



AGENDA REPORT
February 12, 2019

Brevard Cultural Alliance Re: FY 19 Brevard County Community Cultural Grants

SUBJECT:

FY 19 Brevard County Community Cultural Grants

FISCAL IMPACT:

\$30,000 County Community Cultural Grants Funds

\$100,000 Tourist Development Council Cultural Marketing Program Fund

DEPT/OFFICE:

ACM Community Services

REQUESTED ACTION:

Approval is requested for the attached recommendations from the Brevard County Community Cultural Grant Review Panel to award grants to 30 nonprofit cultural organizations or cultural programs within the county

SUMMARY EXPLANATION and BACKGROUND:

The Brevard County Community Cultural Grant program was established by the Brevard County Board of County Commissioners in 1987 and, on their behalf, Brevard Cultural Alliance (BCA) manages and administers the Cultural Grant Program through an approved competitive and rigorous process.

Following are the recommendations of a grant review panel. The Board is asked to approve \$130,000 in grant awards for 30 nonprofit cultural organizations or cultural programs for FY19.

Cultural Grant Program timeline:

- The document which details the application process and provides program guidelines [attached]. The County Attorney reviewed and County Commission approved the guidelines in 2015. Dates were updated for the FY19 grant cycle.
- A comprehensive grant workshop for potential applicant organizations was conducted on August 24, 2018
- Application deadline for the program was September 21, 2018
- Grant review panel convened on November 5, 2018 to score applications and recommend funding, per the attached funding iteration formula, provided by RSM US, who 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 30 cultural organizations or programs for the October 2018 – September 2019 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 Andrea Farmer, Kennedy Space Center Visitor Complex; Julie Braga, Residence Inn by Marriot Melbourne; Cindy Johnson, Brevard Public Schools; Cordell Rolle, Liberty IT Solutions; and Andrew Weintraub.

The participating organizations are required to provide quarterly reports which clearly illustrate how much the participants have spent in the county. For the last full year of this program quarterly reports illustrated that the \$130,000 acted as a catalyst for participants to spend \$8,873,193. This in-county expenditure was on line items such as materials and supplies for use in productions or exhibits and event, marketing & print costs, equipment purchases, insurance costs, office supplies, contract services and rent or mortgages, etc.

The average grant for the 2018-2019 program is around \$4,300 and it will only contribute a small element of "general program support" rather than funding to mount a full production or year round program.

All grant payments to grantees are on a reimbursement basis.

In order to be reimbursed, up to the level of their grant award, grantee organizations are required to submit records of expenditures, which must be backed up by invoices and check numbers, or in the case of credit card payments account statements showing payments made receipts. These are reviewed to ensure that only qualifying expenditures are accepted - and only to the amount allowed. These verified documents are then passed to the county for double verification and sign off - after which a check request for reimbursement is made.

Name: Kathy Engerran, Deputy Director
Brevard Cultural Alliance, Inc.

Address: 2725 Judge Fran Jamieson Way, C-307 Viera FL 32940
321-690-6817

ATTACHMENTS:

Description

- ☐ **FY 19 CCCG Guidelines**
- ☐ **FY19 Applicant list**
- ☐ **FY 19 Scoring Sheet**
- ☐ **BCA Grant Funding**
- ☐ **BCA Organizational Awards 2015-2019**



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

February 13, 2019

M E M O R A N D U M

TO: James Liesenfelt, Assistant County Manager

RE: Item I.2., Brevard Cultural Alliance, Re: FY 19 Brevard County Community Cultural Grants

The Board of County Commissioners, in regular session on February 12, 2019, approved attached recommendations from Brevard County Community Grant Review Panel to award 30 nonprofit Culture Organizations or Cultural programs within the County; authorized staff to cut funding by \$10,000 each year for three years to relieve the General Fund; and after three years the Tourism Development Council to fully fund the Community Cultural Grants. Enclosed are the Recommendations.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cmw

Encl. (a/s)

