



Creative Investment Program (CIP)

Fiscal Year 2019

Program Guidelines

CATEGORY A:

Creative Entrepreneur

CATEGORY B:

Not for Profit Organization

Purpose/Use: To assist with the presentation of small, but complete, cultural projects for which applicants have not received grant monies through any other Broward Cultural Division incentive program. The project must occur in Broward County and must be an exhibition, or a live performance, or lecture/demonstration, or other arts activity that engages an audience.





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Application Deadline(s): All applications must be submitted online on, or before the deadline indicated below and no later than 11:59 PM. 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.

FY 2019

CIP Cycle I Application Deadline: October 1, 2018

Funding Approved: **November**

Project Must Occur Between: **December 1, 2018 – September 30, 2019**

CIP Cycle II Application Deadline: February 10, 2019

Funding Approved: **March**

Project Must Occur Between: **May 1, 2019 – September 30, 2019**

FY 2019-2020

CIP Cycle III Application Deadline: June 1, 2019

Funding Approved: **August**

Project Must Occur Between: **August 1, 2019 – September 30, 2020**

All deadlines are subject to the availability of grant funds.

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Who May Apply:

Applications are encouraged from

CATEGORY A — ARTISTS

- o Broward-based practicing professional artist
- o Who is at least eighteen (18) years old
- o who has created a recognized body of original works of art within an artistic discipline over a sustained period of time
- o who is pursuing this work as a means of livelihood and/ or a way to achieve the highest level of professional recognition
- o Resides in Broward County
- o Has lived continuously in Broward County for the immediate twelve (12) consecutive months prior to filing date of the application.

Students (non-professional artists) pursuing full-time undergraduate or graduate degrees; current employees, or consultants, or board members, or funders of the Broward Cultural Council or the Broward Cultural Division; or artists who engage in art work as a hobby, are **not** eligible.

The artist is required to:

- Maintain Broward County, FL residency throughout the established project implementation period
- Maintain complete financial records which reflect the expenditure of all funds.

CATEGORY B — Not for Profit Organizations (NPO)

Applications are encouraged from eligible non-profit organizations meeting the general eligibility requirements and:

- o Whose primary mission is cultural.
- o Which is registered as a not-for-profit corporation with the Florida Secretary of State.
- o Whose office address, as recorded in the Secretary of State's office, is in Broward County.
- o 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.
- o Has annual revenues of \$100,000 or less and has received no other cultural arts and culture incentive award in excess of \$5,000 during the same County fiscal year as the proposed project.

- o An organization must have operated in its discipline(s) in Broward County for a minimum of one uninterrupted year following the date of incorporation. (g) An organization must have provided services in Broward County for a minimum of six (6) months following the date of incorporation
- o An organization must submit a budget for the past year which demonstrates revenue in excess of the amount of the award requested.

Funds **should not** be used for:

- Projects at colleges or universities that have no community involvement, or where the activity (project) is designed for only college or university students to receive academic credit.
- Purchase of permanent equipment.

Eligibility Requirements:

All new applicants must submit the **Determination of Eligibility Request** in advance of applying for funding.

This request is due at least **45 calendar days** prior to the noted incentive program application deadline. This document is NOT an application for funding, this document is designed to aide in determining whether an artist is eligible to apply for funding from the County.

TO ACCESS THE REQUIRED ELIGIBILITY FORM VISIT:

CATEGORY A – ARTISTS:

https://www.grantrequest.com/SID_391/?SA=SNA&FID=35214

CATEGORY B – NPO:

https://www.GrantRequest.com/SID_391?SA=SNA&FID=35216

Eligibility requirements must be met at the time of application deadline.

NOTE: Returning applicants must have complied with all project reports and financial reporting requirements of previous Broward County agreements, if any.

Request/Award Size

An individual Broward-based artist may only be awarded one (1) Creative Entrepreneur program award per fiscal year (as "fiscal year" is defined in Section 29.17a), but the total amount shall not exceed **\$2,000** in Creative Investment Program funding during any County fiscal year, subject to the availability of County funds.

A non-profit organization may only receive one (1) award per fiscal year (as fiscal year is defined in Section 29.17a) but the total amount shall not exceed **\$5,000** in Creative Investment funding during any County fiscal year, subject to the availability of County funds.

