



fundingARTSbroward!

Supporting Innovative Local Visual and Performing Arts

www.fundingARTSbroward.org

FUNDING ARTS BROWARD, INC. 2013 Grant Application Sample Checklist and Instructions

For programs to be presented between **January 1 and December 31, 2013**

Applications must be received between Monday, January 3 and 5pm, Wednesday, January 17, 2012

You must submit:

- One (1) Electronic Application (as a single PDF file, titled "*Organization Name*-2013 Grant Application), and
- One (1) Logo Image of your organization (as a JPG file) sent to:
FABGrants@gmail.com. Email subject must read "*Organization Name* – 2013 Grant Application"
- Two (2) bound Hard Copy Applications, signed in blue ink, to: **Funding Arts Broward, Inc.**
401 East Las Olas Boulevard, Suite 2200
Ft. Lauderdale, FL 33301

Application Guidelines:

- Use only space allotted for responses. Please submit requested material only.
- Use Arial font, size 10-12 in a legible green font, with the following margins: left/right: 1"; top/bottom" 0.5" (Green font is required for digital copy, hard copies may be printed in black and white.)
- Add your organization's name to the header of the application, replacing the text "Organization Name."
- Digital Applications may not exceed 20MB in file size. Logo files may not exceed 2MB.
- Hard Copy Applications must be bound. Staples and clips are NOT acceptable.

Required Documents: Organizations are to attach and include the following documents to complete their applications:

- Current letters from the Florida Department of Agriculture and Consumer Affairs to solicit charitable contributions AND from the IRS stating organization's tax-exempt status for at least 36 months (Attachment A)
- Current Independent Audit or IRS Form 990 Tax Return (Attachment B)
- Board Information (Attachment C)
- Key Staff Biographies (Attachment D)
- Support Materials (Attachment E)
- Letter of Intent from Outside Artists (Attachment F)
- Outside Venue Confirmation (Attachment G)

Application Tips:

- Edit application in Microsoft Word (1997 or higher).
- Attend application orientation presented by FAB!
- Review 2013 Grant Application Instructions to confirm your organization's eligibility to apply.
- Review the Grant Example, on the Grants Page of the FAB! website.
- READ ENTIRE APPLICATION CAREFULLY.

Failure to comply will result in an incomplete application and ineligibility for the 2013 Grant cycle.

Signature of Board President/Executive Director: _____

Contact email: _____ phone: _____

For questions about the application contact the Grant Chairs at FABGrants@gmail.com.

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Dear Applicant and Member of the Broward Arts Community,

FUNDING ARTS BROWARD, INC. (FAB!), is a not-for-profit organization dedicated to ensuring the continued cultural enrichment of Broward County residents. FAB!'s mission is to provide funds through grant support to local visual and performing artists and arts organizations to assist them in presenting innovative, quality programming to the public.

This *Grant Application Sample Checklist and Information* booklet contains criteria for eligibility and funding, a description of the screening and selection process, instructions for completing the application and answers to frequently asked questions. Be sure to read these instructions carefully and complete the application thoroughly. **Incomplete applications will not be considered. Please note that there are some new items.**

We are looking forward to receiving your application which **MUST BE RECEIVED** by 5:00 PM, Tuesday, January 17, 2012.

Sincerely,

Betty Jo Dowd
Grant Committee Chair

FUNDING ARTS BROWARD, INC.

INFORMATION FOR PROSPECTIVE APPLICANTS

APPLICATION DEADLINE: 5pm, Tuesday, January 17, 2012

Review the Criteria carefully to determine your organization's eligibility before completing the Eligibility Checklist included as Part VI at page 9

ELIGIBILITY CRITERIA

Applicant organization must:

