

# CULTURAL FACILITIES MATCHING GRANT PROGRAM FY17



COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

**Administered on behalf of  
Leon County Government**



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Tallahassee*

A Division of Leon County

# FY17 Cultural Facilities Matching Grant Program Guidelines

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# CULTURAL FACILITIES MATCHING GRANT

## PROGRAM GUIDELINES

### **PURPOSE OF THE PROGRAM**

To offer support and funding for renovation, new construction, or acquisition or equipping of cultural facilities located in Leon County or the City of Tallahassee.

A **Cultural Facility** is a building that shall be used primarily for the programming, production, presentation, exhibition, or any combination of the above functions of any of the arts and cultural disciplines including, but perhaps not limited to: music, dance, theater, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, historical sites, and historical/heritage facilities.

The intent of this grant program is capital improvement that, for the purpose of this application, is defined as an addition or renovation of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.

### **BASIC ELIGIBILITY**

All applicants must meet the following basic legal and program eligibility requirements at the time of the application.

All applicant organizations must:

- 1) Be physically located in the City of Tallahassee or Leon County, Florida.
- 2) Be a non-profit, tax exempt Florida corporation according to these definitions:  
Incorporated as an active nonprofit Florida corporation, pursuant to Chapter 617, Florida Statutes;  
Designated as a tax-exempt organization as defined in Section 501(c)(3) or 501(c)(4), of the Internal Revenue Code of 1954; and  
Allowed to receive contributions pursuant to the provisions of s. 170 of the Internal Revenue Code of 1954.
- 3) have provided at least 3 years of year-round arts or cultural programming in Leon County.

Applicant organizations who are awarded funding through the Cultural Facilities Matching Grant Program will not be eligible for Facilities Grant funding in the fiscal year immediately following their grant award.

### **FACILITY ELIGIBILITY**

The applicant's venue for the proposed project must be located in Leon County, and *by the application deadline*, must be one of the following:

- An auditorium that is owned and operated by a government entity;
- An auditorium that is owned by a government entity that is leased to a not-for-profit organization for operation as an auditorium open to the public;
- An auditorium that is subleased from a government entity to a not-for-profit organization for operation as an auditorium open to the public;
- A museum that is owned and operated by a government entity;
- A museum that is owned and operated by a not-for-profit organization and open to the public.
- A museum that is owned by a government entity that is leased to a not-for-profit organization for operation as a museum open to the public.

## **GRANT REQUIREMENTS**

All applicant organizations must:

1. Own or have an executed lease for the undisturbed use of the land or buildings for a period of no less than 10 years (or both). Exception: Unless land or buildings or both are publically owned and leased to an eligible applicant.
2. Retain ownership of all improvements made under the grant. Exception: Unless land or buildings or both are publically owned and leased to an eligible applicant.
3. Provide an organization operating budget showing total revenue and support for the last 2 completed fiscal years. Organizations must also provide a 5 year budget projection.
4. Provide a digital file reduction of current architectural plans (This is required for new building projects. Encouraged for all other applicants.)
5. Provide support letters indicating project impact and worthiness (5 letters or fewer)  
Any applicant requesting and receiving grant funds from this program for the purpose of construction, rehabilitation, remodeling, or preservation of a historic property, must do so in conformance with the Secretary of the Interior's Standards for Historic Preservation. Please see these standards and additional information at [www.nps.gov/history/hps/tps/tax/rhb/](http://www.nps.gov/history/hps/tps/tax/rhb/).
6. Have at least 25% of the total matching funds confirmed by the application deadline. The applicant must have 100% of the matching funds confirmed before grant funding will be disbursed.

Applicants can only have one "open" cultural facilities grant at a time.

## **UNALLOWABLE EXPENDITURES FOR GRANT PROGRAM FUNDING**

No Facilities project expenditures will be allowed for the following, from COUNTY funds or from matching funds:

1. General Operating Expenses (GOE). Administrative costs for running the organization (including but not limited to salaries, travel, personnel, office supplies, mortgage or rent, operating overhead or indirect costs, etc.).
2. Costs associated with representation, proposal, or grant application preparation.
3. Costs incurred or obligated before project timeline approved in the grant process. (See exceptions on p. 5 under "Allowable Matching Funds")
4. Costs for lobbying or attempting to influence federal, state or local legislation, the judicial branch, or any County agency.
5. Costs for planning, including those for preliminary and schematic drawings, and design development documents necessary to carry out the project.
6. Costs for bad debts, contingencies, fines and penalties, interest, and other financial costs.
7. Costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships.

8. Projects restricted to private or exclusive participation, including restriction of access to programs on the basis of sex, race, creed, national origin, disability, age, or marital status.
9. Re-granting, contributions, and donations or endowment contributions.
10. Feasibility studies, architectural drawings or operational support.
11. Expenditures for space rental, improvement, or maintenance not specifically identified with the project.

## **ALLOWABLE MATCHING FUNDS**

There are five types of allowable matches.

- Irrevocable pledges
- Documented in-kind contributions
- Prior eligible expenditures directly related to the project and made within 2 years prior to the application date
- A portion of the value of the land or building directly used for the grant project
- Cash on hand (Liquid Assets)

At least 25% of match must be cash-on-hand. No more than 50% of the match may be irrevocable pledges or in-kind contributions.

Volunteer hours may not be used as in-kind unless they are providing professional services. For example, a plumber or carpenter may provide in-kind as a skilled trade professional, but not as a general volunteer for the organization.

In-Kind contributions by the applicant are **not eligible** for match.

For further details, see “Match Requirements” and “Restrictions on Matching Funds” below.

## **MATCH REQUIREMENTS**

- Match must be at least 1:1, or one applicant dollar for every one County dollar requested.
- Matching funds **must be specifically related to the project for which grant funds are being requested.**
- Required documentation for the match is listed below and on the application.
- **Match must be 100% complete and confirmed at the time of grant award.** Applicant must have at least 25% of total match confirmed by the application deadline.

1. **Cash-on-Hand.** At least 25% of the match must be cash-on-hand (not merely pledged) and dedicated to the project before grant funding may be released. (Example: if match is \$1,000, at least \$250 must be cash-on-hand). Cash-on-hand may exceed 25% of the total match, but may never be less than 25% of the total match. Cash-on-hand may be documented by submitting a grant award confirmation, or an account statement that shows the availability of the cash, accompanied by board minutes or an executive director’s statement attesting to the approved use of those funds—free from restrictions, liens—are dedicated to the proposed project, or an award letter for a government appropriation.