Funding Restrictions

Funds **MAY NOT** be used for:

- Expenses incurred or obligated prior to or after the project implementation period
- Capital construction or real property
- Interest or reductions or deficits or loans, fines, penalties or cost of litigation
- Prize money, scholarships, awards, plaques, certificates or contributions
- Benefits and projects planned primarily for fundraising purposes
- Entertainment and promotions including related expenses such as receptions, food, beverages, flowers and T-shirts
- Projects/organizations whose primary purpose is not secular and programs where the primary effect of funding would be to support a religion.
- Admissions to cultural programs, exhibits or performances
- Travel
- Projects that are restricted to private participation, including those programs which would restrict public access on the basis of race, sex or sexual orientation, creed, national origin, age, disability, or habitat
- Using one County funding as matching funds for another County award
- Telemarketing
- Any other expenditure not authorized by Section I-90 Broward County Code of Ordinances

Review & Scoring Process

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

Technical Review – The Cultural Division staff reviews original applications for the technical requirements. Staff members do not make any qualitative assessment of the proposal.

Peer Panelist Review – Appointed by the Broward Cultural Council, Peer Panelists consider the applications and rate them. Any panelist 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 application.

Qualitative Review – The quality of the information in the entire application and, especially the responses to the Review Criteria section, is what is evaluated by the Panelist. The qualitative review of the applicant’s project, and their program’s impact on the community, is done by the panelists.

Panel Review Meetings are Public – Applicants are encouraged to attend and be prepared, if asked, to respond to questions panelists may have about their applications. Applicants may not serve as panelists.

Scoring – Peer Panelists – Score applications based upon review criteria as listed in the program 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. Suggested funding recommendations are based upon the applicant’s score and funds available.

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.

Review Criteria

The Council review panel scores each applicant on:

Cultural Merit (Maximum Points: 50 points)

- (1)** Cultural significance, originality and creativity of the project concept.
(10 pts)
- (2)** Clarity of objectives and projected outcomes.
(10 pts)
- (3)** Evidence that the program(s) is important to the constituency that it has identified in the application.
(10 pts)
- (4)** Contribution to the cultural development of Broward County, or, if a new organization or an individual, the potential contribution.
(10 pts)

- (5) The qualifications of professional artistic personnel involved in the project and their commitment to the project.
(10 pts)

Need for Project Assistance (Maximum Points: 20 points)

- (1) Budgetary evidence showing that financial assistance is necessary to the presentation of the project and that the applicant has secured funding, or in-kind contributions, from non-county government sources in an amount equal to the proposal's request.
(10 pts)
- (2) Evidence that the project will have some earned revenues and/or contributed revenues.
(5 pts)
- (3) Evidence that the project/program will impact the identified residents, citizens, and communities, and connect to new constituencies in a public venue.
(5 pts)

Non-Profit Organization, and Individual Artist Merit (Maximum Points: 30 points)

- (1) Proven record or demonstration of ability to effectively implement projects.
(5 pts)
- (2) Prior programs/projects presented in the community and evaluated by BCC, or, if there is no evaluation, the organization's or individual's potential for presenting the proposed project.
(5 pts)
- (3) Commitment from artistic personnel involved in the project, if applicable.
(5 pts)
- (4) Qualifications of key staff and volunteers, if applicable.
(5 pts)
- (5) Demonstration of a broad base of support among board (if NPO) and community volunteers if the applicant is a non-profit organization.
(5 pts)
- (6) Evidence of collaborations, or formal alliances with local cultural organizations, or community organizations. **(not for profit applicants, collaborations must include documentation of board approval.)**
(5 pts --ARTISTS) (2 pts -- NPO)
- (7) Evidence of board involvement in sound financial management, planning, effective governance, fund raising, and policy development **(NPO ONLY)**.
(3 pts)

Application Advice

Funding is awarded on a competitive basis and the Broward Board of County Commissioners determines the amount available in any given year. All funding is paid on a reimbursement basis, contingent upon the successful completion of the project or program and the recipient' adherence to the requirements of the applicable grant program.

