

Meeting Date
10/4/16



AGENDA	
Section	Consent
Item No.	II D.7

**AGENDA REPORT**  
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	FY17 Brevard County Community Cultural Grants
DEPT/OFFICE:	Brevard Cultural Alliance

Requested Action:  
 This agenda item requests approval of the attached recommendations from the Brevard County Community Cultural Grant Review Panel to fund 29 nonprofit cultural organizations or programs within the county.

Summary Explanation & Background:  
 The Brevard County Community Cultural Grant program was established by the Brevard County Board of County Commissioners in 1987. The Board contracts with Brevard Cultural Alliance (BCA) to manage and administer the grant program through a competitive and rigorous process.

The Board is asked to approve \$150,000 in grant funding for FY17 and contracts with BCA to administer the Brevard County Community Cultural Grant program, provide local arts agency services to the County, and install artwork in selected locations through the Art in Public Places program.

Cultural Grant Program timeline:

- The document which details the application process and guidelines is attached here. The County Attorney reviewed and County Commission approved the guidelines in 2015. Dates were simply updated for the FY17 grant cycle.
- Grant workshop for potential applicant organizations was conducted on July 7, 2016
- Application deadline for this program was August 4, 2016
- Grant review panel met on September 16, 2016 to score applications and recommend funding per the attached funding iteration formula. RSM US staffed the meeting to validate and tabulate panel scores.

Approval of the attached recommendations from the Brevard County Community Cultural Grant Review Panel will provide funding to 29 cultural organizations or programs for the October 2016 – September 2017 funding cycle. The grantees are required to provide Quarterly reports throughout the grant period. Grant funds are released on a reimbursement basis. The Panel, comprised of five members, included: Chair **Karen Montas**, Johnson & Montas P.A.; **Lisa Davidson**, Community Foundation for Brevard; **Jim Platman**; **Leeann Saylor**s, Forensic Accounting Services; and **Delores Spearman**.

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

Clerk to the Board instruction:

Exhibits Attached: FY17 Brevard County Community Cultural Grant Applicant Listing & Panel Recommendations; FY17 Funding Tabulation; FY17 Brevard County Community Cultural Grant Guidelines

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager		Deputy County Manager		Department Director / Extension			
Stockton Whitten		Assistant County Manager					



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

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

October 5, 2016

MEMORANDUM

To: Stockton Whitten, County Manager

Re: Item II.D.7., Approval of Brevard County Community Cultural Grants

The Board of County Commissioners, in regular session on October 4, 2016, approved the recommendations from the Brevard County Community Cultural Grant Review Panel to fund 29 nonprofit cultural organizations or programs within the County.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cm

cc: Finance  
Budget



**FY17 Brevard County  
Community Cultural Grants**



<b>Applicant</b>	<b>Amt. Requested</b>	<b>Amt. Recommended</b>
Brevard Nature Alliance	\$20,000	\$5,181
Brevard Symphony Orchestra	\$30,000	\$8,744
Brevard Youth Chorus	\$7,500	\$1,943
Brevard Zoo	\$23,000	\$6,703
Central Brevard Art Association	\$7,500	\$1,700
Cocoa Village Playhouse	\$30,000	\$9,715
Dance Arts Centre	\$20,000	\$5,829
Eau Gallie Arts District Main Street	\$20,000	\$5,181
Greater Cocoa Community Partnership	\$7,500	\$1,943
Greater Titusville Renaissance	\$20,000	\$6,477
Henegar Center for the Arts	\$30,000	\$7,772
King Center for the Performing Arts	\$30,000	\$9,715
Melbourne Art Festival	\$20,000	\$4,534
Melbourne Chamber Music Society	\$7,500	\$2,186
Melbourne Community Orchestra	\$7,500	\$1,943
Melbourne Main Street	\$20,000	\$5,829
Melbourne Municipal Band	\$20,000	\$5,829
Native Rhythms Festival	\$7,500	\$2,186
Platinum Show Chorus	\$7,500	\$1,943
Rossetter House Foundation	\$20,000	\$5,181
The Salvation Army	\$7,500	\$1,943
Space Coast Art Festival	\$20,000	\$5,829
Space Coast Symphony Orchestra	\$20,000	\$6,477
Titusville Art League	\$7,500	\$1,700
Titusville Playhouse	\$30,000	\$9,715
U.S. Space Walk of Fame	\$20,000	\$5,829
Valiant Air Command	\$25,000	\$7,286
VSA FL-Brevard / Brevard Achievement Center	\$7,500	\$1,943
WFIT 89.5 FM	\$30,000	\$8,744
	<b>Total \$523,000</b>	<b>Total \$150,000</b>

