

Meeting Date
8/4/15



AGENDA	
Section	Consent
Item No.	II.D.7

AGENDA REPORT
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT: FY16 Brevard County Community Cultural Grants

DEPT/OFFICE: Brevard Cultural Alliance, Inc.

Requested Action:
 This agenda item requests approval of the proposed guidelines for the FY16 Brevard County Community Cultural Grant program.

Summary Explanation & Background:
 The Brevard County Community Cultural Grant program was established by the Brevard County Board of County Commissioners in 1987. Since that time, the Board has contracted with Brevard Cultural Alliance (BCA) to manage and administer the grant program.

Proposed Cultural Grant Program timeline:

- County Commissioners ratify the grant guidelines and application for the program on August 4, 2015
- Grant workshop for potential applicant organizations conducted on August 11, 2015
- Application deadline for program on September 9, 2015

Name: Kathy Engerran, Deputy Director
 Brevard Cultural Alliance, Inc.
 Address: 2725 Judge Fran Jamieson Way, C-307
 Viera FL 32940 321/690-6817

Signature: Kathy Engerran

Exhibits Attached:
 FY16 Brevard County Community Cultural Grant program guidelines

Contract /Agreement (If attached): Reviewed by County Attorney Yes No

County Manager's Office Department
 Stockton Whitten, County Manager



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972

August 5, 2015

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.D.7., Approval of Proposed Guidelines for Brevard County Community Cultural Grants, FY 2016

The Board of County Commissioners, in regular session on August 4, 2015, approved the proposed guidelines for the FY16 Brevard County Community Cultural Grant Program. Enclosed is a copy of the Brevard County Guide to Community Cultural Grants.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/ds

Encl. (1)

cc: Brevard Cultural Alliance
Finance

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT FORM

SECTION I

The following information must be completed on all new contracts submitted to the Board.

1. Contractor: Brevard Cultural Alliance	
2. Fund/Account #:	Division Name:
4. Contract Description: FY16 Brevard County Community Cultural Grant Program	
5. Contract Monitor: Kathy Engerran	6. Mail Stop #:
7. Dept./Office Director: Neil Levine	8. Contract Type: Grant program
ACTION DATE: 30 days from entry	ACTION REQUIREMENT: Need complete data

SECTION II

The following departments must approve all contracts submitted to the Board:

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>INITIALS</u>	<u>DATE</u>
	<u>YES</u>	<u>NO</u>		
User Agency	X	_____	KE	7/16/15
Risk Management	_____	_____	_____	_____
County Attorney	X	_____	CB	7/31/15

If any office denies approval, the package will be returned immediately to the User Agency.

NOTE: This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will return the Initial Contract Form to department for contract to be entered into the Contract Management System. See AO-29 for additional information.

AO-29: EXHIBIT I



**BREVARD COUNTY GUIDE TO
FY 2015-2016 COMMUNITY
CULTURAL GRANTS**

Sponsored by
**BREVARD COUNTY BOARD OF COUNTY
COMMISSIONERS**

Managed by

**BREVARD
CULTURAL
ALLIANCE**

2725 Judge Fran Jamieson Way, C-307
Viera, FL 32940
321-690-6817
www.ArtsBrevard.org

BOARD OF COUNTY COMMISSIONERS

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BOARD OF DIRECTORS

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- Delores Spearman
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**FY 2015-2016 BREVARD
COUNTY COMMUNITY
CULTURAL GRANT GUIDELINES AND
APPLICATION PROCESS**

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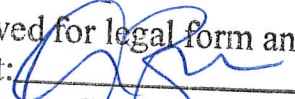
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**Brevard Cultural Alliance, Inc.
2725 Judge Fran Jamieson Way, C-307
Viera FL 32940
321-690-6817
Fax 321-690-6818**

**NOTE: Grant applications and subsequent reporting will be completed online.
All forms for grant administration will be found on the
Brevard Cultural Alliance web site at www.ArtsBrevard.org.**

Reviewed for legal form and
content: 
Assistant County Attorney

PURPOSE

The mission of the Brevard County Community Cultural Grants Program is to cultivate excellence, accessibility and diversity in arts and culture for all people in Brevard County, Florida. Funded by the Brevard County Board of County Commissioners and managed by Brevard Cultural Alliance (BCA), this program funds private nonprofit arts and cultural organizations through General Program Support or Specific Projects; and funds cultural projects by private nonprofit non-arts or non-cultural organizations through Specific Projects **only**.

ELIGIBILITY

Every applicant must meet the requirements and follow the procedures in this eligibility section.

- Be a nonprofit, tax-exempt, Florida Corporation as a result of being:
 - a. Incorporated or authorized as a nonprofit Florida corporation in good standing, pursuant to Chapter 617, Florida Statutes as of application deadline date; and,
 - b. Headquartered in Brevard County as of application deadline; and,
 - c. Designated as a tax-exempt organization as defined in section 501(c)(3) of the Internal Revenue Code of 1954, as amended, prior to application deadline.
 - d. Prior year's total operating budget was \$5,000 or more.

FUNDING AND GRANT AMOUNT REQUESTS

- Large: Organizations whose **prior year total general operating budget** was \$400,000 or more may request **up to \$30,000**
- Mid-size: Organizations whose **prior year total general operating budget** was more than \$100,000 and less than \$400,000 may request **up to \$20,000**
- Small: Organizations whose **prior year total general operating budget** was \$100,000 or less may request **up to \$7,500**

MINIMUM SCORING REQUIREMENT

An average of at least 80.0 quality points out of a possible 100 points must be earned to be eligible for FY 2015-2016 grant funding. There is no guarantee of annual funding to any applicant.

APPLICATIONS DUE: completed application forms, required documents and optional support materials must be submitted electronically by 11:59pm by Wednesday, September 9, 2015. All applications will be completed and submitted using online application software.

SUPPORT MATERIALS:

Support materials can provide panelists with a more complete picture of the proposal and are optional but strongly encouraged. As the transition to online administration of the Brevard County Community Cultural Grant program is complete and well-established, support materials will only be accepted online. **Support materials uploaded after the application deadline will not be sent to the panel.**

PANEL MEETING INFORMATION

The grant panel will consist of members of the Brevard Cultural Alliance Board and community representatives. The grant panel will convene in a public meeting to evaluate applications. Applicants are not required to attend but are encouraged to be present to answer any questions panelists may have about their applications. Public comments will be accepted. At the conclusion of the meeting the panel will make funding recommendations to the Board of County Commissioners. The Board of County Commissioners will make final funding determinations at a separate public meeting where public comment will be accepted.