- Request funding for an arts program that will take place in Broward County during the calendar year 2013. [Part II and III]
- Have as its primary mission the presentation of visual or performing arts programs to the public. [Part VII]
- Have completed at least 36 months of operation presenting visual or performing arts programs to the public. [Part VII]
- Have been in existence as a tax-exempt, 501(c)(3) entity under the IRS Code and performing/ exhibiting to the public for a minimum of 36 months. [Attachment A]
- Be currently registered with the Florida Department of Agriculture and Consumer Affairs to solicit contributions unless the exempt organization falls under the categories listed in S.496.403 of the Florida Statutes (i.e., educational institution). [Attachment A]
- Be an active, not-for-profit, Florida Corporation (or a division or unit of such) in good standing. [Attachment B]
- Have its sole office in Broward County; or if there are other offices located beyond the county, then the board of the organization must have proportionate Broward County representation, e.g. the board of an organization operating in Broward, Dade and Palm Beach Counties must be composed of at least one-third Broward-based individuals. Similarly, organizations operating in Palm Beach and Broward Counties must have at least half of its board members located in Broward County.

However, if an applicant is a regional group classified as major (i.e., having an annual budget of \$1 million or greater), that group must have a ten-year history of operation and at least one board member residing in Broward County. [Attachment C]

- Not limit participation in the proposed project/program, or any other of its programs or activities, on the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation.

Special Considerations:

- If the applicant is a support group or a division of a larger entity, the application will be considered **only** if the applicant meets the criteria listed above and the larger entity itself is not an applicant or ineligible.
- If the project is a collaborative effort among two or more organizations, the lead organization must submit the application, meet the eligibility requirements, and be the funding recipient.
- If the organization seeking FAB! funds is an American Association of Museums (AAM) accredited member that is part of a not-for-profit university in Broward County that will provide recurring cultural and exhibit programming, annually producing a full season of programs and exhibits and has an advisory board which governs the museum's program activities and at least 50% of whom reside in Broward County, the organization may apply.

Frequently Asked Questions about Eligibility Criteria:

- Our program will begin in the fall of 2012 and finish in early 2013. May we apply?

Yes, but FAB! will only consider funding that portion presented during the calendar year 2013. When preparing the budget pages, you should request funds only for the portion to be presented during 2013.

- What do you consider a “visual or performing arts” group?

We accept applications in 4 categories: Dance, Theater, Music, Visual Arts (including film).

- Our performances are really multi-disciplinary. We present musical theater works, but we also have a major dance component and use the visual arts as an integral part of our work. What should we do?

Our screening teams are organized by discipline: Dance, Theater, Music, and Visual Arts (including film). Select as your category ONE discipline that you consider to be the most important focus of the program for which you request funding.

- May we request funding in an arts area that is not part of our mission (i.e. a visual arts organization applying for a concert series, or a music presenter applying for a visual arts exhibition)?

No. Your grant request must be in the area of your mission. However, funding is available for programs which are multi-disciplinary provided that one of the disciplines within the program for which funding being sought is within the discipline stated in your mission.

- We are a not-for-profit organization. Although our primary mission is not presenting programs in the performing or visual arts, we have decided to present such a program next year. Would we be eligible for a grant?

No, you will be ineligible because your organization is not primarily involved in presenting visual or performing arts programs. However, you might suggest to the exhibiting artist or performing group that it apply to us for a grant, if the eligibility requirements are met.

- We are a support group for an arts organization. May we apply?

*You may apply if you meet eligibility requirements, **your** mission includes performance or presentation to the public **and** the organization you support is not applying for a grant from us during this grant cycle. We will accept only one application from any organization or unit/division/support group thereof during a grant cycle*

- We are a division of and/or affiliated with a college or university. May we apply?

No. However, if the organization seeking FAB! funds is an American Association of Museums (AAM) accredited member that is part of a not-for-profit university in Broward County that will provide recurring cultural and exhibit programming; annually producing a full season of programs and exhibits and has an advisory board which governs the museum's program activities and at least 50% of whom reside in Broward County, the organization may apply.

FUNDING CRITERIA

FUNDING ARTS BROWARD, INC. is dedicated to the cultural enrichment of Broward County by supporting visual and performing arts organizations. Our goal is to fund creative and innovative performances, productions, and exhibitions that will stimulate the minds and capture the imaginations of our community's diverse audiences. We encourage the development of new projects and programs that engage audiences and heighten their appreciation of the arts.

