

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 funding: \$1,367,327

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

- **Thurs., Jan 4, 2018** Last day for notice of intent to apply
- **Thurs., Jan 4, 2018** Nonprofit Search portrait deadline
- **Thurs., 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)

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 **& in 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)





2018 Cultural Facilities Funding (CF)

**CENTRAL FLORIDA
FOUNDATION**

Nonprofit Search – Portrait

- cffound.org/nonprofit_search

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



**HISTORICAL SOCIETY
OF CENTRAL FLORIDA**

Last Updated: 7/20/2017 3:54:48 PM

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

SUMMARY STATEMENTS IMPACT PROGRAMS GOVERNANCE MANAGEMENT FINANCIALS

DISASTER PROGRAMS

Contact Information

Address	65 East Central Boulevard Orlando, FL 32801
Phone	(407) 836-8500 
Fax	(407) 245-0412 
Email	Michael.Perkins@ocfl.net

Web and Social Media

Web Site	http://www.thehistorycenter.org
Donate with a credit card	http://www.thehistorycenter.org
Facebook	





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



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



2018 Cultural Facilities Funding (CF)

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)

The Online Application Narrative Questions *Section 1: Concept (40 points)*

- **NEED** (20 points)
 - Why is the project important to your community?
 - The consequence of not doing it, or the opportunities for advancement by completing it.

- **VISION** (15 points)
 - What is the Vision?
 - Why is the project important to your mission?

- **INSPIRE EXCELLENCE** (5 points)
 - Testimonials of patrons, critics
 - How will the project enable further or enhance the artistic excellence of your program?





2018 Cultural Facilities Funding (CF)

The Online Application Narrative Questions ***Section 2: Facility (30 points)***

- **PROCESS, DESIGN & PLANNING (15 points)**
 - Design planning and project scope to address environmental features and sustainability?
 - Provide a timeline of project milestones.
 - Upload plan/drawings of project

- **QUALITY (15 points)**
 - Show the lifetime estimates of materials for your physical solution, relating to your need and vision.





2018 Cultural Facilities Funding (CF)

The Online Application Narrative Questions Section 3: Management & Budget (30 points)

- **OPERATIONAL READINESS (10 points)**
 - Board, project team, and staff strengths
 - Address the project plans & preparation that is complete and confirmed

- **FINANCIAL READINESS (15 points)**
 - Form A: Certification from Professionals
 - Form B: Project Budget – Summary
 - Form C: Matching Funds & documentation

- **CARE & STEWARDSHIP (5 points)**
 - Care and maintenance plan and resources to maximize useful life





2018 Cultural Facilities Funding (CF)

Cultural Facilities Review Panel

- **Mandatory attendance for applicants:**
 - **Date: March 29, 2018** (all morning)
 - **Location: Orange County Administration Bldg,**
201 South Rosalind Ave, Orlando, FL (room 105)





2018 Cultural Facilities Funding (CF)

Cultural Facilities Review Panel

○ Consists of at least 5 council members and 3-4 industry experts:

- Dr. Rick Schell – Review Panel Chair (University of Central FL)
- *Tony Aguerrevere – Industry Expert (Former Capital Improvements Program, Orange County)*
- *Jeffrey Ault – Industry Expert (Facility Designer)*
- Cecelia Bonifay – (United Arts)
- Karen Climer – (At Large, MMRB)
- *Christine Madrid French – Industry Expert (Architecture Historian/Facility Grantee)*
- Hal H. Kantor – Council Chair (D2 – Comm. Bryan Nelson)
- *Brian J. Morris – Industry Expert (Construction Management)*
- Sara Segal – Advisory Council Chair (Tourist Development Council)





2018 Cultural Facilities Funding (CF)

If Awarded

- Mandatory contract meeting (with United Arts)
- Insurance requirements must be met
- Proper acknowledgement to Orange County Arts & Cultural Affairs
- Identify or establish TDT bank account for grant tracking
- File ACH enrollment form for electronic payment processing
- Reports required (*Form 990 and audit are current?*)
- Payments: 25%, up to 65%, and 10% (funding may not be available until July/August 2018)



PAYMENT:

- ✓ Pay Request required for each disbursement
- ✓ Change Request Form required for dates, scope, budget, or leadership changes from proposed project (prior to pay report)
 - **Payment 1, 25% of award:**
 - Due 45 days after BCC approval/contract issued
 - Submit project updates, 100% of match confirmed & insurance/bonds, bank account
 - **Payment 2, 65% of award:**
 - Due halfway through project (or to be adjusted to project timeline/payment needs)
 - Submit interim report, at least 100% of match confirmed, updates/status report, budget, expenditures/receipts
 - **Payment 3, 10% of award:**
 - Due 45 days after completion of project and last day of project period; Submit final report; proof of match received/paid, grant & match expenditures, all recognition, reports, photos (3), etc.
 - Final payment is paid in reimbursement; after all is complete.



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





2018 Cultural Facilities Funding (CF)

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?





2018 Cultural Facilities Funding (CF)

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?





2018 Cultural Facilities Funding (CF)

PLEASE CONTACT TRUDY WILD FOR ASSISTANCE.

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407.628.0333 x223

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