

COUNCIL POLICY STATEMENTS

GENERAL INCENTIVE POLICIES

These policies were adopted by the council in January 1989 as a part of the Cultural Master Plan for Broward County.

BCC supports minority participation in the arts by requiring evidence of outreach efforts as part of the criterion for organizations to receive incentive support. (Cultural Master Plan -1989, Rec.II.11, cf.page 24)

BCC continues to administer the county's program of incentives to the arts. (Cultural Master Plan -1989, Rec.II.12, cf.page 26)

BCC maintains peer review panels to make judgments on applications. Panels should have one BCC member as chair. Initially, one such panel should be created; when the number of applications grows sufficiently, separate panels for performing arts, visual arts, community arts, cultural events or others should be created. (Cultural Master Plan - 1989, Rec.II.15, cf.page 29)

In the next five years, the County Commission should not provide capital funding for any additional major regional performance or exhibition facilities beyond those currently committed or planned for construction. (Cultural Master Plan - 1989, Rec.II.3, cf.page 57)

BCC actively encourages arts organizations in Broward to undertake regional programming. (Cultural Master Plan - 1989, Rec.IV.3 (cf.page 66)

BCC continues its support of the South Florida Consortium. (Cultural Master Plan - 1989, Rec.IV.2, cf.page 66)

BCC will remain an agency of county government. (Cultural Master Plan - 1989, Rec.V.4, cf. page 78)

BCC will continue to sponsor a Cultural Executives Committee, made up of representatives of the largest organizations in the county. One member of that group should sit on the council. (Cultural Master Plan - 1989, Rec.V.5, cf.page 80)

The BCC committee structure should include both BCC and non-BCC members. (Cultural Master Plan - 1989, Rec.V.8, cf.page 81)

Other policy statements adopted:

BCC can accept and distribute tickets offered by cultural organizations to council members, staff and volunteers for the promotion of the cultural event in accordance with the Florida gifts law. (BCC approval - 2/4/92)

The BCC supports the annual legislative requests of the Florida Division of Cultural Affairs and continuation of the National Endowment for the Arts. (BCC approval - 12/7/95)

The BCC planning committee shall continue to update the annual plan. (BCC approval - 12/7/95)

The BCC shall continue to update a list of nominees for council vacancies. (BCC approval - 12/7/95)

The 1st Vice Chair of the BCC shall serve as the Chair of the Planning Committee. (BCC approval - 1/4/96)

Members serving on selection committees are not eligible to receive any awards for that project. (BCC approval - 6/6/96)

BCC Policy Ordinance 01-233 The number of members needed to constitute a quorum on any advisory or other board shall be a majority of the total appointed board members. Once a quorum has been established by members who are physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone.

BCC Policy 02-3 The Chair of the Cultural Executives Committee is approved to serve on the Executive Committee as an At-Large Member. (BCC approval - 4/4/02)

BCC Policy 03-1 The county attendance policy for advisory boards shall apply to non-county commission appointees. (BCC approval – 2/6/03)

BCC Policy 05-1 The Cultural Council will follow the revised attendance requirements of the Broward County Code of Ordinances Section 1 of Chapter 1, Article XII as amended June 28, 2005 allowing:

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- Excused absences due to outside advisory board business, death of a family member as defined in Section 12.231 of the Administrative Code, and for hospitalization.
- That once a physical quorum has been established, (in the event of an emergency), members should be able to participate in the meeting by telephone. (BCC approval – 3/3/05)

BCC Policy 06-1 The By-Laws of the Cultural Council shall be amended so that as of 2006 there shall be two at large members on the Executive Committee. (BCC approval – 1/5/06)

BCC Policy 06-2 The Broward Cultural Council Attendance Policy, as set forth in the Broward County Code of Ordinances, Section 1-233 of Chapter 1, Article XII, excluding telephone attendance, shall apply to the Broward Cultural Council Executive Committee. (BCC approval – 2/2/06)

Approval that the incentive eligibility criteria in the County's Administration Code be amended as: An American Association of Museum (AAM) accredited museum part of a not-for-profit university in Broward County be eligible to apply for MCI, CTP and ECD Cultural Division award and that a special audited report to be required for the Museum of Art Fort Lauderdale Nova Southeastern Division. (BCC approval – 6/5/08)

