

# Overview of the Grantmaking Process

## Eligibility Requirements

Contact Broward Cultural Division to discuss your project, schedule a meeting with a member of the Grants Staff to review eligibility requirements and funding criteria.

## The Application

**Plan ahead** — before starting the writing process, review the guidelines and instructions carefully. Attend the workshop designed for on-going and prospective grantees. Schedule a meeting with a member of Grants Staff to review a draft of your application before the deadline.

## Application Deadline

Submit a complete application (original and copies). Late or incomplete applications will not be accepted.

## Application Review, Scoring and Funding Approval

**Staff Review** – Staff reviews applications for completeness and compliance with all program policies, and guideline requirements.

**Panel Review** – Appointed by the Broward Cultural Council (BCC), Peer panelists review and rate the applications.

**Scoring** – Panel Review meetings are public. Applicants are encouraged to attend. Peer panelists score applications based upon the review criteria listed in the grant program guidelines. 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 (BCC) for consideration. After the BCC has reviewed the recommendations, they are sent to the Broward County Board of County Commissioners for approval.





## Grant Administration

Grantees are responsible for the administration and monitoring of the grant agreement.

**The Grant Agreement (Contract)** – Grantees assist in the preparation of the grant agreement: i.e. providing revisions or changes in the project or budget, and with defining “units of service.”

The successful applicant becomes a grantee when the grant agreement is full executed by all parties (signed by the grantee and the County Administrator).

**Participate at Workshops** – Workshops are offered as well as a detailed administration manual to assist with managing the grant agreement.

**Grant Change Requests** – Prior to implementing any changes in the agreement, grantee must contact the Contract Administrator about any modifications in the grant project or program.

**Payment, Invoices, and Evaluation** – Grantees are required to prepare and submit invoices and the final grant evaluation report (Exhibit B) to the County. Payment of all grants is on a reimbursement basis, contingent upon successful completion of the project.

**Audits/Insurance** – See grant guideline for specific requirements.

**Acknowledgement** – In the published materials and announcements regarding the funded activity, the grantee must include the proper attribution statement and the Broward County Logo.

## BCC Evaluations and Site Visits

Members of the Broward Cultural Council and/or review panelists attend grantee programs, exhibitions, events to evaluate funded projects.

Grantees will be notified about their evaluator and it is the grantee’s responsibility to inform the evaluator about the schedule of events. Evaluators are required to discuss the application with the grantees as well as attending a program.

The evaluator’s report is appended to grantee’s subsequent grant applications.