



Cultural Investment Program (CINV)

**Cultural Investment Program (CINV) Program Guidelines FY 2020
(October 1, 2019 through September 30, 2020)**

Fiscal Year 2020

Deadline: February 1, 2019

Broward County Board of County Commissioners /Broward Cultural Council



Broward County Cultural Division



**Broward County Cultural Division
Cultural Investment Program (CINV)
FY2020 Guideline (October 1, 2019 - September 30, 2020)
Application and attachment outline**

Purpose - To assist Broward-based, not-for-profit cultural organizations, that have been operational in their cultural discipline(s) for a minimum of two years immediately preceding the date of application, in meeting reimbursable program expenses associated with the presentation and/or production of a regular season of exhibitions, programs, events or performances open to the general public in Broward County. *Cultural Investment Program (CINV)* organizations must be designated by the Broward Cultural Council. and/ or its Executive Committee.

Application Deadline: February 1, 2019 – on, or before, 11:59 PM

CINV Designation Deadline: December 1, 2018 (contact Division staff for designation information)

All applications must be submitted electronically online on, or before, February 1 at 11:59PM. Late applications cannot be accepted without specific action by the Board of County Commissioners. Applications filed electronically online: Any application filed electronically online must be filed by midnight of the deadline listed as described. If such deadline falls on a Saturday or Sunday, the deadline shall automatically become midnight of the following Monday. If the deadline falls on a Broward County, State of Florida, or national (federal) holiday, the grant deadline will become midnight of the following business day.

Who May Apply: (a) A non-profit organization:

- (1) Whose primary mission is cultural.
- (2) Which has a governing board, at least fifty percent (50%) of whom reside in Broward County, which meets regularly and operates under a set of bylaws.
- (3) Whose principal office address, as recorded in the Secretary of State's office, is in Broward County with a minimum of one (1) full-time staff position in that office.
- (4) Which has tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- (5) Which presents a regular season of exhibitions, programs, events, or performances open to the general public.
- (6) Which receives Broward community support through subscriptions, memberships, earned income, and/or planned fund raising.
- (7) Public entities and nonprofit organizations designated as a Regional Investment Program or a Cultural Institution are not eligible as applicants to the Cultural Investment Program.

- (8) Which has been operational in its cultural discipline(s) for a minimum of two (2) uninterrupted years immediately preceding the date of application.

Cultural organizations must have documented revenues equaling, or in excess, of \$40,000 to be eligible for consideration.

Eligibility Requirements - The eligibility requirements must be met at the time of application deadline. Applicants must have complied with all reports and audited financial reporting requirements of previous Broward County agreements, if any. An applicant organization may not apply under more than one organizational name in one Broward County fiscal year unless a new name is registered with the Secretary of State during that period. A **late** or **incomplete** application will not be eligible for funding. An incomplete application (i.e., missing attachments, lack of proper support materials, etc.) may be rejected at the Division Staff level and not recommended to the Panel for consideration. Applications with deficiencies will receive a lower score. An organization may submit only one application to the Cultural Investment Program (CINV) per fiscal year.

Funding Restrictions - These funding restrictions are applicable to all Broward Cultural Council incentive programs unless such expenditures are specifically authorized in program guidelines. Funds may not be used for:

- (a) Expenses incurred or obligated prior to or after the award period.
- (b) Capital Construction or real property.
- (c) Interest or reductions or deficits or loans, fines, penalties or cost of litigation.
- (d) Prize money, scholarships, awards, plaques, certificates, or contributions.
- (e) Benefits and projects planned primarily for fund raising purposes.
- (f) Entertainment and promotions including related expenses such as receptions, food, beverages, flowers, t-shirts.
- (g) Projects or organizations whose primary purpose is not secular and programs where the primary effect of funding would be to support a religion.
- (h) Travel.
- (i) Any expenditure not authorized by Section 1-90 Broward County Code of Ordinances.
- (j) Matching funds from another Council funding program.
- (k) Admissions to cultural programs, exhibits or performances.
- (l) Projects that are restricted to private participation, including those programs which would restrict public access on the basis of race, color, national origin, sex, religion, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression (including, but not limited to, Broward County Code, Chapter 16½).
- (m) Telemarketing.

Application Deadline:

All applications must be submitted electronically online on, or before, **February 1, 2019 at 11:59 PM**. Late applications cannot be accepted without specific action by the Board of County Commissioners.