TERMS AND CONDITIONS OF GRANT AWARDS

1. An applicant organization may not apply under more than one organizational name or category.
2. An applicant organization shall be deemed ineligible for funding if the grant application is incomplete.
3. The Cultural Grant Program reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes on submitted documents.
4. The grant amount requested must not exceed **50%** of the total program or project costs.
5. In-kind contributions used as matching funds may not exceed **25%** of the total project budget.
6. Grant funds are released on a reimbursement basis.
7. Organizations not meeting the administrative requirements of previous grants shall be determined to be ineligible for funding for one year.
8. Organizations receiving funding from other Brevard County government sources, with the exception of capital facilities projects, community based organizations (CBO) or Tourist Development Council (TDC), may not also receive funding through General Program or Specific Project support from the County Community Cultural Grants Program.
9. All grant projects must fall within the Brevard County fiscal year, October 1, 2015 - September 30, 2016. The project start and end dates are not intended to be performance or event dates, but the entire period during which grant related expenses may be spent and revenues received.
10. Applicant organizations must maintain files of documentation of volunteer time and signed in-kind receipts stating actual value of contributions. These records are subject to audit.
11. In accordance with Brevard County's Art in Public Places policies, all projects, programs and/or exhibits funded by the Brevard County Board of County Commissioners must be suitable for viewing by people of all ages.
12. The grant recipient shall keep books, records, and accounts of all activities related to the grant in compliance with appropriate generally accepted accounting procedures. All documents, papers, books, records and accounts made or received by the grantee in conjunction with the grant shall be open to inspection during regular business hours and shall be retained by the grantee for a period of three years after termination of the grant period, unless such records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1) Florida Statutes.
13. No grant application materials will be accepted unless submitted before or on September 9, 2015.
14. In lieu of the previously required Final Report form, all grantees must complete and submit their required quarterly reports, as well as 3-5 electronic images depicting programmatic activity, and electronic documentation of credit line and logo usage at the conclusion of the grant period.
15. **Credit Line Usage and Logo Requirement:** Any publicity or publications related to programs or projects funded by Brevard County Community Cultural Grants listing or recognizing funders or sponsors shall include Brevard County and BCA logos and/or the following statement:
Sponsored in part by the Brevard County Board of County Commissioners through Brevard Cultural Alliance, Inc.

Allowables and Non-Allowables:

Allowable Costs:

- expenditures within the grant period specified on the grant application and/or the period specified by the Brevard County Budget Department; and,
- they are solely for the purposes of the grant and can be easily identified as such.

Non-Allowable Costs:

- expenditures before or after the grant period;
- lobbying or attempting to influence federal, state, or local legislation;
- capital improvements, including but not limited to new construction, renovation, and installation or replacement of fixtures in the permanent facility of the organization;
- bad debts, contingencies, fines and penalties, interest, other financial costs and costs of litigation;
- benefits and projects planned primarily for fund raising purposes;
- private entertainment, food, beverages, plaques, awards, scholarships, prize money or certificates;
- projects which are restricted to private or exclusive participation;
- regranting (using County funds to underwrite local grants programs - see "Glossary");
- contributions and donations;
- any other expenditure not authorized by Chapter 112 of the Florida Statutes or Brevard County Codes and Policies or any other law.

**FY 2015-2016
BREVARD COUNTY COMMUNITY CULTURAL GRANT APPLICATION
Application Deadline: Wednesday, September 9, 2015
Grant Workshop: Tuesday, August 11, 2015**

Guidelines and application will be completed online and linked on www.ArtsBrevard.org. For assistance or further information, contact kathy.engerran@artsbrevard.org or call Brevard Cultural Alliance at 321-690-6817.

Applicant Information:

Applicant: (Legal name of organization)

Address:

City: State: Zip:

Web Site: Federal Employer ID #

Telephone: FAX: Email: County District #:

Contact Person: Mr. Mrs. Ms. Dr. First: Last: Phone:

Program Information:

Program/Project Title: Grant Amount Requested: \$

Proposal Summary: 400 characters or less

Last year's total # of attendees or people directly served

Is this request for General Program Support? Yes No or Specific Project? Yes No

Start Date: Month/Day/Year

End Date: Month/Day/Year

Grant Category Please check the one category below for which funding is requested.

DANCE	FESTIVALS	HISTORICAL	LITERARY
MUSIC	THEATER	VISUAL ARTS	OTHER

I certify the information contained in this application, including all budget and financial and tax information, attachments and support materials, is true and correct to the best of my knowledge and that we will abide by all legal, financial, and reporting requirements.

Authorized Representative:

Name:

Title:

ADA and SPECIAL CONSTITUENCY INFORMATION

- Are the applying organization's facilities and programs accessible to persons with disabilities?
Yes No
- Have policies and procedures been established which address nondiscrimination against persons with disabilities? Yes No
- Please provide the staff person's name and title responsible for Section 504, ADA, and Florida Statutes 553 Compliance:

Name:

Title:

PROPOSAL BUDGET

FORM B

See Glossary at www.ArtsBrevard.org for National Standard Definitions of terms. The middle column, the Brevard County Grant allocation, is a subset of Expenditures. If the applicant organization’s total Personnel – Administrative line-item budget figure is \$15,000 and \$2,000 will come from the County grant, the budget Expenditures amount should still be \$15,000. Round figures to the nearest dollar. Do not include cents. Add additional lines under line-item categories as needed to detail budget.

