
- Plus:
  - 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?





The logo for United Arts of Central Florida, featuring the text "United Arts" in white on a red brushstroke background.

United Arts

OF CENTRAL FLORIDA

# 2018 Cultural Facilities Funding (CF)

PLEASE CONTACT TRUDY WILD FOR  
ASSISTANCE.

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**407.628.0333 x223**

**Trudy@UnitedArts.cc**