FUNDING ARTS BROWARD, INC. provides grant support to small, mid-sized, and large professional performing and visual arts organizations. Each applicant organization may submit only one application for a single proposal. FAB! grants will generally range from \$2,500 to \$10,000. Organizations with operating budgets of \$1,000,000 or more are eligible for grant awards of up to \$15,000.

Important: Please use FAB! project/program budget form only.

FUNDING ARTS BROWARD, INC. will **ONLY** fund the following categories of costs:

artistic staff	technical/production	outside artistic fees
outside technical fees	program materials	exhibition fees/royalties
program equipment purchases or rentals		

FUNDING ARTS BROWARD, INC. will **NOT** fund:

administrative expenses	lectures
rent/overhead	busing
financing costs	capital expansion or equipment
schools/colleges/universities	tickets
camp-based performances	conferences or seminars
workshops or master classes	conventions
"street fair" type events	scholarships/awards
operating deficits	fundraising activities
religious activities	professional training
pass-through funding to the proposed program	
marketing, promotion and public relations expenses	
travel, hotel, food expenses	

The application process is competitive and the Grant Committee is charged with recommending that grant funds be awarded to the highest-ranking applicants. Lower scoring applicants, although eligible, may receive no funding at all. Moreover, FAB! reserves the right to award funds in amounts less than requested.

Frequently Asked Questions about FAB! and its Funding Criteria:

- Where does **FUNDING ARTS BROWARD, INC.** acquire its funds?

*The funding pool for **FUNDING ARTS BROWARD, INC.** is created primarily by member contributions. Each individual member contributes \$1,000 or more annually and the entire amount is allocated to grants.*

- What happens if we are awarded a grant?

FUNDING ARTS BROWARD, INC. will enter into a contract with your organization to provide funds, up to the awarded amount, for specific items in your proposal. Funds will be distributed after the event is complete and receipts and cancelled checks have been presented for reimbursement. Detailed instructions on how to receive grant funds will be provided in the grant contract packets.

- May we substitute performers, change the content of the program or the dates or location of the event?

Generally, no, you may not because our members have approved a specific program. FAB! is not obligated to distribute funds for a program that deviates from the grant proposal. However, some changes may be accepted in certain cases. **Any deviation from the approved project requires the prior written consent of the Grant Chairs of FAB!** You must submit request for change on your letterhead either by email, FABGrants@gmail.com, or by mail.

- Extenuating circumstances render us unable to present the approved program. May we substitute another one?

No. The grant process is extensive and the substitution of one program for another would require repeating the process from the beginning. This is not feasible. While changes to date, venue and performers may be considered, program changes will not.

- Do you give preference to programs for children?

No. We look for excellence in programming.

SCREENING AND SELECTION PROCESS

The application process is competitive. Applicants are reviewed and evaluated by FAB! Screening Teams under the direction of the Grants Chair. Applicants are evaluated on a number of factors including program quality, innovation and community impact, as well as, the organization's fiscal and administrative health.

Screening Teams contact eligible applicants to arrange interviews and site visits. Interviews and site visits are critical to the review process. Screening Teams make funding recommendations based on a rigorous review of the grant application, interviews and site visits.

All members of FUNDING ARTS BROWARD, INC. have an opportunity to read about and vote upon applications. Grant awardees are announced soon after votes are confirmed.

Frequently Asked Question about the Screening and Selection Process:

- How do you decide which proposals will receive funding?