Funding period: October 1, 2019 - September 30, 2020

Review and Scoring Process

Staff Review - The Division Staff reviews the application for its completeness and compliance with all program policies, guidelines, and requirements. Incomplete applications will not be forwarded to the review panel for consideration. Official documents such as corporate status, bylaws, and board roster are checked and verified for accuracy.

Peer Panelists - Appointed by the Broward Cultural Council, Peer Panelists consider the applications and rate them. Any panelists having a Conflict of Interest (as defined by Chapter 112, Part III, Code of Ethics, Florida Statutes) with an applicant is prohibited from participating in the evaluation process for that applicant's application.

Panel Meetings Are Public - Applicants are encouraged to attend and be prepared, if asked, to respond to questions panelists may have about their applications.

Scoring - Peer Panelists score applicants based upon review criteria as listed in the program's guidelines. Individual panelist's scores deviating by 20 points above or below the Panel's average score for a specific application will be discarded and the score re-averaged. An applicant must receive a minimum score of 75 points to be considered for an award. Funding recommendations are based upon the applicant's score and funds available.

Funding Formula - An organization which is recommended for funding will receive no less than the minimum award and no more than the maximum award or twenty-five percent (25%) of its documented Broward County operating revenue, whichever is less. A computer program will ensure that the award does not exceed 25 percent (25%) of the applicant's documented operating revenue, received during the organization's previous fiscal year (exclusive of collections, capital funds, and endowment funds). The computerized scoring method utilizes a sliding scale, a bonus point formula, and considers the applicant organization's documented revenues when computing recommended funding for the Cultural Investment Program.

Funding Approval - The Panel's recommendations are forwarded to the Broward Cultural Council for consideration. After the Council has confirmed and/or altered the recommendations, they are sent to the Board of County Commissioners for approval.

Request / Award Size - **On a funds available basis**, awards may range from \$10,000 to \$80,000 and are governed by documented operating revenues received during the organization's previous fiscal year exclusive of collections, capital funds, and endowment funds. Awards recommended for funding will receive no less than the minimum award and no more than the maximum award as set forth in the Broward Cultural Council's procedures, and may be amended from time to time by the Council. Organizations must have documented revenues equaling or in excess of the minimum amount shown on the sliding scale of \$40,000 to be eligible for consideration.

Calculation of Awards

Sliding Scale for Funding Recommendations

<u>BROWARD- only Revenues for Prior Fiscal Year</u>	<u>Minimum/Maximum Award</u>
\$40,000 - \$1 million+	\$10,000 - \$80,000

Depending on the amount of the prior fiscal year revenue, an applicant receiving an average of 75 points may be granted a minimum award. One receiving 100 points may be awarded a maximum award.

Awards for all scores are calculated using the following rules:

- I. The minimum award for a qualifying applicant is \$10,000
- II. The maximum award for a qualifying applicant is 25% of prior fiscal year's Broward-only documented operating revenues up to \$80,000
- III. Base awards are determined by computing the qualifying applicant's percentage of total Broward revenues for all applicants and applying that percentage to 75% of the money to be awarded
- IV. Quality points = Average score minus 75
- V. Quality point awards are determined by computing the qualifying applicant's percentage of total quality points given to all applicants and applying that percentage to 25% of the money to be awarded
- VI. Base award + Quality award with the total adjusted for maximum and minimum limits and rounded to the nearest hundred = Award Recommendation

Review Criteria - *What the Panel Will Consider...*

Cultural Merit (Maximum Points: 50)

1. The artistic and/or cultural significance, creativity and quality of the organization's Programs. 15 points
2. Reputation as established through prior programs presented in Broward County. 8 points
3. The qualifications of professional artistic personnel involved in the organization's programs. 8 points
4. Contribution to the cultural development of Broward County. 10 points
5. Evidence of program choices that are continually informed by mission, vision, artistic/programmatic philosophy and constituents, and describe how program service quality is an institutional priority. 9 points

Organizational Merit (Maximum Points: 30)

1. Evidence that current year and future operating resources and feasibility of proposed budget is consistent with past performance, trends and organizational capabilities. 8 Points
2. Qualifications of key staff and volunteers. 6 Points

3. Evidence of board involvement in sound financial management, planning, effective governance, fund raising, and policy development. 6 Points
4. Evidence of board/trustee approved collaborations, or formal alliances with local cultural organizations, or community organizations. 6 Points
5. Need for funding and its impact. 4 Points

Civic Engagement Merit (Maximum Points: 20):

Civic Engagement Merit: Commitment to sustain and advance culture in Broward County by making the organization's programs available to a wider, more diverse audience through providing programs and marketing to underserved groups, including underserved minorities, underserved persons with disabilities, the disadvantaged, underserved children, underserved elderly, and other underserved groups.