2. **Irrevocable Pledges.** Irrevocable pledges of cash payment must be received and obligated by the end of the grant encumbrance period of 21 months). Pledges must be documented in the following manner:

- a) Name of person or organization making the pledge;

- b) Date and Amount of the pledge;
- c) When the pledge will be paid (must be paid by end of the grant encumbrance period); and
- d) Intent of the donor for use of the funds must be confirmed to be specifically for the proposed project.

Only pledges that are auditable are acceptable.

No more than 50% of the total match may be irrevocable pledges and/or in-kind contributions.

**3. In-Kind Contributions.** Sources of in-kind contributions must be itemized at the time of application, and the goods and services received and utilized by the end of the grant encumbrance period. In-kind contributions must be dedicated to the project and will be accepted toward match if received and utilized within the proposed project period dates and/ or by the end of the grant encumbrance period. Itemized in-kind contributions must include the following information:

- a) Name of person or organization making the in-kind contribution;
- b) Date and Description of goods and services donated; and
- c) Fair market value of the in-kind contribution, including total value of the goods and services, amount to be donated, and the basis for the determination.

**4. Prior Expenditures.** Prior expenditures directly related to the project may be accepted toward match if made within two (2) years prior to the application date. Itemized prior expenditures must include the following information:

- 1) date and description of expense
- 2) brief explanation of purpose of expense and how it relates to grant project

**5. Land or building.** Up to 10% of the value of the land or building specifically used for the grant project can be counted toward match. The land or building may be appraised for the purposes of the match. However, the cost of the appraisal may not be counted towards the match. Applicants may use an appraisal or the organizational audit or 990 to demonstrate the value of the land or building applied towards the match.

## **RESTRICTIONS ON MATCHING FUNDS**

- Revenue from bond issues that have not been passed at the time of application will not be acceptable as match. Cash proceeds must be received and expended by the end of the grant period.
- Revenue from grants that have not yet been awarded will not be acceptable as match.
- Fundraising costs will not be acceptable as match.
- Legal fees or taxes will not be acceptable as match.
- Matching funds will be designated only to the project phase presented in this application and may not be used in previous or succeeding applications.
- Matching funds may have been expended prior to the execution date of the Grant Award Agreement; as long as they are clearly a part of the project described and can be documented and as long as they are made within two years prior to the application date. However, at least 25% of the matching funds must be confirmed by the application deadline.
- Interest paid on mortgage. The interest paid on the mortgage is considered to be the "cost of doing business," and may not be used as match.
- Building or Land as match:

- The value of buildings or land not owned by the applicant may not be used as match.
- The building or land must have been intended for the grant purpose at the time of purchase or acquisition.
- A building or land used for the grant project may be appraised for purposes of the match. The cost of the appraisal cannot be counted toward the match. Only 10% of the portion of the land or building directly used for this project may be counted towards the match.
- Owner must live in Leon County
- Must have unrestricted use of the building or land for at least 10 years
- Loans may not be used as match. Only unencumbered equity may be counted as match.
- In-Kind Contributions by the applicant are **not eligible** for match.

### **MATCHING FUNDS DOCUMENTATION**

- Prepare all Matching Fund documentation within a single PDF, if possible.
- If there are multiple Matching Fund documents, attach them in the order in which they are listed on the Match Form, or include a cover listing of all the documents included.
- Identify any Matching Fund documentation clearly, especially if it is not immediately clear who or what they are funding.
- Matching documentation must be included if you indicate it as “confirmed” on the Match Form.
- Matching Funds Confirmation requires audit-ready documentation, such as:
  - Grant award letters, written or emailed pledge to support the project, sponsorship agreements, etc., which includes:
    - Donor/Company,
    - Contact information,
    - Amount of the contribution/award,
    - Date by which the contribution, award, or pledge will be paid, and
    - **Use or purpose for the funding--must be intended specifically for the project.** If the document indicates general support for the organization and does not specify the project, you must submit accompanying letter from the executive director as in “Applicant Cash” item, below.
    - Must include any restrictions on the funding, such as: approval process, acknowledgement requirements, specific materials of value such as tickets, advertising space, etc.)
- A notice of intent to consider support for the project does not qualify as confirmed, but may be included to show potential or pending matching funds. Indicate these in the “unconfirmed” column on the Match Form.
- Applicant Cash – If using applicant cash to support a project, the documentation must include: the amount, the availability of that amount to be used specifically for this project, that the amount is free and clear from liens or other use restrictions, and that it has been dedicated specifically to this project, as approved by the applicant organization’s executive director, or an officer of the Board of Directors. The applicant’s recent financial statements (as submitted with the application) should support this availability of funds from Applicant Cash.
- Documentation of In-Kind support must be included in the project plan narrative, budget, budget detail and match forms in order to reflect the total cost of the project. It is recommended to document all forms of In-Kind support for the proposed project, whether or not used as Matching Funds.
- Matching Funds Confirmation of In-Kind Support requires documentation, such as: pro-bono value statements (from the providing source); statement of contributed item and value, volunteer hours (statement includes name, contact, service to be provided, number of hours, rate and total value of

service(s), etc. As with all matching funds, the contribution or donation must be specifically for the project.

### **FUNDING REQUESTS AND LIMITATIONS**

- Applicants may apply for a maximum funding request of \$100,000. The minimum allowable funding request is \$5,000.
- Funding Request must be no greater than 50% of the total eligible budget costs for the project.
- Organizations may only submit a single application per year.
- Applicants who are awarded funding through the Cultural Facilities Matching Grant Program will not be eligible for Facilities Grant funding in the fiscal year immediately following their grant award.

### **PROJECT TYPES ALLOWED**

- **Acquisition** – land/building purchase
- **Construction** – a. New building (ground up building construction), or  
b. building addition resulting in air conditioned square footage by 25% or more
- **Renovation** – repair, addition, or alteration of a building/property
- **Equipping** – outfit or return a property to a state of utility through replacement of capital fixtures and equipment; including fixtures, furnishings and equipment that will replace, increase or alter to enhance technology, make possible a greater capacity, or make more efficient use of the space.

**No “bundling” of items.** Proposal must be for one proposed project only. Trying to include more than one stand-alone project to make a bigger project for the proposal is discouraged. All elements of the project shall be integrated into the proposed project scope.

**No multi-year requests.** All new requests will be single-phase projects. Single Phase Projects are defined as those which will be completed within 21 months after grant funds are available.

### **CHANGES IN PROJECT SCOPE OR VENUE**

Anything that substantially reduces the scope or character of the funded project is not allowed.