EXPENSES:

	Total Cash Expenditures	How will you allocate Grant funds	In-Kind Contributions
Personnel - Administrative	\$	\$	\$
Personnel – Artistic	\$	\$	\$
Outside Artistic Services/Fees	\$	\$	\$
Marketing and Printing	\$	\$	\$
Space Rental/Rent/Mortgage	\$	\$	\$
Insurance	\$	\$	\$
Equipment Purchase/Office Supplies	\$	\$	\$
Travel/Mileage	\$	\$	\$
Materials/Supplies for productions/exhibits/events	\$	\$	\$
Contract Services/Fees	\$	\$	\$
Collections/Acquisitions	\$	\$	\$
Other Operating Expenses	\$	\$	\$
A. Subtotal Cash Expenses	A. \$	\$	\$
B. In-Kind Contributions	(no more than 25% of A.)		B. \$
C. Total Cash Expenses + In-Kind (A + B)	C. \$		

INCOME:	\$
Admissions	\$
Memberships/Tuition	\$
Contracted Services Revenue	\$
Contributions from Individuals	\$
Corporate Contributions	\$
Government Support – Federal	\$
Government Support – State	\$
Government Support – Local	\$
Foundation Support	\$
Other Income	\$
Applicant Cash	\$
D. Total Applicant Cash Income	\$
E. Brevard Co. Grant Amount Requested	\$
F. Total Cash Income (D + E)	\$

G. In-Kind Contributions (Repeat B)	\$
H. Total Project Income (Must equal or exceed C)	\$
I. Percentage of Total Project Budget Req.	

TOTAL OPERATING RESULTS AND PROJECTIONS

FORM C

Complete each line of the following summarized budget form to give a financial overview of your organization. Provide information which represents: the actual results of your most recently completed fiscal year; expected results of the current fiscal year; and projections for your next fiscal year. Do not include the cost of capital items, or the depreciation of capital items, as an operating expense. Contributions or other income dedicated to support the purchase of capital items should not be listed here. Round all figures to the nearest dollar – do not show cents.

Fiscal Year Dates: (month day) to If applicable, date last audit completed:

EXPENSES:	COMPLETED FY__ to FY__	CURRENT FY__ to FY__	NEXT FY__ to FY__
1) Personnel – Administrative	\$	\$	\$
2) Personnel – Artistic	\$	\$	\$
3) Outside Artistic Services/Fees	\$	\$	\$
4) Marketing and Printing	\$	\$	\$
5) Space Rental/Rent/Mortgage/Taxes	\$	\$	\$
6) Insurance	\$	\$	\$
7) Equipment Purchase/Office Supplies	\$	\$	\$
8) Travel/Mileage	\$	\$	\$
9) Materials/Supplies for Productions / Exhibits / Events			
10) Contract Services			
11) Collections/Acquisitions	\$	\$	\$
12) Other Expenses	\$	\$	\$
13) TOTAL CASH EXPENSES	\$	\$	\$
14) Total In-Kind Contributions	\$	\$	\$
15) TOTAL EXPENSES	\$	\$	\$

INCOME:	\$	\$	\$
16) Admissions	\$	\$	\$
17) Memberships/Tuition	\$	\$	\$
18) Individual Contributions	\$	\$	\$
19) Corporate Contributions	\$	\$	\$
20) Government Support - Federal	\$	\$	\$
21) Government Support – State	\$	\$	\$
22) Government Support – Local (Do not include this request here – see #26)	\$	\$	\$
23) Foundation Support	\$	\$	\$
24) Applicant Cash	\$	\$	\$
25) SUBTOTAL (Lines 14-24)	\$	\$	\$
26) Grant Amount Requested	\$	\$	\$
27) TOTAL REVENUES	\$	\$	\$

28) TOTAL IN-KIND	\$	\$	\$
29) TOTAL REVENUE + IN-KIND	\$	\$	\$
30) Operating Fund Balance – Beginning	\$	\$	\$
31) Operating Fund Balance – Year End	\$	\$	\$

Brevard County Mission Statement:

Contribute to enhancing and ensuring Brevard’s quality of life...today and always!

Program Goals:

- Goal 1: Promote Brevard as a cultural destination which enhances quality of life and adds to economic impact
- Goal 2: Strengthen the arts and cultural sector to make it a vital, cohesive community resource.
- Goal 3: Build awareness of the arts and encourage the participation of all Brevard residents and visitors

1. **Mission Statement and Brief History of the Organization** maximum 2,500 characters
2. Describe the organization’s **proposed activities or major program(s)** for which you are seeking funding - maximum 3,250 characters
3. **Primary organizational goal(s) and supporting objective(s)** for the organization - maximum 2,500 characters
4. How does the organization **measure and evaluate achievement of goals and objectives** as stated above - maximum 3,250 characters
5. Explain how the programming positively impacts Brevard County residents and visitors. maximum 2,500 characters
6. Describe the organization’s **marketing plans to support program(s) and objectives** to target audience(s). maximum 3,250 characters
7. Brief description of **current collaborations with other** cultural organizations, and any partnerships with local businesses, community-based organizations, etc. in order to create a cohesive cultural sector. maximum 2,500 characters
8. Provide documentation of program excellence and success – i.e. positive reviews, recent achievements, awards, feedback from attendees or focus groups, etc. maximum 2,500 characters

Upload the following documents

- Provide a board list
- Describe key organization management including brief biographies and noting whether position is paid or volunteer.
- Organization’s most recent Form 990

SCORING RUBRIC FOR EVALUATING APPLICATIONS:

<u>Value</u>	<u>Description</u>	<u>Score</u>
Excellent	Strongly demonstrates public value of arts and culture and merits investment.	91-100
Good	Satisfactorily demonstrates public value of arts and culture and merits investment.	80-90
Fair and Weak	Does not sufficiently demonstrate or makes inadequate case for the public value of arts and cultural and does not merit investment.	0-79

Excellent:	Good:	Fair:	Weak:
13-14 points Refer to: Question 2 Proposed activities are well-defined and clear and are achievable within grant period	11-12 points Refer to: Question 2 Proposed activities are described and are achievable within grant period	6-10 points Refer to: Question 2 Limited activities are proposed and/or concerns about achievability of the activities within grant period	1-5 points Refer to: Question 2 Minimal or inadequate activities are proposed and/or concerns about achievability of the activities within grant period
13-14 points Refer to: Question 3 and 4 Identifies clear and fully measurable goals and objectives	11-12 points Refer to: Question 3 and 4 Identifies measurable goals and objectives	6-10 points Refer to: Question 3 and 4 Limited identification of measurable goals and objectives	1-5 points Refer to: Question 3 and 4 Does not identify measurable goals and objectives
13-14 points Refer to: Questions 2 and 4 Evaluation methods are detailed and fully measureable and relate to program(s) and/or project(s)	11-12 points Refer to: Questions 2 and 4 Evaluation methods are measureable and relate to program(s) and/or project(s)	6-10 points Refer to: Questions 2 and 4 Measurable evaluation methods are limited in relation to program(s) and/or project(s)	1-5 points Refer to: Questions 2 and 4 Evaluation methods are inadequately measureable and/or don't relate to program(s) and/or project(s)
12-13 points Refer to: Question 6 Marketing plans are well-defined and clear and achievable within the grant period	10-11 points Refer to: Question 6 Marketing plans are described and achievable within the grant period	5-9 points Refer to: Question 6 Marketing plans are limited and may not be achievable within the grant period	1-4 points Refer to: Question 6 Marketing plans are unclear or inadequately defined and unlikely to be achieved within the grant period
8 points Refer to: Question 7 Provides compelling and specific description of collaboration(s)	7 points Refer to: Question 7 Collaboration(s) are described	4-6 points Refer to: Question 7 Describes limited collaboration(s)	1-3 points Refer to: Question 7 Lack of collaboration(s)

