

FY17 Cultural Facilities Funding - Orange County Arts & Cultural Affairs

United Arts of Central Florida

Grant Number

Grant Number

Character Limit: 100

Project Name*

Name of Project

Character Limit: 100

Project Description

Description of Project

Character Limit: 1250

Contacts for Email List

Please type names AND emails (example: Mary Smith, msmith@arts.org; Ellen Taylor, etaylor@arts.org) of all individuals who should be included on email communications from United Arts regarding this grant (now and throughout the year) as well as other opportunities. Include yourself, if applicable. If you are applying with a fiscal sponsor (mini-grants or Orange County grants only), include contacts for BOTH the fiscal sponsor organization and the producing organization.

Character Limit: 500

Grant Amount

Character Limit: 20

Project Start Date

Character Limit: 10

Project End Date

Character Limit: 10

Payment Information

**Orange County Arts & Cultural Affairs -- FY17 Cultural Facilities Funding
Follow-up Form: Second Payment (Up to 65%)**

Payment Information*

By submitting this follow-up report and payment request, the GRANTEE certifies compliance with the terms and conditions set forth in the Award Agreement and in the enclosures of the agreement, including the guidelines, application, revised scope, budget, and any addenda (if applicable), grant award letter and any stipulations. United Arts of Central Florida is the AGENCY serving as fiduciary for Orange County Arts & Cultural Affairs (COUNTY).

NOTE: If you wish to receive facilities grant payments via ACH transfer, you must submit the ACH payment processing form AND a cancelled check to establish your ACH account for disbursements (one-time only, and any payment from United Arts will go into this account). Please notify Juliana@UnitedArts.cc if you need assistance or status for your ACH enrollment.

Choices

I understand and agree

Contact Name for This Payment*

NOTE: If GRANTEE is using a fiscal agent, payment will be sent to the fiscal agent. All financial transactions for the project should go through the fiscal agent.

Character Limit: 25

Phone Number*

Character Limit: 25

Address to Send This Payment*

Please include "CHANGE OF ADDRESS: if this is a new address for the organization.

Character Limit: 250

Second/Interim Payment(s) (up to 65%)--Requirements

The **Interim report(s)** may be one or more separate payments (based on draw-down needs of the project, up to 65% total). It is due at halfway to project completion; reports due at least at 6-month intervals, and requires:

1a) Change Request (if applicable)*

Changes: If the project's scope of work, anticipated completion date, or budget have changed significantly* from the approved proposal, prepare a "Change Request Form", available from the UnitedArts.cc website in the FY17CF section, or from Trudy@UnitedArts.cc. Upload form here along with a revised Budget Summary form (updated from latest approved version, either application or Pay 1).

NOTE: Change Request must be approved by AGENCY, in advance of implementation, in advance of processing this follow-up report. (EITHER submit via email, separately, or upload with this report and submit all requirements for this follow-up report, which will be processed pending approval of the Change Request.)

* Significant changes would be that of 20% or more in any line item of Project Budget Summary form, leadership/team changes, Scope of Work changes, or project encumbrance or start/end dates of the project.

IF NO SIGNIFICANT CHANGES, indicate "No Change Request Needed"

Character Limit: 750 | File Size Limit: 2 MB

1b) Narrative--Project Progress To Date*

Provide narrative update on the project's progress to date, since the time of first report.

Update items such as: site work/progress; project team, updated work timeline.

Character Limit: 750

2) Update - Project Budget Summary*

Complete & upload the Project Financial Summary, Report Form B - project expenditures to date, compared to most current approved budget. Confirm and/or provide the following requirements:

- Must have **spent at least one-half of the first payment** at this point.
- Must **provide a listing of expenditures that shows the County funds and match** of \$1:\$1, identifying which expenses are from grant funds. Upload listing and/or field reports here with budget, or upload to separate upload item, below.
- Must verify that COUNTY **grant amount AND MATCH have been encumbered** by June 30, 2018 (i.e., contracts signed for project services/materials, a fully executed contract with an architect or contractor for amount equal to or in excess of the total CF funding AND 100% of match will satisfy this requirement).
- Certification at end of follow-up report will certify Grantee's confirmation of **compliance with Unallowable Expenses requirements** (see Agreement for details)

Character Limit: 750 | File Size Limit: 2 MB

Upload Expenditures Listing and/or Field Reports Here*

Must **provide a listing of expenditures that shows the County funds and match** of \$1:\$1, identifying which expenses are from grant funds. Upload listing and/or field reports here with budget, or upload to separate upload item, below. OR indicate if it was already included in Budget forms upload.

Please help me to expedite your report and payment processing by providing a reconciliation to tie together the following:

- show the flow of grant payments received,
- transfers to/from your grant account with any other accounts transactions to meet project timing and cash flow,
- match up bank statement balances and transactions
- tie to expenditures during the reporting period,
- be sure that all totals match up to the Form B: Project Financial Summary.

