



Grant Application Instruction Booklet

Dear Applicant and Member of the Broward Arts Community,

FUNDING ARTS BROWARD (FAB) is a not-for-profit organization dedicated to the cultural enrichment of Broward County residents. FAB provides funds through grant support to visual and performing arts organizations, and, once again, is offering an Education Grant dedicated to art appreciation and skill acquisition for grades K thru 12.

- 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 can obtain access to Submittable via 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 for which you are applying.

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 being ineligible for consideration.

We are looking forward to receiving your application.

Sincerely,

FAB Grants Committee

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FAB Application Submission

Checklist

You must submit:

- A 2023 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 program budget and the organization's annual budget forms we require can be downloaded from www.fundingartsbroward.org/grants. **Please note that only 2023 forms will be accepted.**

Organizations must make sure the following documents are included in their applications:

- Current letter from the Florida Department of Agriculture and Consumer Services permitting solicitation of charitable contributions
- Current Independent Audit or IRS Form 990 Tax Return
- Key Staff Biographies
- Support Materials
- Letter(s) of Intent from Outside Artist(s) /Educator(s), if applicable
- Outside Venue Confirmation, if applicable

Application Tips:

- Review this Grant Application Instruction Booklet to confirm your organization's eligibility to apply.
- **READ ENTIRE APPLICATION CAREFULLY AND USE 2023 FORMS.**
- **All requested information and documents are required for timely submission.**
- **Late submissions will not be accepted.**

- **If you are applying for an Education Grant you must use the Education Grant Application form**

2023 FAB Grants - Eligibility Requirements

Grant Eligibility

Organization must:

1. Have as its primary mission either the presentation of visual or performing arts programs to the public or, for Education Grant applicants, education in the areas of visual or performing arts.
2. Have its headquarters in Broward County, Miami-Dade County, or Palm Beach County. 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. Be tax-exempt under the IRS Code for at least 12 months.
5. Be currently registered with the Florida Department of Agriculture and Consumer Services to solicit contributions unless the exempt organization falls under the categories listed in S. 496.403 of the Florida Statutes (e.g., educational institution).
6. Request funding for an arts program which will take place in Broward County during the calendar year for which a grant is awarded.
7. Not illegally limit participation in the proposed 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 program 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.

Funding Criteria for Visual and Performing Arts Grants

FAB 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.

FAB 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 for a Visual and Performing Arts Grant; however, an applicant may also apply for an Education Grant. 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 and more than \$100,000, you may request a maximum grant of \$10,000. If your annual budget is under \$100,000 you may request a maximum grant of \$5,000.

Important: Please only use the FAB Budget Form downloaded from: www.fundingartsbroward.org/grants. If you work on a Mac and use Numbers, please contact us as it will not upload properly.

FAB 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		

FAB 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
travel, hotel, food expenses	professional training
pass-through funding to the proposed program	religious activities
marketing, promotion and public relations expenses	

The application process is competitive and the Grants 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.

Funding Criteria for Education Grants

FAB Education Grants are available to fund creative and innovative educational programs that focus on art appreciation and skill acquisition for grades K through 12 in Broward County.

FAB provides grant support to organizations that meet the eligibility requirements. Each applicant may submit only one application for a single proposal for an Education Grant; however, an applicant may also apply for a FAB Visual and Performing Arts Grant through the general grant application process. You may request a maximum Education Grant of \$10,000 unless your annual budget is under \$100,000, in which case you may request a maximum grant of \$5,000.

Important: Please only use the FAB Budget Form downloaded from: www.fundingartsbroward.org/grants. If you work on a Mac and use Numbers, please contact us as it will not upload properly.

FAB 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		

FAB will NOT fund:

administrative expenses	busing
rent/overhead	capital expansion or equipment
financing costs	tickets
“street fair” type events	scholarships/awards
operating deficits	fundraising activities
travel, hotel, food expenses	professional training
marketing, promotion and public relations expenses	conventions
religious activities	

The application process is competitive and the Grants Committee is charged with recommending funds be awarded to the highest-ranking applicants. 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 Eligibility Requirements

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

Yes, but FAB will only consider funding that portion presented during the calendar year of the grant. 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 organization?

An organization whose mission is to offer programs in one of the following disciplines for which we accept applications: Dance, Theater, Music, and 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 (e.g. 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 is 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 or visual arts group that it apply to us for a grant, if 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 performances or presentations to the public and the organization you support is not applying for a grant from us during this grant cycle.