8 points Refer to: Questions 2 and 8 Compelling evidence of programmatic excellence	7 points Refer to: Questions 2 and 8 Evidence of programmatic excellence	4-6 points Refer to: Questions 2 and 8 Evidence of programmatic excellence lacking	1-3 points Refer to: Questions 2 and 8 No evidence of programmatic excellence
10 points Refer to: Budget forms and uploads Very confident in organization's fiscal stability	8-9 points Refer to: Budget forms and uploads Reasonably confident in organization's fiscal stability	4-7 points Refer to: Budget forms and uploads Some concerns about the organization's fiscal stability	1-3 points Refer to: Budget forms and uploads Serious concerns about the organization's fiscal stability
11-12 points Refer to: Uploaded documents High level of confidence in ability of organization to accomplish proposed activities, based on management personnel, Board, and history	9-10 points Refer to: Uploaded documents Confident in organization's ability to accomplish proposed activities, based on management personnel, Board, and history	5-8 points Refer to: Uploaded documents Some concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history	1-4 points Refer to: Uploaded documents Serious concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history
7 points Overall quality of application	6 points Overall quality of application	4-5 points Overall quality of application	1-3 points Overall quality of application

GRANT REPORTING

Failure to comply with grant reporting procedures and deadlines may jeopardize funding in subsequent fiscal years; and may result in nonpayment of current grant reimbursements or having to return proceeds from a current grant to the Brevard County Board of County Commissioners.

GRANT REPORTING INSTRUCTIONS: All Brevard County Community Cultural Grant recipients are required to file Quarterly reports, 3-5 electronic images depicting programmatic activity, and electronic documentation of credit line and logo usage requirement. Electronic images and documentation of credit line and logo usage are **due no later than October 31, 2016**.

QUARTERLY REPORT FORMS: are due on **January 20, April 20, July 20, and October 20**. Round figures to the nearest dollar; do not show cents.

- Please fill in all blanks, either with a dollar figure, number, 0, or N/A.
- Some attendance figures may appear in two categories. For example, total number of attendees and number of paid attendees or total number of events (which would include classes or workshops) and number of classes/workshops.
- Be sure to fill in all relevant blanks for all quarters. For example, the 3rd quarter report should include the figures for the 1st and 2nd quarters.



Kathy Engerran

Deputy Director

Kathy.Engerran@artsbrevard.org

2725 Judge Fran Jamieson Way, C-307
Viera, FL 32940

www.ArtsBrevard.org

F 321.690.6818

T 321.690.6817

Memo

To: Scott Knox, Brevard County Attorney

From: Neil Levine, BCA Executive Director

Re: Proposed Changes to FY16 Brevard County Community Cultural Grant Guidelines

Date: July 16, 2015

Provided here for your review is the "underline – strike-through" version of the draft FY16 Community Cultural Grant guidelines, proposed by Brevard Cultural Alliance.

It is our intention that these guidelines be presented to the County Commissioners for approval at their August 4, 2015 meeting.

Recommended changes of note:

- Removal of two year requirement for Florida corporation and 501(c)(3) status (this follows best practice model of Florida Division of Cultural Affairs)
- Removal of procedure of dropping high and low panelist scores prior to application average score being calculated
- Transitioning to provision of support materials by electronic means via the online grant application software
- Modifications to narrative questions and scoring rubric

Additional changes are primarily date changes. Please advise if anything additional is needed. Thank you for your attention to this matter.

A handwritten signature in blue ink, appearing to read "Neil Levine", is located at the bottom of the page.



**BREVARD COUNTY GUIDE TO
FY ~~2013~~–~~2015~~-2016 COMMUNITY
CULTURAL GRANTS**

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**FY ~~2013~~–2015-~~2016~~- BREVARD
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- Be a nonprofit, tax-exempt, Florida Corporation as a result of being:
 - a. Incorporated or authorized as a nonprofit Florida corporation in good standing, pursuant to Chapter 617, Florida Statutes ~~as of a minimum of two years prior to~~ application deadline date; and,
 - b. Headquartered in Brevard County ~~a minimum of two years as of~~ application deadline; and,
 - c. Designated as a tax-exempt organization as defined in section 501(c)(3) of the Internal Revenue Code of 1954, as amended, ~~a minimum of two years prior to~~ application deadline.
 - d. Prior year's total operating budget was \$5,000 or more.

FUNDING AND GRANT AMOUNT REQUESTS

- Large: Organizations whose **prior year total general operating budget** was \$400,000 or more may request **up to \$30,000**
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~~High and low panelist scores will be dropped prior to the application average score being calculated.~~

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APPLICATIONS DUE: completed application forms, required documents and optional support materials must be submitted electronically by 11:59pm by ~~Wedn~~Tuesday, August-September 9, 2015, 1720, 20143. Support materials must also be uploaded, received or postmarked by ~~September 1720, 20143~~. Support materials may be uploaded online, submitted in hard copy, electronically (on a disk), or any combination thereof.

All applications will be completed and submitted using online application software.

