

FUNDING ARTS BROWARD

2028 Grant Application

Instruction Booklet

Programs presented in Broward County during calendar year 2028

Important Dates:

Pre-Qualification Opens: September 15, 2026, at 9:00 AM

Pre-Qualification Deadline: October 31, 2026, at 11:59 PM

Grant Application Deadline: January 20, 2027, at 11:59 PM



Welcome to the 2028 FAB Grant Cycle

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 grant support to eligible arts organizations presenting programs in Broward County and provides Arts Education grants for eligible K–12 programs in which the arts are integral to student learning and development.

This booklet is designed to guide applicants from eligibility and pre-qualification through application, review, award, reimbursement, and approved program changes. Applicants should read the entire booklet before beginning a submission.

- Pre-Qualification opens September 15, 2026 at 9:00 AM and closes October 31, 2026.
- An organization must be approved through Pre-Qualification before it may submit a 2028 grant application.
- Each organization may submit only one application: Visual & Performing Arts or Arts Education.
- All applications are submitted electronically through FAB's Submittable portal.
- Late submissions will not be accepted.

We look forward to learning more about the work you are bringing to our community.

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www.Fundingartsbroward.org

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1. Important Updates & Important Dates

Important Updates

- Each organization may apply for only one (1) grant: either Visual & Performing Arts or Arts Education.
- The maximum request based on annual revenue is the same for both grant categories.
- Arts Education applicants must meet FAB's specific definition of an Arts Education organization and program described in this booklet.
- An organization must successfully complete Pre-Qualification before submitting a grant application.
- Grant funds are paid in arrears, on a reimbursement basis, after completion of the approved program, subject to the grant agreement.

Important Dates

September 15, 2026 9:00 AM	2028 Grant Cycle Pre-Qualification opens.
October 1, 2026 10:00 AM Zoom	Grant Applicant Training Workshop. All applicants are welcome to attend. Registration information will be provided through FAB's grant information resources.
October 1, 2026	2028 Grant Application forms become available on Submittable.
October 31, 2026 11:59 PM	Deadline to submit the Pre-Qualification Form and verify organizational eligibility.
January 20, 2027 11:59 PM	Final deadline to submit the 2028 grant application.

2. Grant Categories & Eligible Disciplines

FAB accepts applications in two grant categories. Each organization may submit only one application during the 2028 Grant Cycle.

Visual & Performing Arts Grant

For eligible arts organizations presenting programs to the public in one or more of FAB's recognized disciplines:

Dance • Film • Music • Spoken Word • Theater • Visual Arts

Arts Education Grant

For eligible organizations providing qualifying arts education programs for children and youth in grades K–12 in Broward County. See Section 4 for FAB's complete Arts Education definition.

3. General Eligibility Requirements

To be eligible for a 2028 FAB grant, the applicant 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 qualifying division or unit of such an organization, 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 eligible arts program that will take place in Broward County during calendar year 2028.
- Have annual revenue of at least \$50,000 as stated on the organization's most recent IRS Form 990.
- Not illegally limit participation in the proposed program, or any other organizational program, 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 eligibility criteria and the larger entity itself is not an applicant or is ineligible.
- For a collaborative effort, the lead organization must submit the application, meet all eligibility requirements, and be the funding recipient.
- An American Alliance of Museums-accredited museum that is part of a not-for-profit university in Broward County may apply under FAB's existing special eligibility provision when it provides recurring cultural and exhibit programming, annually produces a full season, has an advisory board governing museum program activities, and at least 50% of that advisory board resides in Broward County.

4. What FAB Considers an Arts Education Program

For purposes of FAB grant eligibility, an Arts Education program is a sustained educational program serving children and youth in grades K–12 in Broward County in which the arts are integral to the learning experience.

An eligible Arts Education program must do one or both of the following:

Develop students' artistic skills in a specific arts discipline over time

The program provides direct instruction designed to build students' knowledge, skills, techniques, or creative development in Dance, Film, Music, Spoken Word, Theater, or Visual Arts.

Use the arts as a teaching tool to support learning in another subject area

The program intentionally integrates an arts discipline into instruction to strengthen learning or development in another subject, such as reading, writing, mathematics, or science.

What FAB Looks For

The arts must be a meaningful and integral component of the educational program, not simply an entertainment activity, one-time exposure to the arts, or an incidental component of a broader youth program. Eligible programs should demonstrate a structured educational purpose and meaningful student engagement in artistic learning or arts-integrated learning.

Organizational Eligibility for Arts Education Applicants

An Arts Education organization must have as its primary business or core programming the use of the arts to support the learning and development of children and youth in grades K–12. This may include organizations primarily providing direct arts instruction or organizations whose core educational model intentionally integrates the arts into learning.

