

2021 Orange County Venue Subsidy Grant for Arts and Culture Guidelines



Through funding from Orange County, United Arts is offering a grant to subsidize the use of an event venue in Orange County for cultural programming. This program addresses the need for cultural nonprofits to be better able to afford venues within Orange County to showcase arts and cultural programming that will appeal to a wide range of audiences. Priority will be given to venue rentals in underserved and diverse communities in Central Florida.

Apply Online By: **5 PM, Thursday, October 15, 2020**, first grant cycle for FY21
5 PM, Monday, March 1, 2021, second grant cycle for FY21

Project Period – Venue Date(s)

Must Occur Within: October 15, 2020 through September 30, 2021

Grant Notification: Within 60 days after the corresponding deadline

Funding Ends By: September 30, 2021 (for both FY21 deadlines)

Final Report Due: 30 days after venue rental covered by the grant has been completed

Request Amount: A maximum of \$50,000 or not more than 50% of eligible expenses, whichever is less. Funding is competitive; due to limited funding, not all projects of merit will be funded. **Maximum grant award is \$50,000, but average grants may be lower depending on demand for funds and number of applications.**

Organizations may apply for one of the following within the October 15 through September 30 period: a one-time event; multiple rentals over a season; or lease/rental costs of up to 12 months on one eligible facility. Organizations applying for a season using more than one venue must have received a grant from United Arts or Orange County Cultural Tourism within the last year. **This grant is to subsidize venue rental costs and related costs charged by the venue ONLY. For a complete list of eligible and ineligible costs, please see below under Grant Eligibility.**

In all cases, eligibility decisions are determined by United Arts. Each organization is limited to one Venue Subsidy Grant application per program year (October 1 through September 30 period). A grant award in one year does not guarantee funding in subsequent years.

Organization Eligibility:

In order to apply, the organization must have or must be:

- Nonprofit 501(c)(3) corporate status, in good standing with State of Florida Division of Corporations and the IRS (United Arts will verify current 501(c)(3) status at www.irs.gov and current good standing with the State of Florida Division of Corporations at www.sunbiz.org)
- In good standing with any prior grant reporting with United Arts, if applicable
- Arts/cultural as the primary focus of the organization's mission; providing cultural programming (defined as exhibition, production, presentation or instruction of performing, visual, literary or media arts, the sciences, or history and heritage)
- An arts/cultural group located in the counties of Lake, Orange, Osceola or Seminole may apply as long as programming is presented in an Orange County venue
- Local governing board (may include members who reside outside Central Florida) that meets at least quarterly and operates under a set of bylaws

Organizations are NOT eligible if they are:

- A public or private entity governed by a county, municipality, school district, public and/or private and/or charter school, community college, college, university, or an agency of state government
- A Media company (TV/radio/print)
- Groups whose primary mission is other than arts and culture
- Faith-based organizations
- Fraternal or sports organizations

- Political causes, candidates, organizations, or campaigns
- Organizations that are adjuncts to for-profit organizations (“Friends of” organizations are eligible to apply only in lieu of the parent nonprofit organization)
- A chapter of a larger or national nonprofit

Grant Eligibility:

Proposals must occur in a venue located in Orange County, Florida and be accessible to the public. Sole purpose of programming must involve the arts, science or history, inclusive of:

- One of the following: 1) a single exhibition, production or performance; 2) a season of productions/exhibitions; 3) a monthly lease rental featuring productions/exhibitions
- Priority will be given to organizations performing in underserved communities and/or appealing to ethnically diverse communities and/or at-risk youth
- Partnerships with culturally diverse organizations are encouraged. United Arts can help connect you with diverse organizations; contact Rafael@UnitedArts.cc.
- As part of the application, applicant must provide a formal quote from the venue(s) with confirmed production dates, or a copy of a fully executed lease. Related venue costs must be included and itemized in the quote from the venue, such as security, stagehands, sound/lighting engineers, ushers, custodial and other costs charged by the venue. Related costs billed by a third party are not eligible. To release funds, a final signed contract with the venue must be provided.
- Productions should be held in venues open to the public, such as community centers, amphitheaters, Dr. Phillips Center, Plaza Live, other cultural organizations’ venues or other non-traditional venues

This grant cannot fund:

- Venues not located in Orange County
- Rent/lease for venues that does not provide public exhibitions or performances, such as administrative specific offices or warehouse/storage space or where 50% or more of space is not used as performance/exhibition space
- Streaming or online only programming where there is no in-person attendance opportunity by the general public
- Self-dealing, proposals to cover cost of a venue operated or owned by the applicant
- Private events closed to the general public and activities restricted to an organization’s membership (including school competitions, recitals and graduations); professional competitions are eligible if applications and events are open to the public
- Food or beverage for hospitality or entertainment functions
- Costs not related to the arts including commercial artists/musicians, DJs, business expos, social service projects, etc.
- Events, activities, and related expenses (e.g., benefits, dinners, sporting events, etc.) where the artistic/cultural offering is not the primary activity
- School competitions, recitals and graduations; professional arts and cultural competitions are eligible if applications and events are open to the public
- Projects in the following areas: acrobatics, aerobic dance, beauty pageants, clowning, comedy, cosmetology, face painting, fashion shows, gemology, juggling, karaoke, magic shows, martial arts, mineralogy, modeling, nature presentations, quiz bowls or travel presentations
- Projects of a religious nature designed to promote/inhibit religious or spiritual beliefs and/or practices
- Expenses such as utilities, cleaning services, Common Area Maintenance (CAM), program staffing expenses, labor, and fees unrelated to venue rental and production/exhibition costs
- Capital expenditures (including acquisitions or equipment), or any building, renovation or remodeling of facilities
- Mortgage payments, deficit reduction, bad debts, contingencies, fines and penalties, interest payments, litigation costs, or any other comparable expenses
- Contributions to cash reserves and/or endowment funds
- Lobbying or attempting to influence federal, state, or local legislation
- Awards, prizes, or scholarships for use outside the applicant’s programming
- Tuition for academic study