Organizations wishing to change the scope or venue of their project must submit a new application, in accordance with application guidelines and calendar, for a subsequent application cycle.

Any material changes in project scope or of a variance of 20% or more of total budget **or any one line item**, must receive approval by COCA *in advance* in order to receive further funding.

### **PROJECT EXTENSIONS**

Grant period extensions may be requested by the applicant. An extension of the completion date must be requested at least 30 days prior to the end of the grant period. COCA may approve extensions not to exceed 120 days for any project unless the Grantee can clearly demonstrate extenuating circumstances.

An extenuating circumstance is one that is beyond the control of the Grantee, and one that prevents timely completion of the project, such as a natural disaster, death or serious illness of the individual responsible for the completion of the project, litigation related to the project, or failure of the contractor or architect to provide the services for which they were hired. An extenuating circumstance does not include failure to read or understand the administrative requirements of a grant, or failure to raise sufficient matching funds.

To request an extension, grantee must submit written request to COCA at the earliest possible date, or at least two (2) months in advance of the project end date. Request must include: project title and brief description, award amount, requested amount of time for extension (number of days/months) and



explanation for extension request. The request must include any project scope changes and budget impact related to the extension.

The extension request will come before COCA for consideration. If approved, the grant is considered in “current” standing. The length of time awarded by the approved request extends the project grant period accordingly, and a contract amendment will be issued. If any follow-up information is requested, this becomes part of the grant requirements and must be completed to maintain current status.

## **LEASE AND LAND REQUIREMENTS**

Applicant organizations must document ownership or undisturbed use as follows:

1. **Legal proof of unrestricted ownership of land and building.** Unrestricted shall mean unqualified ownership and power of disposition. Property that does not meet the unrestricted ownership criterion will not be eligible for match. Documentation may include a deed, title, or copy of a recent tax statement. Provisional sales contracts, binders, or letters of intent are not acceptable documentation of ownership.

**OR**

2. **Undisturbed use of property for a specific period of time.** This specific period of time must begin no later than the deadline date for the application in which funding is requested, and must continue for the minimum period of time required according to the Project Scope. For building renovation or construction, the remaining lease term must allow for a minimum of ten (10) years’ public access to the facility, under normal operating hours, beyond the completion date of the proposed project.

Documentation must include:

- an executed copy of a lease with applicant, and
- a written explanation of any easements, covenants, or other conditions affecting the use of the site or facility, or both.

**\*Important:** The length of the lease is measured from the remaining term as of the date of application. Provisional extensions to meet the minimum lease requirement are not acceptable. All original and executed lease extensions must be submitted with the application.

## **LEASE CHECKLIST**

### **CHECKLIST FOR LEASE**

THE FOLLOWING CHECKLIST WILL INDICATE THAT THE AUDITORIUM OR MUSEUM IS ELIGIBLE TO APPLY FOR THESE FUNDS IF ALL THE ITEMS BELOW ARE TRUE.

- The underlying fee simple ownership will be by a government entity, who will be the Landlord under the Lease.
- The Lease may provide a right to the Tenant to construct improvements, but for said constructed improvements and other improvements on the property, they cannot be materially modified without the approval of the Landlord. The Lease may authorize the Tenant to apply for TDT Dollars to be used for improvements and other authorized project-specific expenditures under the TDT guidelines.
- The Tenant must maintain in all respects the improvements and deliver them to the Landlord at the end of the Lease in the same condition as when constructed, reasonable wear and tear accepted.
- If the Tenant is dissolved, that will constitute a default under the Lease and terminate the Lease with any improvements reverting back to the Landlord.
- During the term of the Lease, the Tenant may show the value of the improvements on its books, with a note that upon termination, those improvements revert to the Landlord.

The use by the Tenant for the property and improvements must be agreed upon and will be restricted to a cultural facility use (see “Definitions and Terms”). Tenant may not assign its rights under the Lease without Landlord’s approval and the use may not change without Landlord’s approval.

**CHECKLIST FOR SUBLEASE FROM GOVERNMENT ENTITY  
THAT IN TURN IS LEASING FROM A PRIVATE SOURCE**

When a museum or auditorium building is owned by a not-for-profit organization but situated on land owned by a private source that is leasing to a government entity that is subleasing to the applicant not-for-profit ...

The term of all Leases and subleases must be for a required number of years, at least equal to the useful life of any improvements to be constructed by the Tenant.

Language in the Lease Agreement that assures us that auditorium or museum usage will remain for the length of the lease.

Language in the lease that states that the government entity will become responsible for maintaining the auditorium or museum should the nonprofit default on the lease.

**For Acquisitions only**

Acquisition applicants will be considered exempt from this ownership eligibility requirement. If the application is for an acquisition, the applicant must provide a description of the facility, purchase price, and a letter of intent to sell signed by the seller. Remember, the County will not reimburse the grantee for an expense that was incurred prior to the execution of the Grant Award Agreement. Therefore, the purchase of (closing on) the property or facility (an expense) may not take place prior to the execution of the Grant Award Agreement.

**ADMINISTRATIVE AND REPORTING REQUIREMENTS**

If a grant is awarded, recipients shall enter into a contractual grant award agreement with Leon County through its fiscal agent, COCA, which specifies the applicant's responsibilities. The applicant shall comply with the administrative and accounting requirements set forth in the grant award agreement, which include but are not limited to:

1. Submission of interim reports at six-month intervals (at a minimum) and a final grant report.
2. The Grantee shall maintain an accounting system that provides for a complete record of the use of all grant and matching funds, including:
  - (a) Establish an accounting system that records project expenditures by using the same expense categories as those in the original application.
  - (b) All project documentation must be kept current, and accessible to COCA or Leon County, upon request, and retained for a period of five (5) years after the project and grant reporting requirements have been completed.

**ENCUMBRANCES AND EXPENDITURES**

Grant recipients must encumber (commit or contract for) all County dollars for the length of the grant period. County funds may not be encumbered or expended prior to the signing of the Grant Award Agreement by all parties.

**FUNDING ACKNOWLEDGEMENT**

For projects funded wholly or in part by this grant, Applicant organizations must acknowledge COCA and Leon County in signage and media, including digital communications and websites and programs, publications and other printed materials.

Acknowledgment will include the County's, and COCA's logo **and** use of the following statement, as best suited to the collateral design, and at a size that is legible.

Verbiage for acknowledgment is as follows: "This project is funded in part by Leon County Government through the Council on Culture & Arts."

Requests for exceptions to the verbiage or logo compliance may be approved if noticed to COCA in advance of publication deadline.