	Saylors	Platman	Montas	Spearman	Davidson	Total Points	Avg. Score	Total Requested (a)	Max Funding Percent	Maximum Funding	Final Award
Meibourne Main Street	82.0	99.0	89.0	91.0	361.0	90.3	\$20,000	90%	\$18,000	\$5,829	
Brevard Nature Alliance	91.0	89.0	94.0	93.0	440.0	88.0	\$20,000	80%	\$16,000	\$5,181	
Brevard Youth Chorus	92.0	79.0	97.0	87.0	436.0	87.2	\$7,500	80%	\$6,000	\$1,943	
Brevard Zoo / East Coast Zoological Soc	92.0	92.0	100.0	95.0	488.0	93.6	\$23,000	90%	\$20,700	\$6,703	
Central Brevard Art Association	80.0	76.0	96.0	90.0	420.0	84.0	\$7,500	70%	\$5,250	\$1,700	
Cocoa Village Playhouse	96.0	91.0	100.0	99.0	386.0	96.5	\$30,000	100%	\$30,000	\$9,715	
Dance Arts Centre	95.0	89.0	96.0	87.0	459.0	91.8	\$20,000	90%	\$18,000	\$5,829	
Eau Gallie Arts District	95.0	82.0	97.0	83.0	445.0	89.0	\$20,000	80%	\$16,000	\$5,181	
Greater Cocoa Community Partnership	96.0	82.0	94.0	80.0	438.0	87.6	\$7,500	80%	\$6,000	\$1,943	
Greater Titusville Renaissance	97.0	92.0	98.0	95.0	480.0	96.0	\$20,000	100%	\$20,000	\$6,477	
Henegar Center for the Arts / BRAG	96.0	95.0	100.0	92.0	354.0	88.5	\$30,000	80%	\$24,000	\$7,772	
Maxwell C. King Center for the Performin	96.0	95.0	100.0	92.0	481.0	96.2	\$30,000	100%	\$30,000	\$9,715	
Meibourne Art Festival	68.0	81.0	90.0	90.0	419.0	83.8	\$20,000	70%	\$14,000	\$4,534	
Meibourne Chamber Music Society	95.0	80.0	96.0	88.0	450.0	90.0	\$7,500	90%	\$6,750	\$2,186	
Meibourne Community Orchestra	96.0	73.0	96.0	90.0	437.0	87.4	\$7,500	80%	\$6,000	\$1,943	
Meibourne Municipal Band	94.0	82.0	98.0	91.0	455.0	91.0	\$20,000	90%	\$18,000	\$5,829	
Native Heritage Gathering	98.0	83.0	97.0	94.0	458.0	91.6	\$7,500	90%	\$6,750	\$2,186	
Platinum Coast Chorus	88.0	77.0	96.0	90.0	433.0	86.6	\$7,500	80%	\$6,000	\$1,943	
Rossetter House Foundation	88.0	83.0	94.0	80.0	345.0	86.3	\$20,000	80%	\$16,000	\$5,181	
The Salvation Army	89.0	78.0	90.0	90.0	427.0	85.4	\$7,500	80%	\$6,000	\$1,943	
Space Coast Art Festival	96.0	84.0	97.0	90.0	453.0	90.6	\$20,000	90%	\$18,000	\$5,829	
Space Coast Symphony Orchestra	92.0	94.0	96.0	96.0	476.0	95.2	\$20,000	100%	\$20,000	\$6,477	
Titusville Art League	80.0	75.0	90.0	91.0	414.0	82.8	\$7,500	70%	\$5,250	\$1,700	
Titusville Playhouse	97.0	93.0	96.0	91.0	475.0	95.0	\$30,000	100%	\$30,000	\$9,715	
U.S. Space Walk of Fame Foundation	87.0	94.0	98.0	95.0	466.0	93.2	\$20,000	90%	\$18,000	\$5,829	
Valiant Air Command	93.0	83.0	99.0	92.0	453.0	90.6	\$25,000	90%	\$22,500	\$7,286	
VSA FL-Brevard / Brevard Achievement	96.0	87.0	95.0	89.0	447.0	89.4	\$7,500	80%	\$6,000	\$1,943	
WFIT 89.5 FM	97.0	90.0	98.0	96.0	473.0	94.6	\$30,000	90%	\$27,000	\$8,744	
Brevard Symphony Orchestra	87.0	94.0	98.0	94.0	469.0	93.8	\$30,000	90%	\$27,000	\$8,744	
	0.0	0.0	0.0	0.0	0.0	0.0	\$0	0%	\$0	\$0	
<b>Total</b>							\$523,000		\$463,200	\$150,000	

\*Not scored due to conflict of interest

Maximum Funding Available

Avg. Score	80 to 84.9	70%
	85 to 89.9	80%
	90 to 94.9	90%
	95 to 100	100%

Percentage Allocation

32.38%

**BACKGROUND;**

*The stated purpose of the program is;*

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.