Not to combine the Special Purpose, Cultural Investment Programs and Cultural Tourism Project Incentives and limit organizations to apply for two awards (instead of three). (BCC approval – 10/1/09)

Approve recommendation a: limit organizations to two award program applications (General Support and Cultural Tourism) per organization. Project incentives for micro credit and mini grants would continue and continue suspending Design Arts Program (DAP). (BCC approval – 10/1/09)

Approve recommendation b, bullets 3, 4 and 5: suspend application deadlines for Design Arts Program (DAP) for FY2010 and FY2011; continue the Micro Credit Program with \$0 dollars invested in FY2011; continue Creative Investment Program for FY2010 and 2011, add a project category and allow cities to apply, only one application per organization, municipality or artist per fiscal year. (BCC approval – 10/1/09)

Approve recommendation c: Suspend new designation requests for Regional Investment Program, Cultural Investment Program (GOP), and Cultural Institution Program unless moving from a Creative Investment Program or Cultural Diversity Program. (BCC approval – 10/1/09)

ARTS EDUCATION POLICIES

These policies were adopted by the council on January 6, 1994 as a part of Arts Impact, the Arts, Education, and Community plan.

BCC supports the arts as basis for a complete education.

BCC supports a continuum of in-school, community and higher education arts in education programs for every Broward County resident.

BCC is committed to successful AIE partnerships with cultural organizations, artists, neighborhood organizations, and higher education institutions. Partnerships help schools implement creative, innovative teaching strategies.

BCC supports Broward County arts and cultural resources which are valuable lifelong learning resources for every Broward County resident.

BCC supports Broward County arts and cultural resources that connect schools and other community organizations, contribute to the creative life of the community, and build unity and shared experience in diversity.

BCC supports Broward County community arts in education partnerships which contribute to the future employability of students. (cf. page 8, Arts Impact AIE Plan-1994)

PUBLIC ART AND DESIGN POLICIES

The following policies were adopted by the Broward County Board of County Commissioners on May 1, 1995. (Ordinance 95-20)

Broward County will continue to provide primary support for its public art and design program by allocating a

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portion of the funds of eligible Capital Improvement Projects.

BCC will provide support for the public art and design ordinance which allocates two percent of the budgets of eligible County capital construction projects for public art.

Eligible capital construction projects which are covered by the public art and design ordinance include the construction or renovation of any building (except detention facilities), park, highway or arterial, road beautification, bridge or causeway, beach restoration, sidewalk, bikeway, or above grade utility.

Fifteen percent of the public art allocation will be set aside in a separate account to be used for **project support** and community participation activities.

Fifteen percent of the public art allocation will be set aside in a separate account to be used for curatorial services and the **preservation and maintenance** of County artworks.

Every five years, a periodic insurance and maintenance survey of County artworks will be conducted.

Project monies are to be pooled and expended for any public art and design project in the County to the extent permitted by law.

Pooled monies are to be used for seed money for artists' fees to initiate partnerships with public and private entities for public art and aesthetic improvements.

The focus of the public art and design program is to emphasize works that contribute to the enhancement of urban design, that create a sense of place, that improve the design qualities of the public infrastructure and that contribute to the missions of the County departments where the project reside.

The public art and design committee develops an annual public art and design plan to be reviewed and approved by the BCC and the Board of County Commissioners.

GENERAL INCENTIVE POLICIES

A. Acknowledgment of Incentive Funds

Organizations receiving cultural incentives from Broward County are required to provide acknowledgment of these funds as follows:

1. For Printed Materials - (Examples include flyers, programs, brochures, press releases, newsletters, direct mail, sponsor recognition signage, etc...)