Acknowledgement to COCA and Leon County must be commensurate with the recognition provided to other contributors and sponsors of the project in any of the following applications:

- a. On a permanent sign constructed on the project site;
- b. On a temporary signage displayed at the construction site; and
- c. In all major publications, printed and digital media

## **INDEMNITY, SAFETY AND INSURANCE REQUIREMENTS**

**Indemnity.** To the fullest extent permitted by law, applicant will defend, indemnify and hold harmless COCA and Leon County from and against all claims, damages, losses and expenditures, including reasonable attorneys' fees and costs, arising out of or resulting from its activities under the Agreement.

**Safety.** Applicant will comply, and will require its contractors (if any) to comply, with all applicable laws, ordinances, rules, regulations, standards and lawful orders from authorities bearing on the safety of persons or property or their protection from damage, injury or loss.

**Insurance.** Applicant shall provide and maintain insurance coverage throughout the term of the contract, or until the completion of the proposed project, whichever is sooner, of such types and in such amounts as may be necessary to protect against misappropriation of the Program funding and damage to or destruction of the improvements purchased or constructed with said funding. Applicant or insuring agent will provide certificates of insurance evidencing said coverage, according to the following requirements:

a. Applicant will have in force the following insurance coverage and will provide Certificates of Insurance to COCA prior to commencing project under the Agreement to verify such coverage. It shall be the responsibility of the Applicant to ensure that all its contractors and subcontractors procure and maintain the insurance coverage outlined below for the duration of the project, unless noted otherwise.

i. **Commercial General Liability** - Applicant will provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. The limits will not be less than \$1,000,000 Combined Single Limit (CSL) bodily injury and property damage, or its equivalent. The insurance policy will list COCA and Leon County as an additional insured, with respect to the Commercial General Liability insurance.

ii. **Commercial Automobile Liability** – Applicant will provide coverage for all owned, non-owned and hired vehicles directly related to the grant project for limits of not less than \$500,000 Combined Single Limit (CSL) bodily injury and property damage, or its equivalent.

iii. **Workers' Compensation**, if applicable – Applicant will provide coverage for all employees at the site location and, in case any work is subcontracted, will require the subcontractor to provide Workers' Compensation for all its employees. Coverage is required in accordance with State of Florida statutory requirements.

iv. **Employee Dishonesty/Crime Insurance** – Applicant will provide coverage greater than or equal to sixty-five percent (65%) of the amount of the Cultural Facilities Program funding.

v. **Payment and Performance Bonds** – The contractor shall execute payment and performance bonds in amounts at least equal to the *current project phase amount* (total amount of the proposed project, not including prior expenditures toward the project, nor is it mandated to cover soft costs, which typically include design, engineering, permitting (DE&P) and project administration) in such form and with such sureties as may be acceptable to the Applicant and COCA. If the surety on any bond furnished by the contractor is declared bankrupt or becomes insolvent or its rights to do business in the State of Florida are terminated, or it ceases to meet the requirements imposed by this agreement, the contractor shall within five (5) business days thereafter substitute another bond and surety, both of which shall be acceptable to the Applicant and COCA. The bonds must remain active throughout all current work related to the proposed project.

NOTE: If an applicant/grantee's project is limited to new equipment installations, a builders' risk or installation floater (inland marine coverage) is acceptable, with the caveat that the policy must include coverage for any damage done to the existing structure caused by the new installation.

vi. **Builders' Risk/Installation Floater** – The contractor shall provide "all risk" property insurance on any construction, additions, and machinery and equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of applicant's final acceptance of said improvements. In the event that the grantee does not work with a contractor on the funded project, the organization must purchase or add Builders' Risk to their current property program (Commercial General Liability). This is a cost that would have to be incorporated into the grant request. The Builders Risk policy must remain active throughout all current work related to the proposed project and must not terminate until the final acceptance of a contractor's work, all vendors' installations, final release of occupancy, and final acceptance at completion of the project has been made by the applicant.

vii. The insurance coverage shall contain a provision that forbids any cancellation, changes or material alterations in the coverage without providing 30 days written notice to COCA, or 10 days for nonpayment. (These terms are no longer provided on the ACORD standard industry Certificates of Insurance Cancellation, but shall be included in the policy provisions.)

b. Any exceptions to the insurance requirements in this section must be requested in writing by the applicant and approved by COCA. Such a request should include reasons why the applicant is unable or unduly burdened by the requirement it desires reduced or waived.

c. Compliance with these insurance requirements shall not relieve or limit the applicant's liabilities and obligations under this Agreement. Failure of COCA to demand such certificate or other evidence of full compliance with these insurance requirements or failure of COCA to identify a deficiency from evidence provided will not be construed as a waiver of the applicant's obligation to maintain such insurance.

**Project Team and Management** - Cultural Facilities Funding projects require very specific usage and project management oversight, and frequently necessitate a contractor, or project manager. In the event that a contractor will not be engaged for the project management, it becomes even more critical to provide roles and responsibilities for the project team, organization staff, and Board of Directors, with regard to the project management.

## **FINANCIAL REPORTING**

Financial Statements will be required as part of the application. The following chart shows the financial statements required based on the applicants operating budget (unrestricted operating revenue) for most recently completed fiscal year. Please note: No compilation reports will be accepted for audited or reviewed financial statements.

If your organization's unrestricted, operating revenue for the most recent fiscal year was:

### **\$1.5 million or greater**

You must submit

- a) Form 990,
- b) Independent, certified audit for most recent fiscal year,
- c) AND current year, board-approved financial statements

### **Between \$500,001-\$1.5 million**

You must submit

- a) Form 990 AND
- b) Independent, certified audit, OR
- c) reviewed, financial statements AND current year, Board-approved financial statements

### **Less than \$500,000**

You must submit

- a) Form 990 AND
- b) Independent, certified audit OR
- c) reviewed financial statements, compiled financial statements OR
- d) Self-reported year-end financial statements signed by the organization's treasurer or accountant AND current year- to- date financial statements

## **PANEL MEETING**

An independent panel will meet to discuss the applications and ask questions of applicants, if requested. The grant review panel will be assigned and supported by COCA. Applicants will be invited to attend the meeting to answer questions from the panel. No presentations or updates from applicants will be allowed at the panel meeting. After panel discussion at the public panel meeting, each panelist will finalize their scores and submit them for final data entry and ranking. Panel will hold consensus discussion on final scores, ranking, and funding recommendations.

## **SCORING, RANKING, AND FUNDING**

**Scoring.** The total possible number of points for a grant application is 105. The grant panel's evaluation will be based on the information contained in the application and required attachments. The panel members' individual ratings will be averaged to determine a final score for each application. Applications receiving a score of 75 or higher will be considered for funding.