*Management of the grant program;*

Brevard Cultural Alliance [BCA] has managed and administered the Brevard County Community Cultural Grant program since 1987

*Program Funding Level;*

The current total funding for successful grants totals \$150,000

*Current Legal Position;*

Whenever there is a suggested material change to the program BCA submits those proposed changes to the County Attorney for scrutiny and to the County Commission for ratification.

**CURRENT POSITION;**

The funding source for the Brevard County Community Cultural Grant program for 2016-2017 has been changed and reflects \$100,000 derived from Tourist Development Taxes [TDT] and \$50,000 from the General Operating Fund.

The 2016-2017 cultural grant program accepted grantee submissions submitted electronically by Thursday, August 4, 2016.

**ISSUE;**

TDT funds are restricted and may only be used to support the promotion of Brevard as a destination for visitors.

The Thursday, August 4, 2016 submission date for grantees preceded funding source changes and therefore followed previous guidelines for grantees. These guidelines did not advise grantees that the funds would be restricted.

**MANAGING THE ISSUE;**

Since 1987, the intent of the Brevard County Community Cultural Grant program has been to provide general operating support for cultural organizations. However, the funding source now demands that, for two-thirds of the grant funds, this focus must change. BCA will continue to manage the program and will ensure compliance with this demand.

On September 16, all grantees attended the Community Cultural Grants Panel Meeting, and BCA announced the changes to the funding source and explained the concomitant restrictions – this was accepted by all.

BCA will accept recommendations by TDC as to what may constitute guidelines as to acceptable expenditures and will work with grantees to monitor compliance.

BCA will continue to accept the required quarterly reportage from participants and will scrutinize the reports for compliance with accepted guidelines as to the restrictions where the funds awarded have been sourced from TDT.

**BENEFIT OF THE PROGRAM;**

Quality of life;

The mission of the program has always been to cultivate excellence, accessibility and diversity in arts and culture for all people in Brevard County.

Economic Impact;

The program is a catalyst for local expenditure - it's clear that some outputs could not have been achieved without the grants program. Quarterly reportage focused on Local Expenditures evidence that participants of the program effected a local spend in FY15 of \$7,343,534.

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**SPECIFIC QUESTIONS**

- WHAT PROCESS WAS USED TO ADVERTISE AND AWARD GRANTS?

BCA has administered the grant program since 1987 - the grants are awarded based in keeping with the guidelines [attached] as approved by the Board of County Commissioners.

The full guidelines were last approved by County Commissioners in 2015. As advised by the County Attorney, the FY17 guidelines reflected only changes in operative dates and did not require approval by the Commissioners. The grant awards recommended by the review panel are on the October 4, 2016, agenda for approval.

In June 2016, approximately 200 cultural organizations and other interested parties were notified and invited to participate in the FY17 Brevard County Community Cultural Grant program.

A workshop to assist potential applicants to the program(s) was convened on Thursday, July 7, 2016.

- THOSE FUNDED BY TDT HOW WILL WE ENSURE THERE IS A TOURISM IMPACT?

Reporting on tourism-based metrics can be incorporated as part of the quarterly reporting process.

- WAS THIS PART OF THE SELECTION CRITERIA?

When the FY 2017 program application process began the funding sourced from TDT had not been increased to \$100,000.

The intent of the program has always been to provide general operating support for cultural organizations – however, the guidelines and scoring do focus on “cultural destination” as part of the scoring criteria – and at the panel meeting where the awards were provisionally announced, subject to ratification by the Board of County Commissions, the restrictions to the grants were made clear. BCA also made clear that they would work with grantees to ensure compliance.

- WHAT ARE ALLOWABLE EXPENSES?

Allowable Costs:

Expenditures within the grant period specified on the grant application and/or the period specified by the Brevard County Budget Department and solely for the purposes of the grant and 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; re-granting (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.

- WHO SCORED AND REVIEWED GRANTS?

The grants applications are reviewed and scored by an independent panel of community and business leaders. The scores are aggregated, reconciled and validated by an at arms-length firm of CPA’s

The 2017 panel consisted of;

Karen Montas, Johnson & Montas, P.A.  
Lisa Davidson, Community Foundation for Brevard  
Jim Platman, Bright House Networks  
Leeanne Saylor, Forensic Accounting Specialists  
Delores Spearman, BCA Emeritus

- DID TDC APPROVE?

The Brevard County Board of County Commissioners is the governing body that funds, approves and awards these grants.