- We are applying for a 2023 Education Grant for a program that will not involve a performance or presentation. Would such program be eligible?

Yes. Please review the guidelines.

- May our organization apply for both a Visual and Performing Arts Grant and an Education Grant?

Yes, using the appropriate application form for each.

Frequently Asked Questions about Funding Criteria

- Where does FAB acquire its funds for grants?

The funding pool is created primarily by member contributions and contributions from our Corporate Partners. Each individual member contributes at least \$1,200 or more annually to grants, couples contribute at least \$1800, young adults (40 and under) contribute at least \$600.

- What happens if we are awarded a grant?

FAB enters 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, on a reimbursement basis. Detailed instructions on how to receive grant funds will be provided in the grant contract packets.

- May we substitute performers, change 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. Any deviation from the approved program requires **the prior written consent** of the Grants Manager (fabgrantsmanager@gmail.com). You must submit the Change Request Form found on the Submittable portal.

Screening and Selection Process

The application process is competitive. Applications are reviewed and evaluated by FAB Screening Teams under the direction of the Grants Chairs. A number of factors are considered 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 or, when possible, 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 applications and personal interviews.

All members of FAB have an opportunity to read about and vote on proposals. Grant awards are announced soon after votes are confirmed.

Instructions for Completing Application

General Instructions:

- Use **only** the 2023 FAB Application forms found on the Submittable portal. You can obtain access to Submittable via a link on our website at www.fundingartsbroward.org/grants.
- **If you are applying for an Education Grant you must use the Education Grant Application form**
- **The budget form MUST be completed in Excel; Numbers will not upload properly and may result in your application being rejected.**
- The grant writer will establish a free account and can then proceed to the applications. This account will be available throughout the grant cycle.
- You must submit one electronic Logo image of your organization, which will be included in your application on Submittable.
- Applicants should keep a copy of the completed application for their records.

Grant Application Format

The **2023 Visual and Performing Arts Grant Application** and **2023 Education Grant Application** consist of requested information concerning the Program Proposal as well as the Required Documents.

Program Proposal:

Applicant Information asks for general information about the organization and the proposed program. The Board President or 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 program

Mission Statement requires the specifically stated Mission Statement of the organization.

Program Information requires specific information and brief descriptions of the program proposal.

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

Marketing requires a brief description of your plans for marketing the proposed program (if applicable).

Organizational Budget requires completing the 2023 FAB Budget Forms for your organization's general operating budget, showing actual income and expenses for the most recently completed fiscal year.

2023 Program FAB Budget requires projected revenues and expenses for the program - not the organization. **Use 2023 Program Budget form only.** If the program goes into the next year, report only the expenses for the grant year.

Instructions and Definitions for Completing Proposed Budget:

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

Use the Eligibility Criteria Checklist to confirm that the applicant and the proposal meet the eligibility requirements of FAB.

Helpful Definitions:

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

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

Applicant Cash: Funds from applicant's present or anticipated cash resources which will be applied to the proposed program e.g., loans, endowment funds and cash surpluses.

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

Busing: Movement of audiences, students or participants.

Equipment Purchase or Rental: 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 program.

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 program.

Government Support: Grants from any governmental entity, e.g., federal, state, county, and local government.

In-Kind Contributions: All non-cash contributions provided for the proposed program. The basis for valuation of these contributions must be the fair market value and be documented. Note: In-Kind contributions must appear on the Program Budget under both income and expenses.

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

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

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 program.

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

Program Materials: Items to be purchased for use during the proposed program that have a useful life of less than one year.

Program-Related Sales: Income generated from non-ticket sales, e.g., program sales, advertising, parking, t-shirts and posters.

Program Rent: The payments for use of theaters, auditoriums, etc., directly related to the proposed program.

Public Relations/Marketing: All expenses for publicity and promotion, e.g., newspaper advertising, printing, brochure productions, fliers and posters directly related to the proposed program.

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

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

Trucking and Hauling: This includes trucking, shipping, or hauling items or equipment for the proposed program.

Tuition/Participation Fees (For Education Grants only): Any tuition or fees charged to participate in the program.

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

SUBMISSION INSTRUCTIONS

For each FAB Grant, submit an electronic application (including support materials) via Submittable Portal which can be accessed at the FAB Website www.fundingartsbroward.org/grants.

APPLICATION DEADLINE

Applications must be received by the date posted on the website in order to be considered. **The Grants Committee will not consider late or incomplete grant applications or those which do not follow these guidelines.**

FURTHER INFORMATION

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