cc: Finance
Budget



**FY19 Brevard County
Community Cultural Grants**

**BREVARD
CULTURAL
ALLIANCE**

Applicant	Amt. Requested	Amt. Recommended
American Police Hall of Fame & Museum	\$30,000	\$6,012
American Space Museum	\$20,000	\$3,507
Brevard Achievement Center / VSA FL-Brevard	\$30,000	\$7,514
Brevard Nature Alliance	\$20,000	\$4,008
Brevard Symphony Orchestra	\$30,000	\$7,514
Brevard Youth Chorus	\$7,500	\$1,503
Central Brevard Art Association	\$7,500	\$1,503
Cocoa Beach Main Street	\$20,000	\$4,008
The Historic Cocoa Village Playhouse	\$30,000	\$6,762
Dance Arts Centre	\$20,000	\$4,008
Eau Gallie Arts District Main Street	\$20,000	\$4,008
Florida Historical Society	\$30,000	\$6,012
Henegar Center for the Arts	\$30,000	\$6,762
King Center for the Performing Arts	\$30,000	\$6,762
Melbourne Art Festival	\$20,000	\$4,509
Melbourne Community Orchestra	\$7,500	\$1,503
Melbourne Main Street	\$20,000	\$4,008
Melbourne Municipal Band	\$20,000	\$4,509
Museum of Dinosaurs and Ancient Cultures	\$20,000	\$3,507
Native Heritage Gathering / Native Rhythms Festival	\$7,500	\$1,503
Platinum Show Chorus	\$7,500	\$1,503
Rossetter House Foundation	\$20,000	\$3,507
Sister City Program of Cocoa Florida	\$7,500	\$1,503
Space Coast Art Festival	\$20,000	\$4,008
Space Coast Cultural Arts & Business Organization	\$7,500	\$1,503
Space Coast Symphony Orchestra	\$30,000	\$6,763
Titusville Playhouse	\$30,000	\$6,762
Valiant Air Command	\$30,000	\$6,012
Walk on Water Ministries of Central FL	\$7,500	\$1,503
WFIT 89.5 FM	\$30,000	\$7,514
Total	\$610,000	\$130,000

	Weintraub	Johnson	Farmer	Rolle	Braga	Total Points	Avg. Score	Total Requested (a)	Max Funding Percent	Maximum Funding	Final Award
American Police Hall of Fame	89.0	85.0	83.0	90.0	85.0	432.0	86.4	\$30,000	80%	\$24,000	\$6,012
American Space Museum	81.0	78.0	82.0	88.0	89.0	418.0	83.6	\$20,000	70%	\$14,000	\$3,507
Brevard Achievement Center / VSA	98.0	93.0	94.0	96.0	94.0	475.0	95.0	\$30,000	100%	\$30,000	\$7,514
Brevard Nature Alliance	83.0	87.0	83.0	89.0	90.0	432.0	86.4	\$20,000	80%	\$16,000	\$4,008
Brevard Symphony Orchestra	95.0	100.0	97.0	93.0	93.0	478.0	95.6	\$30,000	100%	\$30,000	\$7,514
Brevard Youth Chorus	85.0	86.0	84.0	92.0	84.0	431.0	86.2	\$7,500	80%	\$6,000	\$1,503
Central Brevard Art Association	80.0	86.0	80.0	95.0	86.0	427.0	85.4	\$7,500	80%	\$6,000	\$1,503
Cocoa Beach Main Street	85.0	81.0	83.0	95.0	83.0	427.0	85.4	\$20,000	80%	\$16,000	\$4,008
Cocoa Village Playhouse	97.0	92.0	95.0	94.0	94.0	472.0	94.4	\$30,000	90%	\$27,000	\$6,762
Dance Arts Centre	82.0	85.0	85.0	86.0	91.0	429.0	85.8	\$20,000	80%	\$16,000	\$4,008
Eau Gallie Arts District	86.0	88.0	87.0	96.0	84.0	441.0	88.2	\$20,000	80%	\$16,000	\$4,008
Florida Historical Society	88.0	92.0	81.0	95.0	85.0	441.0	88.2	\$30,000	80%	\$24,000	\$6,012
Henegar Center for the Arts / BRAG	85.0	93.0	93.0	94.0	90.0	455.0	91.0	\$30,000	90%	\$27,000	\$6,762
Maxwell C. King Center for the Perform	93.0	92.0	91.0	98.0	93.0	467.0	93.4	\$30,000	90%	\$27,000	\$6,762
Melbourne Art Festival	90.0	92.0	90.0	96.0	91.0	459.0	91.8	\$20,000	90%	\$18,000	\$4,509
Melbourne Community Orchestra	80.0	89.0	83.0	91.0	90.0	433.0	86.6	\$7,500	80%	\$6,000	\$1,503
Melbourne Main Street	84.0	88.0	90.0	92.0	91.0	445.0	89.0	\$20,000	80%	\$16,000	\$4,008
Melbourne Municipal Band	82.0	94.0	90.0	92.0	93.0	451.0	90.2	\$20,000	90%	\$18,000	\$4,509
Museum of Dinosaurs and Ancient Cul	80.0	80.0	81.0	95.0	82.0	418.0	83.6	\$20,000	70%	\$14,000	\$3,507
Native Heritage Gathering	81.0	93.0	86.0	94.0	84.0	438.0	87.6	\$7,500	80%	\$6,000	\$1,503
Platinum Show Chorus	60.0	87.0	88.0	91.0	81.0	427.0	85.4	\$7,500	80%	\$6,000	\$1,503
Rossetter House Foundation	83.0	86.0	83.0	87.0	82.0	421.0	84.2	\$20,000	70%	\$14,000	\$3,507
Sister City Program of Cocoa FL	83.0	89.0	83.0	92.0	83.0	430.0	86.0	\$7,500	80%	\$6,000	\$1,503
Space Coast Art Festival	85.0	92.0	92.0	94.0	85.0	448.0	89.6	\$20,000	80%	\$16,000	\$4,008
Space Coast Cultural Arts	88.0	92.0	88.0	90.0	85.0	443.0	88.6	\$7,500	80%	\$6,000	\$1,503
Space Coast Symphony Orchestra	90.0	91.0	95.0	96.0	94.0	466.0	93.2	\$30,000	90%	\$27,000	\$6,763
Titusville Playhouse	95.0	94.0	97.0	95.0	92.0	473.0	94.6	\$30,000	90%	\$27,000	\$6,762
Valiant Air Command	87.0	80.0	90.0	92.0	90.0	439.0	87.8	\$30,000	80%	\$24,000	\$6,012
Walk on Water	85.0	86.0	84.0	91.0	82.0	428.0	85.6	\$7,500	80%	\$6,000	\$1,503
WFTT 89.5 FM	97.0	100.0	93.0	94.0	92.0	476.0	95.2	\$30,000	100%	\$30,000	\$7,514
Total								\$610,000		\$519,000	\$130,000