TDO is a County Department and, although the TDT is now a partial source of funding, TDC approval has never been part of the process - the BoCC is the funding and governing body.



**BREVARD COUNTY GUIDE TO  
FY 2016-2017 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](http://www.ArtsBrevard.org)

**BOARD OF COUNTY COMMISSIONERS**

- District 1 – Robin Fisher
- District 2 – Jim Barfield
- District 3 – Trudie Infantini
- District 4 – Curt Smith
- District 5 – Andy Anderson



**BOARD OF DIRECTORS**

- Board Chair – Karen Montas
- Dicksy Chrostowski
- John Craig
- Andrea Farmer
- Gina Kaiser
- Jack Kirschenbaum
- Joe Mayer
- Dr. Dwayne McCay
- Michelle Naberhaus
- Dina Reider-Hicks
- Jill Reyes
- Jim Ridenour
- Cathy Rodby
- Tony Sasso
- Rebecca Shireman
- Kathleen Thomas-Beck
- Venetta Valdengo
- Andrew Weintraub
- Directors Emeritus**
- Linda Brandt
- Bunny Finney
- Jimi Gonzalez
- Michael LaFortune
- Jim Platman
- Delores Spearman
- Susie Wasdin

**FY 2016-2017 BREVARD  
COUNTY COMMUNITY  
CULTURAL GRANT GUIDELINES AND  
APPLICATION PROCESS**

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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](http://www.ArtsBrevard.org).**

## 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 2016-2017 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 Thursday, August 4, 2016. 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. **Support materials uploaded after the application deadline will not be provided to the panel.**

**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 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, 2016 - September 30, 2017. 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 August 4, 2016.
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 2016-2017**  
**BREVARD COUNTY COMMUNITY CULTURAL GRANT APPLICATION**  
**Application Deadline: Thursday, August 4, 2016**  
**Grant Workshop: Thursday, July 7, 2016**

**Guidelines and application will be completed online and linked on [www.ArtsBrevard.org](http://www.ArtsBrevard.org). For assistance or further information, contact [kathy.engerran@artsbrevard.org](mailto: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

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**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**

See Glossary at [www.ArtsBrevard.org](http://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.

<b>PROPOSAL BUDGET</b>			
<b>Expenses:</b>			
	<b>Cash Expenditures</b>	<b>How will Co. Grant Funds be allocated?</b>	<b>In-Kind Contributions</b>
Personnel - Administrative			
Personnel - Artistic			
Outside Artistic Services/Fees			
Marketing/Communications (inc. printing & advertising)			
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			
<b>A. Subtotal Cash Expenses</b>			
<b>B. In-Kind Contributions</b>	(no more than 25% of A.)		
<b>C. Total Expenses (A. + B.)</b>	\$ -		

<b>Income:</b>	
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			
B. In-Kind Contributions	(no more than 25% of A.)		\$ -
F. Total Income (D. + E. + B.)	\$	-	

**TOTAL OPERATING RESULTS AND PROJECTIONS**

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.

<b>3 YEAR BUDGET OVERVIEW</b>			
<b>Fiscal year dates:</b> _____ to _____		If applicable, date last audit completed:	
<b>EXPENSES:</b>			
	<b>COMPLETED FY____ to FY____</b>	<b>CURRENT FY____ to FY____</b>	<b>NEXT FY____ to FY____</b>
Personnel - Administrative			
Personnel - Artistic			
Outside Artistic Services/Fees			
Marketing/Communications (inc. printing & advertising)			
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			
<b>TOTAL CASH EXPENSES</b>	\$ -	\$ -	\$ -
Total In-Kind Contributions	\$ -		
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -

<b>INCOME:</b>			
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			
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
Brevard Co. Grant Amount Requested	\$ -		
<b>Total In-Kind Contributions</b>	\$ -	\$ -	\$ -
<b>TOTAL INCOME</b>	\$ -	\$ -	\$ -

**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. Describe the organization's **proposed activities or major program(s)** for which you are seeking funding. maximum 3,250 characters
2. **Goal(s) and supporting objective(s)** for the activities for which your organization is seeking funding. maximum 2,500 characters
3. How will you **measure and evaluate achievement of goals and objectives** as stated above? maximum 3,250 characters
4. Describe the organization's **marketing plans to support funded activities** to target audience(s). maximum 3,250 characters
5. 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

6. 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.
- 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