Character Limit: 200 | File Size Limit: 2 MB

COUNTY grant amount AND MATCH have been encumbered*

- Must verify that COUNTY **grant amount AND MATCH have been encumbered** by June 30, 2018 (i.e., contracts signed for project services/materials, a fully executed contract with an architect or contractor for amount equal to or in excess of the total CF funding AND 100% of match will satisfy this requirement). The full amount must be committed to the project by this time, but you have until March 31, 2019, or 45 days after the project's completion date-- whichever is earlier--to fully expend the total project expenditures.

Character Limit: 200 | File Size Limit: 1 MB

3) Update - Match*

Match requirement was confirmed to be 100% matched (via cash, pledges, or in-kind), at time of application.

- For Second and subsequent interim reports, you do not have to resubmit match form, unless the matching funds sources or amounts have changed. Indicate "No change" if none. OR,
- If you have received payments on pledges, or received government or foundation grant award payments, etc., update match form and upload backup documentation.

NOTE: only one upload is allowed; combine into one PDF or use Fax-to-File feature in left sidebar.

- Irrevocable pledges must be received and obligated by June 30, 2018.

Character Limit: 750 | File Size Limit: 2 MB

4) Separate bank or escrow account*

Upload latest statement(s) from bank account, or escrow account that is established to track the Orange County Arts & Cultural Affairs Cultural Facilities Funding.

- Grantee will track all project funds--award and match--revenue and expenses, through this account, identify grant funds separately from match on a budget detail report, or expenditure listing that ties to the bank/escrow account, and to the budget summary.

Submit bank statement in this upload, and expenditure detail with the budget information upload.

Please help me to expedite your report and payment processing by providing a reconciliation to tie together the following:

- show the flow of grant payments received
- transfers to/from your grant account with any other accounts transactions to meet project timing and cash flow
- match up bank statement balances and transactions
- tie to expenditures during the reporting period, clearly identify grant expenditures

- be sure that all totals match up to the Form B: Project Financial Summary

Character Limit: 750 | File Size Limit: 2 MB

5) Field reports*

Field reports: releases, liens and pay applications (contractor provided), with form for Project Financial Summary, include any Change Orders.

If no update to field reports at this time, explain status. The entire amount of the projects' "hard costs" will be documented, with final lien releases.

Character Limit: 750 | File Size Limit: 2 MB

6a) Insurance Certificate(s) - Standard*

If not already on file at the AGENCY (or, direct insurance company to send to EGranting@UnitedArts.cc). Must have the following:

- \$1M Commercial General Liability. AGENCY "United Arts of Central Florida" must be Additional Insured.
- \$500,000 Commercial Auto Liability. AGENCY "United Arts of Central Florida" must be certificate holder.
- Worker's Compensation (as required by FL statutes - or, if not required to carry this policy due to # or type of employees, detail # or type of employees below and explain if necessary). AGENCY "United Arts of Central Florida" must be certificate holder.
- Employee Dishonesty (at least 65% of award amount). AGENCY "United Arts of Central Florida" must be certificate holder.

For details see Agreement Section: Indemnity, Safety & Insurance

- Indicate "ON FILE", or other status.

Character Limit: 400 | File Size Limit: 1 MB

6b) Insurance - Bonds & All Risk*

If any changes/updates/renewals to Payment & Performance bond, and Installation Floater/All-risk policies as required, in Agreement, Section 6, indicate/upload here.

- Indicate "ON FILE", or other status.

Character Limit: 500 | File Size Limit: 2 MB

7) Acknowledgement plan - update*

Explain any changes to how you plan to use the logo and acknowledgment statement, whether on the web, in programs, emails, letters, flyers, posters, etc.

Submit sample(s) if in use, or status, if pending.

Character Limit: 750 | File Size Limit: 1 MB

8) Photos of project progress*

It may be requested to have AGENCY attend site visit. Provide photos to indicate project's progress to date.

Character Limit: 750 | File Size Limit: 1 MB

Final (10%) Payment Requirements

The **final payment** is due 45 days after the close of the CULTURAL PROVIDER's project period and will require:

- Final project description, achievements
- Final project budget summary form
- Listing of project expenditures from TDT grant, and separately, matched amount of project expenditures.)
- Project budget variances and explanation of significant items.
- *Lien releases (if applicable; for all except City-owned buildings)
- *Documentation of all warranties, equipment training (if applicable), and vendor files related to services and purchases specifically for this funded project.
- Acknowledgement sample(s)
- Pictures of the project (2 or more) - at least 300 dpi if possible. This may depict the process, equipment, before/after project photos, etc.
- Renewed insurance certificate(s), if previously submitted has expired.

Character Limit: 1000