The Screening Teams evaluate both the organization and the proposed program in the following areas:

- *Program Quality and Impact*
- *Organization Health (Fiscal and Administrative)*

INSTRUCTIONS FOR COMPLETING APPLICATION

General Instructions

- The **Proposal** must be typed or word-processed on the application form (it is recommended that you edit the application using Microsoft Word, version 97 or later). The application form is available as a Word document at the Grants Page of the FAB! website at www.FundingArtsBroward.org. Applicants must use a 10-12-point, Arial font in a legible green font color, with the following margins: left/right: 1"; top/bottom: 0.5".. No handwritten applications will be considered.
- Use only the current FAB! application form. Dates and format change from year to year.
- Do not exceed the space allotted for each response.
- Do not add additional pages (except where it is specifically requested or permitted).
- You must submit to the FAB! office, an application package of 2 hard copies signed in blue ink and each accompanied with support material. Each package must contain the signed Checklist, Proposal (Parts I-VIII) and Attachments A-G.
- You must submit an electronic application to FABGrants@gmail.com. The application must contain the Checklist, Proposal (Parts I-V) and Attachments A-G and be saved as a single PDF file that does not exceed 20MB. File name should be titled "Organization Name-2013 Grant Application"
- You must submit 1 electronic Logo image of your organization, as a JPG file.
- Grant application pages, in numerical order, should be placed first followed by the attachments in alphabetical order.
- Applicants should keep a copy of the completed application for their records.
- Support material must be clearly marked with the applicant's name and grant year.
- Grant applications and supporting materials will not be returned to applicants.
- Place a rubber band around the hard copy package before submitting.

GRANT APPLICATION FORMAT:

The Grant Application consists of the **Proposal**, Parts I – IIIX and **Attachments A – G**.

Proposal:

Part I - Applicant Information asks for general information about the organization and the proposed project. The signature of the Executive Director and the name of the Proposal Contact Person are required. The latter may be asked for clarification, and therefore should be the person with immediate responsibility for the project.

Part II – Project/Program Information requires specific information and brief descriptions of the project proposal.

Part III - Community Impact requires a brief description of the impact of the proposed program on the Broward cultural community.

Part IV – Audience and Marketing requires brief descriptions of your plans for marketing the proposed program.

Part V – Project/Program FAB! Budget requires projected revenues and expenses for the project - not the organization. Use FAB! Project/Program Budget form only (3 pages). If project goes into the next year, report only the expenses for the grant year.

Instructions and Definitions for Completing Proposal Budget:

- The expense items for which an applicant is requesting a FAB! grant must be listed in the appropriate row/column. If an item does not exist, **do not** create it.
- Use “NA” for categories in cash and in-kind that do not apply.

Part VI – The Eligibility Criteria Checklist is confirmation that the applicant and the proposal meet the eligibility requirements of **FUNDING ARTS BROWARD, INC.**

Part VII - Your organization’s mission statement and a brief description of its history.

Part VIII – Your organization’s most recently completed general operating budget showing actual income and expense for the most recently completed fiscal year.

Definitions:

Administrative Personnel: That portion of the remuneration of employees on the applicant’s payroll (executive and supervisory, program directors, managing directors, business managers, clerical staff, ushers, security, box office, etc.) directly attributable to the project.

Admissions/Ticket Sales: Revenue earned from public attendance at exhibitions or performances.

Applicant Cash: Funds from applicant’s present or anticipated cash resources, (i.e., loans, endowment funds, cash surpluses, etc.) that will be applied to the proposed project.

Artistic Staff: That portion of the remuneration of employees on applicant's payroll (artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, actors, dancers, singers, musicians, etc.) directly attributable to the proposed project.

Busing: Movement of audiences, students or participants.

Equipment Purchase or Rental: All items in excess of \$500 with an expected useful life of at least one year or rental of equipment. Do not include equipment rental that is included as part of the rental agreement for the performance venue.

Fundraising Events: Revenues from fundraising events specifically held for the proposed project.

Grant Writing: That portion of the remuneration to an employee or outside consultant for the preparation of this and other grant applications specifically associated with the proposed project.

Government Support: Grants from any governmental entity, (i.e., federal, state, county, local government or school board).

In-Kind Contributions: All non-cash contributions provided for the proposed project. The basis for valuation of these contributions must be the fair market value and be documented.

Office: That portion of the applicant's office rental expense directly related to the proposed project.

Other Earned Revenue: Revenues derived from fees earned through the sale of services to individuals or other organizations. (i.e., workshop presentations, class tuitions, performances where remuneration is not direct ticket sales, etc.)

