



CULTURE
BUILDS
FLORIDA

FLORIDA DEPARTMENT OF STATE
DIVISION OF CULTURAL AFFAIRS

Fast Track

Grant Guidelines

Cycle 1

Application Open: January 1
Application Deadline: March 1
Grant Period: July 1 – December 31

Cycle 2

Application Open: July 1
Application Deadline: September 1
Grant Period: January 1 – June 31

If a deadline falls on a Saturday, Sunday, or legal holiday, the deadline date will be the next business day.

Florida Department of State
Division of Cultural Affairs
329 North Meridian Street
Tallahassee, Florida 32301

Application Submission

Applications must be submitted on or before the deadline. There are two (2) application deadlines yearly for this program. Applicants may only receive one grant per fiscal year from this program.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

Program	Contact
• Fast Track Grants	Sarah Stage 850.245.6459 sarah.stage@dos.myflorida.com

These Guidelines are also available electronically at:

<http://dos.myflorida.com/cultural/grants/grant-programs/fast-track-project/> and can be made available in an alternative format.

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Introduction

Welcome to the Division of Cultural Affairs Fast Track Project Grant Guidelines. We're glad that you are applying for a grant from the Division. These guidelines are supported under section 265.286, *Florida Statutes* and incorporated by reference into Rule 1T-1.040, *Florida Administrative Code*, and detail policies and requirements for the application and administration of Arts and Cultural Grants Program grants.

Timeline for Application Cycle 1

January 1	Announcement of application availability in <i>Florida Administrative Register</i> and via email.
January – March	Division staff assistance and consultation available to applicants.
March 1	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date. If a deadline falls on a Saturday, Sunday, or legal holiday, the deadline date will be the next business day.
Early May	Panel Meeting to review and score applications.
July 1	Notification of Grant Award and grant agreement sent to grantees. Grant period begins (July 1 – December 31)
December 31	End date for projects. All grant and local matching funds must be expended by this date.
January 31	Final Reports due for Cycle 1 projects must be submitted on the DOS Grants System at dosgrants.com .

Timeline for Application Cycle 2

July 1	Announcement of application availability in <i>Florida Administrative Register</i> and via email.
July – September	Division staff assistance and consultation available to applicants.
September 1	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date. If a deadline falls on a Saturday, Sunday, or legal holiday, the deadline date will be the next business day.
Early November	Panel Meeting to review and score applications.
January 1	Notification of Grant Award and grant agreement sent to grantees. Grant period begins (January 1 – June 30).
June 30	End date for projects. All grant and local matching funds must be expended by this date.
July 30	Final Reports due for Cycle 2 projects must be submitted on the DOS Grants System at dosgrants.com .

Program Description

The Fast Track Project Grant Program is designed to provide expedited access to funds supporting small organizations through arts and cultural projects including but not limited to artist residencies, performances, or exhibitions.

This program is not intended to fund the general programming activities of your organization.

Request Amount

Organizations must have a last completed fiscal year's total operating budget of \$150,000 or less and can request from \$1,000 to \$2,500. See [Basic Eligibility](#) for additional information.

Basic Eligibility

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

1. Have the required [legal status](#);
2. Have at least one year of completed programming;
3. Agree to comply with all [application requirements](#):
 1. Complete all proposal activities within the [grant period](#);
 2. Make programming and activities open and accessible to all members of the public (see [accessibility and non-discrimination](#));
 3. Match the grant amount requested, at least dollar for dollar (see [request amount](#) and [match requirements](#)); and
 4. Include only allowable expenses in the proposal budget (see [allowable](#) and [non-allowable](#) expenses);
4. Agree to comply with all grant administration requirements:
 1. Provide all information needed for the Grant Award Agreement;
 2. Sign and return the Grant Award Agreement within 30 days;
 3. Request approval for any changes to the awarded grant;
 4. Submit timely and accurate reports;
 5. Maintain complete and accurate grant records;
 6. Comply with the requirements of the [Florida Single Audit Act](#);
 7. Credit the State of Florida and Division of Cultural Affairs and National Endowment for the Arts for funding.

In addition to these basic eligibility requirements, all applicants in non-compliance at the time of the application deadline will be deemed ineligible to apply. Organizations in non-compliance at the time of funding will be deemed ineligible. There are also specific eligibility requirements for the Fast Track Project Grants Program. Eligible applicants must have a:

- Last completed fiscal year's total operating income of \$150,000 or less.