SUPPORT MATERIALS:

Support materials can provide panelists with a more complete picture of the proposal and are optional but strongly encouraged. As the transition to online administration of the Brevard County Community Cultural Grant program is complete and well-established, support materials will only be accepted online. **Support materials uploaded after the application deadline will not be sent to the panel.**

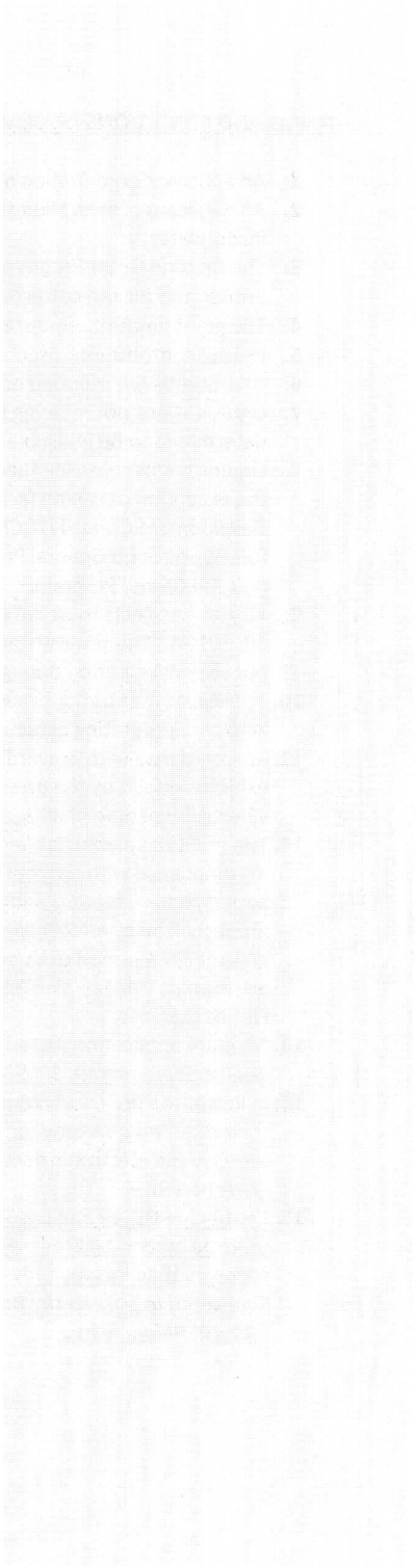
If support materials are included, they must meet the following guidelines:

- Applicants may supply **7 complete sets** of support materials. BCA will not copy support materials and does not review sets to make sure all are the same. **If there are not 7 sets of support materials for an application, no support materials will be sent to the panel;**
- **Each of the 7 sets must be a single unit containing all support materials** (including a/v materials or catalogs). For example 7 binders and 7 CDs are not acceptable if the CDs are not inside or attached to the binders. Applicants may use rubber bands or binder clips to unify bulky or oddly shaped pieces. **Support materials that are not a part of a unified set will not be sent to the panel;** and
- **Support materials uploaded or postmarked after the application deadline will not be sent to the panel.**
- **Mailing and** ~~_____~~ **Brevard Cultural Alliance, Inc.**
physical address: 2725 Judge Fran Jamieson Way, C 307
~~_____~~ **Viera, FL 32940**

PANEL MEETING INFORMATION

The grant panel will consist of members of the Brevard Cultural Alliance Board of Directors and community representatives. The grant panel will convene in a public meeting to evaluate applications. Applicants are not required to attend but are encouraged to be present to answer any questions panelists may have about their applications. Public comments will be accepted. At the conclusion of the meeting the panel will make funding recommendations to the Board of County Commissioners.

The Board of County Commissioners will make final funding determinations at a separate public meeting where public comment will be accepted.



TERMS AND CONDITIONS OF GRANT AWARDS

1. An applicant organization may not apply under more than one organizational name or category.
2. An applicant organization shall be deemed ineligible for funding if the grant application is incomplete.
3. The Cultural Grant Program reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes on submitted documents.
4. The grant amount requested must not exceed **50%** of the total program or project costs.
5. In-kind contributions used as matching funds may not exceed **25%** of the total project budget.
6. Grant funds are released on a reimbursement basis.
7. Organizations not meeting the administrative requirements of previous grants shall be determined to be ineligible for funding for one year.
8. Organizations receiving funding support from other Brevard County government sources, with the exception of capital facilities projects, community based organizations (CBO) or Tourist Development Council (TDC) ~~Cultural Marketing Initiative participation~~, may not also receive funding through General Program or Specific Project support from the County Community Cultural Grants Program.
9. All grant projects must fall within the Brevard County fiscal year, October 1, 2013~~5~~ -- September 30, 2016~~4~~. The project start and end dates are not intended to be performance or event dates, but the entire period during which grant related expenses may be spent and revenues received.
10. Applicant organizations must maintain files of documentation of volunteer time and signed in-kind receipts stating actual value of contributions. These records are subject to audit.
11. In accordance with Brevard County's Art in Public Places policies, all projects, programs and/or exhibits funded by the Brevard County Board of County Commissioners must be suitable for viewing by people of all ages.
12. The grant recipient shall keep books, records, and accounts of all activities related to the grant in compliance with appropriate generally accepted accounting procedures. All documents, papers, books, records and accounts made or received by the grantee in conjunction with the grant shall be open to inspection during regular business hours and shall be retained by the grantee for a period of three years after termination of the grant period, unless such records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1) Florida Statutes.
13. No grant application materials will be accepted unless submitted ~~or postmarked~~ before or on ~~August-September 9, 2015, 1-7-20, 2014-3,~~
14. In lieu of the previously required Final Report form, all grantees must complete and submit their required quarterly reports, as well as 3-5 electronic images depicting programmatic activity, and electronic documentation of credit line and logo usage at the conclusion of the grant period.
15. **Credit Line Usage and Logo Requirement:** Any publicity or publications related to programs or projects funded by Brevard County Community Cultural Grants listing or recognizing funders or sponsors shall include Brevard County and BCA logos and/or the following statement:
Sponsored in part by the Brevard County Board of County Commissioners through the Brevard Cultural Alliance, Inc.

Allowables and Non-Allowables:

Allowable Costs:

- expenditures within the grant period specified on the grant application and/or the period specified by the Brevard County Budget Department; and,
- they are solely for the purposes of the grant and can be easily identified as such.

Non-Allowable Costs:

- expenditures before or after the grant period;
- lobbying or attempting to influence federal, state, or local legislation;
- ~~building, renovation, or remodeling of facilities;~~
- capital improvements, including but not limited to new construction, renovation, and installation or replacement of fixtures in the permanent facility of the organization;
- bad debts, contingencies, fines and penalties, interest, other financial costs and costs of litigation;
- benefits and projects planned primarily for fund raising purposes;
- private entertainment, food, beverages, plaques, awards, scholarships, prize money or certificates;
- projects which are restricted to private or exclusive participation;
- regranting (using County funds to underwrite local grants programs - see "Glossary");
- contributions and donations;
- any other expenditure not authorized by Chapter 112 of the Florida Statutes or Brevard County Codes and Policies or any other law.