Cultural Tourism Program - formerly Tourist Related Program

- **Required:** *Funding for this event is provided in part by the Broward County Board of County Commissioners, as recommended by the Broward Cultural Council, and the Greater Fort Lauderdale Convention & Visitors Bureau.*

- And, with the exception of press releases, display both the CVB and BCC logos. For printed materials concerning the TRP projects prepared for out of state use only, awardees will not be required to include the CVB and BCC logos. If space permits, recognition is encouraged. (BCC approval - 10/1/92) [Revised 6/18/93, 2/1/96, 6/4/98]

Cultural Diversity, Community Arts Education Partnerships, Cultural Investment Program, Creative Investment Program, Design Arts, Cultural Institution Program, and Regional Investment Program

Required: *Funding for this organization is provided in part by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council or the Broward County logo. {County Logo Revised BCBC on March 5, 2002 Desjarlais Memo}*

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All Programs

-Optional statement to be used whenever possible: *The Broward Cultural Council, created in 1980, is an advisory board of the Broward County Commission. The Council is the central coordinating agency for the arts and serves the leadership role of liaison between cultural organizations, all levels of government and the private sector.*

2. Advertisements For Print Media

- Display the Broward County logo.

For Television Advertisements

- *Funding for this organization is provided in part by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council or Broward County logo.*

For Radio Advertisements

- *Funding for this organization is provided in part by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council.*

3. For Television/Radio Public Service Announcements

Cultural Tourism Program - formerly Tourist Related Program

Funding for this organization is provided in part by the Broward County Board of County Commissioners, the Broward Cultural Council, and the Greater Fort Lauderdale Convention & Visitors Bureau.

All other programs

Funding for this organization is provided in part by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council (BCC approval -10/1/92) [Revised 6/18/93, 2/1/96] {County Logo Revised BCBC on March 5, 2002 Desjarlais Memo}

B. **Changes to Incentive Guidelines**

1. After each incentive's review cycle, council/panel members may submit written suggestions for improvement to the process to the director on or before the next council meeting.
2. Items will be reviewed by the Executive Committee at the next Executive Committee meeting.
3. The full council will recommend changes to the incentive guidelines.
4. Staff and the County Attorney's office will draft incentive guideline changes.
5. Changes will be sent to the Board of County Commissioners for their approval.
6. Approved guidelines will become effective on October 1 of the next fiscal year. (BCC approval - 3/5/92)

C. **Scoring**

When reviewing general operational support applications, the sliding scale formula will be calculated by a computer program.

Scoring adjustment - Individual scores of 20 points above or below the average score will be eliminated. The award may not exceed 25 percent of the applicant's operating revenue. The recommended award may not exceed the amount requested. If the council allocates more than the budgeted amount, the program will scale back recommendations to the amount of funds available. If the council has not allocated all funds, the program can scale up (with the controls described above still in place), or the council can allocate a lump sum, or recommend to designate Reserve Funds. (BCC approval - 9/6/90)

When reviewing and scoring applications for all incentive programs listed in the Guide to Programs, the high and low score will be deleted and the remaining scores averaged. An applicant must receive a minimum score of 75 points to be considered for an award. (BCC approval - 10/3/91)

D. **Incentive Appeals**

It shall be the policy of the BCC that the following process will be used for appealing incentive recommendations by Peer Review Panels or the BCC.

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Applicants have two opportunities (oral and written) to appeal the review panel's recommendation regarding their applications. Each applicant must substantiate at least one of the following reasons for any appeal:

Reasons for an appeal:

An applicant may request reconsideration of a decision if it can demonstrate that:

The Panel failed to follow published procedures for applications and review,
The Panel acted in an unfair manner, or, The Panel's decision was based on insufficient information through no fault of the applicant.

All appeals must be in writing and received in the Cultural Division by 4:30 p.m. on the date specified. Letters of appeal must be directed to the Chair of the BCC.

Written Appeals

Written appeals are to be addressed to the Chair, Broward Cultural Council, 100 S. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301-1829 and submitted within 14 days of the date of the review panel meeting.

- Written appeals must state the reason for the appeal.
- Staff will prepare a fact sheet concerning the application and scoring by the panel.
- The appeals are then forwarded to the BCC for consideration in an appeals workshop. The workshop occurs at the next BCC meeting.

All written appeals must be received in the Cultural Division by 4:30 pm on the date specified. Letters of appeal must be directed to the Chair of the BCC.