Legal Status

To meet the legal status requirement, an applicant organization must be either a public entity or a Florida nonprofit, tax exempt corporation as of the application deadline.

Public Entity

A Florida local government, entity of state government, school district, community college, college, or university. Private schools, private community colleges, private colleges, and private universities are not public entities and must be nonprofit and tax exempt to meet the legal status requirement.

Nonprofit, Tax Exempt

A Florida organization that is both:

1. **Nonprofit:** incorporated as an active nonprofit Florida corporation, in accordance with Chapter 617 or Chapter 623, *Florida Statutes*. We do not fund Foreign Non-profits. A foreign non-profit is an existing corporation that is registered to do business in a state or jurisdiction other than where it was originally incorporated.
2. **Tax exempt:** designated as tax exempt as defined in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended. Staff will verify status in Guidestar at www.guidestar.org

The Division of Cultural Affairs will verify that the applicant is registered with the Division of Corporations as of the application deadline. If the applicant is not registered in Corporations by the application deadline, the application will be deemed ineligible.

If the applicant is registered in Corporations but their status is not "active," the applicant must correct the status within 10 calendar days of notification or the application will be deemed ineligible.

For more information on corporate status, visit Sunbiz.org or call the Division of Corporations, profit and nonprofit information line at (850) 245-6052. To verify corporate status, you can review your corporate record online through the [Sunbiz document search](#) tool.

For more information about tax exempt status, see [Exemption Requirements - Section 501\(c\)\(3\) Organizations](#) on the Internal Revenue Service website (<http://www.irs.gov>).

Required Documentation

1. All applicants must provide a DUNS number. You can request a DUNS number at <https://www.dandb.com>.
2. All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at <https://flvendor.myfloridacfo.com>.

Application Requirements

Grant Period

All proposed activity must take place within the grant period. Grant period extensions must be approved by the Division.

Accessibility and Non-Discrimination

The Division of Cultural Affairs is committed to making the arts and culture accessible to everyone, including:

- persons with disabilities;
- older adults;
- culturally and economically underserved populations; and
- minorities.

Organizations seeking support for activities that will not be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age, or marital status are not eligible for this publicly funded grant.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display. The 504 Self Evaluation Workbook which can be used as a reference, and downloadable Disability Symbols can be found at <http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/>. While the workbook is not required, failure to complete the workbook can impact the applicant's Impact score.

Grant Proposal Budget

The Proposal Budget expenses must equal the Proposal Budget income.

Match Requirements

Applicants are only required to have 50% match (cash or in-kind). There is no limit on the amount of in-kind that can be included in the proposal budget. This is called match. Some expenses can only appear in the Proposal Budget as match. (see [Match Only Expenses](#)). Grants cannot be matched with state funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida.

Matching funds may be anticipated at the time of application, but must be received by the end of the grant period. All expenses (both state grant and match) must be paid out (not merely encumbered) by the grant end date.

In-kind (Donated Goods and Services)

In-kind can appear in both the proposal budget and the operating budget. To calculate the value of volunteer services, use the federal minimum wage (see the Wage and Hour Division of the US Department of Labor <http://www.wagehour.dol.gov>). If the volunteer is professionally skilled in the service provided (such as a photographer donating photography services or a Certified Public Accountant providing a pro bono audit), use the wage rate the individual is normally paid for the service.

The value of all professionally skilled services used as in-kind must be documented in writing by the volunteer. The value of donated goods must also be documented. Records of such documentation must be available upon request.

There is no limit on the amount of in-kind allowed in the **Proposal Budget**.

The amount of in-kind allowed in the **Operating Budget** depends on the applicant's Total Cash Income as defined in the application.

If Total Cash Income is \$150,000 or less, Total Operating Income may not include more than 25% in-kind.

- Maximum allowable in-kind = Total Cash Income divided by 3.

Allowable Expenses

Allowable expenses must be:

- directly related to the proposal;
- specifically and clearly detailed in the proposal budget; and
- incurred and paid within the grant start and end dates.

Only allowable expenses may be included in the proposal budget. The grantee may be asked to provide documentation such as canceled checks, paid invoices, or other financial documents verifying grant related expenses.

Spending state grant funds on expenses that have not been approved by the Division, even if directly related to the program or project, will be disallowed and could result in a legal demand for the return of grant funds.

