

Meeting Date
11/17/15



AGENDA	
Section	Consent
Item No.	II.D.4

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

SUBJECT:	FY16 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 27 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 with dollars allocated from the General Fund.  
 The Board has approved \$150,000 in grant funding for FY16 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. The agreement is executed and attached here.  
 Cultural Grant Program timeline:

- The document which details the application process and guidelines, including scoring criteria which is detailed on pages 11-12 of the guidelines, is attached here. The County Attorney has reviewed and County Commission approved the guidelines.
- Grant workshop for potential applicant organizations conducted on August 11, 2015
- Application deadline for this program was September 9, 2015
- Grant review panel met on October 27, 2015 to score applications and recommend funding per the attached funding iteration formula. Whittaker Cooper Financial 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 27 cultural organizations or programs for the October 2015 – September 2016 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 **Rebecca Shireman**, SCB Marketing; **Rebecca Crisafulli**, McBride Marketing Group; **Liz Lark-Riley**, mIR Theatre; **Dr. Richard Levine**; and **Delores Spearman**.

Name: Neil Levine, Executive 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: FY16 Brevard County Community Cultural Grant Applicant Listing & Panel Recommendations; FY16 Funding Tabulation; FY16 Brevard County Community Cultural Grant Guidelines

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

County Manager	Deputy County Manager	Department Director / Extension
Stockton Whitten	Assistant County Manager <i>Vanetta Walden</i>	<i>M. Levine</i>

RECEIVED  
NOV 04 2015  
County Manager's Office



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

November 18, 2015

MEMORANDUM

TO: Venetta Valdengo, Assistant County Manager

RE: Item II.D.4., FY 2016 Brevard County Community Cultural Grants

The Board of County Commissioners, in regular session on November 17, 2015, approved recommendations from the Brevard County Community Cultural Grant Review Panel to fund 27 non-profit cultural organizations or programs within the County.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

cc: Brevard Cultural Alliance  
Finance  
Budget





**FY16 Brevard County  
Community Cultural Grants**

**BREVARD  
CULTURAL  
ALLIANCE**

<b>Applicant</b>	<b>Amt. Requested</b>	<b>Amt. Recommended</b>
Brevard Nature Alliance	\$20,000	\$5,860
Brevard Symphony Orchestra	\$30,000	\$8,790
Brevard Symphony Youth Orchestra	\$7,500	\$1,953
Brevard Youth Chorus	\$7,500	\$1,953
Brevard Zoo	\$23,000	\$7,488
Central Brevard Art Association	\$7,500	\$1,709
Cocoa Village Playhouse	\$30,000	\$9,767
Dance Arts Centre	\$20,000	\$5,860
Eau Gallie Arts District Main Street	\$20,000	\$5,860
Henegar Center for the Arts	\$30,000	\$8,790
King Center for the Performing Arts	\$30,000	\$9,767
Melbourne Art Festival	\$20,000	\$6,511
Melbourne Chamber Music Society	\$7,500	\$2,198
Melbourne Community Orchestra	\$7,500	\$1,709
Melbourne Main Street	\$20,000	\$5,860
Melbourne Municipal Band	\$20,000	\$5,860
Native Rhythms Festival	\$7,500	\$2,198
Platinum Show Chorus	\$7,500	\$1,953
Rossetter House Foundation	\$20,000	\$5,209
The Salvation Army	\$7,500	\$2,198
Space Coast Art Festival	\$20,000	\$5,860
Space Coast Symphony Orchestra	\$20,000	\$6,510
Space Coast Writers' Guild	\$1,500	\$0
Titusville Art League	\$7,500	\$1,953
Titusville Playhouse	\$30,000	\$9,767
U.S. Space Walk of Fame	\$20,000	\$5,860
Valiant Air Command	\$30,000	\$8,790
WFIT 89.5 FM	\$30,000	\$9,767
	<b>Total req. \$502,000</b>	<b>Total avail. \$150,000</b>









**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](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
- Misty Belford
- Dicksy Chrostowski
- Rebecca Crisafulli
- Jim Haworth
- Gina Kaiser
- Jack Kirschenbaum
- Dr. Richard Levine
- Fred Maxik
- Joe Mayer
- Dr. Dwayne McCay
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- Therrin Protze
- Drew Rector
- Dina Reider-Hicks
- Jill Reyes
- Jim Ridenour
- Cathy Rodby
- Tony Sasso
- Rebecca Shireman
- Kathleen Thomas-Beck
- Venetta Valdengo
- Directors Emeritus**
- Linda Brandt
- Bunny Finney
- Jimi Gonzalez
- Michael LaFortune
- Delores Spearman
- Susie Wasdin

**FY 2015-2016 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 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.