Outside Artistic and Technical Fees: That portion of the remuneration provided to individuals in the categories, described above, who are not normally on the payroll of the applicant.

Outside Travel Expenses: Hotel expenses, travel expenses including ground transport, meal allowances, etc. provided to outside artistic and technical personnel associated with the proposed project.

Performance Fees: Revenues derived from fees earned through the sale of services to other organizations. (i.e., workshop presentations, performances, where remuneration is not direct ticket sales, etc.)

Private Donations: That portion of annual fundraising efforts from private corporations, foundations or individuals that will be applied to the proposed project.

Program Materials: Items to be purchased for use during the proposed project that cost less than \$500 and have a useful life of less than one year. (i.e., office supplies, sheet music, sets, props, exhibition materials, costumes, etc.) Please note: this does not mean less than \$500 for the entire program materials. More than one category of materials may be listed, (i.e., \$400 for sheet music and \$300 for costumes, giving a total of program materials of \$700).

Program-Related Sales: Income generated from non-ticket sales. (i.e., program sales, advertising, parking, t-shirts, posters, etc.)

Proposal/Program Rent: The payments for use of theaters, auditoriums, etc., directly related to the proposed project. This may include the rental of additional services to be provided by the performance venue. Do not include other equipment purchases or rentals here; include those expenses under equipment.

Public Relations/Marketing: All expenses for publicity and promotion, such as newspaper advertising, printing, brochure productions, fliers, posters, etc., directly related to the proposed project.

Staff Travel: Travel by individuals in connection with the project, either within or outside Broward County.

Technical/Production Staff: That portion of the remuneration of employees on the applicant's payroll (i.e., technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, exhibit preparers and installers, etc.) directly attributable to the proposed project.

Trucking and Hauling: This includes trucking, shipping, or hauling items or equipment. It does not include people directly related to the proposed project.

Utilities: Electricity, gas, telephone and/or water expenses directly related to the proposed project.

Attachments (Required Documents):

Attachment A - TWO ITEMS -- A copy of the current Florida Department of Agriculture permission to solicit funds **and** the most recent letter from the Internal Revenue Service determining your organization's tax-exempt status under the Internal Revenue Code and, if applicable, a statement as to any changes in the organization since the letter was issued.

Attachment B – Your organization's most recent independent audit or 990 tax return including Schedule A. If the submitted audit or 990 is not for the current year, attach explanatory statement, and send a copy of the current year audit or 990 when it is filed with the IRS.

Attachment C - List of the Board of Directors, including home addresses, telephone numbers and business affiliations. At bottom of the Attachment, indicate the number of board members who have contributed to this project or to your organization during the most recent fiscal year, as well as the total amount of these contributions.

Attachment D - Short biographies/resumes of your organization's key artistic or administrative personnel involved in the proposed project.

Attachment E – Describes the support materials which may be submitted with your application.

Attachment F – Letter of Intent: A letter from the artist(s) or curator(s) of traveling exhibit stating the intent to perform or exhibit works on the date(s) that you have indicated in the grant, and the amount of payment that has been agreed upon, if applicable.

Attachment G – Outside Venue Confirmation: If you are requesting a grant for a program to be held in an outside venue, please attach a confirmation from the venue stating this date has been secured.

SUBMISSION INSTRUCTIONS

Submit 2 completed and bound hard copy applications, signed in blue ink, including support material for each application to:

FUNDING ARTS BROWARD, INC.
401 East Las Olas Boulevard,
Suite 2200
Fort Lauderdale, FL 33301

Email 1 electronic application (including support materials) as a single PDF file to: FABGrants@gmail.com. Email subject line should read: "*Organization Name* – 2013 Grant Application"

APPLICATION DEADLINE

Applications must be **received by 5:00pm, Tuesday, January 17, 2012**, in order to be considered. **The Grant Committee will not consider late or incomplete grant applications or those which do not follow these guidelines.** The policy of **FUNDING ARTS BROWARD, INC.** is not to return any material submitted.

FURTHER INFORMATION

To ask questions regarding eligibility or the preparation of your application, please contact: FABGrants@gmail.com.