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

<b>8 points</b> <b>Refer to: Question 1</b> Compelling evidence of programmatic excellence	<b>7 points</b> <b>Refer to: Question 1</b> Evidence of programmatic excellence	<b>4-6 points</b> <b>Refer to: Question 1</b> Evidence of programmatic excellence lacking	<b>1-3 points</b> <b>Refer to: Question 1</b> No evidence of programmatic excellence
<b>10 points</b> <b>Refer to: Budget forms and uploads</b> Very confident in organization's fiscal stability	<b>8-9 points</b> <b>Refer to: Budget forms and uploads</b> Reasonably confident in organization's fiscal stability	<b>4-7 points</b> <b>Refer to: Budget forms and uploads</b> Some concerns about the organization's fiscal stability	<b>1-3 points</b> <b>Refer to: Budget forms and uploads</b> Serious concerns about the organization's fiscal stability
<b>11-12 points</b> <b>Refer to: Uploaded documents</b> High level of confidence in ability of organization to accomplish proposed activities, based on management personnel, Board, and history	<b>9-10 points</b> <b>Refer to: Uploaded documents</b> Confident in organization's ability to accomplish proposed activities, based on management personnel, Board, and history	<b>5-8 points</b> <b>Refer to: Uploaded documents</b> Some concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history	<b>1-4 points</b> <b>Refer to: Uploaded documents</b> Serious concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history
<b>7 points</b> Overall quality of application	<b>6 points</b> Overall quality of application	<b>4-5 points</b> Overall quality of application	<b>1-3 points</b> 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, 2017**

**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 3<sup>rd</sup> quarter report should include the figures for the 1<sup>st</sup> and 2<sup>nd</sup> quarters.

Meeting Date
10/4/16



AGENDA	
Section	Consent
Item No.	II.D.7

**AGENDA REPORT**  
*BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS*

SUBJECT:	FY17 Brevard County Community Cultural Grants
DEPT/OFFICE:	Brevard Cultural Alliance

**Requested Action:**  
 This agenda item requests approval of the attached recommendations from the Brevard County Community Cultural Grant Review Panel to fund 29 nonprofit cultural organizations or programs within the county.

**Summary Explanation & Background:**

The Brevard County Community Cultural Grant program was established by the Brevard County Board of County Commissioners in 1987. The Board contracts with Brevard Cultural Alliance (BCA) to manage and administer the grant program through a competitive and rigorous process.

The Board is asked to approve \$150,000 in grant funding for FY17 and contracts with BCA to administer the Brevard County Community Cultural Grant program, provide local arts agency services to the County, and install artwork in selected locations through the Art in Public Places program.

- Cultural Grant Program timeline:**
- The document which details the application process and guidelines is attached here. The County Attorney reviewed and County Commission approved the guidelines in 2015. Dates were simply updated for the FY17 grant cycle.
  - Grant workshop for potential applicant organizations was conducted on July 7, 2016
  - Application deadline for this program was August 4, 2016
  - Grant review panel met on September 16, 2016 to score applications and recommend funding per the attached funding iteration formula. RSM US staffed the meeting to validate and tabulate panel scores.

Approval of the attached recommendations from the Brevard County Community Cultural Grant Review Panel will provide funding to 29 cultural organizations or programs for the October 2016 – September 2017 funding cycle. The grantees are required to provide Quarterly reports throughout the grant period. Grant funds are released on a reimbursement basis. The Panel, comprised of five members, included: Chair **Karen Montas**, Johnson & Montas P.A.; **Lisa Davidson**, Community Foundation for Brevard; **Jim Platman**; **Leeann Saylor**, Forensic Accounting Services; and **Delores Spearman**.

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

**Clerk to the Board instruction:**

**Exhibits Attached:** FY17 Brevard County Community Cultural Grant Applicant Listing & Panel Recommendations; FY17 Funding Tabulation; FY17 Brevard County Community Cultural Grant Guidelines

<b>Contract /Agreement (If attached):</b> Reviewed by County Attorney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
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County Manager	Deputy County Manager	Department Director / Extension
Stockton Whitten	Assistant County Manager	



