



Division of Arts & Culture Cultural Facilities Program

How to Apply for the 2024 – 2026 Grant Application Cycle



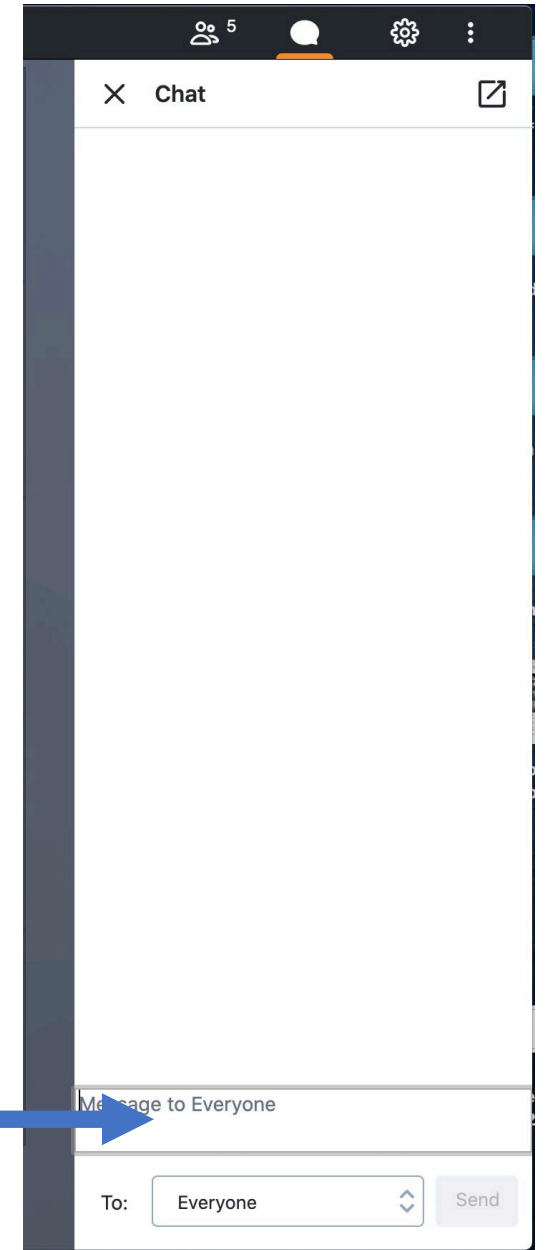
Today's Agenda:

- Highlights from the guidelines
- Application/Funding timeline
- Tips for a successful application
- Q & A

Meeting Etiquette

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

TYPE YOUR
QUESTIONS
HERE



All DAC Cultural Facilities grant applications are submitted and managed through DOSGrants.com

If you are new to DOSGrants.com visit <https://www.youtube.com/playlist?list=PLahjipBhT89f9Mchcb-JBFBAZgllkF9jN> for all our video tutorials:

- Creating a new account OR activating an account imported from our old system
- Associating your account with your organization
- Navigating the site
- Managing your organization
- Completing and submitting an application

Definition of a Cultural Facility:

A Cultural Facility is a building where the programming, production, presentation, exhibition of any of the arts and cultural disciplines are carried out (Section 265.283(1), *Florida Statutes*).

Eligibility

- Be a public entity governed by either a municipality or county **OR**
- Be a not-for-profit, tax-exempt Florida corporation

AND

- Organization must not have received \$1.5 million during the past 5 fiscal years through the Cultural Facilities program
- Facility must be open to all members of the public regardless of sex, race, color, national origin, religion, disability, age, or marital status
- Note: organizations may only have one active Cultural Facilities grant open at a time

Use of Funds

“Bricks and mortar” construction, renovation, or acquisition

Funds may NOT be used for:

- Parking facilities, sidewalks, walkways, trails, or landscaping
- Exhibits not part of a permanent building
- General operating costs
- Funds spent outside the grant period
- Bad debts, contingencies, etc.
- Travel, entertainment, food, awards, etc.
- Projects not open to the general public
- Re-granting, contributions, donations