Incentive Appeals Workshops:

The BCC will conduct an appeals workshop immediately preceding a regular monthly meeting after receipt of the written appeal. Applicant organizations are welcome to attend the meeting. The procedures are as follows:

Chair opens public workshop. Chair calls upon organizations that submitted a written appeal. Speaking time is limited to three minutes per organization. Chair closes public workshop. The regular meeting of the Council is called to order and final funding recommendations are made. (BCC approval - 10/3/91)

BCC Policy 96-2 - allows up to 14 days for receipt of written appeals from applicants for all incentive programs following the panel review meeting. (BCC approval - 4/11/96)

BCC Policy 96-4 - allows oral incentive appeals during the panel review meetings, to allow a panelist(s) to reopen scoring an appellant's application, to require appellants to list the criterion upon which a written appeal is based, to have the panel chair address the BCC during the Incentive Appeals Workshop concerning review of the appellant's application.

1. Oral Appeals During Panel Review Meeting--to allow organizations to present an oral appeal during the incentive panel meeting.
 - a. After all applications have been scored by the panel, the Chair announces a five minute break while scores are computed and ranked. Before the break, the Chair may take additional questions, or offer an opportunity for awardees to comment, before scores are computed and ranked.
 - b. If an applicant(s) received a score of less than 75, Chair inquires if that applicant(s) wants to present an oral appeal based on the appeals criteria. Applicant states the criterion upon which the appeal is based and presents an appeal for three minutes or less.
 - c. Upon conclusion of the oral appeal(s), Chair asks if any panelist wants to alter a score for the applicant(s) making an oral appeal.
 - d. Any revised scores for the appealing applicant(s) are averaged and all scores are ranked.
 - e. Panel makes funding motions and votes on them.

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2. Written Incentive Appeals Process to BCC
 - a. Written appeals must state the appeal criterion on which the appeal is based
 - b. Staff will prepare a fact sheet concerning the application and scoring by the panel
 - c. The Panel Chair will address the BCC concerning the appeal(s)
 - d. The Incentive Appeals Workshop is adjourned

3. The BCC Monthly Meeting is convened
 - a. BCC may discuss the appeal(s) or may vote on a motion concerning the funding recommendations on the consent agenda
 - b. If the motion on the consent agenda is passed, Chair explains this to the appealing applicant(s). (BCC approval - 6/14/96)

E. Incentive Panels

1. Composition
Review panels may be appointed by the BCC as deemed necessary.

The BCC seeks the nomination of individuals to participate in the review of applications to the programs for funding through the Council and Broward County Board of County Commissioners and administered by the Cultural Division.

BCC Policy 03-3 The Cultural Tourism Program (CTP) Peer Review Panel consists of nine (9) members, composed of three (3) Broward Cultural Council members (one of which will chair the panel), one whom has served on the Broward Cultural Council for at least five years, and one who is the Tourist Development Council liaison to the Broward Cultural Council), three (3) hoteliers, and three (3) cultural experts.

Approval to increase the number of community representatives from: up to two (2) members, to: allow up to three (3) community representatives (policy 02-4 handbook) review panel for review of the Cultural Institution Program the Regional Investment Program, and the (BCC Approval 4/2/09)

Two-Stage Scoring Process

Tourism Subpanel

A five (5) member Tourism Subpanel, comprised of three (3) hoteliers, the TDC liaison to the Broward Cultural Council, and one (1) member from the Broward Cultural Council who has at least five years of service with the Cultural Council, will score each applicant based on the following criteria: **Tourism Impact/ Marketing Strategy.**

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Cultural Subpanel

A six (6) member Cultural Subpanel comprised of three (3) Broward Cultural Council members (the TDC liaison, and the Council member who has served at least five years serving also on the Tourism Subpanel, plus the Council member serving as the Chair), and three (3) cultural experts will score each applicant based on the following criteria: **Cultural Merit and Organizational Merit.** (BCC approval - 11/5/98)[Revised 10/2/03]

The Cultural Tourism Program (CTP) Peer Review Panel shall be appointed for terms of three years duration. Each year one panelist from each category (a total of three) will be retired and one new person appointed to each category (a total of three). It is preferred that new appointees shall have served as an alternate and shall have attended the panel review meeting for the previous year. Alternates and panel members are required to attend the panel orientation meeting and the meeting during which the panel reviews, scores, and makes funding recommendations for CTP applications. (BCC approval - 5/4/95)

Proxies shall be excluded from service on the panel in the event that a panelist and the alternate for that specific category are not available. (BCC approval - 5/4/95)

BCC Policy 02-5 - To replace the Community Arts and Education and the Children's Cultural Program panels with the Community Arts Education Partnerships and panel.