Match Only Expenses

No state funds may be used towards operational or indirect/overhead costs which include, but are not limited to:

- phone;
- utilities;
- office supplies;
- equipment costing over \$1,000;
- property improvements;
- fixtures;
- building maintenance;
- travel; and
- space rental.

No state funds may be used on expenses incurred or obligated before the grant start date.

Non-Allowable Expenses

The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures, which are incorporated by reference and are available online at:

<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>. The following are non-allowable expenses for grant and matching funds.

- State funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida;
- Funds used as match for other Department of State grants;
- Expenses incurred or obligated before or after the grant period;
- Lobbying or attempting to influence federal, state, or local legislation;
- Building, renovation, or remodeling of facilities;
- Capital expenditures (includes acquisitions, building projects, and renovations);
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.

Review Criteria

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

- Excellence (up to 40 points);
- Impact (up to 40 points); and
- Management (up to 20 points)

Excellence

Applicants must demonstrate excellence in all aspects of the proposal. Panelists will consider the following application responses:

- Applicant Mission Statement;
- Proposal Description; and
- Support Materials and/or work samples (see Support Materials for examples).

(Up to 40 points)

Impact

Applicants must demonstrate the expected impact of the proposal. Panelists will consider the following application responses:

- Estimated number of individuals benefiting, youth benefiting, elders benefiting, and artists participating;
- Estimated number of events and opportunities;
- Location of project/programming; and
- Accessibility.

(Up to 40 points)

Management

This criterion covers administration, planning, and evaluation. Panelists will consider the following application responses:

- Evaluation Plan;
- Operating Budget; and
- Proposal Budget.

Panelists will also consider applicant's reporting history and compliance status as of the panel meeting (see noncompliance).

(Up to 20 points)

Scoring

Applications must earn a minimum average score of 80 to be recommended for funding by the review panel.

The maximum number of points an application can earn is 100. Panel members will individually score each application. The average of the individual panelist scores will be rounded to three decimal places. When the fourth decimal is a 5 or greater, the score will be rounded up in favor of the applicant. For example, 79.9995 will be rounded to 80 but 79.9993 would remain 79.999.

Review Process

The application review process includes the following:

1. Staff Review for eligibility;
2. Panel Review and scoring;
3. Florida Council on Arts and Culture recommendations; and
4. Secretary of State approval.

Staff Review

Division staff will review all applications that meet the deadline for eligibility (see [basic eligibility](#) and specific eligibility).

Staff will contact the applicant during the staff review to address issues with eligibility including:

- Issues with applicant's legal status:
 - IRS status has been revoked;
 - Federal Employer Identification Number or Corporate name does not match Guidestar
 - Federal Employer Identification Number or Corporate name does not match the Florida Division of Corporations record; and
 - Applicant is incorporated as a nonprofit but does not have an active Florida Division of Corporations record.
- Issues with basic application requirements:
 - Activities fall outside of the grant period;
 - Request amount is too high or the proposal budget does not meet matching requirements;
 - The operating budget contains too much in-kind;

- The proposal budget contains non-allowable costs; and
 - Substitute W-9 has not been submitted.
- Applicant does not meet eligibility requirements for the selected proposal type, funding category or discipline.

After the application deadline, applications may only be amended at the request of Division staff. Only changes that are requested by the Division will be provided to the review panel.

Panel Review

After Division staff review, the Division will release eligible applications to the grant panel for review and scoring. For this program panelists may be Division staff and professionals in their field. Panelists will be appointed by the Secretary of State each year based on the panelist resume, knowledge, experience, and active involvement in the cultural community.

The Division is always seeking panelist nominations. Anyone may nominate a panelist (themselves or someone else) at any time by contacting a program manager (see help). Panelists may serve on a specific panel for up to 3 consecutive years. Panelists serve on a volunteer basis.

All panel members must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in section 112.313. *Florida Statutes*, and voting conflict of interest laws as set forth in sections 112.3143 and 286.012 *Florida Statutes*.

Panelists independently evaluate each application based on the review criteria detailed in these guidelines. After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss, and score the applications. Panelists must voice their scores in the panel meeting. Only scores voiced during the panel meeting count towards the final average score for an application.