**FY17 Brevard County  
Community Cultural Grants**



<b>Applicant</b>	<b>Amt. Requested</b>	<b>Amt. Recommended</b>
Brevard Nature Alliance	\$20,000	\$5,181
Brevard Symphony Orchestra	\$30,000	\$8,744
Brevard Youth Chorus	\$7,500	\$1,943
Brevard Zoo	\$23,000	\$6,703
Central Brevard Art Association	\$7,500	\$1,700
Cocoa Village Playhouse	\$30,000	\$9,715
Dance Arts Centre	\$20,000	\$5,829
Eau Gallie Arts District Main Street	\$20,000	\$5,181
Greater Cocoa Community Partnership	\$7,500	\$1,943
Greater Titusville Renaissance	\$20,000	\$6,477
Henegar Center for the Arts	\$30,000	\$7,772
King Center for the Performing Arts	\$30,000	\$9,715
Melbourne Art Festival	\$20,000	\$4,534
Melbourne Chamber Music Society	\$7,500	\$2,186
Melbourne Community Orchestra	\$7,500	\$1,943
Melbourne Main Street	\$20,000	\$5,829
Melbourne Municipal Band	\$20,000	\$5,829
Native Rhythms Festival	\$7,500	\$2,186
Platinum Show Chorus	\$7,500	\$1,943
Rossetter House Foundation	\$20,000	\$5,181
The Salvation Army	\$7,500	\$1,943
<del>Space Coast Art Festival *</del>	<del>\$20,000</del>	<del>\$5,829</del>
Space Coast Symphony Orchestra	\$20,000	\$6,477
Titusville Art League	\$7,500	\$1,700
Titusville Playhouse	\$30,000	\$9,715
U.S. Space Walk of Fame	\$20,000	\$5,829
Valiant Air Command	\$25,000	\$7,286
VSA FL-Brevard / Brevard Achievement Center	\$7,500	\$1,943
WFIT 89.5 FM	\$30,000	\$8,744
* this grant applicant will decline grant award		
	<b>Total \$523,000</b>	<b>Total \$144,171</b>

	Saylors	Platman	Montas	Spearman	Davidson	Total Points	Avg. Score	Total Requested (a)	Max Funding Percent	Maximum Funding	Final Award
Melbourne Main Street	82.0	99.0	89.0	91.0	361.0	90.3	\$20,000	90%	\$18,000	\$5,829	
Brevard Nature Alliance	91.0	89.0	94.0	93.0	440.0	88.0	\$20,000	80%	\$16,000	\$5,181	
Brevard Youth Chorus	92.0	79.0	97.0	87.0	436.0	87.2	\$7,500	80%	\$6,000	\$1,943	
Brevard Zoo / East Coast Zoological Society	92.0	92.0	100.0	95.0	468.0	93.6	\$23,000	90%	\$20,700	\$6,703	
Central Brevard Art Association	80.0	76.0	96.0	90.0	420.0	84.0	\$7,500	70%	\$5,250	\$1,700	
Cocoa Village Playhouse	96.0	91.0	100.0	99.0	386.0	96.5	\$30,000	100%	\$30,000	\$9,715	
Dance Arts Centre	95.0	89.0	96.0	87.0	459.0	91.8	\$20,000	90%	\$18,000	\$5,829	
Eau Gallie Arts District	95.0	82.0	97.0	83.0	445.0	89.0	\$20,000	80%	\$16,000	\$5,181	
Greater Cocoa Community Partnership	96.0	82.0	94.0	80.0	438.0	87.6	\$7,500	80%	\$6,000	\$1,943	
Greater Titusville Renaissance	97.0	92.0	98.0	95.0	480.0	96.0	\$20,000	100%	\$20,000	\$6,477	
Henegar Center for the Arts / BRAG	90.0	96.0	80.0	88.0	354.0	88.5	\$30,000	80%	\$24,000	\$7,772	
Maxwell C. King Center for the Performing Arts	96.0	95.0	100.0	92.0	481.0	96.2	\$30,000	100%	\$30,000	\$9,715	
Melbourne Art Festival	68.0	81.0	90.0	90.0	419.0	83.8	\$20,000	70%	\$14,000	\$4,534	
Melbourne Chamber Music Society	95.0	80.0	96.0	88.0	450.0	90.0	\$7,500	90%	\$6,750	\$2,186	
Melbourne Community Orchestra	96.0	73.0	96.0	90.0	437.0	87.4	\$7,500	80%	\$6,000	\$1,943	
Melbourne Municipal Band	94.0	82.0	98.0	91.0	455.0	91.0	\$20,000	90%	\$18,000	\$5,829	
Native Heritage Gathering	98.0	83.0	97.0	94.0	458.0	91.6	\$7,500	90%	\$6,750	\$2,186	
Platinum Coast Chorus	88.0	77.0	96.0	90.0	433.0	86.6	\$20,000	80%	\$16,000	\$5,181	
Rossetter House Foundation	88.0	83.0	94.0	80.0	345.0	86.3	\$7,500	80%	\$6,000	\$1,943	
The Salvation Army	89.0	78.0	90.0	90.0	427.0	85.4	\$7,500	80%	\$6,000	\$1,943	
Space Coast Art Festival*	96.0	84.0	97.0	90.0	453.0	90.6	\$20,000	90%	\$18,000	\$6,829	
Space Coast Symphony Orchestra	92.0	94.0	96.0	96.0	476.0	95.2	\$20,000	100%	\$20,000	\$6,477	
Titusville Art League	80.0	75.0	90.0	91.0	414.0	82.8	\$7,500	70%	\$5,250	\$1,700	
Titusville Playhouse	97.0	93.0	96.0	91.0	475.0	95.0	\$30,000	100%	\$30,000	\$9,715	
U.S. Space Walk of Fame Foundation	87.0	94.0	98.0	95.0	466.0	93.2	\$20,000	90%	\$18,000	\$5,829	
Valiant Air Command	93.0	83.0	99.0	92.0	453.0	90.6	\$25,000	90%	\$22,500	\$7,286	
VSA FL-Brevard / Brevard Achievement	96.0	87.0	95.0	89.0	447.0	89.4	\$7,500	80%	\$6,000	\$1,943	
WFIT 89.5 FM	97.0	90.0	98.0	96.0	473.0	94.6	\$30,000	90%	\$27,000	\$8,744	
Brevard Symphony Orchestra	87.0	94.0	98.0	94.0	469.0	93.8	\$30,000	90%	\$27,000	\$8,744	
	0.0	0.0	0.0	0.0	0.0	0.0	\$0	0%	\$0	\$0	
<b>Total</b>							<b>\$523,000</b>			<b>\$463,200</b>	<b>\$144,171</b>