Bonus Points will be added to the applicant's average score based on the length of the applicant's length of operation. Such length and points shall be determined from the date of incorporation to the date of the application deadline, according to the following rubric:

10 to 15 years – 2 points

15 to 20 years – 3 points

More than 20 years – 5 points

Scoring will be Olympic-style, meaning that the high and low score will be dropped and the remaining scores will be averaged together. Scores will be calculated to the thousandths of a point (example: 85.437). For funding consideration, a final score of 75 or greater is required.

**Ranking.** A priority list is determined by the rank order of all proposed projects based on the Olympic average score of each application. The number of applicants funded will depend on the amount of the funding pool available, awarding funding to the highest scoring applications, until the pool is depleted. Any remaining partial request amount will be taken into consideration by the panel as they decide the funding recommendation by consensus.

**Final approval of ranking and funding recommendations.** COCA's Board of Directors and Leon County's Tourist Development Council (TDC) reviews and approves the funding recommendations of the grant panel.

The grant panel will have the flexibility to offer partial funding but not less than 80% of the applicant's request. However, the goal of the program is to fully fund organizations' requests.

## **GRANT PANELIST EVALUATION RUBRIC**

### **A. Concept (40 Points Total)**

Q1: Need – 20 Points

Q2: Vision – 15 Points

Q3: Inspire Excellence – 5 Points

### **B. Facility (30 Points Total)**

Q4: Process/Design/& Planning – 15 Points

Q5: Quality – 15 Points

### **C. Management & Budget (30 Points Total)**

Q6: Operational Readiness – 10 Points

Q7: Financial Readiness – 15 Points

Q8: Care & Stewardship – 5 Points

## **PAYMENT SCHEDULE**

Reporting and Disbursements Schedule to be determined according to project timeline and draw-down needs, on a project-by-project basis.

- **Report/Disbursement #1 – 25% of award** upon Execution of Award Agreement with required updates

- **Report/Disbursement #2 – up to 65% of award** for 2<sup>nd</sup> Disbursement (may be more than one Interim report/disbursement, depending on project timeline and project draw-down needs)

- **Report/Disbursement #3 – 10% of award** after close of project, final report, including release of liens and documentation of all project expenditures. **(This is on a reimbursement basis.)**

## DEFINITIONS & TERMS

**APPLICANT:** a public entity, or a not-for-profit corporation that owns or has the unconditional use of the building to be renovated, expanded, constructed, or equipped, and the site on which it is located.

Legal name of the organization directly responsible for the project and having undisturbed use of the facility at the time of application. Make sure that the street address is included if using a post office box for mailing.

**APPLICANT CASH (MATCH):** This line item is often used to "balance the budget" when expenditures exceed all other revenues listed. For the proposal budget, these are general funds the applicant will dedicate to the project.

**APPLICANT'S FEDERAL EMPLOYER IDENTIFICATION NUMBER:** Must be provided before funds will be released. This is not a State of Florida sales tax exemption number.

**ARCHITECTURAL/DESIGN SERVICES:** Amount paid (or documented in-kind) for total services involved with project. These may include design work, schematics, design development, bidding and negotiation, consultant services, and contract administration by the architect.

**ASSETS: (see CAPITAL FIXTURES AND EQUIPMENT),** items that become affixed to the facility, that add to the value of the facility, and are depreciated over the useful life of the item(s). "Bricks and mortar" refers to purchase of (acquisition), building of (construction) or improvements (renovation or equipping) to the facility. Design and architectural services, feasibility studies, permitting fees, and expenditures of staff for coordination with contractors, preparing bids or rebidding, are often expenses of a facility improvement—considered "soft costs"—but are not assets.

**AUDITORIUM:** a facility open to the public constructed for the purpose of serving public gatherings, including but not limited to performances and concerts.

**BUILDING ACQUISITION:** Amount paid by the applicant for purchasing an *existing building* involved in the project, or documented in-kind value. Use the acquisition date value.

The following restrictions apply:

- 1) Must be applicant-owned, or to be acquired as part of the grant.
- 2) Lease value not eligible for match.
- 3) Must be considered "secure and dried-in" to be valid for building acquisition through Cultural Facilities.

**CAPITAL FIXTURES AND EQUIPMENT:** fixtures and equipment that add to the value or useful life of property with a useful life of at least five years. Generally, capital equipment must be deducted by means of depreciation, amortization or depletion. Capital equipment includes machinery or betterments of a long-term nature. Expenditures that keep property in an ordinarily efficient operating condition and do not add to its value or appreciably prolong its useful life are not capital expenditures. Non-capital expenditure repairs include services such as repainting, tuck-pointing, mending leaks, plastering and conditioning gutters on buildings.

**CAPITAL IMPROVEMENT:** for the purpose of this application, is defined as an addition or renovation of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.



**CONFIRMED MATCHING FUNDS:** resources presently available to designate to the project for which funding is requested (including cash the applicant has on hand, irrevocable pledges, in-kind services, donated services, materials, and other donated assets). Required match amount is one applicant dollar for every one grant dollar. Match is considered confirmed through the completion of the required Match Summary form.

**CULTURAL FACILITY:** for purposes of this application, an auditorium or museum.

**CONCRETE:** May include cast-in-place concrete, architectural cast-in-place concrete formwork, structural precast concrete, and special concrete toppings and finishes.

**CONSTRUCTION OR NEW CONSTRUCTION:** a new building (ground-up building construction) or building addition resulting in increase of air-conditioned square footage by 25% or more.

**CONVEYING SYSTEMS:** May include elevators, moving walkways, wheelchair lifts, and vertical conveyors.

**CONTINGENCY:** An amount budgeted for unanticipated expenditures (i.e., materials, equipment, labor, cost overruns, etc.) based on a percentage of the total expenditures; recommended to budget five (5) percent.

**CORPORATE SUPPORT:** Cash support derived from contributions given for this project by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to this project.

**CULTURAL FACILITIES FUNDING (this grant request):** Enter amount requested from the County on this line.

**DOORS AND WINDOWS:** May include steel, wood, glass, and aluminum doors; frames; automatic or revolving doors; steel, wood, glass, and aluminum windows; decorative or mirrored glass, and door and window hardware.

**ELECTRICAL:** May include wires and cables, transformers and switchgear, panelboards, fuses, disconnect switches and circuit breakers, interior and exterior lighting (including theatrical lighting), fire alarm systems, public address systems, and lighting control equipment.

