

Grant Program #2: The Community Arts Outdoor Facility COVID-19 Public Health Grant

United Arts of Central Florida

Eligibility & Organization Info

Missing Items, if any

Character Limit: 250

Staff Notes - Guidestar & Sunbiz check

Use the system-generated Guidestar Charity Check to verify current 501c3 status, and indicate "done" below. Also check Sunbiz.org (search by name) to verify current Florida nonprofit status and indicate "done" below.

Character Limit: 10000

Organization Eligibility Requirements*

- Be Florida registered 501(c)(3) non-profit organizations;
- Have a mission that is specific to the promotion of arts or culture in the Central Florida community;
- Be located and provide programming in Orange County, Florida; **and**
- Be able to demonstrate a direct COVID-19 impact.

Choices

Yes, the applicant organization complies with these requirements

No, the applicant organization is not eligible

Mission Statement*

Character Limit: 1000

Office Location (County / City)*

Choices

Orange / Apopka
 Orange / Eatonville
 Orange / Lake Buena Vista
 Orange / Maitland
 Orange / Ocoee
 Orange / Orlando
 Orange / Windermere
 Orange / Winter Garden
 Orange / Winter Park
 Orange / Other

Orange County Commission District*

Choices

- District 1 - Betsy VanderLey
- District 2 - Christine Moore
- District 3 - Mayra Uribe
- District 4 - Maribel Gomez Cordero
- District 5 - Emily Bonilla
- District 6 - Victoria P. Siplin

Fiscal Year End Date*

Enter the month in which your fiscal year ends. For example, an organization whose fiscal year is the calendar year would select December; an organization whose fiscal year is Oct - Sept would select September.

Choices

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Eligible Outdoor Facility Expenses:

- Tents
- Chairs
- Fencing for crowd control
- Materials necessary to provide social distancing
- Labor costs for installation (does not include staff, contracted labor only) for any of the above eligible expenses
- Personnel costs for COVID-19 social distancing compliance and enforcement at performances and activities hosted by the Applicant that use the outdoor performance and activity space
- Upgrade costs for portable restrooms for COVID-19 safe airflow and social distancing.

Ineligible Outdoor Facility Expenses (non-exhaustive):

- Costs to purchase rights to performance materials

- Audio-visual equipment
- Stages or any other associated performance expenses that are not directly COVID-19 related.

Outdoor Facility Expenses - Additional Qualifications:

- The CDC has encouraged the use of outdoor space for performances, as so-doing has proven to be a safer alternative to indoor public gatherings. For an Arts Organization to qualify for this grant, they must:
 - Demonstrate that they have a facility that is open to the public that either lacks the space required to meet the CDC's COVID-19 social distancing guidelines or has space, but use of such space would be economically infeasible to safely make activities and performances available to the public; **and**
 - Make activities and performances available to the public between 10/13/2020 and 12/30/2020
- The Arts Organization must either own or have a long-term exclusive lease for the facility in question. If a long-term lease is held, such lease must have been entered into prior to March 1, 2020 and the landlord must approve of any permanent improvements to the facility. Qualifying Arts Organizations are permitted to apply if they intend to use outdoor common areas that are adjacent to their facilities, but they must first obtain written consent from the owner of such facility-adjacent outdoor common areas.
- Any outdoor performance and activity spaces for which funding assistance from the County is received must be for primarily for public use and designed to control capacity and ensure social distancing.
- To ensure competitive pricing, have three bids for each eligible procurement of goods and/or services that is in excess of \$10,000.
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Project Info

Project Name*

Do not include the organization name.

Character Limit: 60

Facility/Programming Status*

1. Is your facility or in-person programming currently open for public attendance?
2. Explain why your facility cannot be used for indoor performances or events due to safety restrictions and/or prohibitive cost.

Character Limit: 3000

Project Description*

1. Describe the impact that COVID has had on your organization.
2. Summarize how you will implement the outdoor facility expenses to safely reopen to the public.
3. Provide a brief summary of your activities and performances available to the public (prior to December 30, 2020) and include the following information:
 - Location(s)
 - Date(s)
 - Projected (or actual) attendance
 - Number of paid staff or artists
 - Admission cost

Character Limit: 5000

Project Location (Venue)*

Include the exact venue (building name/address)

Character Limit: 250

UA Staff Edits to Project Start/End Dates

Character Limit: 250

Attachments & Request Amount

To ensure competitive pricing, have three bids for each eligible procurement of goods and/or services that is in excess of \$10,000.