1. Evidence that the organization provides programs and marketing to the various constituencies (audiences) described above. 7 Points
2. Evidence that the organization is an active participant in the local cultural system, networks, and professional affiliations. 6 Points
3. Evidence that programs are achieving a wider and more diverse audience(s) (connections among Broward County residents, citizens, and communities). 7 Points

Appeals Process

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

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

Oral Appeals at the Panel Review Meeting

After all applications have been scored by the panel, the Chair announces a break while scores are computed and ranked.

If an applicant receives a score of less than 75, Chair inquires if the applicant wants to present an oral appeal based on any of the three reasons for appeals.

Speaking time is limited to three minutes per organization. The representative of the organization making the appeal must state on which of the three reasons the appeal is based.

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. Panelists must state the name of the applicant and a revised score at this time.

Revised scores for the appealing applicant are re-averaged and all scores are ranked.

Panel makes funding motions and votes on them.

Written Appeals

Written appeals are to be addressed to the Chair, Broward Cultural Council, 100 S. Andrews Avenue, 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. Broward Cultural Division Regional Investment Program.

Staff will prepare a fact sheet concerning the application and scoring by the panel.

The appeals are then forwarded to the Council for consideration in an appeals workshop.

The appeals workshop occurs at the next Council meeting.

At The Appeals Workshop

- Chair opens public workshop.
- Chair calls upon organization(s) that submitted a written appeal. (Speaking time is limited to three (3) minutes per organization).
- Chair calls upon Chair of the Review Panel to address the Council concerning the appeals(s).
- The Appeals Workshop is adjourned.
- Council Meeting Convened
- Council may discuss the appeal(s), may vote to alter the funding recommendations, or may vote on a motion concerning the funding recommendations on the consent agenda.
- If the motion on the consent agenda is passed, Chair explains the ramifications to the appealing applicant(s).

Managing Awards

Administration of the Award

Managing the Award –Awardees will be first notified in writing by the Cultural Division.

Revisions and Defining Units of Service - Before an Agreement can be issued, awardees are asked to provide updated information regarding changes in the project/program that have been made since the date of the original application. At that time the awardee also will be asked to help define the “units of service” that serve as the basis on which the award will be paid.

Agreements and Workshop - After submitting revisions, and the units of service are defined, awardees are sent an agreement for funded services which will have to be executed in a timely manner. A workshop is offered, as well as a detailed administration manual to assist in managing the agreement.

Change Requests – Awardees must keep the Contract Administrator informed about any changes in the project or program that effect the provisions found in “Exhibit A” of the agreement. All changes must be submitted to the Broward County Cultural Division.

Invoices and Project Evaluation Reporting – Awardees are required to keep accurate records and receipts of funded activity and document such on invoices and final project report (Exhibit B) to the County. The completed Project Report (Exhibit B) is to be submitted to the Contract Administrator (online) no later than thirty (30) calendar days after the completion of the term (or project period) of the project/program described in Exhibit A of the agreement.

Payment of all awards is on a reimbursement basis - Contingent upon successful completion of the project or program and meeting the requirements of the agreement. The County will pay the awardee for services actually rendered and correctly invoiced as specified in Exhibit “A” of the agreement.

Invoicing - Once the Agreement is fully executed by all parties (Awardee, Risk Management, County Attorney, and County Administrator) the County staff can activate the payment cycle.

No invoices for reimbursement can be submitted until a Requisition is prepared and a Purchase Order is created and issued.

Send the following to **Central Accounts Payable** via email: (AccountsPayable@Broward.org):

- Typewritten County prepared invoice – Do not handwrite invoices.
- Purchase order (P.O.) number must be on the invoice.
- Note – P.O. number will be provided by the Cultural Division.
- Invoice must be certified by Chief Executive or authorized officer.
- Invoices must be signed in blue ink, scanned and sent in color (not black and white).
- No invoices will be accepted after sixty (60) days beyond the end of the Term (as described in Section 3.1) and as stated in Article 4 of the Agreement.
- Do not send supporting documents.