FY 20153-20164
BREVARD COUNTY COMMUNITY CULTURAL GRANT APPLICATION
Application Deadline: ~~Wedn Tuesday, August September 9, 2015 1720, 20143~~
Grant Workshop: ~~Tuesday, August 11, 2015 Wedne Thursday, July August 275, 2014013~~

Guidelines and application will be completed online and linked on www.ArtsBrevard.org. For assistance or further information, contact kathy.engerran@artsbrevard.org or call Brevard Cultural Alliance at 321-690-6817.

Applicant Information:

Applicant: (Legal name of organization)

Address:

City: State: Zip:

Web Site: Federal Employer ID #

Telephone: FAX: Email: County District #:

Contact Person: Mr. Mrs. Ms. Dr. First: Last: Phone:

Program Information:

Program/Project Title: Grant Amount Requested: \$

Proposal Summary: 400 characters or less

Last year's total # of attendees or people directly served

Is this request for General Program Support? Yes No or Specific Project? Yes No

Start Date: Month/Day/Year End Date: Month/Day/Year

Grant Category Please check the one category below for which funding is requested.

DANCE	FESTIVALS	HISTORICAL	LITERARY
MUSIC	THEATER	VISUAL ARTS	OTHER

I certify the information contained in this application, including all budget and financial and tax information, attachments and support materials, is true and correct to the best of my knowledge and that we will abide by all legal, financial, and reporting requirements.

Authorized Representative:

Name:

Title:

ADA and SPECIAL CONSTITUENCY INFORMATION

- Are the applying organization's facilities and programs accessible to persons with disabilities?
Yes No
- Have policies and procedures been established which address nondiscrimination against persons with disabilities? Yes No
- Please provide the staff person's name and title responsible for Section 504, ADA, and Florida Statutes 553 Compliance:

Name:

Title:

PROPOSAL BUDGET**FORM B**

See Glossary at www.ArtsBrevard.org for National Standard Definitions of terms. The middle column, the Brevard County Grant allocation, is a subset of Expenditures. If the applicant organization's total Personnel – Administrative line-item budget figure is \$15,000 and \$2,000 will come from the County grant, the budget Expenditures amount should still be \$15,000. Round figures to the nearest dollar. Do not include cents. Add additional lines under line-item categories as needed to detail budget.

EXPENSES:

	Total Cash Expenditures	How will you allocate Grant funds	In-Kind Contributions
Personnel - Administrative	\$	\$	\$
Personnel – Artistic	\$	\$	\$
Outside Artistic Services/Fees	\$	\$	\$
Marketing and Printing	\$	\$	\$
Space Rental/Rent/Mortgage	\$	\$	\$
Insurance	\$	\$	\$
Equipment Purchase/Office Supplies	\$	\$	\$
Travel/Mileage	\$	\$	\$
Materials/Supplies for productions/exhibits/events	\$	\$	\$
Contract Services/Fees	\$	\$	\$
Collections/Acquisitions	\$	\$	\$
Other Operating Expenses	\$	\$	\$
A. Subtotal Cash Expenses	A. \$	\$	\$
B. In-Kind Contributions	(no more than 25% of A.)		B. \$
C. Total Cash Expenses + In-Kind (A + B)	C. \$		

INCOME:	\$
Admissions	\$
Memberships/Tuition	\$
Contracted Services Revenue	\$
Contributions from Individuals	\$
Corporate Contributions	\$
Government Support – Federal	\$
Government Support – State	\$
Government Support – Local	\$
Foundation Support	\$
Other Income	\$
Applicant Cash	\$
D. Total Applicant Cash Income	\$
E. Brevard Co. Grant Amount Requested	\$
F. Total Cash Income (D + E)	\$

G. In-Kind Contributions (Repeat B)	\$
H. Total Project Income (Must equal or exceed C)	\$
I. Percentage of Total Project Budget Req.	

TOTAL OPERATING RESULTS AND PROJECTIONS

FORM C

Complete each line of the following summarized budget form to give a financial overview of your organization. Provide information which represents: the actual results of your most recently completed fiscal year; expected results of the current fiscal year; and projections for your next fiscal year. Do not include the cost of capital items, or the depreciation of capital items, as an operating expense. Contributions or other income dedicated to support the purchase of capital items should not be listed here. Round all figures to the nearest dollar – do not show cents.

Fiscal Year Dates: (month day) to If applicable, date last audit completed:

EXPENSES:	COMPLETED FY__ to FY__	CURRENT FY__ to FY__	NEXT FY__ to FY__
1) Personnel – Administrative	\$	\$	\$
2) Personnel – Artistic	\$	\$	\$
3) Outside Artistic Services/Fees	\$	\$	\$
4) Marketing and Printing	\$	\$	\$
5) Space Rental/Rent/Mortgage/Taxes	\$	\$	\$
6) Insurance	\$	\$	\$
7) Equipment Purchase/Office Supplies	\$	\$	\$
8) Travel/Mileage	\$	\$	\$
9) Materials/Supplies for Productions / Exhibits / Events			
10) Contract Services			
11) Collections/Acquisitions	\$	\$	\$
12) Other Expenses	\$	\$	\$
13) TOTAL CASH EXPENSES	\$	\$	\$
14) Total In-Kind Contributions	\$	\$	\$
15) TOTAL EXPENSES	\$	\$	\$

INCOME:	\$	\$	\$
16) Admissions	\$	\$	\$
17) Memberships/Tuition	\$	\$	\$
18) Individual Contributions	\$	\$	\$
19) Corporate Contributions	\$	\$	\$
20) Government Support - Federal	\$	\$	\$
21) Government Support – State	\$	\$	\$
22) Government Support – Local (Do not include this request here – see #26)	\$	\$	\$
23) Foundation Support	\$	\$	\$
24) Applicant Cash	\$	\$	\$
25) SUBTOTAL (Lines 14-24)	\$	\$	\$
26) Grant Amount Requested	\$	\$	\$
27) TOTAL REVENUES	\$	\$	\$

28) TOTAL IN-KIND	\$	\$	\$
29) TOTAL REVENUE + IN-KIND	\$	\$	\$
30) Operating Fund Balance – Beginning	\$	\$	\$
31) Operating Fund Balance – Year End	\$	\$	\$

Brevard County Mission Statement:
 Contribute to enhancing and ensuring Brevard’s quality of life...today and always!

