



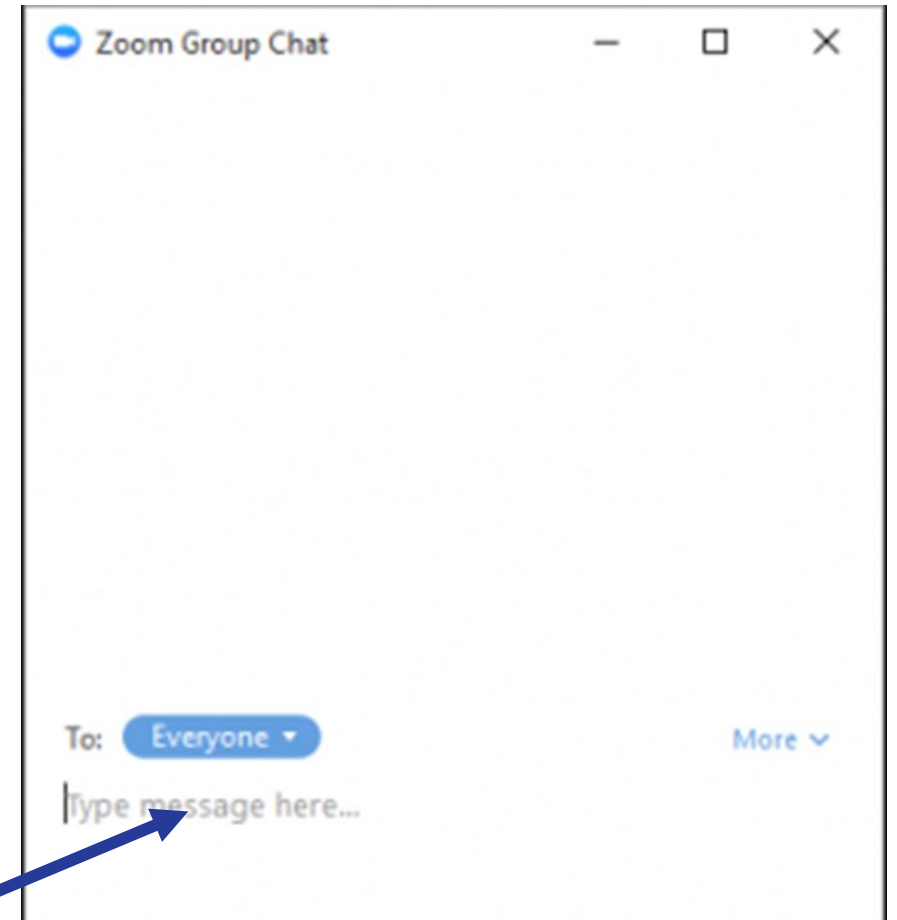
Florida
ARTS & CULTURE

Rubric Webinar Series Track Record



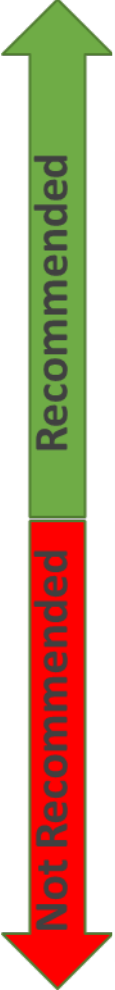
Meeting Etiquette

- ❖ Participants will be muted
- ❖ Video is disabled
- ❖ Chat feature is available
- ❖ Q&A will take place at the end