Send the following to the **Cultural Division** via email (only electronic copies are accepted) to staff members Chantel Seamore (CSeamore@Broward.org) and Michelle Oplesch (MOplesch@Broward.org): A copy of the invoice that was sent to central Accounts Payable and any supporting documents containing the following:

- Brief narrative of services (see Exhibit A of the Agreement).
- Include brief description of activities and list hours worked by staff.

- The unit of service must correspond precisely to the information provided in Exhibit A of the Agreement.
- Playbills, flyers, and/or brochures (with Broward Cultural Division logo and attribution statement) from the events.
- Documentation of grant fund expenditures (County's CAEP, TDT, and CTP Grants only).
- Documentation of matching funds (County's TDT & CTP Grants only).
- Signed Attendance Logs/Reports (County's CDP & CAEP Grants only).
- Other information as required by the grant agreement.

Insurance Requirements - If insurance is required by the County's Risk Management Division, the awardee will furnish a Certificate of Insurance, or endorsements, evidencing the insurance coverage specified by the agreement and such Certificate of Insurance. An Insurance Requirement form issued by the Risk Management Division (Exhibit C) will be attached and incorporated as part of the agreement.

The required Certificate shall be provided prior to the awardee beginning performance of work under the agreement. The Certificate must name **Broward County** as an additional insured. Failure to provide an up-to-date, or renewed Certificate could delay the execution of the agreement until insurance requirements are met.

Workers Compensation – Awardees will be required to complete a *Workers Compensation Insurance Requirement Certification form* (Non-construction only). Workers Compensation insurance is required by law once a business has four (4) or more employees, not including exempt corporate officers whom have filed for and received a valid Exemption from the State of Florida, (and naming **Broward County** as an additional insured to the Workers Compensation policy on the Certificate of Insurance). For the entities that have three or fewer employees under the Statute or Corporate Officers with a valid Exemption, Workers Compensation is optional.

The Correct Use of County Logos and Attribution in Printed Materials – Awardees must adhere to all provisions of the agreement giving appropriate attribution to the Broward County Board of County Commissioners, the Broward Cultural Council, and other participating funders. Failure to use the correct attribution to the County in printed publication/ publicity materials could be detrimental to future funding.

For LOGOS: <http://www.broward.org/ARTS/FUNDING/Pages/Logos.aspx>

Example:

 <p>Funding for this organization is provided in part by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council.</p>
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ArtsCalendar.com, South Florida's Complete Guide to the Arts, is collaboration between ArtServe and Broward Cultural Division and includes listings of all cultural arts events, directories, reviews, auditions, calls for artists, classes and workshops and so much more. ArtsCalendar.com is the leading online resource for Arts and Cultural information for Broward County.



During the term of the agreement, if an awardee's program was funded by Broward County, the programs, or events, are to be added into the ArtsCalendar.com. event schedule.

See: (<http://www.artscalendar.com/>).

Awardees must post the **ArtsCalendar.com** banner web link on their organization's website. Simply post your event on arts calendar, go to www.broward.org/Arts/Funding/Pages/Logos.aspx for the Arts Calendar logo, post the logo somewhere on your website and hyperlink it to your Arts Calendar posting. Does your organization have the ArtsCalendar.com link posted on your website? ArtsCalendar.com is the leading online resource for Arts and Cultural information for Broward County. ArtsCalendar.com offers the largest database of South Florida Arts and Cultural events, as well as additional listings of classes and workshops, auditions, calls to artists and more. Contact the Division to learn how to add this resource to your site. Andy Royston, Broward Cultural Division 954-357-5587 or aroyston@broward.org. Awardees must post the ArtsCalendar.com banner web link on your organization's website.

Extensions/Waivers - If an awardee is unable file the required financial information and project evaluation reports on time, then the awardee will have to request either an extension and /or waiver of the deadline for submission.

Application Process

Plan ahead

Application Process

Plan ahead - Applicants are urged to plan ahead and begin preparation of their applications well in advance of the due date for submission. Before starting the writing process, applicants should read the guidelines and instructions carefully and follow them. **Failure to follow instructions could result in disqualification of an application.**

1. Plan to attend the workshop designed for applicants to the Cultural Investment Program (CINV).
2. Schedule a meeting with a member of the Staff if you would like personal guidance regarding your application. **Note:** First-time applicants to the CINV program are required to meet with a Staff member prior to submitting an application for funding.
3. **Check and double check** - Applications should be checked carefully to assure that all sections of the application form is complete and the required attachments are provided in the order listed.

