

# 2022 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 event venues in Orange County for cultural programming. This program addresses the need for arts and cultural programming that will appeal to a wide range of audiences, particularly racially/ethnically diverse communities, in Central Florida.

**Apply Online By:** **11:59 PM, Friday, October 15, 2021**  
\*Staff will be available until 5pm on 10/15 to provide assistance

Project Period – Venue Date(s)  
Must Occur Within: Friday, October 1, 2021, through Friday, September 30, 2022  
Grant Notification: Within 45 days after the corresponding deadline  
Funding Ends By: September 30, 2022 (for both FY22 deadlines)  
Final Report Due: 30 days after venue rental covered by the grant has been completed

**Request Amount:** A maximum request of \$60,000 or not more than 50% of the total venue rental and related venue costs, whichever is less.

Organizations may apply for a season subsidy, or one event. Funding is competitive; not all projects of merit will be funded or receive full funding. Organizations applying for a season using more than one venue must have received a grant from United Arts through the Operating Support, Diversity in the Arts, or Project/Mini Grant categories, or Orange County Cultural Tourism funding, within the last year. **This grant is to subsidize short-term venue rental costs and related costs charged by the venue ONLY.** It does not cover staffing, artists, or other programmatic expenses unrelated to the venue rental. **For a complete list of eligible and ineligible costs, please refer to the Grant Eligibility section.**

In all cases, eligibility decisions are determined by United Arts. Each organization is limited to one Venue Subsidy Grant application per year (October 1 through September 30 period). Approval of one year of funding carries no assurance of funding in subsequent years. Applicants must be in good standing with United Arts concerning any prior grant reporting, if applicable.

## Organization Eligibility

To apply, the organization must have:

- Nonprofit 501(c)(3) corporate status, in good standing with State of FL Division of Corporations and the IRS (United Arts will verify current 501(c)(3) status at [www.irs.gov](http://www.irs.gov) and current good standing with the State of Florida Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org)).
- Arts/cultural primary mission; providing cultural programming (defined as exhibition, production, presentation, or instruction of performing, visual, literary or media arts, the sciences, or history and heritage).
- Arts/cultural groups located in Lake, Orange, Osceola, or Seminole county may apply if 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, community college, college, university, or an agency of state government.
- Media company (TV/radio/print).
- Groups whose primary mission is not the arts, science, history, or 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.)

**Grant Eligibility:** Proposals must occur in a venue, accessible to the public, based in Orange County, Florida. Programming must involve the arts, science, or history. Inclusive of:

- A single exhibition, production, or performance.
- A season of productions/exhibitions.
- Organizations may only apply **once** within an October 1 through September 30 period.
- Priority will be given to organizations performing in underserved communities and/or appealing to ethnically diverse communities.
- As part of the application, applicant must provide a formal quote from the venue with confirmed production dates. Related venue costs must be included and itemized in the quote, such as security, stagehands, sound/lighting engineers, ushers, custodial and other costs charged by the venue. To release funds, a final signed contract or rental settlement from the venue must be supplied.
- Partnerships with culturally diverse organizations are encouraged. United Arts can help connect you with diverse organizations; contact [Elyse@UnitedArts.cc](mailto:Elyse@UnitedArts.cc).
- Productions should be held in venues open to the public, such as Dr. Phillips Center for the Performing Arts, Plaza Live, parks, community centers and school auditoriums or other cultural organizations’ venues.

**This grant cannot fund:**

- Program staffing expenses, labor, or fees unrelated to venue rental and production/exhibition costs.
- Long-term leases, rent for administrative offices, or warehouse/storage space.
- Self-dealing, proposals to cover cost of a venue operated or owned by the applicant.
- 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.
- Events, activities, and related expenses (e.g., benefits, dinners, sporting events, etc.) where the artistic/cultural offering is not the primary activity.
- Awards, prizes, or scholarships for use outside the applicant’s programming.
- Tuition for academic study.
- Summer camps.
- Food or beverage for hospitality or entertainment functions.
- Regranting, contributions, or donations.
- Projects benefiting for-profit organizations.
- Private events closed to the 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.
- Staff travel.
- Projects of a religious nature designed to promote or inhibit religious belief and/or practice and that have no basic underlying secular theme or topics.
- Festival costs not related to the fine arts including commercial artists/musicians, DJs, food/beverages, business expos, social service projects, etc.

**Funding Decision Process:** A knowledgeable panel including members of United Arts staff, Orange County Arts & Cultural Affairs, and/or its Advisory Council will review and recommend funds to be approved by the United Arts Board of Directors. United Arts may contact applicants with questions or 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 [Elyse@UnitedArts.cc](mailto:Elyse@UnitedArts.cc).

**Availability of Funding:** Funding is limited. United Arts will post on its website ([www.UnitedArts.cc/grants](http://www.UnitedArts.cc/grants)) if funding is available for additional cycles.

**Grant Payment Schedule:** Grantees will sign an online award agreement before grant funds are disbursed. Award agreements will provide detailed payment terms.

**Requirements During the Grant Period:**

- **Request Permission for Changes:** Significant project or budget changes, including change of venue, must be communicated to United Arts in advance of finalizing the venue rental. Change of venue and failure to notify United Arts of a venue change may result in forfeiture of the grant. Contact [Elyse@UnitedArts.cc](mailto:Elyse@UnitedArts.cc) with questions or to discuss a potential project change.
- **Notification:** During the project, grantees must keep [Elyse@UnitedArts.cc](mailto:Elyse@UnitedArts.cc) on their email list, renew insurance policies when they expire and provide United Arts with updated certificates, 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/](http://www.OrlandoAtPlay.com/page/submit_event/).
- **Legal:** You must comply with fair labor standards, be a drug-free workplace, and maintain insurance coverage.
- **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 of Central Florida 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 should contact [Elyse@unitedarts.cc](mailto:Elyse@unitedarts.cc).

- **Inclusion:** Grantees must provide equal access and opportunity in employment and services and may not discriminate on the basis of race, color, ethnicity, religion, sex, 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 Arts & Cultural Affairs’ “leaper” 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 30 days after the final event.

**Application and Questions:** For application portal support or other questions: Contact [Elyse@UnitedArts.cc](mailto:Elyse@UnitedArts.cc) or 407.628.0333 ext. 232

- Application is available online at [www.UnitedArts.cc/grants](http://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.