Panel Composition - The Community Arts Education Partnerships Peer Review Panel consists of up to seven members with two BCC members, one of which will be the chair, a professional educator, professional artist, an additional educator or artist, a public sector or social service sector programmer, a business manager or accountant, and an alternate from any of the above categories. (BCC approval - 11/07/02)[Revised 11/4/04]

The Cultural Diversity Program (CDP) Peer Review Panel shall consist of up to three (3) members of the BCC, one of whom will chair the committee; two (2) members of the community and three (3) arts experts.

There shall be an alternate nominated for each of the three categories set forth above. (BCC approval - 9/2/93) [Revised 3/2/95, 10/2/95]

Each year the BCC will appoint Council members to serve on a seven-member Creative Investment Program Review Panel for each of the three Creative Investment Program

Program application deadlines for that County fiscal year. The Council will review panel recommendations and vote on their approval at their next Council meeting.(BCC approval - 10/1/92)

BCC Policy 97-2 requires having seven BCC members on the GOP Review Panel and seven BCC members on the MCI/ROP panel. The remaining BCC members will be available as alternates for either panel. Each year two BCC members will be retired from each panel to be replaced by two of the alternates and the retired panelists will be placed on the list of alternates. (BCC approval - 12/7/95) [Revised 8/7/97]

BCC Policy 02-4 Review panels for review of the Cultural Institution Program, Regional Investment Program and Cultural Investment Program to include up to two members from the community. (BCC approval - 05/02/02)

The Cultural Planning and Facilities Program Review Panel shall consist of the entire Council.

Panelists are only given applications which are determined eligible by staff.

BCC Policy 02-1 The Design Arts Program (DAP) Peer Review Panel consists of up to seven members of: A) Up to three (3) members of the BCC, (with one being the Broward League of Cities representative*), one of whom will chair the panel review committee; B) Up to three (3) members drawn from the following: Community representatives from business, or government, or

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a public entity, or a non-profit applicant organization, which is not under consideration for an award in the DAP review cycle; or a design professional (i.e. Landscape Architect, Educator, or an Architect); or one representative from Public Art and Design committee; C) One (1) Artist or arts expert representative from the community. When possible, there shall be an alternate nominated for each of the three (3) categories set forth above. (BCC approval - 04/04/02)

BCC Policy 02-2 - Design Arts Program - Prospective applicants should meet with staff at least one week prior to submitting a (DAP) application. (BCC approval - 04/04/02)

2. Panel Selection

- Membership on any one panel shall not exceed four (4) consecutive years.
- The Chair of the BCC shall not chair a peer review panel unless absolutely necessary.
- In the event that a panel member and alternate(s) are not available, a substitute can be made by the Chair at least four (4) working days in advance of the panel meeting.
- Panel members, alternates and substitutes must attend a panel orientation. (BCC approval - 11/2/95)

BCC Policy 96-9 states that former BCC members may represent the BCC on panels as needed if an insufficient number of BCC members are available for panel service at that time. (BCC approval - 12/5/96)

3. Panels - Conflict of Interest

BCC Policy 97-4 - states that if a Council member or a review panelist who also serves on the board of directors of an awardee or applicant organization or other organization receiving funding from Broward County through the Council will abstain from voting due to the appearance of a conflict of interest. (BCC approval -8/7/97)

F. Awardee Evaluations

At least one of the four awardee evaluations required of each Council member must be an evaluation of an awardee under the Community Arts Education Partnerships, Cultural Diversity Program, or Creative Investment Program. (BCC approval - 2/1/96)

G. Incentive Deadlines

The application deadline for the Cultural Diversity Program has been changed from November 15 to October 15. (BCC Approval - 6/1/95) [Revised 1996]

The application deadline for the Community Arts Education Partnerships is December 1. The application deadline for the Cultural Tourism Program (f.k.a. Tourist Related Program) is January 25. (BCC Approval - 05/02/02)

One of three Creative Investment Program application deadlines has been changed from January 1 to February 10. (BCC Approval - 6/4/98)

The application deadline for the Cultural Investment Program has been changed from February 10 to February 1. (BCC Approval - 5/6/99)