Program Goals:

- Goal 1: Promote Brevard as a cultural destination which enhances quality of life and adds to economic impact
- Goal 2: Strengthen the arts and cultural sector to make it a vital, cohesive community resource.
- Goal 3: Build awareness of the arts and encourage the participation of all Brevard residents and visitors

1. **Mission Statement and Brief History of the Organization** (~~Excellence & Innovation~~) maximum 2,500 characters
2. Describe the organization’s **proposed activities or major program(s)** for which you are seeking funding. (~~Excellence & Innovation and Impact~~) maximum 3,250 characters
3. **Primary organizational Goal(s) and supporting objective(s)** for the activities for which your organization is seeking funding. (~~Excellence & Innovation~~) maximum 2,500 characters
4. How will you ~~does the organization~~ **measure and evaluate achievement of goals and objectives** as stated above? (~~Impact~~) maximum 3,250 characters
5. ~~Explain how the programming positively impacts Brevard County residents and visitors. (Impact) maximum 2,500 characters~~
6. Describe the organization’s **marketing plans to support funded activities program(s) and objectives** to target audience(s). (~~Impact~~) maximum 3,250 characters
7. Brief description of **current collaborations with other** cultural organizations, and ~~in addition~~ any partnerships with local businesses, hotels, restaurants, community-based organizations, etc. in order to create a cohesive cultural sector. (~~Management~~) maximum 2,500 characters
8. Provide documentation of program excellence and success – i.e. positive reviews, recent achievements, awards, feedback from attendees or focus groups, etc. (~~Excellence & Innovation~~) maximum 2,500 characters
9. ~~Give example(s) of your organization’s efforts to improve best practice in such areas as: governance, operations and/or program implementation. A best practice is a method or technique that has consistently shown results superior to those achieved with other means, is measurable, and that is used as a benchmark. Some examples: undertaking organizational self assessment, participation in continued education or skill building by staff or board, presentation of world class programming, achievement of “top rankings” by recognizing entities, among others. (Management) maximum 2,500 characters~~

Upload the following documents

- Provide a board list names and professions (examples: lawyer, doctor, teacher) of Board of Director members. (~~Management~~)

- Describe List of key organization management staff including brief biographies and noting whether position is paid or volunteer. (Management)
- Your most recently completed fiscal year's profit and loss statement and balance sheet, compilation, or review. (Management)
- IRS determination letter
- Organization's most recent Form 990

SCORING RUBRIC FOR EVALUATING APPLICATIONS:

<u>Value</u>	<u>Description</u>	<u>Score</u>
Excellent	Strongly demonstrates public value of arts and culture and merits investment.	91-100
Good	Satisfactorily demonstrates public value of arts and culture and merits investment.	80-90
<u>Fair and Weak</u>	Does not sufficiently demonstrate or makes inadequate case for the public value of arts and cultural and does not merit investment.	0-79

Excellent:	Good:	Fair:	Weak:
13-14 points Refer to: Question 2 Proposed activities are well-defined and clear and are achievable within grant period	11-12 points Refer to: Question 2 Proposed activities are described and are achievable within grant period	6-10 points Refer to: Question 2 <u>Limited activities are proposed and/or concerns about achievability of the activities within grant period</u>	1-5 points Refer to: Question 2 Limited or Minimal or <u>inadequate</u> activities are proposed and/or concerns about achievability of the activities within grant period
13-14 points Refer to: Question 3 and 4 Identifies clear and fully measurable goals and objectives	11-12 points Refer to: Question 3 and 4 Identifies measurable goals and objectives	6-10 points Refer to: Question 3 and 4 <u>Limited identification of measurable goals and objectives</u>	1-5 points Refer to: Question 3 and 4 Does not identify measurable goals and objectives and with <u>limited or minimal measures</u>
13-14 points Refer to: Questions 2 and 4 Evaluation methods are detailed and fully measurable and relate to program(s) and/or project(s)	11-12 points Refer to: Questions 2 and 4 Evaluation methods are measurable and relate to program(s) and/or project(s)	6-10 points Refer to: Questions 2 and 4 <u>Measurable evaluation methods are limited in relation to program(s) and/or project(s)</u>	1-5 points Refer to: Questions 2 and 4 Evaluation methods are unclear inadequately measurable and/or are <u>limited</u> don't relate in relation to program(s) and/or project(s)

<p><u>12-13 points</u> Refer to: Question 6 Marketing plans are well-defined and clear and achievable within the grant period</p>	<p><u>10-11 points</u> Refer to: Question 6 Marketing plans are described and achievable within the grant period</p>	<p><u>5-9 points</u> Refer to: Question 6 Marketing plans are limited and may not be achievable within the grant period</p>	<p><u>1-4 points</u> Refer to: Question 6 Marketing plans are unclear or inadequately defined and unlikely to be achieved within the grant period</p>
<p><u>8 points</u> Refer to: Question 7 Provides compelling and specific description of collaboration(s)</p>	<p><u>7 points</u> Refer to: Question 7 Collaboration(s) are described</p>	<p><u>4-6 points</u> Refer to: Question 7 Describes limited collaboration(s)</p>	<p><u>1-3 points</u> Refer to: Question 7 Describes minimal or inadequate Lack of collaboration(s)</p>
<p><u>8 points</u> Refer to: Questions 2, 5, and 8, and 9 Compelling evidence of programmatic excellence</p>	<p><u>7 points</u> Refer to: Questions 2, 5, and 8, and 9 Evidence of programmatic excellence</p>	<p><u>4-6 points</u> Refer to: Questions 2, 5, and 8, and 9 Evidence of programmatic excellence lacking</p>	<p><u>1-3 points</u> Refer to: Questions 2, 5, and 8, and 9 No evidence of programmatic excellence lacking or unclear</p>
<p><u>10 points</u> Refer to: Budget forms and uploads Very confident in organization's fiscal stability</p>	<p><u>8-9 points</u> Refer to: Budget forms and uploads Reasonably confident in organization's fiscal stability</p>	<p><u>4-7 points</u> Refer to: Budget forms and uploads Some concerns about the organization's fiscal stability</p>	<p><u>1-3 points</u> Refer to: Budget forms and uploads Serious concerns about the organization's fiscal stability</p>
<p><u>11-12 points</u> Refer to: Uploaded documents High level of confidence in ability of organization to accomplish proposed activities, based on management personnel, Board, and history</p>	<p><u>9-10 points</u> Refer to: Uploaded documents Confident in Very minimal concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history</p>	<p><u>5-8 points</u> Refer to: Uploaded documents Some concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history</p>	<p><u>1-4 points</u> Refer to: Uploaded documents Serious concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history</p>
<p><u>7 points</u> Overall quality of application</p>	<p><u>6 points</u> Overall quality of application</p>	<p><u>4-5 points</u> Overall quality of application</p>	<p><u>1-3 points</u> Overall quality of application</p>