**ENCUMBRANCE PERIOD:** the 21 month period beginning from the grant program application deadline date during which TDT dollars and match dollars must be obligated to pay for project expenditures.

**EQUIPMENT:** May include such items as theatre and stage equipment (i.e., fly systems, lighting instruments, stage drapes, and projector screens). Note: Do not include expenditures for office equipment.

**EQUIPPING:** the project will outfit a property to a state of increased utility or returning a property to a state of utility through replacement of capital fixtures and equipment; includes fixtures, furnishings, and equipment (FF&E) that will replace, increase or alter to enhance technology, make possible a greater capacity, or make more efficient use of the space. May include theatre and stage equipment (fly systems, lighting instrumentation, drapery, projector screens), and specialties such as built-in storage units, signs, etc., (see Capital Fixtures and Equipment, Equipment).

Furniture & Office equipment are not allowable expenses with grant funds; and may be matching fund expenditures **only if directly related to the project.**

**EXISTING BUILDING (see PROJECT):** a building that is considered *secure and dried-in* is eligible for acquisition, renovation or equipping grant requests.

**EXPENSES:** Costs related to purchases of services, furnishings or equipment; or staff time for project coordination, items paid in current fiscal year; versus expenditures which may be capitalized, and are recorded as an asset and depreciated over time.

**FACILITY OWNERSHIP OR LEASE; WHO OWNS THE LAND AND BUILDING?** The question of ownership of the facility to be constructed or renovated must be addressed here. If the facility is being leased, the lessor must be named and the length of the lease must be disclosed. If the application is for the acquisition of a building, clearly indicate such and explain who presently owns the property. Documentation of the intent to sell and the purchase price must be provided in the original application.

**FEASIBILITY STUDY:** research and report conducted and prepared by an independent, professional consultant qualified to measure:

- A) Community need for the project;
- B) The applicant's ability to raise the needed funds and complete the project; and
- C) The applicant's ability to successfully operate the completed facility for at least five years.

**FINISHES:** May include plaster, sheathing, ceramic tile, wood or brick flooring, carpet, painting, and wall coverings, and acoustical treatments such as panel or tile ceilings.

**FISCAL STABILITY:** encompasses the annual financial results of operations, available resources, and the applicant's plan to resolve any deficit problems. A concern for fiscal stability would be indicated by multi-year operating deficits and declining fund balances. (Note: The fiscal impact this proposed facility project would have on projected operations will be considered.)

**FIXTURES, FURNISHINGS, AND EQUIPMENT (FF&E):** accounting term used in valuing a building. FF&E are movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. These items renovation enhancements that will replace, increase or alter, to enhance technology, that makes possible a greater capacity, more efficient use of the space. These items must be directly related to the project.

**FURNISHINGS:** May include casework, window treatment hardware, louver blinds, and theatre seating. These items must be directly related to the project.

**FURNITURE:** items that are not affixed to the building despite being required for the operation of the building. (Examples: tables, chairs, computers which are used for administrative purposes, equipment that is leased, desks and other office equipment which are used for administrative purposes, rugs, planters, books, etc.) These items must be directly related to the project.

**GENERAL REQUIREMENTS:** Cost may include the following contractor services and expenditures: payment and performance bond(s), field engineering, shop drawings, allowances, construction photographs, quality control, and contract close-out.

**GOVERNMENT ENTITY:** a federal, state, county, municipality, or political subdivision thereof.

**GRANT PERIOD:** the time for the use of the grant award as set forth in the grant award agreement, within 21-month project period from the grant program application deadline.

**IN-KIND CONTRIBUTION:** the documented fair market value of non-cash contributions provided by the grantee or third parties which consist of real property or the value of goods and services directly benefiting and specifically identifiable to the project.

**LAND ACQUISITION:** Amount paid by the applicant for purchasing land involved in the project, or documented in-kind value of land donated for the project according to a certified property appraiser. Use the acquisition date value. Lease value is not eligible for match.

**LEASE:** a contract by which a rightful possessor of real property conveys the right to use and occupy the property for a period of time in exchange for consideration. With respect to this application, the minimum lease term shall be equal to or greater than the useful life of what is being funded. Only leases in which the lessee is a qualified Applicant, as defined herein, will be considered (except where noted under “Eligibility”).

**MASONRY:** May include unit masonry; stone masonry veneer, restoration, and cleaning; and glass masonry assemblies.

**MAINTENANCE RESERVE:** required to designate amount or percentage in operating budget to afford routine and incidental maintenance and repairs. Intent, to refrain from applying for on-going maintenance of current equipment.

**MATCHING FUNDS:** dollars provided by the applicant designated solely for the project. For every one dollar the County provides for the project, the applicant will provide at least one matching dollar. Of these matching funds, at least 50% must be in cash, which may include official award letters for grant commitments and appropriations indicating grant funding. No more than 50% of matching funds may be in-kind contributions and/or irrevocable pledges.

A minimum of one-to-one-dollar match is required, but all funding –outside of the County’s Cultural Facilities Funding requested (or granted) – will be considered matching funds.

**MECHANICAL:** May include pumps, motors, sprinkler systems, plumbing fixtures, water heaters, HVAC pumps and controls, boilers, furnaces, liquid coolers and evaporators, air-conditioning units, humidifiers, fans, metal ductwork, and air filters.

**METALS:** May include structural steel, metal fabrication, metal stairs, pipe and tube railings, gratings, and ornamental metalwork.

**MINORITY:** a lawful, permanent resident of Florida who is: An African American, A Hispanic American, An Asian American, A Native American, or An American Woman [288.703(3), Florida Statutes]. At least 51 percent of the organization shall be owned or governed and operated by the identified minority person(s) or persons with disabilities.

**MULTI-PHASE PROJECT:** a project that consists of several stages or segments. Only single-phase projects may be requested for grant funding.

**MUSEUM:** For the purposes of this grant application, a museum is defined according to the State of Florida, Division of Cultural Affairs, definitions below:

**Art Museum:** A department or Agency of the local state or local government or a public or private not-for-profit organization operating in Florida on a permanent basis for the primary purpose of collecting, exhibiting and caring for visual artwork as well as sponsoring and producing visual art programs.

**Historical Museum:** a department or agency of the state or local government or a public or private not-for-profit organization operating in Florida on a permanent basis for the primary purpose of collecting, exhibiting, and caring for artifacts and other objects of intrinsic historical value as well as sponsoring and producing programs that are related to the historical resources of Florida.