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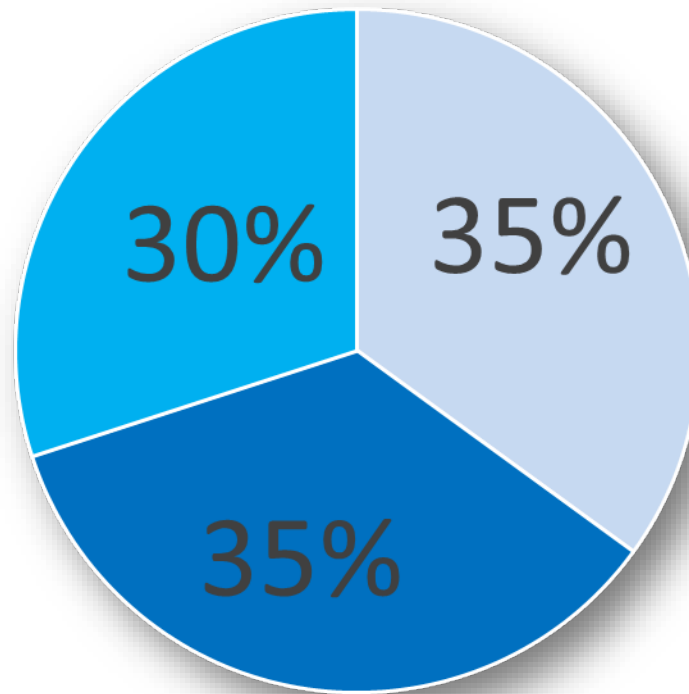
Scoring Rubric



	Description	Score
Excellent	Strongly demonstrates public value of arts and culture. Merits investment of State of Florida funding.	92 – 100
Good	Satisfactorily demonstrates public value of arts and culture. Merits investment of State of Florida funding.	80 – 91
Fair	Does not sufficiently demonstrate public value of arts and culture. Does not merit investment of State of Florida funding.	61 – 79
Weak	Makes an incomplete and/or inadequate case for the public value of arts and culture. Does not merit investment of State of Florida funding. Information is confusing, unclear, and lacks specific details.	0 – 60

Review Criteria

All applications will be evaluated and scored using the following three criteria



■ Quality of Offerings

■ Impact

■ Track Record

Track Record

- ❖ This criterion covers administration, planning, budgets, and evaluations. Panelists will evaluate this criterion using the following information:
 - Organization's fiscal condition and sustainability;
 - Programming evaluation plan
 - Operating budgets
 - Programming budget
- ❖ In addition, panelists will use the applicant's compliance status at the time of the panel meeting.

Track Record

Excellent 28 – 30 points	Good 24 – 27 points	Fair 19 – 24 points	Weak 0 – 23 points
<p>Very confident in the organization’s fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>	<p>Very minimal concerns about the organization’s fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>	<p>Concerns about the organization’s fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>	<p>Multiple concerns about the organization’s fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>
<p>Exemplary reporting history and current compliance</p>	<p>Very minimal concerns about the applicant’s reporting history and current compliance</p>	<p>Concerns about the applicant’s reporting history and current compliance</p>	<p>Multiple concerns about the applicant’s reporting history and current compliance</p>
<p>Evaluation methods are well-defined, clear, and fully measurable and are utilized to improve programming/project</p>	<p>Measurable evaluation methods are utilized to improve programming/project</p>	<p>Evaluation methods are not fully measurable and only minimally utilized to improve programming/project</p>	<p>Evaluation methods are not clear and/or measurable and do not help the organization improve programming/project</p>
<p>Very confident in the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>	<p>Very minimal concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>	<p>Concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>	<p>Multiple concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>

Organization History

- ❖ **2000 characters**
- ❖ **Founding dates**
- ❖ **Significant changes in management, location, mission, etc.**
- ❖ **Major accomplishments and program growth**
- ❖ **Adaptation to external factors**
- ❖ **Significant relationships and partnerships**

Fiscal Condition & Sustainability

❖ 2000 characters

❖ Describe the fiscal condition of the organization as it relates to the successful completion of the proposal.

❖ Describe plans to sustain the proposal activities after the grant period.