Program Requirements

- Own or have an executed lease for the undisturbed use of the land or buildings or both
- Retain ownership of all improvements made under the grant
- Submit an organization audit or financial statement showing Total Revenue and Support for the last completed fiscal year
- Architectural plans and budget estimate
- Submit support letters

Program Restrictions

- The Cultural Facilities Program does not fund project planning, such as feasibility studies and architectural drawings, or operational support.
- Applicants for projects that are intended to preserve an historic structure should apply to the historic preservation grants-in-aid program administered by the Division of Historical Resources, Bureau of Historic Preservation.
- A project funded by the Legislature outside of the review of the Florida Council on Arts and Culture or Secretary of State shall not be eligible to receive grant support for its project from the Division of Arts & Culture within the same fiscal year in which legislative funding is appropriated.

Program Restrictions continued

- Only 1 (one) Cultural Facilities application per cycle.
- Commercial property (coffee shops, cafés, and gift shops are allowable if they support the operations of the organization).
- Property must be owned by a public entity or non-for-profit tax exempt Florida organization.

Request Amount

- Purpose-built/single use facilities may request up to \$500,000
 - Theatres
 - Performance centers, museums
 - Art Centers
- Multi-purpose facilities may request up to \$200,000
 - Community centers
 - Recreation centers
 - Civic centers
 - Municipal buildings
- There is no minimum amount for either level.

Match Requirements

Total Support and Revenue	Required Match
Annual Budget equal to or less than \$1,000,00	1:1
Annual Budget of \$1,000,000 or more with a REDI waiver	1:1
Annual Budget of \$1,000,000 or more without a REDI waiver	2:1

REDI Exception

- Rural Economic Development Initiative
- REDI match is 1:1
- Applicants seeking a REDI waiver must submit a letter from the county government acknowledging the application and certifying county or community REDI designation. This letter must be submitted with the application.

Types of Match

- Cash on Hand (Liquid Assets) - 25% must be cash on hand
- Irrevocable Pledges (No more than 75%)
- Documented In-Kind Contributions (No more than 25%)
- Documentation of match is required at time of application submission
- Include a spreadsheet with itemized pledge/in-kind amounts and totals
- Cash match must be in a separate/restricted account

Project Budget

Are you ready to submit an application?

- What is the total cost of the project?
- What are the budget categories for your project?
 - Which budget categories will use state funds?
 - Which budget categories will use matching funds?
- How realistic is your budget? Have you consulted with an architect? Contractor? Have you considered the 23-month timeline?
- Do you have any non-allowable budget categories? Planned expenditures?

Project Budget

Construction Budget Categories

- Land Acquisition
- Building Acquisition
- Architectural Services
- General Requirements
- Site Construction
- Concrete
- Masonry
- Metals
- Wood and Plastic
- Thermal and Moisture Protection
- Door and Windows
- Finishes
- Specialties
- Equipment
- Furnishings
- Special Construction
- Conveying Systems
- Mechanical
- Electrical

Scope of Work

- What work will be accomplished:
 - Within the grant period?
 - Within the budget (state funds and match)?
- Be specific
 - Example – Grant and match funds will be used to renovate the interior both front and back of house of XYZ Theatre. Work to be completed includes:
 - Replace stage rigging
 - Replace lighting, including lighting board
 - Replace sound system
 - Replace curtains
 - Replace seating

Historical Review Requirements

- Facilities that are 50 years old or older must be reviewed by the Bureau of Historic Preservation (BHP). BHP must approve your project plans before submission of your application.
- This requirement includes structures where the intent is demolition.
- Upload a copy of the BHP determination letter at time of the application.