An organization does not qualify as an Arts Education organization solely because it occasionally offers an arts activity or includes an arts component within otherwise unrelated youth programming.

Important Distinction

- An eligible Visual or Performing Arts organization may choose to apply for an Arts Education Grant when its proposed program meets FAB's Arts Education requirements.
- An organization whose primary business is Arts Education must apply through the Arts Education Grant category.
- Each organization may submit only one FAB grant application during the 2028 Grant Cycle.

5. Pre-Qualification Guidelines

Pre-Qualification determines whether an organization meets FAB's organizational and grant eligibility requirements. Applicants should review Section 3 and, when applicable, Section 4 before beginning the form.

Documents to Prepare

- Most recently completed IRS Form 990.
- Current Florida Department of Agriculture and Consumer Services charitable solicitation registration or applicable exemption.
- Proof of IRS nonprofit status through the IRS Letter of Determination.
- Current Florida corporate registration and active status.
- Any financial, organizational, or other documentation requested in the current Pre-Qualification Form.

After Submission

FAB will review the submitted information. Organizations determined to meet FAB's eligibility requirements will be notified and may then proceed with the appropriate 2028 Grant Application. Applications submitted without approved Pre-Qualification will be declined.

Questions regarding eligibility or Pre-Qualification: Grants@FundingArtsBroward.org

6. Grant Request Limits

The maximum request is based on annual revenue reported on the organization's most recent IRS Form 990 and is the same for both grant categories.

ORGANIZATION ANNUAL REVENUE	MAXIMUM GRANT REQUEST
\$50,000–\$99,999	\$7,500
\$100,000–\$499,999	\$12,500

\$500,000 or more

\$15,000

Minimum grant award: \$5,000

The grant process is competitive. Meeting eligibility requirements does not guarantee funding. FAB may award an amount less than requested; however, no award will be less than \$5,000.

7. Funding Criteria - Visual & Performing Arts

FAB's goal is to fund creative and innovative performances, productions, and exhibitions that stimulate the minds and capture the imaginations of our community's diverse audiences. FAB encourages new projects and programs that engage audiences and heighten appreciation of the arts.

Eligible disciplines: **Dance • Film • Music • Spoken Word • Theater • Visual Arts**

FAB Will Fund Only 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. Funding recommendations are made for the highest-ranking applications based on FAB's review process. Eligible lower-scoring applicants may receive no funding.

8. Funding Criteria - Arts Education

FAB Arts Education Grants support qualifying programs focused on developing students' artistic skills over time or using the arts as a teaching tool for another subject for students in grades K–12 in Broward County. Applicants must also meet the definition in Section 4.

Recognized arts disciplines: **Dance • Film • Music • Spoken Word • Theater • Visual Arts**

FAB Will Fund Only the Following Categories of Costs

- Artistic staff
- Exhibition fees/royalties
- Outside technical fees
- Program materials
- Program equipment purchases or rentals exclusively for the education program
- Technical/production
- Workshops and master classes

The application process is competitive. Funding recommendations are made for the highest-ranking applications based on FAB's review process. Eligible lower-scoring applicants may receive no funding.

9. Application Requirements & Submittable

Once approved through Pre-Qualification, applicants must use the correct 2028 application form in FAB's Submittable portal.

Required / Applicable Application Materials

- Key staff biographies
- Support materials, including photos and videos
- Letter(s) of intent from outside artist(s) or educator(s), if applicable
- Outside venue confirmation, if available
- One electronic logo image of the organization
- All other information and documentation required by the applicable 2028 Submittable form

Using Submittable

1. Access the 2028 opportunity through FAB's grant information resources and open the Submittable portal.
2. Create or sign into your free Submittable account.
3. Complete and submit the Pre-Qualification Form with all required documents by October 31, 2026.
4. Wait for FAB's eligibility determination before proceeding.
5. Once approved, use the correct application: Arts Education or Visual & Performing Arts.
6. Complete all required fields and upload all required support materials.
7. Review dates, program information, budget figures, and attachments for consistency.
8. Submit the completed application no later than January 20, 2027.
9. Download or print a copy of the completed application for your records.

Important Submission Notes

- Applications received without approved Pre-Qualification will be declined.
- Late submissions will not be accepted.
- Applicants are responsible for confirming that required documents are current and complete.
- Applicants should not wait until the deadline to begin uploading materials.

10. Screening, Interviews & Selection

The application process is competitive. Eligible applications are reviewed and evaluated by FAB screening teams under the direction of the FAB Grant Chair. Review considers program quality, innovation, community impact, and organizational capacity.