Application deadlines for the Design Arts Program are October 1, January 10, April 1, and July 1. (BCC approved 1/22/02)

The application deadlines for the Cultural Institution Program and Regional Investment Program are November 15. (BCC Approval - 06/22/02)

H. Incentive Applications

BCC Policy 96-6 - states that the BCC, review panels, or staff will not accept any new information pertaining to an application after the application deadline. (BCC approval - 6/14/96)

BCC Policy 96-8 - requires that new applicants make an appointment for consultation with the section staff prior to submitting an application for funding through any BCC incentive program. (BCC approval - 9/5/96)

I. Rating Scale

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BCC Policy 96-11 - establishing a rating scale to be used by all BCC panel members as follows:
Excellent 95-100, Very Good 85-94, Poor 74 and below. (BCC approval - 12/5/96)

J. Incentive Application Review Criterion

BCC Policy 97-6 - To change points assigned to each Review Criterion under Cultural Merit and Administrative Competence for new applicants under all incentive programs. If a criterion within the cultural merit or administrative competence does not apply to a new applicant, the points are to be redistributed within that section. (BCC approval - 8/7/97)

K. Waiver of Guideline Requirements

Governmental entities must submit certified audited or internal auditor financial statements and/or special reports within one hundred eighty days (180) after the conclusion of their fiscal year. No extensions will be allowed. (BCC approval - 4/8/99)

L. Incentive Project Periods

The project implementation time period for the February deadline cycle of Creative Investment Program applications was changed from April 1 through September 30 to May 1 through September.

M. Design Arts Program

Recommend that the audit requirement be waived for the Design Arts Program. Currently audits are required for all incentives over \$5,000. Design Arts Grants can be made in amounts up to \$15,000. Neighborhoods and civic associations would not be able to provide an audit. The incentives fund a product - drawing and plans which are received prior to reimbursement insuring that County funds are used for the intended purpose. (BCC approval - 10/4/01)

N. Children's Cultural Program

BCC Policy requires change and redesign of the incentives program (Children's Cultural Program) for FY03 to redirect all social services funding through cultural organizations. (BCC approval - 1/3/02)

O. Incentive Applications Forms

BCC Policy 02-6 eliminates the Interim Application form from the Cultural Institution Program to place all applicants on one common application cycle. (BCC approval - 09/05/02)

P. Incentive Staff Reviews

BCC Policy 02-7 - Staff review sheets for organizational incentives will include cooperative marketing past due amounts which are ninety (90) days delinquent. (BCC approval - 09/05/02)

Q. Incentive Review Process

1. An annual application review schedule is prepared and distributed to council members.
2. A staff technical review is attached to each incentive.
3. Application review packages are distributed to BCC members or designated panelists during the orientation meeting.
4. BCC or panel members read and score applications prior to Incentive Review Workshop.
5. Staff prepares forms to record results of application review workshop (scores, conflict of interest, etc.)
6. During Workshop, BCC and/or panel members declare conflicts of interest if applicable, discuss each application, and read scores.
7. Staff tabulates scores.
8. BCC and/or panel members make funding recommendations.
9. Applicants are notified of approval/disapproval of their request and the amount of funding recommended.

R. Processing of Incentive Recommendations

1. BCC holds a public workshop for appeals prior to final approval of recommended incentives.
2. After appeal workshop, applicants are notified of approval and amount recommended or disapproval of their request.
3. A project summary is prepared for each tourist related BCC recommendation and forwarded to the Tourist Development Council and Board of County Commissioners to include with the proposed

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County budget.

4. BCC holds a budget workshop with the County Commission to review and approve incentives.
5. As part of the county budget process, incentives are subject to public budget hearings in September.
6. The incentive project period begins at the start of the new fiscal year October 1 through September 30 or; if execution by the county is after October 1, the incentive project period begins as of the date of execution by the county.