Panel Meetings

Panel meetings are a public process (usually conducted by teleconference) and anyone can participate by attending in person or by calling in via a toll-free number. Participation instructions will be emailed to applicants and posted on the Division's web site and in the online grant system. The Division strongly encourages applicants to participate in the grant panel meeting, however it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

Panel meetings for the Fast Track Grants are chaired by a member of the Florida Council on Arts and Culture. If a member of the Council is not available a Division staff member will serve as the panel Chair. Chairs do not vote on applications being reviewed.

A typical panel meeting will include the following:

1. Call to Order;
2. Introduction of Panelists and Staff;
3. Panel Instructions from the Chair;
4. Preliminary scoring of applications. For each application:
 - the Chair will announce the application number and applicant name;
 - applicants may provide a brief update on the application. Updates may only include new proposal information;
 - applicants will be permitted to respond to panelist questions;
 - each panelist will voice his or her score;
 - Division staff will calculate and voice the total points and the average panel score.
5. Public comment prior to panel consensus on scores:
 - During public comment, anyone (including applicants) may speak about the applications under consideration. After public comment, panelists may adjust their scores before the final vote to accept all scores.
6. Panel Recommendations;
7. General discussion from the panel (policies, procedures);
8. General comments from the public (limited to 3 minutes or at the Chair's discretion);
9. Closing remarks from the Chair; and
10. Adjournment.

Florida Council on Arts and Culture Review

After the panel meeting, the Division will report the panel recommendations to the Florida Council on Arts and Culture. The Council may amend panel recommendations based on new or existing information about the applicant or panel proceedings.

Information that will allow recalculation of the average score by the Council are:

- a panelist's conflict of interest; and
- scoring errors.

Information that may result in the Council recommending zero funding are:

- noncompliance with administrative requirements of previous grants;
- bankruptcy or other fiscal concerns; and
- changes in the applicant's staff that would impair implementation of the proposed grant activity.

Council Recommendations

All applications recommended by the Council will be submitted to the Secretary of State for review and approval.

Funding

Subject to available funds, Fast Track Project recommendation approved by the Secretary of State will be funded top-down at full request until the funding is depleted.

How to Apply

Applications must be submitted in the DOS Grants System at <http://dosgrants.com>.

All application information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, *Florida Statutes*).

Application Form

The application must be completed using the Division's online grant system and submitted online by 5:00 pm ET on the application deadline. If a deadline falls on a Saturday, Sunday or legal holiday, the deadline date will be the next business day. Deadlines and a link to the application form will be posted on the Division's web site at <http://dos.myflorida.com/cultural/>.

Applicants may request that a submitted application be electronically un-submitted at any point before the application deadline. The application must be re-submitted by the application deadline to be considered.

Required Attachment and Support Materials

Required Attachment

All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at <https://flvendor.myfloridacfo.com>.

Support Materials

Support materials will be considered in the panel review and scoring. At least one (1) Support Material is required to be submitted with the application. Support materials may include, but are not limited to:

- video or audio work samples (less than 5 minutes each);
- brochures, programs, catalogs, photographs or other printed materials (include those with accessibility symbols);
- materials crediting the Division for recent grants;
- recent support letters or reviews;
- long range plan or status report;
- organizational chart;
- brief list of collections (museums);
- list of current board members;
- detail about in-kind; and

- a letter from the Executive Director.

Please submit only high quality materials that support your application and only as many as you need. Required attachments do not count towards the 10 upload limit.

It is your responsibility to verify and receive permission for the use of any copyrighted materials. You are also responsible for considering accessibility of your materials.

File Formats

Panelists are not required to own specific software and the Division makes no guarantee that panelists will be able to view your digital materials. To increase the chances of file compatibility, make sure files are in one of the following formats.

- .pdf, .txt, .doc, .docx (documents)
- .jpg, .gif, .pdf (images)
- .mp3 (audio excerpts)
- .mp4, .mov (video excerpts)

Uploading Instructions

Support materials must be uploaded in the online system by the application deadline. Attachments and support materials will not be accepted by another other method including email and fax.

You may include up to 10 uploads for your support materials in addition to your attachments. You can include more than one item in an upload. You are not required to upload multiple copies. You must describe your materials as you upload them.