Note: The Cultural Division cannot allow applicants to add omitted attachments or other documents once the deadline for submission has passed. Guidelines require that an application be complete and that it meets all applicable eligibility requirements at the program deadline for submission of applications.

Application Instructions - Complete the Cultural Investment Program application form as follows, and submit with the required attachments on, or before, **11:59 PM on February 1**.

Application Guidance - online applications

NOTE: The online application is **password protected**, a **separate password** will be provided to eligible CINV organizations, via a separate e-mail, by the Cultural Division.

A unique password to be used to access the Cultural Investment Program application online form (not the applicant's Account password), will be provided to eligible organizations, via an e-mail, by the Cultural Division.

Only eligible organizations for the Broward County Cultural Division *Cultural Investment Program* (CINV) will be directly sent a password to access the application template.

Online application outline

If you are creating an online proposal on behalf of the primary contact (proposal writer, or executive director), please use their account login to ensure proper distribution of future correspondence concerning the proposal. **Cultural Investment Program** Application landing page:

SEE: “**Application Instructions**” for the *Guide to the Online Application*.

SEE: <http://www.broward.org/Arts/Funding/pages/cinv.aspx>

To start a new online CINV application, (or create an account login) click link below:

→ https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35022

START NEW
APPLICATION

(on the web page)

Return to your previously started (*In progress application*) online application return to your MY ACCOUNT, click link below (if you are a returning applicant, please enter your email and password to access your saved and completed applications):

https://www.GrantRequest.com/SID_391?SA=AMU

RESUME
APPLICATION

(on the web page)

Online application outline

Page 1 - Introduction

Page 2 - Organization Information- Enter the legal name of the applicant organization as registered with the Florida Secretary of State.

Contact Person – (Primary contact for the application) List the name, title, e-mail address of the person with in-depth knowledge of the organization and its application to be contacted in the event there is a question concerning the application. If the project is funded, this person will be listed as the official contact in the agreement and the person to whom Division award related correspondence should be sent.

Federal Identification Number - Provide the organization's federal employer identification number (FEIN) as established by the IRS and the number of people employed by the organization.

Date Incorporated - List the month, day, and year in which the organization was incorporated (as shown on the organization's charter as filed with the Secretary of State).

Month and Day Fiscal Year Ends - List the month, day, year the organization's fiscal year ends.

Last Fiscal Year Data - List the number of performances, exhibits, or events in Broward County provided by the organization during the previous fiscal year; the total attendance at those events; and the number of paid subscribers/members during the fiscal year. Please enter the number Full-time, Part-time, and Contract Employees within your organization.

Page 3 - Project / Program Description- Provide a title and a **brief summary** of your organization's yearly program of activities for which you are requesting support. Cultural disciplines- Select the discipline most appropriate for the project up to five areas.

Page 4 - Financial Information - Please provide a summary of the organization's financial information. The detail financial information will be submitted in Attachment I the Excel sheet (Income, Expenses, In-Kind Volunteer)

What Impact would the maximum award have on your project and your organization? The application score will heavily influence the size of award you receive, explain here the true impact of you receiving the largest award possible within the competitive pool of applicants. Also help the panelists measure the impact of a lesser award on the quantity/quality of your activities proposed during the project period.

Indicate if any extraordinary or special fiscal circumstances exist for your organization at this time. Include any significant change in annual operations (growth or decline), and the reason for any deficits and the plan to solve them. If the auditor included any management letters, provide information as to corrective action planned or taken by the organization in response to the management letters. If there are not special financial circumstances in your organization at this time, convey that to the reader.

Page 5 - Program Narrative - Organization's Programming - List all performances, exhibits and events projected for the next funding cycle/ year (**October 1, 2019 through September 30, 2020**)

in Broward County giving the location and date of each. Describe what comprises the organization's season of programming in Broward County. Provide a concise overview of the organization's total operations that will be funded by the CINV award. When completed, the reader should be presented with an overview of your organization, its priorities, and its primary activities for which you are seeking funding support (2 pages, or, 1400 words).

Review Criteria - This is the basis on which a review panel scores or evaluates an application. State how the proposed project addresses the specific review criteria listed in the guidelines for the Cultural Investment Program. List each criterion and show how the project meets it. (**Cultural Merit, Organizational Merit, Civic Engagement**).

