



**FUNDING ARTS BROWARD, INC.
Grant Application Instruction Booklet**

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 arts organizations to assist them in presenting innovative, quality programming to the public.

- This *Grant Application Instruction 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.
- Funding Arts Broward accepts applications through Submittable, an online application service. You may obtain access to Submittable via a link on our website www.fundingartsbroward.org/grants. Each grant writer will establish a free account and can then proceed to the application. This account will be available throughout the grant cycle you are applying for.

We are looking forward to receiving your application. **No** bound hard copies should be sent to the FAB! office.

You must submit the application by the deadline posted on the FAB! website. Failure to meet the application deadline will result in your application becoming ineligible for consideration.

Sincerely,

Grant Committee Chair(s)

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FUNDING ARTS BROWARD, INC.

CHECKLIST

You must submit:

- One (1) Electronic Application via Submittable portal which is accessed via a link on the FAB! Website www.fundingartsbroward.org/grants.

Application Guidelines:

- Please follow the directives found on the Submittable portal for completing the application
- Print or download a copy of your completed application for your records.

Required Documents:

The budget form we require can be downloaded from <http://www.fundingartsbroward.org/grants>. Organizations are to make sure the following documents are included 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
- Current Independent Audit or IRS Form 990 Tax Return
- Board Information
- Key Staff Biographies
- Support Materials
- Letter of Intent from Outside Artists
- Outside Venue Confirmation

Application Tips:

- Review this Grant Application Instruction Booklet to confirm your organization's eligibility to apply.
- READ ENTIRE APPLICATION CAREFULLY.

All requested information and documents are required for timely submission. Late submissions will not be accepted.

FUNDING ARTS BROWARD, INC.

INFORMATION FOR PROSPECTIVE APPLICANTS

Review the Criteria carefully to determine your organization's eligibility before completing the Eligibility Checklist

ELIGIBILITY CRITERIA

GRANT ELIGIBILITY

Organization must:

1. Have as its primary mission the presentation of visual or performing arts programs to the public.
2. Have its headquarters in Broward County, Miami-Dade County, or Palm Beach County. Additionally, at least one active, voting Board Member from the organization must reside in Broward County or work full-time in Broward County.
3. Be an active, not-for-profit, Florida corporation (or a division or unit of such) in good standing.
4. Have been tax-exempt under the Internal Revenue Code for at least thirty-six months.
5. Have completed at least thirty-six months of operations presenting visual or performing arts programs to the public. 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 full board member residing or working full-time in Broward County.
6. 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 (e.g., educational institution).
7. Request funding for an arts program which will take place in Broward County during the calendar year of the application.
8. Not illegally 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.

FAB! Does NOT Fund the Following:

- Administrative Overhead
- Busing
- Capital Expansion or Equipment
- Camp-based Performances
- Conferences or Seminars
- Conventions
- Financing Costs
- Fundraising Activities
- Lectures
- Marketing, Promotion and Public Relations Expenses
- Operating Deficits
- Pass-through Funding to Proposed Programs
- Religious Activities
- Scholarships
- Schools/Colleges/Universities
- "Street Fair" Events
- Tickets
- Travel, Hotel, Food Expenses
- Professional Training
- Workshops or Master Classes

Frequently Asked Questions about Eligibility Criteria:

- Our program will begin in the fall (of one year) and finish in early (the next year). May we apply?

Yes, but FAB! will only consider funding that portion presented during the calendar year. In this case in the fall (of one year). When preparing the budget pages, you should request funds only for the portion to be presented during the eligible grant year.

- 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?

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 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. If your organization has an annual budget of \$1 million or more, you may request a maximum grant of \$15,000. If your annual budget is under \$1 million, you may request a maximum grant of \$10,000.

Important: Use only the FAB! Budget Form downloaded from: fundingartsbroward.org/grants

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 the Change Request Form found on the Submittable portal.*

- 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 Questions 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

- Use only the current FAB! Application form found on the Submittable portal. You may obtain access to Submittable via a link on our website www.fundingartsbroward.org/grants.
- The grant writer will establish a free account and can then proceed to the application. This account will be available throughout the grant cycle. We are no longer requiring the two bound hard copies to be sent to the FAB! office.
- You must submit 1 electronic Logo image of your organization, which will be included in your application on Submittable.
- Applicants must 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 APPLICATION FORMAT:

The Grant Application consists of requested information concerning the **Program Proposal** as well as the **Required Documents** supporting your organization.

Proposal:

Applicant Information asks for general information about the organization and the proposed project. The Executive Director must give final approval. The name of the Proposal Contact Person is required. The latter may be asked for clarification, and therefore should be the person with immediate responsibility for the project.

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

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

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

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 the 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.

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

Mission Statement of your organization and a brief description of its history.

Organizational Budget Your organization's most recently completed general operating budget showing actual income and expense for the most recently completed fiscal year.

Required Documents:

(1.) A copy of the **current** Florida Department of Agriculture permission to solicit charitable contributions; **if the permission is not current at application deadline date, then a copy of the recent application for renewal should be included.**

(2.) 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.

(3.) 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.

(4.) List of the Board of Directors, including home addresses, telephone numbers, business affiliations, and work addresses. 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.

(5.) Short biographies/resumes of your organization's key artistic or administrative personnel involved in the proposed project.

(6.) Description of the support materials which may be submitted with your application.

(7.) 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.

(8.) 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. If confirmation is not available at this time, please state proposed venue.

Helpful 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.

SUBMISSION INSTRUCTIONS

Submit **ONE** electronic application (including support materials) via **Submittable Portal** which can be accessed via the **FAB! Website** [www.fundingartsbroward.org/ grants](http://www.fundingartsbroward.org/grants).

APPLICATION DEADLINE

Applications must be received by the date posted on the website 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: Fundingartsbroward@gmail.com.