- Summer camps
- Regranting, contributions, or donations
- Projects benefiting for-profit organizations
- Staff travel
- Costs that do not meet the spirit of the intent of the grant

Funding Decision Process: United Arts staff initially reviews applications. A panel including members of United Arts staff, Orange County Arts & Cultural Affairs, and/or its Advisory Council will review and recommend grants to be approved by the Executive Committee of United Arts Board of Directors. Staff may contact applicants for additional materials, please watch email closely. Incomplete applications will be rejected. If the primary contact will be out of town, designate a contact person and notify Rafael@UnitedArts.cc.

Availability of Funding: The grant pool starts October 15, 2020 with a second cycle occurring March 1, 2021, or until funding is depleted. United Arts will post on the website (www.UnitedArts.cc/grants) if funding has been depleted for the year.

Grant Payment Schedule: Grantees will sign an online award agreement before grant funds are disbursed. The awarded subsidy grant will be issued by United Arts and sent to the venue or organization once the award agreement is in place and a final signed contract with the venue/s has been provided to United Arts. Disbursement options are:

1. 100% of the awarded Venue Rental subsidy grant will be made out to the venue and sent to the organization.
2. For United Arts Operating Support grantees only - If applying for a season that utilizes several venues or if a venue has additional costs that cannot be finalized until after the program end date (such as facility fees) .organizations will receive a 75% first payment and a final 25% that will accurately cover the remaining costs.
3. For lease rentals that cover twelve months, payments will be made quarterly. Organizations with lease rentals for less than a full year, will receive prorated payments over the life of the lease.

Requirements During the Grant Period:

- ❑ **Request Permission for Changes:** Any project or budget changes, including change of venue, must be requested in advance of the event rental. Contact Rafael@UnitedArts.cc with questions or to discuss a potential project change. Unapproved change of venue will result in forfeiture of the grant.
- ❑ **Notification:** During the project, grantees must keep Rafael@UnitedArts.cc on their email list, renew insurance policies when they expire, and notify United Arts of any contact changes or changes in IRS tax-exempt status. United Arts will add grantees to its email list including resources and opportunities.
- ❑ **Publicity:** Recipients of venue subsidy grantees are required to post their events on OrlandoAtPlay.com when the dates and other details have been set. United Arts promotes select events through our email newsletter and, if at least two months in advance, the calendar section of *Orlando Arts Magazine*. To add your event, go to www.OrlandoAtPlay.com/page/submit_event/.
- ❑ **Legal:** You must comply with fair labor standards and a drug-free workplace.
- ❑ **Insurance:** At the time of award acceptance, all grantees are required to provide a Certificate of Insurance, listing United Arts of Central Florida as certificate holder and provide current coverage for the following types and limits of coverage:
 - Commercial General Liability, \$500,000 (event riders are acceptable, or insurance held by the venue that covers your organization for the event). United Arts and Orange County Government MUST BE listed as additional insureds (usually listed in the notes field).
 - Commercial Auto Liability, \$500,000 for hired and non-owned automobiles (unless covered under Commercial General Liability policy). Organizations that own automobiles must provide proof of Automobile Insurance.
 - Workers' Compensation, as required by law (if the organization employs more than three paid staff).
 - Grantees must submit a new copy of the insurance certificate whenever one of the policies expires. Any organization that believes it cannot meet the coverage requirements throughout the project period may request a reduction or waiver. Any such request shall include an explanation of the need for reduction or waiver, signed by a board representative and accompanied by a quote in writing from a potential insurer.
- ❑ **Inclusion:** Grantees must provide equal access and opportunity in employment and services and may not discriminate on the basis of race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying abilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status. United Arts expects that the make-up of the staff, board, audience, volunteers, artists, scientists, historians, etc. involved with grantee organizations be inclusive of the diversity of the community and compatible with the organization's mission.
- ❑ **Acknowledgement:** Grantees must acknowledge the grant in all project publicity and materials (whether printed, online, verbal, or other), with the Orange County logo and United Arts logo and statement "This project is funded in part by Orange County Government, Arts & Cultural Affairs Program, through United Arts of Central Florida."
- ❑ **Recordkeeping:** Grantees must keep information (including description and photos of the project, press or publicity about the project including use of logo or acknowledgement statement, and attendance statistics) for the final report. Also keep records about the grant activities and financial documents for at least five years after the project is completed; such records must be available for audit by United Arts representatives.
- ❑ **Final Report:** A final report form will be provided in your online account, due October 30, 2021 or 30 days after the final event, whichever comes sooner, detailing diversity, outreach efforts to underserved communities and attendance. Failure to comply could affect eligibility for future United Arts funding.

Application: The application is available online at www.UnitedArts.cc/grants, click on Apply Now to access or create an account (if new to the system) and select Venue Subsidy Grant. A budget form is required with the application, a template is provided for download.