S. **Incentive Change Requests**

BCC Policy 03-2 The history of change requests shall capture activity over the prior three-year period. (BCC approval – 2/6/03)

T. **Audit Requirement**

BCC 05-2 Awardees (non-profit organizations) receiving in excess of \$25,000 in cultural incentives from the County in any one County fiscal year are required to submit an annual certified financial statement on the financial condition and activity of their organization pursuant to the executed agreement. (BCC approval – 9/1/05)

Requirement for certified financial statements for cultural awardees is removed as a requirement for the Broward County Administrative Code. (BCC approval – 3/5/09)

INCENTIVE PROGRAM POLICIES –PER INCENTIVE

A. **Cultural Planning and Facilities Program**

BCC Policy 96-10 - states that applications to the Cultural Planning and Facilities Program be scored using a score sheet assigning maximum points for each review criterion. Panelists will rank the application from one to xx, based on the number of applications scored above 75. The application the panelists scored the highest will be marked number one (1), and each application will be ranked according to that panelist's score. The application receiving the most number one rankings will be the top ranked application and so on. (BCC approval - 12/5/96)

B. **Cultural Diversity Program**

BCC Policy 96-3 - provides for four years of funding for Cultural Diversity Program awardees, in the maximum amount of \$20,000 per year. In years 3 and 4, awardee must provide a one-to-one match for the funds. (BCC approval - 5/2/96) [Revised 6/4/98]

C. **Cultural Investment Program**

A computer program will ensure that the award does not exceed 25 percent of the applicant's audited Broward County operating revenue. Organizations must have documented Broward County revenues equaling or in excess of the minimum amount shown on the sliding scale of \$40,000 to be eligible for consideration.

The program utilizes a sliding scale, a bonus point formula, and considers the applicant organizations' documented revenue when computing recommended funding for the Cultural Investment Program.

Sliding Scale for Funding Recommendations:

<u>Prior Audited Fiscal Year Revenue</u>	<u>Minimum/Maximum Award</u>
\$500,000 - \$1 million	\$24,000 - \$80,000
\$200,000 - \$499,999	\$17,000 - \$60,000
\$100,000 - \$199,999	\$15,000 - \$50,000
\$ 40,000 - \$ 99,999	\$10,000 - \$25,000

[Revised 9/1/05, 11/8/07]

BCC Policy 97-3b states that the maximum award for the bottom range of revenues for the Cultural Investment Program is \$30,000. (BCC approval - 8/7/97)[Revised 9/1/05]

An applicant receiving an average of 75 points may be granted the minimum award. One receiving 100 points may

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be granted the maximum award. Awards for intermediate scores are calculated using the following formula:

$$\frac{\text{Quality Points} = \text{Average score minus } 75}{\frac{\text{Maximum} - \text{Minimum}}{25}} = \text{value of each quality point}$$

Quality points x Value + Minimum Award = Incentive Recommendation (BCC approval - 1/3/91)
[Revised 6/3/93, 4/6/95, 2/1/96]

BCC Policy 97-5 expands technical services to Cultural Investment Program awardees beginning in FY1999. (BCC approval - 8/7/97)

Approval for program range funding scales to increase maximum award by \$5,000 for GOP, CDP and ROP grants. Fiscal impact estimated at \$60,000. (BCC approval – 11/8/07)

D. **Cultural Institution Program**

BCC Policy 96-5 states that awards for a Cultural Institution Program may range from \$110,000 to \$310,000 based on ten percent of documented revenues (exclusive of collections, capital funds, and endowment funds) averaged over three years. The sliding scale may be used to determine any recommended funding for amounts in excess of the base recommendation. (BCC approval - 3/1/91) [Revised 6/3/93, 4/6/95, 6/14/96, 9/1/05]

E. **Creative Investment Program**

BCC Policy 96-7 states that Creative Investment Program requests must be for a small but complete cultural project which is an exhibition, performance or activity. Preproduction does not qualify as a project. (BCC approval - 9/5/96)

F. **Regional Investment Program**

A computer program will ensure that the award does not exceed 25 percent of the applicant's audited Broward County operating revenue. Organizations must have documented Broward County revenues equaling or in excess of the minimum amount shown on the sliding scale of \$40,000 to be eligible for consideration. The program utilizes a sliding scale, a bonus point formula, and considers the applicant organizations documented revenue when computing recommended funding for the Regional Investment Program. (BCC approval - 1/3/91) [Revised 6/3/93, 4/6/95, 2/1/96]

BCC Policy 97-3a states that organizations with revenue of \$500,000 or more may be recommended for up to 7.5% of their Broward revenues not to exceed the maximum award of \$80,000. (BCC approval - 8/7/97) [Revised 9/1/05]