Required Support Materials

- For not-for-profit, tax-exempt applicants only: IRS 501(c)(3) or 501(c)(4) determination letter.
- Matching funds documentation including Cash-on-Hand, In-Kind Contributions, and Irrevocable Pledges
- Audit (if available) or financial statement if audit is not available
- Cultural programming documentation
- Local support letters/local government resolutions for project
- REDI letter (if requesting a REDI cash match waiver)
- Current architectural plans certified by a licensed architect or engineer and budget estimate
- Proof of ownership or lease of the property and building for renovations and new construction
- Acquisition projects have additional requirements
- Substitute W-9 (<https://flvendor.myfloridacfo.com>)

Example Substitute W-9



State of Florida

Chief Financial Officer
Department of Financial Services
Bureau of Accounting
200 East Gaines Street
Tallahassee, FL 32399-0354

Telephone: (850) 413-5519 Fax: (850) 413-5550

Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (FEIN): 00-000000
IRS Name: Arts Organization, Inc.

Address: 500 Really Great Street
Wonderful, FL 00000

Attention Of: Some Person

Business Designation: Not For Profit

Certification Statement:

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer information **AND**
- I am **not** subject to backup withholding because:
(a) I am exempt from backup withholding **or**
(b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, **or**
(c) the IRS has notified me that I am no longer subject to backup withholding **AND**
- I am a U.S. citizen or other U.S. person (including U.S. resident alien)

Preparer's Name: Some Person
Preparer's Title: REPRESENTATIVE
Phone: 555-555-5555
Email: person@artsorganization.com

Date Submitted: 6/1/2015p

Date printed from the State of Florida Substitute Form W-9 Website: 10/16/2014

W-9
(Rev. October 2015)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ☐ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ☐ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exemption code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
____ - ____ - ____
or
Employer identification number
____ - ____ - ____

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ☐ Date ☐

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Optional Support Materials

- Flyers
- Brochures
- Newspaper articles
- Surveys
- Photographs
- Videos
- Supplemental or expanded budgets
- Plans for sustainable design

Support Material Tips

- Must be submitted along with application
- Must be uploaded into the online system
- Will not be accepted in hardcopy
- Multiple letters/images/documents can be combined into a single .pdf document
- For media like videos, provide document with link for panelists to view
- Upload in the desired order
- Attachments and support materials may be any of the following formats:
 - documents (.pdf, .txt, .doc, .dox)
 - images (.jpg, .gif, .png, .tiff)

Review Criteria and Scoring

Criteria	Application Section(s)	Points
Need for Project and Project Impact	Arts and Cultural Programming, Production, and Administration; Need for Project, Operating Forecast Detail and Project Impact	Up to 45 points
Scope of Work	Scope of Work: Project Description	Up to 30 points
Project Budget and Matching Funds	Proposal Budget Detail: Expenses Proposal Budget Detail: Income Matching Funds Statement Project Team	Up to 25 points

Review Criteria and Scoring

- The total possible number of points is 100.
- The Application Review Committee's evaluation will be based on the information contained in the application, required attachments, and additional data provided by staff.
- The Committee members' individual ratings will be averaged to determine a final score for each application.
- Applications must receive a minimum average score of 80 or higher to be recommended for funding by the Council on Arts and Culture.
- Applications receiving an average score of 80 or higher will be recommended to the Secretary of State for approval and will be forwarded to the Florida Legislature for funding consideration.

Review Questions

Criteria	The question to ask:
Need for Project and Project Impact	What is the facility being used for and how is it being used? Why your project is needed – a look inside your organization. How your project impacts the community – a look outside your organization.
Scope of Work	What are you going to do? What are your deliverables?
Project Budget Expenses and Matching Funds Income, Project Team	How are you going to pay for it? How have you identified the expenses (budget categories)? Do the budget categories cover all the items in your SoW? Who is on your project team? Will you have paid staff dedicated to the project?

Review Panel

- Synopsis of Scope of Work
 - Including assessment of timeline and comparison of previous CF grants
- Summary of previous Cultural Facilities grants
- Requested clarifications
- Assessment of proposed estimated budget
- Compliance history

Guideline Notables

- Emphasis on arts and cultural use
 - How many days/hours is this facility open to the public?
 - How many of those days/hours are dedicated to cultural programming?
 - Describe the types of cultural programming that will take place in the facility.
 - Who is responsible for the programming and what are their professional qualifications?
- Budget estimate from architect/contract
- Two levels of funding
- All organizations must provide a UEI (Unique Entity ID) number.
 - You can request a UEI number at www.sam.gov. Enter UEI into your organization profile.