UPLOAD: Long-Term Facility Lease or Proof of Ownership*

File Size Limit: 3 MB

UPLOAD: Owner/Lessor Approval*

Upload documentation of landlord approval of any permanent improvements to the facility.

If the lease states that the CEO/President is allowed to approve permanent facility improvements, indicate below where this is stated in the lease.

Character Limit: 1000 | File Size Limit: 1 MB

UPLOAD: Quote/Price Estimate (New purchases under \$10K)

Upload as PDF. If multiple items are included, provide a listing of the items in the text box using this format:

DATE - VENDOR - ITEM DESCRIPTION - QUANTITY - TOTAL COST

Character Limit: 3000 | File Size Limit: 5 MB

UPLOAD: Bid 1 (Preferred)

Upload your preferred bid here and provide an explanation for why this bid(s) was chosen.

For multiple items over \$10K that require bids, upload the preferred bids in a single PDF.

Character Limit: 2500 | File Size Limit: 3 MB

UPLOAD: Bid 2

Upload second bid(s).

Character Limit: 1000 | File Size Limit: 3 MB

UPLOAD: Bid 3

Upload third bid(s).

Character Limit: 1000 | File Size Limit: 3 MB

UPLOAD: Permit and Safety Plan for Outdoor Facility

Upload permit and safety plan for any significant use of outdoor space for performances or events that require permitting.

Review Orange County Special Event Permit Requirements during COVID-19 prior to uploading.

Any art groups residing in City of Orlando, and who need permits as part of this program, are encouraged to email their permit applications directly to Ms. Lillian Scott-Payne, so that her department can be aware of and track the permits.

Lillian Scott-Payne, Division Manager,
Permitting Services Division
Economic Development Department
City of Orlando

400 South Orange Avenue
Orlando, FL 32801
p. 407.246.3648 | c. 321.200.9648

Character Limit: 1000 | File Size Limit: 2 MB

Request Amount*

Maximum of \$250,000 for eligible expenses. Requests may be partially funded.

Character Limit: 20

Contacts & Signature

UPLOAD FORMS: IRS Determination Letter, Form W-9, and ACH Form*

ALL APPLICANTS: must upload IRS Determination Letter.

NEW APPLICANTS TO UNITED ARTS' GRANT PROGRAMS: must complete and upload both IRS Form W-9 and ACH form, along with a copy of a voided check, in order to receive payments.

File Size Limit: 3 MB

UPLOAD: Certificate of Insurance (COI)*

Insurance requirements:

- Commercial General Liability
 - Limit of liability - not less than \$500,000 per occurrence
 - Both United Arts of Central Florida and Orange County Board of County Commissioners must be listed as additional insured
- Workers' Compensation / Employer's Liability
 - Limit of liability - no less than \$100,000 each incident of bodily injury or disease
 - Only required for organizations with four or more employees

For all COI's, United Arts of Central Florida must be listed as certificate holder:

United Arts of Central Florida
Attention: Grants Department
216 Pasadena Place
Orlando, FL 32803
Email: CARES@UnitedArts.cc
Fax: 407.628.9110

In addition to the required insurance policies above, United Arts also *recommends* that grantees secure Commercial Auto Liability (recommended \$500,000), Employee Dishonesty/Crime (\$10,000), and Directors & Officers.

Character Limit: 1000 | File Size Limit: 1 MB

Indemnity*

The grantee shall defend, indemnify, and hold harmless United Arts of Central Florida from and against any and all liability, claims, demands, damages, losses, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys' fees and costs, of any kind and nature arising or growing out of or in any way connected with the performance of this agreement.

Choices

I understand and agree

Primary Contact*

Name - Title - Email - Phone

Character Limit: 250

Alternate Contact(s)

Name - Title - Email - Phone

Character Limit: 1000

Signature of Primary Contact (Type Name)*

Must be Executive Director or Equivalent of the producing organization. By typing your name here, you certify that the producing organization is committed to completing the activities proposed in this application in compliance with any applicable laws, and that all materials in this application are true and complete to the best of your knowledge. You also certify that you have read the guidelines and that your project fits the requirements. Note: digital signatures cannot be uploaded in this field; you must type your name.

Character Limit: 250