Excellent

28 – 30 points

Very confident in the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information

Exemplary reporting history and current compliance

Evaluation methods are well-defined, clear and fully measurable and are utilized to improve programming/project

Very confident in the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period

Artist Projects

- ❖ **2000 characters**
- ❖ **Describe your ability to complete the proposed project.**
- ❖ **Include examples of successfully completed projects.**

Project / Program Evaluation

- ❖ 2000 characters
- ❖ How will you determine if your goals and measurable objectives are achieved? Who will conduct the evaluation and what is being evaluated? What methods will be used to collect participant feedback? How will this be used to inform future programming?
- ❖ **Artist Project only: describe the expected outcomes of the project. How will you determine success?**

Excellent 28 – 30 points	Good 24 – 27 points	Fair 19 – 24 points	Weak 0 – 23 points
Evaluation methods are well-defined, clear, and fully measurable, and are utilized to improve programming/project	Measurable evaluation methods are utilized to improve programming/project	Evaluation methods are not fully measurable and only minimally utilized to improve programming/project	Evaluation methods are not clear and/or measurable and do not help the organization improve programming/project

Operating Budget Summary

- ❖ Summarize organization operating expenses and income
- ❖ Use your fiscal year
- ❖ Individual Artists Projects, skip this section, proceed to Proposal Budget

- ❖ Last completed fiscal year (actual numbers)
- ❖ **Current fiscal year (expected numbers)**
- ❖ **Next fiscal year (projections)**

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
1. Personnel: Administrative			
2. Personnel: Programmatic			
3. Personnel: Technical/Production			
4. Outside Fees and Services: Programmatic			
5. Outside Fees and Services: Other			
6. Space Rental, Rent or Mortgage			
7. Travel			
8. Marketing			
9. Remaining Operating Expenses			
A. Total Cash Expenses	\$ 0.00	\$ 0.00	\$ 0.00
B. In-kind Contributions*			
C. Total Operating Expenses (TOE)	\$ 0.00	\$ 0.00	\$ 0.00

Income	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
10. Revenue: Admissions			
11. Revenue: Contracted Services			
12. Revenue: Other			
13. Private Support: Corporate			
14. Private Support: Foundation			
15. Private Support: Other			
16. Government Support: Federal			
17. Government Support: State/Regional			
18. Government Support: Local/County			
19. Applicant Cash			
D. Total Cash Income	\$ 0.00	\$ 0.00	\$ 0.00
B. In-kind Contributions*			
E. Total Operating Income (TOI)	\$ 0.00	\$ 0.00	\$ 0.00

Operating Budget - Expenses

- ❖ Personnel: Administrative (administrative employees)
- ❖ Personnel: Programmatic (programmatic employees)
- ❖ Personnel: Technical/Production (technical/production employees)
- ❖ Outside Fees and Services: Programmatic (programmatic outside contractors)
- ❖ Outside Fees and Services: Other (all other outside contractors)
- ❖ Space Rental, Rent or Mortgage
- ❖ Travel
- ❖ Marketing (tangible marketing products)
- ❖ Remaining Operating Expenses (all other expenses not listed above)

Operating Budget - Income

- ❖ Revenue: Admissions (income earned through ticket sales)
- ❖ Revenue: Contracted Services (income earned through contracted services)
- ❖ Revenue: Other (any other earned income)
- ❖ Private Support: Corporate (funds from corporate entities)
- ❖ Private Support: Foundation (funds from foundations)
- ❖ Private Support: Other (funds from individuals)
- ❖ Government Support: Federal (funds from federal entities)
- ❖ Government Support: State/Regional (funds from regional entities)
- ❖ Government Support: Local/County (funds from local or county government)
- ❖ Applicant Cash (organization's reserves, could be income from investments)

Operating Budget Income – In-Kind

- ❖ In-kind: Organizations are allowed to include some in-kind (donated goods and services) in their operating and proposal budget.
- ❖ To calculate the maximum allowed in-kind for your operating budget, look at your organization's Total Cash Income (TCI) for the last fiscal year.
 - If Total Cash Income (TCI) is \$150,000 or less, Total Operating Income (TOI) may not include more than 25% in-kind. Maximum allowable in-kind = Total Cash Income divided by 3.
 - If Total Cash Income (TCI) is over \$150,000, Total Operating Income (TOI) may not include more than 10% in-kind. Maximum allowable in-kind = Total Cash Income divided by 9.