Page 6 - Cultural Merit (Maximum Points: 50)

1. The artistic and/or cultural significance, creativity and quality of the organization's Programs. 15 points
2. Reputation as established through prior programs presented in Broward County. 8 points
3. The qualifications of professional artistic personnel involved in the organization's programs. 8 points
4. Contribution to the cultural development of Broward County. 10 points
5. Evidence of program choices that are continually informed by mission, vision, artistic/programmatic philosophy and constituents, and describe how program service quality is an institutional priority. 9 points (Under this section- Artistic / Programmatic Philosophy - When completed, the reader should have an understanding of how the organization's annual programs are derived, created, assembled, and of the internal selection process (the work of artistic director, staff, and/or committees).

Also, the reader should see that the organization has established artistic/ programmatic standards, and expresses a concern for maintaining and improving programmatic quality, the fit between program and audience, the relevant creative risks and the intended point(s) of engagement with audiences and the community. The Artistic/Programmatic philosophy can also convey how these programmatic choices will affect the organization in the future and discuss how feedback is used to invigorate, or inform, future program choices.)

Page 7 - Organizational Merit (Maximum Points: 30)

1. Evidence that current year and future operating resources and feasibility of proposed budget is consistent with past performance, trends and organizational capabilities. 8 Points
2. Qualifications of key staff and volunteers. 6 Points
3. Evidence of board involvement in sound financial management, planning, effective governance, fund raising, and policy development. 6 Points
4. Evidence of board/trustee approved collaborations, or formal alliances with local cultural organizations, or community organizations. 6 Points (Under this section describe what

specific efforts have your organization made to collaborate with other cultural organizations? What results have come from these collaborative efforts? Have you been able to increase your organizational efficiency or reduce costs as an outgrowth of any collaborations? Be sure to include the names of the community organizations, and cultural partners, with which you collaborate and the nature of the partnerships).

5. Need for funding and its impact. 4 Points

Page 8- Civic Engagement Merit (Maximum Points: 20)

Commitment to sustain and advance culture in Broward County by making the organization's programs available to a wider, more diverse audience through providing programs and marketing to minorities, disadvantaged, children, elderly, persons with disabilities, and other underserved groups. (Under this section, describe the plan to reach the diverse populations in the organization's service area? (e.g. at-risk youth, the disadvantaged, persons with disabilities, elderly populations). Briefly describe the organization's efforts for reaching diverse audiences; include the specific organizations that you work with, the targeted zip codes, if applicable, and the services provided and the number of people served).

1. Evidence that the organization provides programs and marketing to the various constituencies (audiences) described above. 7 Points (remember to describe the specific media, marketing and programs used to reach a wider more diverse audience.)
2. Evidence that the organization is an active participant in the local cultural system, networks, and professional affiliations. 6 Points
3. Evidence that programs are achieving a wider and more diverse audience(s) (connections among Broward County residents, citizens, and communities). 7 Points (Describe the results of the organization's audience development efforts, and measurement of growth of new diverse audiences from year to year.

Page 9- Mission Statement, Key Goals and Accomplishments – Express the mission statement of the organization. When completed, the reader should have a clear understanding of the **key** area(s) that the organization will focus on for the coming funding period (up to three key goals). These goals should be realized in time lines, budgets, and be realistic and quantifiable. Also, describe any major accomplishments, or progress, that has been made toward long-term and short-term goals and objectives from the previous year. When completed, the reader should be able to see the progress that the organization has made over the past year. For each goal and objective(s) that are selected, highlight any significant developments. Also, if the organization did not achieve a key goal from the past year, explain why, what the organization learned and what would have been done differently.

Page 10- Demographic Background - Describe the demographic composition of the organization's staff, board, and volunteers. Include the **total number (not percentages)** of members in each category and indicate are minorities, senior citizens, and persons with disabilities.

Commissioner districts served - Please place a mark (x) in the appropriate box indicating the Commissioner districts that will be served by your funded projects/programs next year.

To locate the correct Commissioner district, refer to: Click on -> <http://bcgis.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=c7f7450dc0b147d4b4b9526d9b1f93e7>

and type in the street address and zip code of the program's venue, or location. If your County funded projects/programs will occur at different venues, please indicate all the districts that would apply.