**Science Museum:** A department or agency of the state or local government or a public or private not-for-profit organization operating in Florida on a permanent basis for the primary purpose of sponsoring, producing and exhibiting programs for the observation and study of various types of natural science and science technology. This definition includes, but is not limited to: arboretums, botanical gardens and nature centers, museums of science, science-technology centers and planetariums.

**NEW APPLICATION:** an application that has not previously been recommended for funding, or an application for which funding has been recommended, but requires a change in project scope or venue.

**NEW CONSTRUCTION:** a new building (ground-up building construction) or building addition resulting in increase of air-conditioned square footage by 25% or more.

**NON-MATCHING COUNTY FUNDS:** What other non-matching Leon County funds will go into the project? This means are there other monies (in-kind contributions, pledges, or cash) which will be used for the project but which you are not counting as matching funds. Identify the source and amount of these funds.

**OPERATING FORECAST:** fundraising and operating plans for project completion and sustainability (projecting at least five (5) years out.)

**OTHER LEON COUNTY GRANTS:** Are the matching funds in the grant application being used to match any other Leon County grants? While it may be permissible to use your match dollars to match grants from other County agencies), it is not permissible for you to use the cultural facilities match dollars to match any other Leon County grant.

**PLANNING:** the preliminary development of architectural, engineering, and other technical services necessary to carry out the project.

**PRIMARY POINT-OF-CONTACT PERSON:** Indicate the name and title of the person who will be responsible for supervision of the project and administration of the grant. All correspondence concerning this application will be addressed to this Person. It shall be the responsibility of the applicant to notify COCA of any change.

**PROJECT:** the acquisition or renovation of existing buildings, or the construction of new buildings, or the acquisition of equipment for a building to be used for cultural activities.

**PROJECT LOCATION:** Physical address of project.

**PROJECT TITLE:** Include the type of project proposed (for example: Education Wing: Renovation). If the applicant name is different than the facility name, the facility name should be added to the title. Do not repeat the applicant name in the project title.

**PUBLICLY OWNED:** owned by a government entity, as defined herein, either through fee simple or lease, such that the government entity has control and undisturbed use of the property for a period to begin before the date the application is submitted and continuing uninterrupted to a date that encompasses

the end of the useful life of the capital fixture, equipment, renovation, expansion or construction for which the application is submitted.

**RENOVATION:** the act or process of giving a building/property a state of increased utility or returning a building/ property to a state of utility through repair, addition, or alteration that makes possible a more efficient use.

**RESIDENT COUNTY OF PROJECT:** The project must be located in Leon County.

**SITE CONSTRUCTION:** May include: building demolition, site clearing, sewerage and drainage, underground ducts and utility structures, termite control, irrigation systems, earthwork, and landscaping.

**SPECIAL CONSTRUCTION:** May include X-ray protection, and metal building systems.

**SPECIALTIES:** May include louvers and vents, signs, lockers, metal storage shelving, partitions, and mobile storage units.

**THERMAL AND MOISTURE PROTECTION:** May include waterproofing, fireproofing, shingles and roofing, siding, and sealants.

**TOTAL AMOUNT REQUESTED FROM LEON COUNTY:** This means the total amount of money being requested for Cultural Facilities Grant Funding.

**TOTAL IN-KIND CORPORATE SUPPORT (MATCH):** All documented non-cash contributions provided to the applicant by corporate parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the proposed project or program.

**TOTAL IN-KIND FEDERAL GOVERNMENT SUPPORT (MATCH):** All documented non-cash contributions provided to the applicant by units of the federal government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program. *NOTE: The fair market value of any in-kind contribution must be documented to be eligible as matching funds. The applicant should keep receipts or other signed statements.*

**TOTAL IN-KIND LOCAL GOVERNMENT SUPPORT (MATCH):** All documented non-cash contributions provided to the applicant by other units of government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

**TOTAL IN-KIND PRIVATE SUPPORT (MATCH):** All documented non-cash contributions provided to the applicant by individuals and non-corporate, non-government parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

**TOTAL IN-KIND STATE GOVERNMENT SUPPORT (MATCH):** All documented non-cash contributions provided to the applicant by other units of state government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

**TOTAL LOCAL GOVERNMENT SUPPORT (MATCH):** Cash support derived from grants or appropriations given for this project by city or other local government agencies, or a proportionate share of such grants or appropriations allocated to this project. **Note: If the applicant is a city or other local**

**government agency, their cash support should be shown under Applicant Cash and explained in the Budget Detail.**

**TOTAL FEDERAL GOVERNMENT SUPPORT (MATCH):** Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project. The inclusion of an official “Award Letter” may allow the award amount to be counted as “cash-on-hand” even if the award check has not yet been received.

**TOTAL PRIVATE SUPPORT (MATCH).** Private donations, including foundation grants, given for this project, or a proportionate share of such grants allocated to this project, and cash donations.

**TOTAL STATE GOVERNMENT SUPPORT (MATCH):** Cash support derived from grants or appropriations given for this project by the Florida Department of State Division of Cultural Affairs or other Florida State government agencies, or a proportionate share of such grants or appropriations allocated to this project. The inclusion of an official “Award Letter” may allow the award amount to be counted as “cash-on-hand” even if the state check has not yet been received.

**TYPE OF ORGANIZATION:** Indicate the legal status of the applicant entity.

**TYPE OF PROJECT:** Indicate appropriate project category: Renovation, Construction, Acquisition or Equipping of Cultural Facilities.

**UNDISTURBED USE:** that the building to be renovated, expanded, or constructed, and the site of such building, will be owned by, or will be under lease to, the applicant ***by the date of the application submission***, and that the use of the site and building will be unencumbered by covenants, easements, or other conditions contrary to the purpose of the project.

**WOOD AND PLASTIC:** May include rough carpentry, finish carpentry, interior and exterior architectural woodwork, panelwork, and plastic fabrications.

Expenditures may include the actual amount to be paid or the value of the in-kind contribution.

## Appendix

### SAMPLE APPLICATION

#### Statement of Certification and Compliance

##### Basic Project information

1. Project Title
2. Description of Project
3. Project Contacts (name and Email Address)
4. Request Amount
5. Project Start Date
6. Project End Date
7. Location of Project (must be in Leon County)
8. Eligibility - Applicant Category
9. Project Purpose  
\_\_\_\_ Acquisitions \_\_\_\_ New Constructions \_\_\_\_ Renovation \_\_\_\_ Equipping
10. Organization Name
11. Incorporation date/years of continuous operational service to the community
12. Federal ID #
13. Website url for organization or proposed project
14. Total Project Amount (Indicate if this is part of a larger, multi-phase project, please give total of entire project)
15. Facilities Historical Significance
  - a. Age of the building
  - b. Is the building subject to historical preservation requirements
16. Ownership/Lease
  - a. Who owns the building?
  - b. Who owns the land?
  - c. If building is leased to applicant, what is the remaining length of the lease (from the time of application due date)?

