



Grant Application Instruction Booklet

Dear Applicant and Member of the Broward Arts Community,

FUNDING ARTS BROWARD (FAB), a not-for-profit organization dedicated to the cultural enrichment of Broward County residents, provides grant support to visual and performing arts organizations and offers education grants for programs dedicated to artistic skill acquisition or the use of art as a teaching tool for other subjects for grades K through 12.

- This 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.
- Prior to submitting the grant application, your organization must be pre-qualified to determine eligibility. A separate pre-qualifying form is available on Submittable. **It must be completed by October 31, 2025.**
- Once approved, your organization may proceed with completing the grant application. **IMPORTANT: Applications received without being pre-qualified will be declined.**
- FAB accepts applications through Submittable online application service. The pre-qualification form and the application are accessed at 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

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

IMPORTANT UPDATES

***Each organization may apply for only one (1) grant, either visual and performance arts or arts education.**

***The maximum requests based on revenue will be the same for both grant categories.**

***Criteria for an arts education program are specified on page 6 – Funding Criteria for Arts Education Grants**

IMPORTANT DATES

October 31, 2025: Deadline for submitting the pre-qualification form to verify your organization's eligibility.

January 20, 2026: Deadline for submitting your organization's grant application.

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 Grants@FundingArtsBroward.org.

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.

The 2027 pre-qualifying form is available via the Submittable portal which is accessed via a link on the FAB website, www.fundingartsbroward.org/grants.

NEW INFORMATION: If you are planning to apply for an education grant, please read the requirements for an arts education program on page 5.

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. (See criteria for an education program on page 5.)
- If you are applying for a Visual or Performing Arts Grant, you must use the Visual or Performing Arts Grant Application.

2027 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 be an arts education organization whose primary business or core programming uses the arts to support the learning and development of children and youth in 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 2027.
- 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

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.

Each applicant organization may submit **only one application** for a single proposal for a Visual and Performing Arts Grant or for an Education Grant.

Grant Request Limits:

- If the annual revenue is \$500,000 or more the maximum grant request is \$15,000.
- If annual revenue is between \$100,000 and \$499,999 the maximum grant request is \$12,500.
- If the annual revenue is between \$50,000 and \$99,999 the maximum grant request is \$7,500.
- The minimum grant awarded will be \$5,000.

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, however no awards will be less than \$5,000.

Funding Criteria for Arts Education Grants

FAB Education Grants are available to fund **arts education programs** focused on the development of the students' artistic skills in a specific discipline (e.g. playing an instrument, painting, creative writing) over time or using art as a teaching tool for other subjects (e.g. math, reading, writing, science) for students in **grades K through 12 in Broward County**.

Grant Request Limits:

- If the annual revenue is \$500,000 or more the maximum grant request is \$15,000.
- If annual revenue is between \$100,000 and \$499,999 the maximum grant request is \$12,500.
- If the annual revenue is between \$50,000 and \$99,999 the maximum grant request is \$7,500.
- The minimum grant awarded will be \$5,000.

FAB will **ONLY** fund the following categories of costs:

- artistic staff
- exhibition fees/royalties
- 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, however no awards will be less than \$5,000.

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. Several factors are considered including program quality, innovation and community impact, as well as organizational capacity.

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.

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).

What do you consider an arts education organization?

An **arts education organization** is an entity whose primary business or core programming uses the arts to support the learning and development of children and youth in grades K–12.

The arts must be integral to its programming — either as direct arts instruction or as an educational tool. This may include direct instruction in one or more art forms (such as visual arts, music, dance, theater, spoken word or media arts) or the integration of artistic methods to enhance learning in other subject areas.

Eligible organizations must demonstrate a sustained commitment to arts-based educational programming for K–12 audiences.

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 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 are presenting 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.

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

No. You must select one or the other. Arts education organizations may only apply for an education grant; however, a visual or performing arts organization may apply for an education grant.

Frequently Asked Questions about Funding Criteria

Where does FAB acquire its funds for grants?

FAB is the only privately funded organization in Broward County 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 a contract with your organization to provide funds, up to the awarded amount, for the 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. However, some changes may be accepted.

Any deviation from the approved program requires the **PRIOR WRITTEN CONSENT** of the Grants Manager (GrantsManager@FundingArtsBroward.org). **You must submit the Change Request Form found on the Submittable portal.**

FAB is not obligated to distribute funds for a program that deviates from the grant proposal unless those changes have been approved in advance.

Instructions for Completing Application

IMPORTANT REMINDER: Your eligibility must be approved by submitting pre-qualifying information by October 31, 2025, before starting your application.

General Instructions:

- Use **only** the 2027 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.