Grant Forms

The following forms must be used in the administration of all grants in these guidelines and are hereby incorporated by reference and available from the Division at <http://www.dosgrants.com/>:

#	Title	Form #	Effective Date
1.	Grant Application, Fast Track Project	CA2E157	X/XXXX
2.	Fast Track Grant Award Agreement	CA2E163	X/XXXX
3.	Final Grant Report	CA2E004	X/XXXX

Definitions

Accessibility - Opening existing programs, services, facilities, and activities to individuals with disabilities. Inclusiveness of persons with disabilities is addressed through staffing, mission, policy, budget, education, meetings, and programs to insure that audiences/participants have an equal range of opportunities.

Applicant - A nonprofit, tax-exempt, Florida corporation or a local or state governmental entity, school district, community college, college, university, or artist engaged in or concerned with arts and cultural activities that is requesting grant funds from the Division.

Applicant Cash (\$) - Funds from the applicant's present and/or anticipated resources. For the Operating Budget purposes, this line-item represents withdrawal from savings. This line item is often used to "balance the budget" when expenses exceed other revenues. It shows the applicant's ability to "pay the bills" for all expense items. If there are excess revenues, reduce this line to zero or only the amount needed to balance the budget. Negative numbers cannot be used to balance the budget.

Authorized Official - Name of person with authority to legally obligate the Applicant.

Cash Reserves (\$) - For most organizations, this will be your savings account, other cash reserves or investments that are available to spend on general operations or programs. The "reserve" will usually increase when there are excess revenues for the year, and decrease if there was a deficit. This is more a year end accounting function than actual day to day activity.

Catalog of State Financial Assistance (CSFA) - A statewide compendium of state projects that provide financial assistance to nonstate entities. As the basic reference source for state projects, the primary purpose of the Catalog is to assist users with obtaining general information on state projects and identifying state projects that meet specific objectives. State projects are cataloged by agency and are assigned a Catalog of State Financial Assistance (CSFA) number for easy referencing. The General Program Support CSFA number is 45.061.

Community - The geographic area and/or constituents served by the applicant (for general program support requests) or by the proposal (for project requests).

Community Organizations - Civic, social service and business groups that may be involved in the project for which funding is being requested. These may include science organizations, historical organizations and organizations which serve diverse populations.

Congressional District of Applicant - District of the United States House of Representatives in which the applicant's business address is located.

Contact Person - The person to contact for additional information about the application. The person with immediate responsibility for the project.

Costs: Allowable (\$) - Costs shall be allowed for the purposes of a grant provided that:

- they occur or are obligated within the grant period specified on the grant application; and
- they are solely for the purposes of the grant and can be easily identified as such.

Council - The [Florida Council on Arts and Culture](#); a 15-member advisory council appointed to advise the Secretary of State regarding cultural grant funding and on all matters pertaining to culture in Florida.

Cultural Diversity - Having the characteristic of being deeply rooted in and reflective of ethnically diverse, inner-city, or rural populations, and which represents the works of a particular culture, including an ethnic minority.

Cultural Events - Includes different artistic, cultural, or educational activities which were produced or sponsored by the grantee, were open and accessible to the public, and took place in the grant period, i.e. performances, exhibits, rehearsals, workshops, classes, seminars, demonstrations, conferences, publications, or media broadcasts. Do not include strictly fund-raising/gala events. Note: to count number of events, only include the number of different events which were offered, i.e. a play performed ten times, or a museum exhibit running for three months, should each be counted as one event.

Deliverable - The quantifiable goods or services that must be provided in order to receive payment. Each deliverable must be connected with one or more activities identified and described in the Scope of Work. Deliverables, along with the Scope of Work, are included in the grant agreement. Deliverables must be agreed upon by both the Division and the grant recipient. The deliverables will be developed by the grant applicant in the grant application for inclusion in the grant agreement but may be renegotiated by the Division.

Department - The Florida Department of State.

Director - The Director of the Division of Cultural Affairs.

Disability - A physical or mental impairment that substantially limits one or more major life activities.

Division - The Division of Cultural Affairs of the Department of State.

End Date - The last date of fiscal activity in the project for which assistance is requested.

Equipment (\$) - All items which cost in excess of \$5,000 (per unit) and have a life expectancy of over one year.

Financial Consequences - The financial consequences that will be applied if the grant recipient fails to perform all tasks outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement. Financial consequences are tied to deliverables and each payment. Per Section 287.058, *Florida Statutes*, the Division is required to specify a reduction in grant funding that will be applied if the recipient fails to perform all activities outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement.