D. Total Cash Income	\$ 0.00
B. In-kind Contributions*	
E. Total Operating Income (TOI)	\$ 0.00

Additional Operating Budget Information

- ❖ 1000 characters
- ❖ Use this space to provide the panel with additional detail or information about the operating budget.
- ❖ Please explain any deficits, excess revenue or major changes to line items or budget totals
- ❖ If not applicable, write “not applicable.”

Management and Strategic Planning

❖ Paid staff

- Organization has no paid management staff
- Organization has at least one part-time paid management staff member (but no full-time)
- Organization has one full-time paid staff member
- Organization has more than one full-time paid management staff member

❖ Hours

- Organization is open full-time
- Organization is open part-time

❖ Does your organization have a strategic plan?

- Yes
- No

General Program Support Request Amount

- ❖ In GPS grants, your request is determined by your Total Operating Income in your last completed fiscal year
- ❖ \$25,000 cap if a grant has not been completed
- ❖ \$50,000 cap if your organization has no paid management staff member

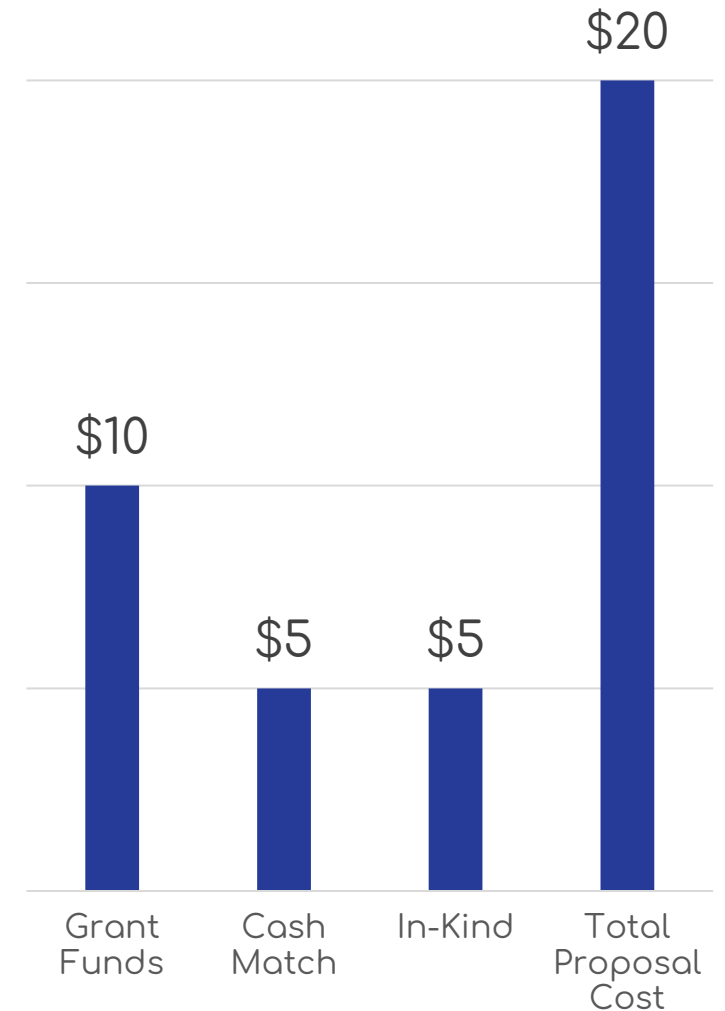
TOI	% of TOI	Maximum Request
\$4,000 - \$250,000	25%	\$40,000
\$250,001 - \$900,000	15%	\$90,000
\$900,001 +	10%	\$150,000