The Board of County Commissioners will make final funding determinations at a separate public meeting where 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 available at [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**

**FORM B**

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.

**EXPENSES:**

	<b>Total Cash Expenditures</b>	<b>How will you allocate Grant funds</b>	<b>In-Kind Contributions</b>
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	\$	\$	\$
<b>A. Subtotal Cash Expenses</b>	<b>A. \$</b>	\$	\$
<b>B. In-Kind Contributions</b>	(no more than 25% of A.)		<b>B. \$</b>
<b>C. Total Cash Expenses + In-Kind (A + B)</b>	<b>C. \$</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>D. Total Applicant Cash Income</b>	<b>\$</b>
<b>E. Brevard Co. Grant Amount Requested</b>	<b>\$</b>
<b>F. Total Cash Income (D + E)</b>	<b>\$</b>

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:

<b>EXPENSES:</b>	<b>COMPLETED</b> FY__ to FY__	<b>CURRENT</b> FY__ to FY__	<b>NEXT</b> 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	\$	\$	\$

<b>INCOME:</b>	\$	\$	\$
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. **Goal(s) and supporting objective(s)** for the activities for which your organization is seeking funding - maximum 2,500 characters
4. How will you **measure and evaluate achievement of goals and objectives** as stated above? - maximum 3,250 characters
5. Describe the **marketing plans to support** funded activities to target audiences - maximum 3,250 characters
6. 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
7. 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>
<b>13-14 points</b> <b>Refer to: Question 2</b> Proposed activities are well-defined and clear and are achievable within grant period	<b>11-12 points</b> <b>Refer to: Question 2</b> Proposed activities are described and are achievable within grant period	<b>6-10 points</b> <b>Refer to: Question 2</b> Limited activities are proposed and/or concerns about achievability of the activities within grant period	<b>1-5 points</b> <b>Refer to: Question 2</b> Minimal or inadequate activities are proposed and/or concerns about achievability of the activities within grant period
<b>13-14 points</b> <b>Refer to: Question 3 and 4</b> Identifies clear and fully measurable goals and objectives	<b>11-12 points</b> <b>Refer to: Question 3 and 4</b> Identifies measurable goals and objectives	<b>6-10 points</b> <b>Refer to: Question 3 and 4</b> Limited identification of measurable goals and objectives	<b>1-5 points</b> <b>Refer to: Question 3 and 4</b> Does not identify measurable goals and objectives
<b>13-14 points</b> <b>Refer to: Questions 2 and 4</b> Evaluation methods are detailed and fully measureable and relate to program(s) and/or project(s)	<b>11-12 points</b> <b>Refer to: Questions 2 and 4</b> Evaluation methods are measureable and relate to program(s) and/or project(s)	<b>6-10 points</b> <b>Refer to: Questions 2 and 4</b> Measurable evaluation methods are limited in relation to program(s) and/or project(s)	<b>1-5 points</b> <b>Refer to: Questions 2 and 4</b> Evaluation methods are inadequately measureable and/or don't relate to program(s) and/or project(s)
<b>12-13 points</b> <b>Refer to: Question 5</b> Marketing plans are well-defined and clear and achievable within the grant period	<b>10-11 points</b> <b>Refer to: Question 5</b> Marketing plans are described and achievable within the grant period	<b>5-9 points</b> <b>Refer to: Question 5</b> Marketing plans are limited and may not be achievable within the grant period	<b>1-4 points</b> <b>Refer to: Question 5</b> Marketing plans are unclear or inadequately defined and unlikely to be achieved within the grant period
<b>8 points</b> <b>Refer to: Question 6</b> Provides compelling and specific description of collaboration(s)	<b>7 points</b> <b>Refer to: Question 6</b> Collaboration(s) are described	<b>4-6 points</b> <b>Refer to: Question 6</b> Describes limited collaboration(s)	<b>1-3 points</b> <b>Refer to: Question 6</b> Lack of collaboration(s)

<b>8 points</b> <b>Refer to: Questions 2 and 7</b> Compelling evidence of programmatic excellence	<b>7 points</b> <b>Refer to: Questions 2 and 7</b> Evidence of programmatic excellence	<b>4-6 points</b> <b>Refer to: Questions 2 and 7</b> Evidence of programmatic excellence lacking	<b>1-3 points</b> <b>Refer to: Questions 2 and 7</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, 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 3<sup>rd</sup> quarter report should include the figures for the 1<sup>st</sup> and 2<sup>nd</sup> quarters.