Florida Accountability Contract Tracking System (FACTS) - The State of Florida's centralized online contract reporting system. All information pertaining to the grant agreement will be available on the FACTS system and viewable by the public. This includes the grant agreement, payment information, deliverables, performance metrics, grant award and audit information. FACTS is online at facts.fldfs.com.

Florida Single Audit Act – Requires an audit of a nonstate entity's financial statements and state financial assistance, if \$750,000 or more in state financial assistance is expended during the non-state entity's fiscal year. Such audits shall be conducted in accordance with the auditing standards as stated in the rules of the Auditor General.

Folklife - Means the traditional expressive culture shared within the various groups in Florida: familial, ethnic, occupational, religious, and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry, and handicraft, which forms are generally learned orally, by imitation, or in performance and are maintained or perpetuated without formal instruction or institutional direction (267.021, *Florida Statutes*).

Government Support: Federal (\$) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project.

Government Support: Local/County (\$) - Cash support derived from grants or appropriations given for this project by agencies of the local or county government, or a proportionate share of such grants or appropriations allocated to this project.

Government Support: State/Regional (\$) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies, or a proportionate share of such grants or appropriations allocated to this project.

Grant Award - The dollar amount of a grant award approved by the Secretary of State for a project, program, or general program support as outlined in the application.

Grant Award Agreement - The document by which the Grantee enters into a contract with the State of Florida for the management of grant funds.

Grant Award Letter - The letter signed by the Secretary of State or an authorized representative of the Department of State and countersigned by the grantee. The grant award letter contains the grant award amount.

Grant Period - The time for the use of the grant award as set forth in the grant award agreement.

Grantee - An organization receiving a grant award from the Department of State.

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.

Individuals Participating - The total number of individuals who are directly involved in the funded activity as artists, non-artist project participants or audience members between the grant or project start and end dates.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include Artists Participating and Youth Benefiting. For General Program Support count artists, staff, audiences, and project participants directly involved with organization's events and services within the given funding period; do not substitute the entire population of the geographic area served. For projects related to publication, report the number of persons using the materials or the number of copies actually distributed; do not substitute the total number of copies produced. For Internet-based projects, report the number of unique users; do not substitute the number of "hits" or times the information was accessed.

Marketing (\$) - Include all costs for marketing/publicity/promotion specifically identified with the project or programming. Do not include payments to individuals or firms which belong under "Personnel," or "Outside Fees and Services: Other." Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, fliers, and posters, and space rental when directly connected to promotion publicity or advertising

Matching Funds - The portion of the project costs not borne by the Department of State. Matching funds shall amount to at least 50 percent of project costs which may include up to 25% of project costs as in-kind, unless otherwise specified in the Grant Award Agreement. Funds received from the sale of the Arts License Plates are considered local government support and are allowed as match.

Minority - A lawful, permanent resident of Florida who is one of the following:

- an African-American (a person having origins in any of the racial groups of the African Diaspora);
- a Hispanic-American (a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race);

- an Asian-American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778);
- a Native-American (a person who has origins in any of the Indian Tribes of North America prior to 1835); or an American Woman. [288.703(4), *Florida Statutes*]

Noncompliance - The grant recipient is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable laws.

Older adults - Individuals over the age of 65 that directly attended/participated in the project or program.

Outside Fees and Services: Other (\$) - Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming.

Outside Fees and Services: Programmatic (\$) - Payments to firms or persons for the programmatic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming. Include artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Personnel: Administrative (\$) - Payments for salaries, wages, fees, and benefits specifically identified with the project or programming, for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

Personnel: Programmatic / Artistic (\$) - Payments for salaries, wages, fees, and benefits specifically identified with the project or programming for programmatic personnel including artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel: Technical/Production (\$) - Payments for employee salaries, wages, and benefits specifically identified with the project, for technical management and staff, such as technical directors; wardrobe, lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparators and installers, etc.

Presenter (Sponsor) - An organization that is in the business of presenting professional performing artists or arts groups to the public.

Private Support: Corporate (\$) - Cash support derived from contributions given for this project (other than this grant request) by business, corporations and corporate foundations or a proportionate share of such contributions allocated to this project.

Private Support: Foundation (\$) - Cash support derived from grants given for this project or programming by private foundations, or a proportionate share of such grants allocated to this project or programming.

Private Support: Other (\$) - Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

Project Costs - All allowable expenditures incurred by the grantee and the value of in-kind contributions made by the grantee or third parties in accomplishing the grant.