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

\$130,000
25.05%

**Brevard Cultural Alliance Community Grant Funding
FY2011-FY2019**

Fiscal Year	Tourism Development		Total Funding
	General Fund	Tax	
2014-2015	\$ 100,000	\$ -	\$ 100,000
2015-2016	\$ 100,000	\$ 50,000	\$ 150,000
2016-2017	\$ 50,000	\$ 100,000	\$ 150,000
2017-2018	\$ 30,000	\$ 100,000	\$ 130,000
2018-2019	\$ 30,000	\$ 100,000	\$ 130,000

Applicant Organization:	FY15	FY16	FY17	FY18	FY19
American Police Hall of Fame				\$6,024	\$6,012
American Space Museum	\$ 3,963	\$5,860	\$5,829	\$4,590	\$3,507
Brevard Achievement Center / VSA	\$ 3,523		\$1,943	\$1,936	\$7,514
Brevard Nature Alliance	\$ 3,963	\$5,860	\$5,181	\$4,590	\$4,008
Brevard Symphony Orchestra	\$ 6,605	\$8,790	\$8,744	\$7,745	\$7,514
Brevard Symphony Youth Orchestra	\$ 3,523	\$1,953			
Brevard Youth Chorus	\$ 1,486	\$1,953	\$1,943	\$1,506	\$1,503
Brevard Zoo	\$ 5,064	\$7,488	\$6,703		
Central Brevard Art Association	\$ 1,321	\$1,709	\$1,700	\$1,506	\$1,503
Cocoa Beach Main Street				\$1,506	\$4,008
Historic Cocoa Village Playhouse	\$ 6,605	\$9,767	\$9,715	\$7,745	\$6,762
Dance Arts Centre	\$ 4,403	\$5,860	\$5,829	\$4,016	\$4,008
Eau Gallie Arts District	\$ 2,576	\$5,860	\$5,181	\$4,016	\$4,008
Florida Historical Society				\$6,885	\$6,012
Greater Titusville Renaissance			\$6,477	\$4,590	
Henegar Center	\$ 5,945	\$8,790	\$7,772	\$6,885	\$6,762
Hometown Hope				\$1,721	
King Center for the Performing Arts	\$ 6,605	\$9,767	\$9,715	\$6,885	\$6,762
Melbourne Art Festival	\$ 4,403	\$6,511	\$4,534	\$4,590	\$4,509
Melbourne Chamber Music Society	\$ 1,486	\$2,198	\$2,186	\$1,721	
Melbourne Community Orchestra	\$ 1,156	\$1,709	\$1,943	\$1,721	\$1,503
Melbourne Main Street		\$5,860	\$5,829	\$4,590	\$4,008
Melbourne Municipal Band	\$ 4,403	\$5,860	\$5,829	\$5,164	\$4,509
Museum of Dinosaurs and Ancient Cultures					\$3,507
Native Heritage Gathering	\$ 1,321	\$2,198	\$2,186	\$1,506	\$1,503
Platinum Coast Chorus of Sweet Ad	\$ 1,321	\$1,953	\$1,943	0	\$1,503
Rossetter House Foundation	\$ 1,321	\$5,209	\$5,181	\$4,016	\$3,507
The Salvation Army		\$2,198	\$1,943	\$1,721	
Sister City Program of Cocoa Florida					\$1,503
Space Coast Art Festival	\$ 3,963	\$5,860	\$0	\$1,506	\$4,008
Space Coast Cultural Arts & Business Organization				\$1,721	\$1,503
Space Coast Symphony	\$ 4,403	\$6,510	\$6,477	\$5,164	\$6,763
Titusville Art League	\$ 1,486	\$1,953	\$1,700		
Titusville Playhouse	\$ 5,945	\$9,767	\$9,715	\$7,745	\$6,762
Valiant Air Command	\$ 6,605	\$8,790	\$7,286	\$6,885	\$6,012
Walk on Water Ministries of Central FL				\$2,058	\$1,503
WFIT 89.5 FM	\$ 6,605	\$9,767	\$8,744	\$7,745	\$7,514
Total grant awards:	\$ 100,000	\$150,000	\$142,228	\$130,000	\$130,000