Specific Cultural Project Request Amount

Proposal Type	Funding Category	Maximum Request
Arts in Education	N/A	\$25,000
Discipline-Based	N/A	\$25,000
Underserved Cultural Community Development	Capacity Building	\$5,000
	Consultant	\$5,000
	Salary Assistance	\$25,000
Individual Artist	N/A	\$25,000

Matching Requirements

- ❖ 1:1 match; if you request \$1, you need to put up \$1 of your own money
- ❖ Up to 25% of your proposal can be in-kind (donated goods and services)
 - ❖ Maximum in-kind = $(\text{grant funds requested} + \text{cash match}) / 3$
- ❖ When calculating in-kind, use the amount you would have paid for that service or good



Matching Requirements

❖ Exception: REDI counties

- Baker, Bradford, Calhoun, Columbia, DeSoto, Dixie, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Highlands, Holmes, Jackson, Jefferson, Lafayette, Levy, Liberty, Madison, Nassau, Okeechobee, Putnam, Suwannee, Taylor, Union, Wakulla, Washington, Walton

❖ Exception: underserved cultural organization

- Rooted in, reflective of a specific religious, racial, national, or cultural group of non-western or Judeo-Christian tradition; and/or
- Composed of at least 51% persons who are African-American, Hispanic, Native American, Asian/Pacific Islander, individuals with disabilities or other; includes staff, board, artists and volunteers

❖ 50% match required; if you request \$10, you need to put up \$5

❖ No cap on in-kind



Proposal Budget Expenses

- ❖ The expense section contains three columns:
 - Grant funds (these are the funds you are requesting from the state)
 - Cash match (these are funds supplied by your organization)
 - In-kind (the value of donated goods and services)
- ❖ Detail estimated proposal expenses in the budget categories listed below:
 - Personnel: Administrative (administrative employees)
 - Personnel: Programmatic (programmatic employees)
 - Personnel: Technical/Production (technical/production employees)
 - Outside Fees and Services: Programmatic (programmatic outside contractors)
 - Outside Fees and Services: Other (all other outside contractors)
 - Space Rental, Rent or Mortgage (MATCH ONLY)
 - Travel (MATCH ONLY)
 - Marketing (tangible marketing products)
 - Remaining Operating Expenses (all other expenses not listed above)

Non-Allowable Expenses

- ❖ Expenses incurred or obligated outside of the grant period;
- ❖ Lobbying or attempting to influence federal, state, or local legislation, the judicial branch or any state agency;
- ❖ Capital expenditures (acquisitions, building projects, renovation or remodeling of facilities);
 - Exception: Capital expenditures that are directly related to the proposal, such as exhibit construction or stage lighting, are allowed. Please contact a program manager with questions;
- ❖ Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes (does not include payroll taxes), depreciation and other financial costs including bank fees and charges and credit card fees;
- ❖ Private entertainment;
- ❖ Food and beverages;
- ❖ Plaques, awards and scholarships;
- ❖ Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age, or marital status;
- ❖ Re-granting;
- ❖ Contributions and donations;
- ❖ Mortgage payments; and
- ❖ Payments to current Department of State employees.

Proposal Budget Income

- ❖ This should explain where your cash match comes from.
- ❖ Total income should exactly equal cash match.
 - Revenue: Admissions (income earned through ticket sales)
 - Revenue: Contracted Services (income earned through contracted services)
 - Revenue: Other (any other earned income)
 - Private Support: Corporate (funds from corporate entities)
 - Private Support: Foundation (funds from foundations)
 - Private Support: Other (funds from individuals)
 - Government Support: Local/County (funds from local or county government)
 - Applicant Cash (organization's reserves, could be income from investments)

Non-Allowable Income

❖ Non-allowable Match Sources include:

- State funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida;
- Federal funds from any source;
- Funds used as match for other Department of State grants

Additional Proposal Budget Information

- ❖ Optional! (1000 characters)
- ❖ Use this space to provide the panel with additional details or information about the proposal budget.
- ❖ For example, if you have more in-kind than you can include in the proposal budget you can list it here.