\* this grant applicant will decline grant award

\*Not scored due to conflict of interest

Avg. Score	Maximum Funding
80 to 84.9	70%
85 to 89.9	80%
90 to 94.9	90%
95 to 100	100%

Available Percentage Allocation

32.38%

DBA Cocoa Main Street



FY17 Brevard County  
Community Cultural Grants

BREVARD  
CULTURAL  
ALLIANCE

Applicant	Amt. Requested	Amt. Recommended
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	<b>Total</b>	<b>Total</b>
	<b>\$523,000</b>	<b>\$150,000</b>

	Sailors	Platman	Montas	Spearman	Davidson	Total Points	Avg. Score	Total Requested (a)	Max Funding Percent	Maximum Funding	Final Award
Melbourne Main Street	82.0	99.0	89.0	91.0	361.0	90.3	\$20,000	90%	\$18,000	\$5,829	
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VSA FL-Brevard / Brevard Achievement	96.0	87.0	95.0	89.0	447.0	89.4	\$7,500	80%	\$6,000	\$1,943	
WFIT 89.5 FM	97.0	90.0	98.0	96.0	473.0	94.6	\$30,000	90%	\$27,000	\$8,744	
Brevard Symphony Orchestra	87.0	94.0	98.0	94.0	469.0	93.8	\$30,000	90%	\$27,000	\$8,744	
	0.0	0.0	0.0	0.0	0.0	0.0	\$0	0%	\$0	\$0	
<b>Total</b>							\$523,000		\$463,200	\$150,000	

\*Not scored due to conflict of interest

Avg. Score	80 to 84.9	70%
	85 to 89.9	80%
	90 to 94.9	90%
	95 to 100	100%

Maximum Funding Available  
Percentage Allocation

32.38%



**BREVARD COUNTY GUIDE TO  
FY 2016-2017 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](http://www.ArtsBrevard.org)

**BOARD OF COUNTY COMMISSIONERS**

- District 1 – Robln Fisher
- District 2 – Jim Barfield
- District 3 – Trudie Infantini
- District 4 – Curt Smith
- District 5 – Andy Anderson



**BOARD OF DIRECTORS**

- Board Chair – Karen Montas
- Dicksy Chrostowski
- John Craig
- Andrea Farmer
- Gina Kaiser
- Jack Kirschenbaum
- Joe Mayer
- Dr. Dwayne McCay
- Michelle Naberhaus
- Dina Reider-Hicks
- Jill Reyes
- Jim Ridenour
- Cathy Rodby
- Tony Sasso
- Rebecca Shireman
- Kathleen Thomas-Beck
- Venetta Valdengo
- Andrew Weintraub
- Directors Emeritus**
- Linda Brandt
- Bunny Finney
- Jimi Gonzalez
- Michael LaFortune
- Jim Platman
- Delores Spearman
- Susie Wasdin

**FY 2016-2017 BREVARD  
COUNTY COMMUNITY  
CULTURAL GRANT GUIDELINES AND  
APPLICATION PROCESS**

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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](http://www.ArtsBrevard.org).**

## 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 2016-2017 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 Thursday, August 4, 2016. 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. **Support materials uploaded after the application deadline will not be provided to the panel.**

**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 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, 2016 - September 30, 2017. 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 August 4, 2016.
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 2016-2017**  
**BREVARD COUNTY COMMUNITY CULTURAL GRANT APPLICATION**  
Application Deadline: Thursday, August 4, 2016  
Grant Workshop: Thursday, July 7, 2016