Screening teams contact eligible applicants to arrange Zoom interviews. Interviews are a critical part of the review process and allow reviewers to better understand the organization, proposed program, artistic or educational objectives, and community impact.

The Grants Committee makes funding recommendations based on review of the applications and interviews. FAB members have an opportunity to review and vote on proposals. Grant awards are announced after votes are confirmed.

11. Awards, Reimbursement & Program Changes

If Your Organization Receives a Grant

FAB enters into a grant agreement with the awarded organization for the approved program and approved amount. Grant funds are distributed in arrears, on a reimbursement basis, after completion of the approved program, subject to the terms and documentation requirements in the grant agreement.

Changes to an Approved Program

FAB funding is approved for the specific program presented in the application. Changes to performers, program content, dates, location, or other material components generally require prior written approval. The grantee must submit the designated Change Request Form through Submittable and obtain approval before implementing a material change.

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

12. Frequently Asked Questions

Our program begins in one calendar year and ends in the next. May we apply?

Yes, but FAB will consider funding only the eligible portion presented during calendar year 2028.

What does FAB consider a Visual or Performing Arts organization?

An organization whose principal activity is to offer programs in one or more of FAB's recognized disciplines: Dance, Film, Music, Spoken Word, Theater, and Visual Arts.

What does FAB consider an Arts Education organization?

An organization 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 through direct arts instruction or intentional arts-integrated learning. See Section 4.

May we request funding in an arts area that is not part of our principal activity?

No. The grant request must be within the organization's principal activity or primary business. A multidisciplinary program may qualify when the discipline for which FAB funding is sought is within the organization's principal activity.

We are a nonprofit, but our principal business is not presenting visual or performing arts programs. We are presenting an arts program next year. Are we eligible?

No. A nonprofit does not become eligible solely because it is presenting an arts-related program. The applicant organization must meet FAB's principal-activity eligibility requirements.

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

Potentially, if the support group meets FAB's eligibility requirements, its principal activity includes performances or presentations to the public, and the organization it supports is not also applying during the same grant cycle.

May our organization apply for both grant categories?

No. Each organization must select one category. Arts Education organizations may apply only for an Arts Education Grant; an eligible Visual or Performing Arts organization may choose an Arts Education Grant when the proposed program meets FAB's Arts Education requirements.

Where does FAB acquire its grant funds?

FAB is privately funded. The grant pool is supported by FAB members, private foundations, corporate partners, and other private support.

What happens if we are awarded a grant?

FAB enters into a grant agreement with the organization. Funds are distributed in arrears, on a reimbursement basis, after completion of the approved program, subject to the grant agreement.

May we substitute performers or change the program, dates, or location?

Generally, material changes require prior written approval. Submit the designated Change Request Form through Submittable before implementing the change.

13. Applicant Checklists & Contacts

Before Submitting Pre-Qualification

- ☐ Confirm that the organization meets FAB's general eligibility requirements.
- ☐ For Arts Education applicants, confirm that the organization and proposed program meet FAB's Arts Education definition.
- ☐ Confirm that the proposed program will take place in Broward County during calendar year 2028.
- ☐ Select the appropriate grant category.

- ☐ Confirm annual revenue and the maximum allowable request.
- ☐ Confirm current Florida nonprofit and charitable solicitation status.
- ☐ Prepare the most recent IRS Form 990 and IRS Letter of Determination.
- ☐ Gather all other required organizational and financial documentation.
- ☐ Submit Pre-Qualification by October 31, 2026.

Before Submitting the Grant Application

- ☐ Confirm FAB has approved the organization's Pre-Qualification.
- ☐ Use the correct 2028 application form.
- ☐ Complete every required section.
- ☐ Verify that the FAB request includes only eligible expenses.
- ☐ Upload required biographies and support materials.
- ☐ Include letters of intent and venue confirmation when applicable.
- ☐ Upload the organization's electronic logo.
- ☐ Review dates, locations, program information, and budget figures for consistency.
- ☐ Save or download a copy for organizational records.
- ☐ Submit by January 20, 2027.

Applicant Support

Eligibility, Pre-Qualification & Application Questions

Grants@FundingArtsBroward.org

Grant Management, Approved Program Changes & Award Administration

GrantsManager@FundingArtsBroward.org

General Grant Program & Applicant Support

Kat Sierra, Executive Director

KatSierra@FundingArtsBroward.org

Final Reminder

Applicants should rely on the current FAB grant information resources and the active 2028 Submittable forms for current links, notices, and submission instructions. Begin early and contact FAB when clarification is needed.