BCC Policy 97-3b states that the maximum award for the bottom range of revenues for the Regional Investment Program is \$30,000. (BCC approval - 8/7/97) [Revised 9/1/05] [Revised 9/1/05, 11/8 /07]

G. **Cultural Tourism Program**

BCC Policy 96-1 requires that applications to the Cultural Tourism Program receive an average score of a minimum of 30 points out of a possible 40 points on Tourism Impact/Marketing Plan (based on the review criteria), prior to the application being scored for funding. (BCC approval - 3/7/96) [Revised 6/4/98]
BCC policy states that the Aproject@ for which a CTP incentive is requested cannot represent the applicant's entire season of cultural programming in Broward County. (BCC approval - 6/4/98)

BCC Policy 03-4 The funding formula will fluctuate based on the final scores of the entire panel and reward quality. If the Panel's composite scores range from 25 points (between the highest and lowest scored applicant) the distribution of funding will be distributed from 100% to 25%. If the Panel composite scores range from 20 points (between the highest and lowest scored applicant) the distribution of funding will be distributed from 100% to 50%. If the Panel composite scores range from 10 points (between the highest and lowest scored applicant) the distribution of finding will be distributed from 100% to 75%. One high score and one low score for the applicant will be discarded and the score re-averaged. (BCC approval - 11/6/03)

BCC Policy 03-5 – not to remove one (1) high score and one (1) low score for each vote for each applicant for the Cultural Tourism incentive program if there are less than five (5) members of a panel. (BCC approval – 11/6/03)

COUNCIL POLICY STATEMENTS

Approval of proposed changes to Broward County Administrative Code (Part II, Section 29.16b.) regarding the Cultural Tourism Program to eliminate the multi-year funding option in this program) until the next BCC Meeting. (BCC approval – 5/1/08)

Approval of proposed changes to Broward County Administrative Code (Part II, Section 29.16b.) regarding the Cultural Tourism Program to eliminate the multi-year funding option in this program” (BCC approval – 6/508)

Approval of proposed changes to Broward County Administrative Code (Part II, Section 29.16b.) regarding the Cultural Tourism Program to eliminate the multi-year funding option in this program. Multi-year commitments awarded during the panel meeting of 3/20/08 will be honored for the remaining term of their applications. (BCC approval – 6/508)

H. **Cultural Diversity Program**

Recommendation to increase the funding for the Cultural Diversity program from \$15,000 to \$25,000

I. **Community Arts Education Partnerships**

Change Broward County Administrative Code for Community Arts Education Partnerships (Part II, Ch. 29.16.g3) to delete: Individuals and organizations may apply for multi-year awards for arts education project planning and implementation. The maximum award is for duration of two (2) consecutive County fiscal years subject to the availability of County funding. Multi-year projects shall require submissions of an annual progress report. (BCC approval – 4/3/08)

Approval to change Broward County Administrative Code for Community Arts Education Partnerships Part II, Ch. 29.16 (g) to add the underlined text as follows: The School Board of Broward County, Florida, or the Broward Education Foundation, Inc., or another agency(ies) recommended by the Broward Cultural Council. (BCC approval – 4/1/08)

Approve recommendation b: bullet 2, continue Community Arts Education Partnerships project incentives up to one year, or until funding is stabilized, and transfer funds to operating incentive programs: Suspend December 1, 2009 application deadline for new applicants for the Community Arts Education Partnerships for FY2011 (\$271,000) . (BCC approval – 10/1/09)

BCC Telephone Call-in Policy and Etiquette

1. Request a telephone connection in writing 24 hours in advance.

The division must order equipment from another agency. Michelle Oplesch moplesch@broward.org and/or Rowena Nocom rnocom@broward.org

2. For best results use a land line in a quiet, undisturbed room.

3. Use the telephone mute button until you are required to speak.

This will cut the background noise. Everyone can hear background noise and conversation unless you use the mute button. Refrain from shuffling papers, moving chairs, pencil tap, hum or other distracting, noisy activities. You may not hear well, but everyone in the meeting room can hear you.

4. Have the Agenda ready before calling.

5. Call promptly as roll call begins at the start of the meeting.