Excellence and Innovation: up to 30 points. Refer to Questions 1, 2, 3, 5, 8 and 9
Panelists will consider the following application information when evaluating an application:

- Responses to Mission Statement and History
- Description of proposed activities and major programs
- Organizational goals and objectives
- Programming history
- Documentation of program excellence

Excellent:	Good:	Weak:
9 points Refer to: Questions 1 and 2 Mission statement clearly describes organization and programs/activities fully support the mission	7-8 points Refer to: Questions 1 and 2 Mission statement describes organization and programs/activities support the mission	0-6 points Refer to: Questions 1 and 2 Mission statement does not clearly describe organization and programs/activities do not fully support the mission
13 points Refer to: Question 3 Identifies clear and fully measurable goals and objectives	10-12 points Refer to: Question 3 Identifies measurable goals and objectives	0-9 points Refer to: Question 3 Does not identify clear goals and goals with limited or minimal measures
8 points Refer to: Questions 2, 5, 8, and 9 Compelling evidence of programmatic excellence	7 points Refer to: Questions 2, 5, 8, and 9 Evidence of programmatic evidence	0-6 points Refer to: Questions 2, 5, 8, and 9 Evidence of programmatic evidence lacking or unclear

Impact: up to 43 points. Refer to Questions 2, 4, 5, and 6

Panelists will consider the following application information when evaluating an application:

- Proposed activities or programs
- Effectiveness of evaluation methods
- Provision of cultural programs or services
- Positive impact on Brevard residents and visitors
- Effectiveness of marketing efforts

Excellent:	Good:	Weak:
9 points Refer to: Question 2 and 5 Provides comprehensive cultural services to community or target audience(s)	7-8 points Refer to: Question 2 and 5 Provides significant cultural services to community or target audience(s)	0-6 points Refer to: Question 2 and 5 Provides minimal or inadequate cultural services to community or target audience(s)
9 points Refer to: Question 2 Proposed activities are well-defined and clear and are	7-8 points Refer to: Question 2 Proposed activities are described and are achievable	0-6 points Refer to: Question 2 Limited or minimal activities are proposed and/or concerns about

achievable within grant period	within grant period	achievability of the activities within grant period
9 points Refer to: Questions 2 and 4 Evaluation methods are detailed and fully measureable and relate to program(s) and/or project(s)	7-8 points Refer to: Questions 2 and 4 Evaluation methods are measureable and relate to program(s) and/or project(s)	0-6 points Refer to: Questions 2 and 4 Evaluation methods are unclear or inadequately measureable and are limited in relation to program(s) and/or project(s)
7 points Refer to: Question 4 and 5 Provides compelling and specific information about extensive impact of programs and/or projects	6 points Refer to: Question 4 and 5 Demonstrates impact of programs and/or projects	0-5 points Refer to: Question 4 and 5 Demonstrates limited or minimal impact of programs and/or projects
9 points Refer to: Question 6 Marketing plans are well-defined and clear and achievable within the grant period	7-8 points Refer to: Question 6 Marketing plans are described and achievable within the grant period	0-6 points Refer to: Question 6 Marketing plans are unclear or inadequately defined and unlikely to be achieved within the grant period

Management: up to 27 points. Refer to Questions 7 and 9, budget forms, and uploaded documents.

Panelists will consider the following application information when evaluating an application:

- Financial information and budget
- Staff and/or volunteer bios in management role(s)
- Board of directors
- History of organization
- Strength of collaborations
- Overall quality of application materials

Excellent:	Good:	Weak:
8 points Refer to: Budget forms and uploads Very confident in organization's fiscal stability	7 points Refer to: Budget forms and uploads Very minimal concerns about the organization's fiscal stability	0-6 points Refer to: Budget forms and uploads Concerns about the organization's fiscal stability
9 points Refer to: Uploaded documents High level of confidence in ability of organization to accomplish proposed activities, based on management personnel, Board, and history	7-8 points Refer to: Uploaded documents Very minimal concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history	0-6 points Refer to: Uploaded documents Concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history
5 points Refer to: Question 7	4 points Refer to: Question 7	0-3 points Refer to: Question 7

Provides compelling and specific description of collaboration(s)	Collaboration(s) are described	Demonstrates minimal or inadequate collaboration(s)
5 points Refer to: Question 9 Provided example(s) reflect model of best practice	4 points Refer to: Question 9 Provided example(s) reflect efforts to achieve best practice	0-3 points Refer to: Question 9 Provided example(s) show inadequate, poor or no efforts to achieve best practice

GRANT REPORTING

Failure to comply with grant reporting procedures and deadlines may jeopardize funding in subsequent fiscal years; and may result in nonpayment of current grant reimbursements or having to return proceeds from a current grant to the Brevard County Board of County Commissioners.

GRANT REPORTING INSTRUCTIONS: All Brevard County Community Cultural Grant recipients are required to file Quarterly reports, 3-5 electronic images depicting programmatic activity, and electronic documentation of credit line and logo usage requirement. Electronic images and documentation of credit line and logo usage are **due no later than October 31, 2016**.

QUARTERLY REPORT FORMS: are due on **January 20, April 20, July 20, and October 20**. Round figures to the nearest dollar; do not show cents.

- Please fill in all blanks, either with a dollar figure, number, 0, or N/A.
- Some attendance figures may appear in two categories. For example, total number of attendees and number of paid attendees or total number of events (which would include classes or workshops) and number of classes/workshops.
- Be sure to fill in all relevant blanks for all quarters. For example, the 3rd quarter report should include the figures for the 1st and 2nd quarters.