- A late or incomplete application will not be eligible for funding.
- Incomplete applications (i.e., missing attachments, lack of proper support materials, missing pages, etc.) may be rejected at the Cultural Division Staff level and not recommended to the Peer Review Panel for consideration.
- At the conclusion of the project, the awardee is required to submit a completed Invoice & Exhibit B Project Report Form, which includes a narrative on the funded activities and expenditures and copies of all paid receipts.
- Funds will be available on a non-matching basis for the use of the award recipient to support a project.
- Applications with deficiencies may not be passed on to panel and may receive a lower score.
- Applicant demonstrates the ability to create a strong artistic project and the ability to deliver the project at a public venue.
- Professional artists returning to school in pursuit of an undergraduate or graduate degree may apply; however, funds will not be awarded to support educational costs.
- Applicants must demonstrate a history of professional artistic work during the past 12 months.
- Students (non-professional artists) pursuing full-time undergraduate or graduate degrees; current employees, or consultants, or board members, or funders of the Broward Cultural Council or the Broward Cultural Division; or artists who engage in art work as a hobby, are not eligible.

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:

- The Review Panel failed to follow published procedures for applications and review.
- The Review Panel acted in an unfair manner, or

- The Review Panel’s decision was based in insufficient information through no fault of the applicant.

Oral Appeals

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 whether 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 County Cultural Division, 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.

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 appeals workshop occurs at the next BCC 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 – 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 serves as the basis on which the funding will be distributed.

Agreements and Workshop – After submitting revisions, and the units of service are defined, awardees are sent an agreement for 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 on a Change Request form prior to their implementation.

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) (submitted online) to the county. Payment of all funding is on a reimbursement basis, contingent upon successful completion of the project or program and meeting the requirements of the (contract) agreement.

Insurance Requirements – If insurance is required by the County’s Risk Management Division, the awardee shall furnish a Certificate of Insurance or endorsements evidencing the insurance coverages specified by the agreement and such Certificate of Insurance shall be attached and incorporated as part of the agreement. Such 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. Please maintain the organization’s coverage with your agent by keeping an up-to-date Certificate of Insurance. Failure to provide an up-to-date, or renewed, Certificate could delay the execution of the agreement, and payments, until the insurance requirements are met.

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, and other participating funders (e.g., The Tourist Development Council, National Endowment for the Arts, etc.). Failure to use the correct attribution to the County in printed publication/ publicity materials could be detrimental to future funding.

FOR LOGOS SEE:

<http://www.broward.org/Arts/Funding/Pages/Logos.aspx>

EXAMPLE:



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

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, these 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 web link on their organization's website.

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

Application Process

1. **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.**

2. Plan to attend the workshop designed for applicants to the Creative Investment Program (CIP).
3. Schedule a meeting with a member of the Staff if you would like personal guidance regarding your application.

Note: First-time applicants to the Creative Investment Program are required to meet with a Staff member prior to submitting an application for funding.

4. **Check and Double Check** – Applications should be checked carefully to assure that all sections of the application form are 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.

5. **Application Instructions** – Complete the Creative Investment Program application form as follows, and submit with the required attachments on, or before, **11:59 PM on February 10, 2018.**

Note: The application is password protected, a separate password will be provided to eligible applicants, via a separate e-mail, sent by the Cultural Division. Only eligible organizations for the Broward County Creative Investment Program (CIP) will be directly sent a password to access the application template.

Creative Investment Program application landing page:

ARTISTS:

<http://www.broward.org/Arts/Funding/Pages/cip.aspx>

NPO:

<http://www.broward.org/Arts/Funding/Pages/CIP-Organizations.aspx>

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

If you are creating an application on behalf of the primary contact (proposal writer, or executive director), please use their online account to ensure proper distribution of future correspondence concerning the proposal.

To start a new online CIP application, (or create an account login), please visit:

<http://www.broward.org/Arts/Funding/Pages/default.aspx>

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)

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.

To 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 any errors with 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.

Broward Cultural Division
100 South Andrews Avenue, 6th Floor
Fort Lauderdale, FL 33301-1829

<http://www.broward.org/arts>

Erica Mohan, Grants Management Assistant
954-357-7458 E: emohan@broward.org

James Shermer, Grants Administrator
954-357-7502 E: jshermer@broward.org

Chantel Seamore, Account Clerk,
954-357-6704 E: cseamore@broward.org



Broward County Cultural Division