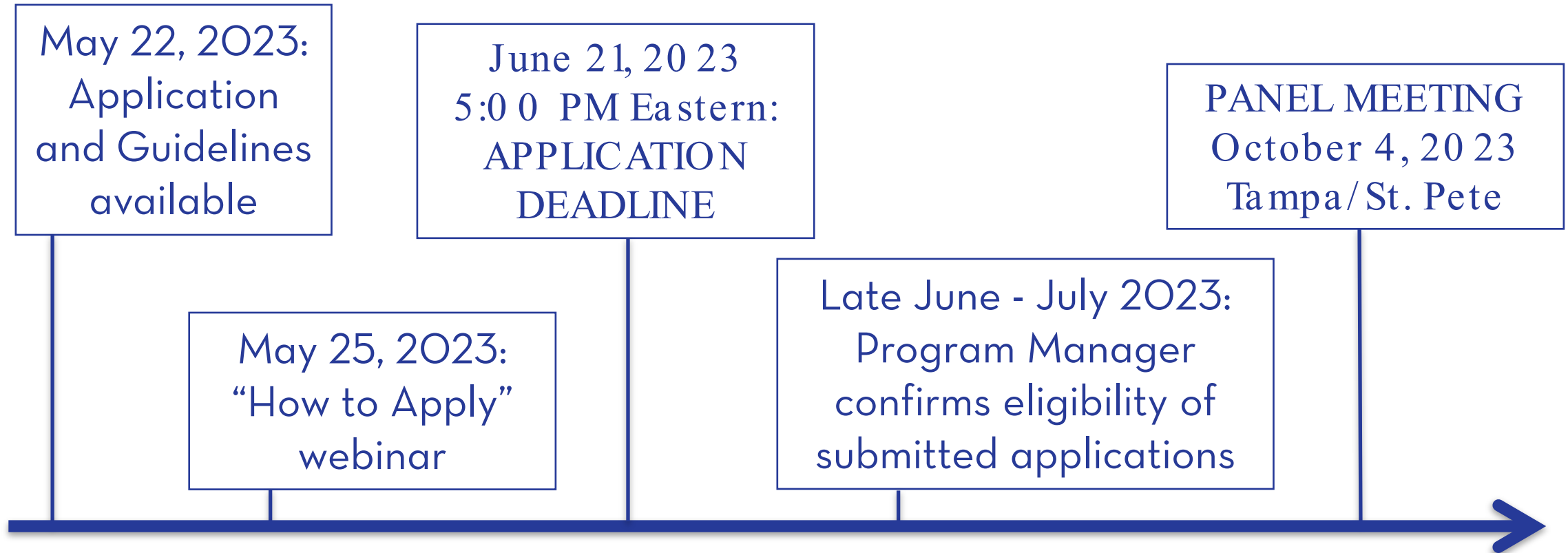
Keep in Mind

- No changes to the Scope of Work in the application are permitted
- All grantees are required to record either a Restrictive Covenant or purchase a Surety Bond
- Work may not be completed and expenditures may not be made before the funding becomes available
- Competitive procurement process
- Contracts must be submitted for review and approval by the Division before executed

What are Restrictive Covenants?

- Florida law requires that all Cultural Facilities grantees/property owners must sign and record a restrictive covenant or purchase a surety bond.
- Restrictive Covenant = lien on the property and ensures that the property will be used as a cultural facility for ten years after the date that the grant award agreement is fully executed.
- Violation of restrictive covenants result in the return of grant funds to the State.