Compliance

- ❖ For current grantees: if you are in non-compliance on the day of the panel meeting, the panelists will be notified.
- ❖ The most common reason grantees are in non-compliance is failure to submit their Final Report for a previous grant.
- ❖ Submit your Final Report!

Excellent 28 – 30 points	Good 24 – 27 points	Fair 19 – 24 points	Weak 0 – 23 points
Exemplary reporting history and current compliance	Very minimal concerns about the applicant's reporting history and current compliance	Concerns about the applicants reporting history and current compliance	Multiple concerns about the applicant's reporting history and current compliance

Grant Resources

- ❖ [General Information](#)
- ❖ [General Program Support Guidelines](#)
- ❖ [Specific Cultural Projects Guidelines](#)
- ❖ [Scoring Rubric](#)
- ❖ [Example Applications](#)
- ❖ [Online Grant System](#)
- ❖ [DOS Grants FAQ](#)
- ❖ [Division of Arts and Culture Calendar](#)
- ❖ [Florida Division of Arts & Culture \(list-manage.com\)](#)

GRANT PROGRAM MANAGERS

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Professional Theatre

Patricia Singletary

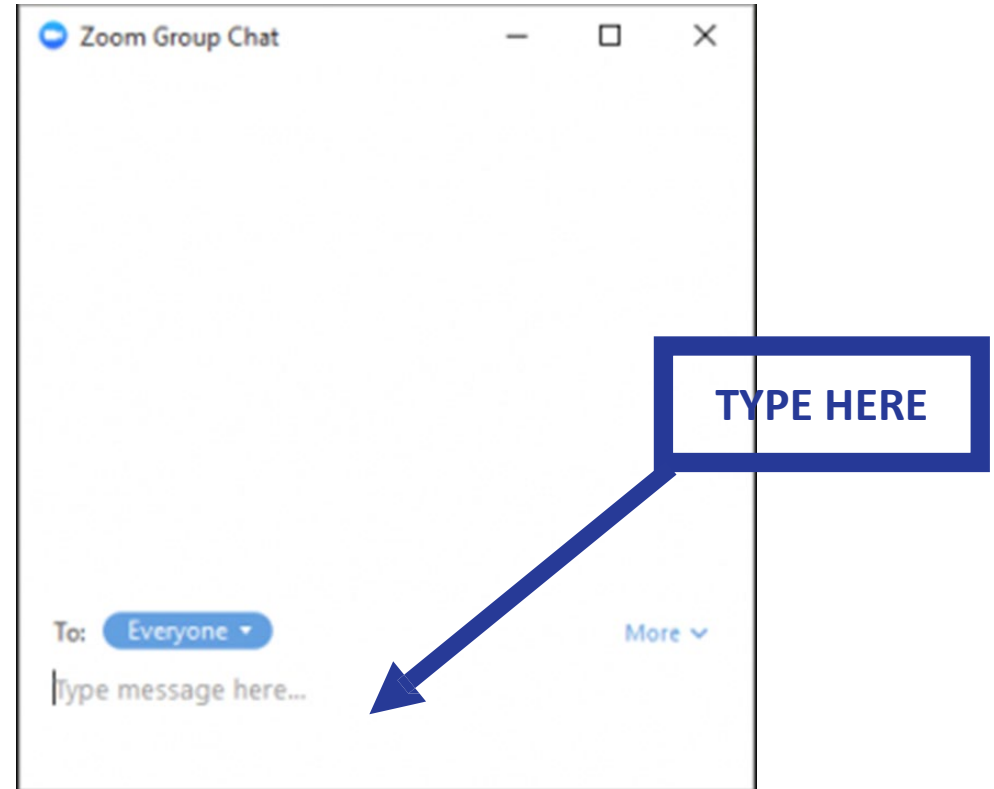
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Museums Underserved

LAA/SSO

QUESTIONS

ANSWERS



Links for the presentation and materials will be available on our website and YouTube page after the call concludes.