BREVARD COUNTY GUIDE TO FY 2018-2019 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

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District 1 – Rita Pritchett
District 2 – Jim Barfield
District 3 – John Tobia
District 4 – Curt Smith
District 5 – Kristine Isnardi



BOARD OF DIRECTORS

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**FY 2018-2019 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.**

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 2018-19 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 **Friday, September 21, 2018.**

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-funded activities must fall within the Brevard County fiscal year, October 1, 2018 - September 30, 2019. 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 21, 2018.
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.

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 2018-2019
BREVARD COUNTY COMMUNITY CULTURAL GRANT APPLICATION
Application Deadline: Friday, September 21, 2018
Grant Workshop: Friday, August 24, 2018

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

Applicant Information:

Applicant: (Legal name of organization)

Address:

City:

State:

Zip:

Web Site:

Federal Employer ID #

Telephone:

FAX:

Email:

County District #:

Contact Person: ☐Mr. ☐Mrs. ☐Ms. ☐Dr. First:

Last:

Phone:

Program Information:

Program/Project Title:

Grant Amount Requested: \$

Proposal Summary: 400 characters or less

Last completed year total # of attendees or people directly served

Percentage of out-of-county attendees or people directly served (actual or informed estimate) of total attendance during the last completed year

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

Start Date: Month/Day/Year

End Date: Month/Day/Year

Grant Category

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

☐ DANCE

☐ FESTIVALS

☐ HISTORICAL

☐ LITERARY

☐ MUSIC

☐ THEATER

☐ VISUAL ARTS

☐ OTHER

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

Authorized Representative:

Name:

Title:

ADA and SPECIAL CONSTITUENCY INFORMATION

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

Name:

Title:

PROPOSAL BUDGET

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

PROPOSAL BUDGET			
Expenses:			
	Cash Expenditures	How will Co. Grant Funds be allocated?	In-Kind Contributions
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.)		
C. Total Expenses (A. + B.)	\$ -		

Income:	
Admissions	
Memberships/Tuition	
Contracted Services Revenue	
Contributions from Individuals	
Corporate Contributions	
Government Support - Federal	
Government Support - State	
Government Support - Local	
Foundation Support	
Other Income	
Applicant Cash	

D. Total Applicant Cash Income	\$	-	
E. Brevard Co. Grant Amount Requested			
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.

3 YEAR BUDGET OVERVIEW			
Fiscal year dates: _____ to _____		If applicable, date last audit completed:	
EXPENSES:			
	COMPLETED FY____ to FY____	CURRENT FY____ to FY____	NEXT FY____ to FY____
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			
TOTAL CASH EXPENSES	\$ -	\$ -	\$ -
Total In-Kind Contributions	\$ -		
TOTAL EXPENSES	\$ -	\$ -	\$ -

INCOME:			
Admissions			
Memberships/Tuition			
Contracted Services Revenue			
Contributions from Individuals			
Corporate Contributions			
Government Support - Federal			
Government Support - State			
Government Support - Local			
Foundation Support			
Other Income			
Applicant Cash			
SUBTOTAL	\$ -	\$ -	\$ -
Brevard Co. Grant Amount Requested	\$ -		
Total In-Kind Contributions	\$ -	\$ -	\$ -
TOTAL INCOME	\$ -	\$ -	\$ -

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

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

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

GRANT REPORTING

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

GRANT REPORTING INSTRUCTIONS: All Brevard County Community Cultural Grant recipients are required to file Quarterly reports, 3-5 electronic images depicting programmatic activity, and electronic documentation of credit line and logo usage requirement. Electronic images and documentation of credit line and logo usage are **due no later than October 31, 2019**

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.