Application Timeline 2023



Funding Timeline 2024



Application Tips

- SAVE each page of the application before moving on to the next
 - Make sure each completed section has a checkmark
 - Look for possible error messages (in red next to the question) and attend to it

Division of Arts and Culture - GPS/SCP Grant Application

- A. ☒ Cover Page
- ☒ Contacts (Applicant Information)
- B. Information
- C. Eligibility
- D. Quality of Offerings
- E. Impact - Reach
- Impact - Diversity, Equity and Inclusion
- F. Inclusion
- G. Track Record
- H. Budget
- Attachments and Support
- I. Materials
- J. Notification of International Travel
- K. Florida Single Audit Act
- L. Review & Submit

Eligibility Page 3 of 12

[< Previous](#)
[Save](#)
[Next >](#)

Project Title:

[Print Preview](#) ||
 [Exit](#)

Application Instructions

- Questions marked with an asterisk(*) require an answer.
- The Scope of Work and Deliverables for this grant are preset.
- Select 'Save' or 'Update' in the grids after editing or entering information.
- All validation messages must be resolved before submitting an application.
- Sections with a checkmark identify that all validations have been completed.

1. What is the legal status of your organization? * Your Legal Status must be one of the above choices to be eligible for this grant.

- ☐ Florida Public Entity
☐ Florida Nonprofit, Tax-Exempt

2. Are all grant activities accessible to all members of the public regardless of sex, race, color, national origin, religion, disability, age or marital status? * Your project is not eligible for this grant if its activities are not accessible to the public.

- ☐ Yes (required for eligibility)
☐ No

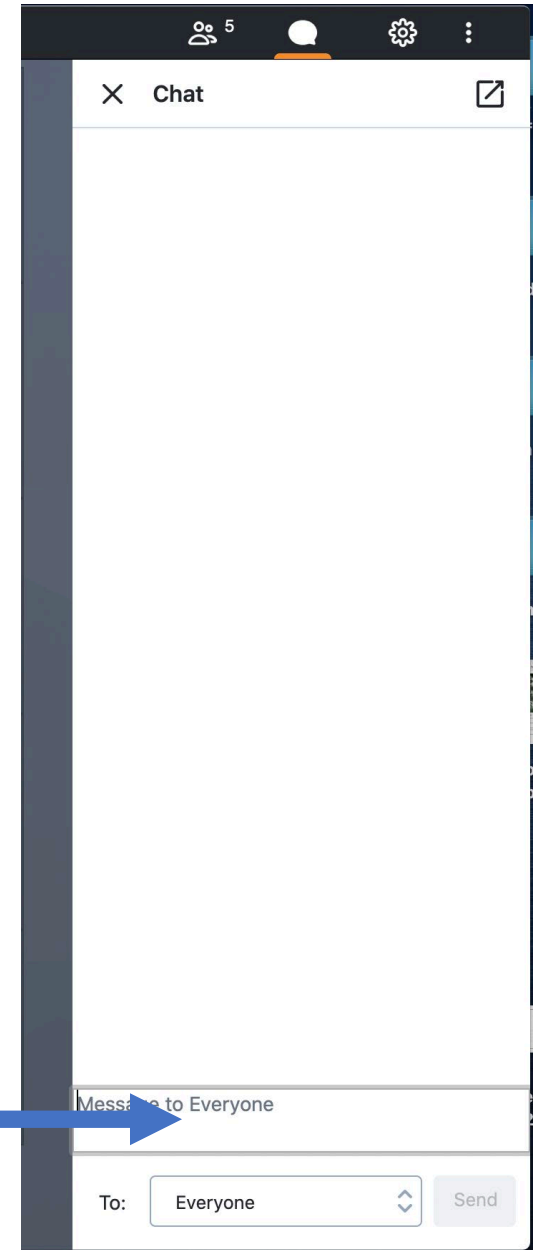
Application Tips

- READ THE GUIDELINES!
- Quality over quantity
- Write the narrative responses in a Word or Google Doc and copy/paste into the application.
- Format within the application.
- Application text boxes will not support insertion of pictures
- Save often!
- Proofread- then have someone else read it!
- ATTEND THE CULTURAL FACILITIES GRANT REVIEW PANEL in person if possible

Questions and Answers

RECORDINGS OF ALL WEBINARS WILL BE POSTED TO
OUR YOUTUBE CHANNEL SOON AFTER EACH SESSION

TYPE YOUR
QUESTIONS
HERE



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