D&B D-U-N-S Number: All artists and arts organizations are encouraged to obtain their own free Dun & Bradstreet (D&B) number—or if you already have a D&B number, to ensure that they are accurately coded as an arts organization or artist. To find your DUNS number, please go to: <https://www.dnb.com/duns-number.html>. If you do not have a DUNS number, you can get one for free by either calling 1-800-333-0505.

ZIP CODES - Population Served- List the five primary Broward County zip codes that will be served by your funded projects /programs next year. (Use the drop- down feature). List, any additional zip codes (in Broward County) that will be served by your funded projects / programs next year in the input field.

Page 11- Americans With Disabilities Act - Answer the questions for ADA compliance.

Page 12- Certification- The applicant certifies that the data in this application and its various sections, including budget data, are true and correct and that the filing of this application for funding by the Cultural Investment Program has been duly authorized.

Attachments

UPLOAD ATTACHMENTS:

At the ATTACHMENTS page: for each attachment, use the "drop down" feature to select the correct file from your computer for each Attachment. "Browse-in" in your attachment file, then, click the "Upload" button to attach the file. The maximum size for all attachments combined is 950 MB.

Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

One file can be uploaded per Attachment

Ensure all information is directly visible in your attachments. When combining information into a single attachment (ex. PDF) for submission, pay special attention to these attachments when "Reviewing" the final application before submitting to confirm all your supplied data is retained and visible, so it is clear to the reviewers.

Please avoid sending compressed (zip) files, and to prevent damaged, or corrupted, files from being sent, create new (clean) versions of your attachments.

Financial Information - Operating Budget - Provide financial information in an Excel format for cash revenues and expenditures of the three (3) years indicated: Column 1 - most recently completed fiscal year; column 2 - your current year; column 3 - the year for which you are requesting funding.

Attachment 1 - Financial Information - Operating Budget Form (XLS) - (Cash Revenues, Expenses, Volunteer and In-Kind) Created in an **Excel file format** which you can download from the Broward Cultural Division Web-site: [FUNDING](#) -> Find the program that is right for you -> Cultural Investment Program.

<http://www.broward.org/Arts/Funding/pages/cinv.aspx>

Attachment 2 - Provide an organizational history which includes a founding date.

Attachment 3 - Provide short-term and long-term organizational and programmatic goals and objectives. Explain how they relate to the mission statement.

Attachment 4 - List of current officers and board members showing terms, residential addresses, and phone numbers and e-mail addresses.

Attachment 5 - List of exhibits, programs, events or performances presented in the last period, or the previous 12 months (including dates and locations).

Attachment 6 - Names of Key Program and Artistic Staff - List the names of key organizational artistic and program personnel. Provide brief resumes for each name listed.

Attachment 7 - Names, qualifications and support material (news clippings, programs, biographical information, resume, etc.) for creative artists involved in the proposed year. Provide Letters of Commitment from these participating artists for the proposed project period (up to 5 pages).

Attachment 8 - Appropriate and clearly labeled supportive material (not to exceed 5 pages)

Attachment 9 - Submit the most recent *IRS 990 Return of Organization Exempt From Income Tax* for the organization.

To substantiate and support your proposal (optional), applicants may provide these files to upload as Attachments to the proposal: (**Allowable file extensions – Doc. Docx. xlsx. Txt. Tif. Png. Jpg. gif. bmp. zip. tar. .gz mpg. mov. mp2. mp3. mp4.)**

(small movie files, please)

Attachment 10A- First Media attachment. Media samples (optional) One upload per Attachment.

Attachment 10B- Second Media attachment. Media samples (optional) One upload per Attachment.

In Progress “Draft” Application:

If you need to stop at any time, simply scroll to the bottom of the page, “**click**” on **SAVE & FINISH LATER**. This will save what you have entered, close your application, and allow you to return later.

You can **SAVE & FINISH LATER** as often as necessary while you complete the application. **You will receive a “Draft” of the application in your e-mail in-box.** When you are ready to return to work on your application, again,... Return to the program landing page Click on button 2. To resume previously started online application.



Review & Submit the Application:

1.) **CLICK** the button, or tab: **"Review My Application."** This will take you to a review screen. This function will generate one continuous page of your entire Application for easy review (**proof reading stage**). If there are errors on your Application, red notes will be listed next to the field in error. Make the edits or add the missing attachments. Once you have fixed any errors, **CLICK** the **UPDATE** button to save your changes.

2.) **CLICK Submit Button** to send in your Application to the Division.

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Broward County Cultural Division