Project Title - A short descriptive title of the project for which applicant is requesting assistance. If no formal title exists or if the title is not descriptive, a short phrase describing the activities of the project should be substituted.

Recurring Cultural Program - Recurring cultural programs exist within multipurpose public or private nonprofit institutions such as municipalities, universities, foundations, cultural centers and organizations, museums and other arts and cultural organizations. To be eligible:

- a cultural program located within a multipurpose institution must function as a discrete unit within its parent institution and present or produce a full season of programming on a yearly basis;
- have a full segregated and itemized budget within that of its parent institution;
- have an advisory board that governs the activities of the program; and
- be able to separately fulfill the Basic Eligibility and discipline-specific requirements.

Entire departments or schools within a university, college, or other multipurpose institution do not qualify as recurring programs.

Regional - Within the state, at least 150-mile land radius of venue.

Regranting - using state grants monies to underwrite grants programs or individual grants within one's own organization or another organization. Regranting of Division funds is prohibited.

Remaining Operating Expenses (\$) - All expenses not entered in other categories and specifically identified with the project. Include non-structured renovations, improvements, Fast Track Grant Guidelines, eff. 04/2020
Chapter 1T-1.040, Florida Administrative Code

scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under "Travel."

Remaining Proposal Expenses (\$) - All expenses not entered in other categories that are specifically identified with the project or programming.

Revenue: Admissions (\$) - Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. In the Proposal Budget the admissions must be for events attributable or prorated to the proposal.

Revenue: Contracted Services (\$) - Revenue derived from fees earned through sale of services (other than this grant request). Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

Revenue: Other (\$) - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Rural - Counties whose total population is less than 125,000 or whose population density is less than 250 people per square mile and not located within a U.S. Census designated metropolitan area. (This definition is used for Underserved Cultural Community Development projects.)

School-based Cultural Events - Cultural events that directly involve the participation of a public or private PreK-12 school, i.e. school field trips to arts organizations, performances or workshops which took place on school grounds, or other collaborations between arts organizations and schools. In school-based cultural events, the school is involved in organizing the children's participation in the cultural event. Touring companies should not report attendance at schools when the program was funded by the Division's state touring grant program.

Scope of Work - A description of the specific work to be performed under the grant agreement in order to complete the project. The Scope of Work will be provided by the grantee for inclusion in the grant agreement if the grant is awarded funding.

Secretary - The Florida Secretary of State.

Service Area - Regular client/program participants, not including broadcasts.

Space Rental, Rent or Mortgage (\$) - Payments for rental of office, rehearsal, theatre, hall, gallery, and other such spaces. Do not include principal of mortgage, include interest only. Do not include rental of housing for guest artists or other persons.

Start Date - The first date of fiscal activity in the project for which assistance is requested.

State Supported Institution - Any organization whose general operations budget is supported by funds from state appropriations which exceeds \$10,000, exclusive of competitive, nonrecurring grants.

Total Fund Revenue - Means all revenue received by an organization during a fiscal year and recognized in the organization's independent certified audit or attested financial statement.

Total Operating Income (\$) - Gross operating income for the organization's last completed fiscal year. Governmental agencies may include all funds directly appropriated and administered by the applicant agency, as well as support services provided by the agency, that are directly attributed to the program. A detailed listing of these support services must be attached to the grant application operating budget and must be approved by and signed by agency budget officials. Do not include capital contributions or expenses in the operating budget.

Travel (\$) - Include fares, hotel, and other lodging expenses, taxis, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For transportation not connected with travel of personnel and for trucking, shipping, or hauling expenses see "Remaining Operating or Proposal Expenses."

Underserved - A term used to identify certain target groups. The meaning changes in different program areas. For Arts in Education and UACAP, it refers to rural counties, or groups of individuals which meet certain ethnicity, age, or disability criteria, or to areas lacking cultural resources. For Cultural Support Grants, a financially underserved area refers to a county which has received an average of less than \$10,000 in state arts grant program funding in the last two state fiscal years.

Youth Participating - Individuals under the age of 18 that directly attended/participated in the project or program.

Help

For general information about the Division of Cultural Affairs and to access grant information, panel details and resources, visit our web site at: www.dos.myflorida.com/cultural.

For more information about the Fast Track Grants program, contact the program manager responsible this program at <https://dos.myflorida.com/cultural/about-us/staff-listing/>.