#### NARRATIVE QUESTIONS

##### Section A: Concept (40 points)

**Q1) Need (20 points)** (8,000 maximum characters) - Why is the project important *to your community*, and what are the consequence of not doing it, or the opportunities for advancement by completing it. A. Project-specific B. Needs have been shown C. Photos, tables, studies, statistics, and documents permitted (*Upload allowed 2MB*)

**Q2) Vision (15 points)** (8K characters) -What is the Vision?- Why is the project important *to your mission*, and what are the consequences of not doing it, or the opportunities for advancement by completing it.

**Q3) Inspire Excellence (5 points)** (7,000 maximum characters)  
A. Not just about bricks and mortar, but rather what happens there  
B. Testimonials of patrons, critics

C. How will project enable further or enhance the artistic excellence of your program?

**Section B: Facility (30 points)**

**Q4a) Process/Design/ & Planning (15 points)** (9,000 maximum characters)

Include:

- Design Planning – project scope
- How have you addressed environmental features and sustainability?
- Necessary components from consultants
- Estimates
- Programmatic square footage
- Demonstrate that you have the proper qualified project team and have taken all the necessary steps for project preparation.
- Provide a timeline of project milestones; include start and end date and key points in between.

**Q4b) Five (5)-year Operating Forecast (1,000 characters + 1MB upload)**

**Q5) Quality (15 points)** (3,000 maximum characters)

Describe how the design, materials, longevity and installation of your proposed project will contribute to your organization's goals and impact."

**Section C: Management & Budget (30 points)**

**Q6) Operational Readiness (10 points)** (4,500 maximum characters)

A. Address the project plans & preparation that is complete/confirmed, give specifics on the items below, or add what is relevant to your project , to demonstrate the project readiness.

**PROJECT READINESS CHECKLIST**

- Architectural Drawings completed? Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
  - Design Drawings completed? Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
  - Project Team status? Explain Details \_\_\_\_\_
  - Contracted with General Contractor? Explain Status \_\_\_\_\_
  - Historic Preservation Board release issued (if applicable)? Yes \_\_\_ No \_\_\_ Not Applicable Explain Details \_\_\_\_\_
  - Are the land use approvals completed? Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
  - Permitting issued? Pre-permit meeting? (or status) Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
  - Certificate of Occupancy issued? Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
  - Three bids solicited/received OR explain Yes \_\_\_ No \_\_\_ Explain Status/Details \_\_\_\_\_
  - Site preparations Yes \_\_\_ No \_\_\_ Details/Explain \_\_\_\_\_
  - Is a (real estate) lawyer consulting on the project? Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
  - Are there any third-party restrictions or contingencies? Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
  - Does the applicant have a maintenance fund established to support future maintenance and repairs for this facility/equipment? Yes \_\_\_ No \_\_\_ Explain Details \_\_\_\_\_
-



**Requirements, Attachments/Uploads** –Upload each of the required attachments.

**Q6a) Minutes from the organization’s board meeting** authorizing the project for which applicant is applying. (500 char. Response +1MB upload)

**Q6b) Board of Directors, including officers** (+1MB upload)

**Q6c) Project Team, including key staff** involved with project (+1MB upload)

**Q7) Financial Readiness (15 points)** -- Forms & Financial Position

**Form A: Certification from Professionals** – Architect, Engineer and Contractor – IF no architect, engineer or contractor, provide 3 bids from vendors, OR explain) (500 char. Response +1MB upload)

**Form B: Project Budget – Summary** (for proposed project/phase) – Indicate how grant funds and match will be spent. Include both revenue and expenses for the project, and in-kind (1MB upload)

**Form C: Matching Funds & Matching Funds documentation** \$1:\$1 of funds contributed specifically for the proposed project (group documentation, 1 upload each for: cash, pledges, in-kind) ( 3 times, at +1MB each upload)

1) 100% match of request amount required at application.

- \_\_\_% of cash match (cash in the bank/applicant cash, government appropriations/resolution, State of Florida or other major funders’ award notice); ED statement & bank statement required for applicant cash.
- \_\_\_% of pledges match (signed donor pledge, signed sponsorship or naming agreement)
- \_\_\_% of in-kind match (statement of value and service to be provided)
- *NOTE: A report will be provided to panel that confirms match & backup documentation.*

**Requirements:**

**Financial Statements** – a) **audit and Form 990 and Upload** most recent b) **current year-to-date Financial Statements** (if audit is more than 1 year old)-- both **Balance Sheet and Statement of Income & Expenses** from same reporting date. (See p. 13 of Guidelines for exceptions to this requirement).

**Q8) Care & Stewardship (5 points)** (1,500 maximum characters)

A. Care, Maintenance plan

B. Ability to last into the future

C. Your resources dedicated to maximizing the useful life of the project or facility.

**Requirements, Attachments/Uploads** –Upload the required attachments, if not included within applicant’s Nonprofit Search portrait.

**Q8) Long-range or strategic plan** (if for renovation, construction or acquisition, the plan should include facilities planning &/or implementation of proposed project). (1,500 char. +1MB upload)

**Support Materials: (Optional)** – (1,500 maximum characters +3MB upload)

**Proof of Ownership, Lease and/or sublease** with remaining term from date of application, include all addendums. (1,000 maximum characters +3MB upload)

# **FY17 CULTURAL FACILITIES MATCHING GRANT PROGRAM TIMELINE**

**Release guidelines to public**

March 13, 2017

**Grant Application deadline**

April 28, 2017

**Panelists review applications**

May 5 – June 8, 2017

**Grant Panel Review Meeting**

June 8, 2017

**Leon County TDC review and approve grants**

July 6, 2017

**COCA Board of Directors review and approve grants**

July 20, 2017

**Leon County Board of County Commissioners review and approve grants**

September 12, 2017 (anticipated)

**1<sup>st</sup> installment of grant funding released to grantees**

Approximately September 15, 2017

All applications and inquiries concerning the Cultural Facilities Matching Grant Program should be directed to:

**Dr. Kevin Carr**  
**Grants Program Manager**  
**Council on Culture & Arts**  
**816 South Martin Luther King Jr. Blvd.**  
**Tallahassee FL 32301**  
**Ph: 850-224-2500**  
**Email: kevin@tallahasseearts.org**