



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 offers Education Grants dedicated to art appreciation and skill acquisition for grades K through 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.
- **NEW PROCESS:** Prior to submitting the grant application, your organization must be pre-qualified to determine eligibility to apply. A separate pre-qualifying form is available on Submittable to determine your organization's eligibility to apply for a grant. **It must be completed by December 9, 2024.** Once approved, your organization may proceed with completing the grant application. **IMPORTANT: Applications received without being pre-qualified will be declined.**
- Funding Arts Broward accepts applications through Submittable, an online application service. You can obtain access to Submittable for both the pre-qualification form and the application 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.

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

FAB GRANT APPLICATION INDEX

Checklist: Pre-Qualification Form and Grant Application	3
Eligibility Requirements	4
Funding Criteria for FAB Visual and Performing Arts Grant	5
Funding Criteria for FAB Education Grant	6
Frequent Questions About Eligibility Requirements	7
Frequent Questions About Funding Criteria	8
Screening and Selection Process	8
Instructions for Completing Application	9

IMPORTANT DATES:

- **December 9, 2024: Deadline for submitting the pre-qualification form and necessary documents to verify your organization's eligibility.**
- **January 27, 2025: Deadline for submitting your organization's grant application.**

FAB Pre-Qualification and Application Submission Checklist

IMPORTANT CHANGE TO THE PROCESS:

You must be pre-qualified by December 9, 2024, before submitting your application for a grant.

PRE-QUALIFICATION Form Guidelines:

Refer to the Eligibility Criteria Checklist in this booklet to confirm that your organization meets FAB's criteria. If you have questions, you may email FABgrants@gmail.com.

Documents you will need to submit with the pre-qualification form:

- Most recent IRS Form - 990
- Current Department of Agriculture letter
- Proof of IRS Non-Profit status via the IRS Letter of Determination
- Once pre-qualified, organizations will be notified by FAB and may then proceed with preparing and submitting their grant application(s).

The 2026 pre-qualifying form is available via the Submittable portal which is accessed via a link on the FAB website, www.fundingartsbroward.org/grants.

GRANT Application Guidelines:

Required Documents to be submitted with application on Submittable

- Key Staff Biographies
- Support materials, photos and videos
- Letter(s) of Intent from outside artist(s) /educator(s), if applicable
- Outside venue confirmation, if available

Application Tips:

- **Applications received without being pre-qualified will be denied.**
- Once pre-qualified, please follow the instructions found on the Submittable portal for completing the application.
- Print or download a copy of your completed application for your records.
- Late submissions will not be accepted.
- If you are applying for an Education Grant you must use the Education Grant Application form.
- If you are applying for a Visual or Performing Arts Grant, you must use the Visual or Performing Arts Grant Application.

2026 FAB Grants - Eligibility Requirements

Grant Eligibility

Organization must:

- Have as its primary business or principal activity the presentation of the arts to the public or arts education of children grades K-12
- Have its headquarters in Broward County, Miami-Dade County, or Palm Beach County.
- Be an active not-for-profit Florida corporation (or a division or unit of such) in good standing.
- Be tax-exempt with a 501 (c) (3) designation under the IRS Code for at least 12 months.
- Be currently registered with the Florida Department of Agriculture and Consumer Services to solicit contributions.
- Request funding for an arts program which will take place in Broward County during the calendar year 2026.
- Have annual revenue of at least \$50,000 stated on the most recent 990.
- Not illegally limit participation in the proposed program, or any other of its programs, based on 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 between 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.

Grant Request Limits:

- If the annual revenue is \$500,000 or more the maximum grant request amount is \$15,000.
- If annual revenue is less than \$500,000 and more than \$100,000, the maximum grant request amount is \$12,500.
- If the annual revenue is less than \$100,000 and more than \$50,000, the maximum grant request amount is \$7,500.
- **NOTE:** If applying for both an art education grant and a visual or performing art grant, the maximum combined grant request amount is \$20,000.

FAB will ONLY fund the following categories of costs:

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

FAB will NOT fund:

- workshops or master classes
- camp-based performances
- "street fair" type events

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. An organization that meets FAB's eligibility requirements may also apply for a FAB Visual and Performing Arts Grant through the general grant application process.

Grant Request Limits:

- If the annual revenue is \$100,000 or more the maximum grant request amount is \$10,000.
- If the annual revenue is greater than \$50,000 and less than \$100,000, the maximum grant request amount is \$7,500.
- **NOTE:** If applying for both an art education grant and a visual or performing art grant, the maximum combined grant request amount is \$20,000.

FAB will ONLY fund the following categories of costs:

- artistic staff
- exhibition fees/royalties
- outside artistic fees
- outside technical fees
- program materials
- program equipment purchases or rentals, exclusively for this education program
- technical/production
- workshops and masterclasses

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.

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.

- **What do you consider a visual or performing arts organization?**

An organization whose principal activity is to offer programs in one of the following disciplines for which we accept applications: Dance, Theater, Music, Spoken Word, and Visual Arts (including film).

- **May we request funding in an arts area that is not part of our principal activity (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 principal activity or primary business. 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 your organization's principal activity.

- **We are a not-for-profit organization. Although our principal business activity 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 may 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 principal activity or primary business 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 an Education Grant for a program that will not involve a performance or presentation. Would such a 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. **For organizations applying for both grants, the maximum combined grant request amount allowed is \$20,000.**

Frequently Asked Questions about Funding Criteria

- **Where does FAB acquire its funds for grants?**

Funding Arts Broward is the only privately funded organization in Broward County that is solely dedicated to supporting, sustaining, and encouraging the arts in our community. Funds for the grant pool come from our generous members, private foundations and corporate partners.

- **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 the art program presented in your grant application. 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 for Zoom interviews. Interviews are critical to the review process. The grant committee will make funding allocations based on a rigorous review of the grant applications and 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

IMPORTANT REMINDER: Your eligibility must be approved by submitting pre-qualifying information by December 9, 2024, before starting your application.

General Instructions:

- Use **only** the 2026 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.**
- **If you are applying for a Visual or Performing Arts Grant you must use the Visual or Performing Arts Grant application form.**
- 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.