Guidelines and application will be completed online and linked on [www.ArtsBrevard.org](http://www.ArtsBrevard.org). For assistance or further information, contact [kathy.engerran@artsbrevard.org](mailto: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

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

- |                                |                                    |                                      |                                   |
|--------------------------------|------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> DANCE | <input type="checkbox"/> FESTIVALS | <input type="checkbox"/> HISTORICAL  | <input type="checkbox"/> LITERARY |
| <input type="checkbox"/> MUSIC | <input type="checkbox"/> THEATER   | <input type="checkbox"/> VISUAL ARTS | <input type="checkbox"/> 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**

See Glossary at [www.ArtsBrevard.org](http://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.

<b>PROPOSAL BUDGET</b>			
<b>Expenses:</b>			
	<b>Cash Expenditures</b>	<b>How will Co. Grant Funds be allocated?</b>	<b>In-Kind Contributions</b>
Personnel - Administrative			
Personnel - Artistic			
Outside Artistic Services/Fees			
Marketing/Communications (inc. printing & advertising)			
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			
B. In-Kind Contributions	(no more than 25% of A.)		
<b>C. Total Expenses (A. + B.)</b>	\$ -		

<b>Income:</b>	
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			
B. In-Kind Contributions	(no more than 25% of A.)		\$ -
F. Total Income (D. + E. + B.)	\$	-	

**TOTAL OPERATING RESULTS AND PROJECTIONS**

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.

<b>3 YEAR BUDGET OVERVIEW</b>			
Fiscal year dates: _____ to _____		If applicable, date last audit completed:	
<b>EXPENSES:</b>			
	<b>COMPLETED FY____ to FY____</b>	<b>CURRENT FY____ to FY____</b>	<b>NEXT FY____ to FY____</b>
Personnel - Administrative			
Personnel - Artistic			
Outside Artistic Services/Fees			
Marketing/Communications (inc. printing & advertising)			
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			
<b>TOTAL CASH EXPENSES</b>	\$ -	\$ -	\$ -
Total In-Kind Contributions	\$ -		
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -

<b>INCOME:</b>			
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			
SUBTOTAL	\$ -	\$ -	\$ -
Brevard Co. Grant Amount Requested	\$ -		
Total In-Kind Contributions	\$ -	\$ -	\$ -
<b>TOTAL INCOME</b>	\$ -	\$ -	\$ -

**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. Describe the organization's **proposed activities or major program(s)** for which you are seeking funding. maximum 3,250 characters
2. **Goal(s) and supporting objective(s)** for the activities for which your organization is seeking funding. maximum 2,500 characters
3. How will you **measure and evaluate achievement of goals and objectives** as stated above? maximum 3,250 characters
4. Describe the organization's **marketing plans to support funded activities** to target audience(s). maximum 3,250 characters
5. 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

6. 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.
- 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
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

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

<b>8 points</b> <b>Refer to: Question 1</b> Compelling evidence of programmatic excellence	<b>7 points</b> <b>Refer to: Question 1</b> Evidence of programmatic excellence	<b>4-6 points</b> <b>Refer to: Question 1</b> Evidence of programmatic excellence lacking	<b>1-3 points</b> <b>Refer to: Question 1</b> No evidence of programmatic excellence
<b>10 points</b> <b>Refer to: Budget forms and uploads</b> Very confident in organization's fiscal stability	<b>8-9 points</b> <b>Refer to: Budget forms and uploads</b> Reasonably confident in organization's fiscal stability	<b>4-7 points</b> <b>Refer to: Budget forms and uploads</b> Some concerns about the organization's fiscal stability	<b>1-3 points</b> <b>Refer to: Budget forms and uploads</b> Serious concerns about the organization's fiscal stability
<b>11-12 points</b> <b>Refer to: Uploaded documents</b> High level of confidence in ability of organization to accomplish proposed activities, based on management personnel, Board, and history	<b>9-10 points</b> <b>Refer to: Uploaded documents</b> Confident in organization's ability to accomplish proposed activities, based on management personnel, Board, and history	<b>5-8 points</b> <b>Refer to: Uploaded documents</b> Some concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history	<b>1-4 points</b> <b>Refer to: Uploaded documents</b> Serious concerns about the organization's ability to accomplish proposed activities, based on management personnel, Board, and history
<b>7 points</b> Overall quality of application	<b>6 points</b> Overall quality of application	<b>4-5 points</b> Overall quality of application	<b>1-3 points</b> 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, 2017**

**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 3<sup>rd</sup> quarter report should include the figures for the 1<sup>st</sup> and 2<sup>nd</sup> quarters.