BROWARD CULTURAL DIVISION

ORGANIZATION GRANTS MANUAL

BROWARD COUNTY FLORIDA
Cultural Division

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WELCOME

BROWARD CULTURAL DIVISION

MISSION

The Broward County Cultural Division works to enhance the community's cultural environment through the development of the arts.

HISTORY OF THE CULTURAL DIVISION

The roots of the Broward Cultural Division go back to 1976 when the Broward County Board of County Commissioners created an Art in Public Places Board and in 1979 an ordinance established the Broward County Council on the Arts, with one full-time and one part-time Broward County employee. In 1983, the Broward County Council on the Arts was merged with the Libraries Division as the Office of Cultural Arts. Increasing County commitments to cultural activities resulted in the formation of the Broward Cultural Affairs Division in 1991, a separate division from the library division within the Community Services Department.

The Cultural Division is currently made up of 17 full-time staff who focus on five areas of the Division's work - finance/administration, public art and design, grantmaking, community engagement, and marketing.

BROWARD CULTURAL COUNCIL

Authorized by title XI of the Broward County Charter, the Cultural Council was established in 1979 to preserve and grow Broward County's artistic resources. The Council serves to advise and support the work of the Cultural Division and consists of 24 residents of the County. Each member of the County Commission appoints two members to the Council, comprising 18 of the group's members. The remaining members are comprised of appointees of the League of Cities, Greater Fort Lauderdale Alliance, Broward County Schools, one Broward County Commissioner, one grantee representative, and one Tourist Development Council representative.

BOARD OF COUNTY COMMISSIONERS

The County Commission is comprised of nine members elected by district in partisan elections. Each Commissioner must be a resident of the district in which he or she seeks election. On the third Tuesday of each November, the Commission elects a Mayor and Vice Mayor for one-year terms. The Mayor's functions include serving as presiding officer, and as the County's official representative. The Commission appoints the County Administrator, County Attorney and County Auditor. The Commission also appoints numerous advisory and regulatory boards.

GRANT FUNDING

Grant funding for the Division is made possible by the Board of County Commissioners during each year's budget process. While many of the Division's counterparts around the country are funded through hotel/motel taxes (in Florida, called Tourist Development Tax), the Cultural Division is funded primarily through appropriations from the County's General Fund. As a result of the annual grant panel process, the Division works with the County's Office of Management and Budget, County Administration, and the Commission to budget an appropriate amount for the support and growth of the County's arts and culture sector. The Division's operating, programming, and public art budgets are separate from the grants budget.

ABOUT GENERAL OPERATING SUPPORT

The Cultural Division's General Operating Support (GOS) grant category supports Arts and Culture organizations in the production and presentation of ongoing, sustainable, high-quality artistic activities that engage the diversity of Broward County/South Florida residents and visitors. The GOS grant program is the Division's primary vehicle for supporting and strengthening the organizational capacity of our grantees by providing multi-year, unrestricted operating support. Organizations receiving GOS grants may not also apply in the Program Support category.

Award Amounts

A funding formula is used to determine a qualifying amount for organizations in the GOS category. This formula is based on an organization's average annual operating expense (AOE) which is determined by averaging an organization's total functional expenses from their last three IRS Form 990s. Applicants can estimate the maximum potential award their organization may receive by using the Funding Formula Calculator found on Broward.org/Arts.

Ultimately, the award an organization may receive is a result of the qualifying amount and the combined average score an application receives as a result of the panel review process.

Successful applicants will seek to demonstrate the following qualities:

- A stated and demonstrated commitment to diversity, equity, accessibility, and inclusion
- Strong administrative oversight and management practices
- Long-range strategic planning
- An appropriate level of cash reserves to sustain the organization from year to year
- A qualified, engaged, and financially supportive board of directors
- Strong community support evidenced by earned and contributed revenue and volunteerism
- Policies and practices that support and engage artists, local and non-local
- Marketing strategies that attract local visitors and cultural tourists
- A commitment to evaluation and continuous improvement
- Resilience to adapt to internal and external changes
- Awareness of Broward County and the civic issues that impact the lives and well-being of everyone

Eligibility for GOS

Non-profit organizations whose primary mission is Arts and Culture are eligible to apply for GOS provided that the following criteria are met:

- Non-profit and tax-exempt status: In "good status" as a non-profit corporation in the state of Florida and 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS)
- Non-profit whose primary mission is Arts and Culture and is incorportated in Broward County, FL.
- Has been operational in its arts and cultural discipline(s) for a minimum of two (2) uninterrupted years immediately preceding the date of application
- A consecutive three-year history of receiving Cultural Division funding through Program Support
- A governing board, at least fifty percent (50%) of whom reside in Broward County, which meets regularly and operates under a set of bylaws

- A majority of the organization's programming occurs year-round within Broward County
- Must employ at least one permanent full-time employee or one permanent full-time equivalent (FTE)
  - A full-time employee for any calendar month is an employee who has on average, at least 30 hours of service per week during the calendar month, or at least 130 total hours of service during the calendar month.
  - An FTE employee is a combination of employees, each of whom individually is not full-time, but who in combination, are equivalent to a full-time employee.
    - Employees receive the IRS Form W-2, whereas independent contractors receive the IRS Form 1099-MISC. The Cultural Division reserves the right to request additional documentation to verify eligibility.
  - Contract workers and seasonal employees do not count toward a FTE
- Has filed IRS Form 990 for at least three years and has average annual operating expenses of $125,001 or more according to the organization's total functional expenses (IRS Form 990 – Part IX or IRS Form 990 EZ – Part 1-17)
  - Organizations that are close to the $125,001 minimum will be considered by Cultural Division staff on a case-by-basis for GOS.
  - The majority of the organization's total functional expenses must be program or service-related expenses (as determined by the organization's Form 990 or Form 990 EZ).
  - The Cultural Division reserves the right to adjust an organization's annual operating expenses depending on extenuating circumstances including, but not limited to, payments to subsidiary organizations and capital campaigns.

Grant Restrictions – we do not fund

Education institutions including schools, childcare centers, colleges, and universities are ineligible to apply for GOS grants. Organizations that are closely affiliated with such institutions should contact the Cultural Division prior to submitting an application and may be asked to provide additional information.

Faith-based or religious-affiliated organizations are in-eligible to apply in the GOS category but may apply in Program Support.

Restrictions on the use of funds (allowable and non-allowable expenses) can be found on page XX

Eligibility Exceptions

If an organization is not currently eligible to apply for GOS but will become eligible during the grant cycle in which they would be applying, an organization may submit a written request for exemption.

GOS Grant Schedule

General Operating Support grants are multi-year grants and the process is run on an alternating year basis. While these grants are two-year grants, each year's budget is subject to approval by the Board of County Commissioners.

Pre-Qualification Process Opens: Winter 2020

Application Opens: Winter 2020/21

GOS Application Deadline: January 29, 2021

GOS I Panel Review: March 3, 2021

GOS II Panel Review: March 10, 2021

GOS III Panel Review: March 31, 2021

Appeals Due: One week after panel meetings conclude

Cultural Council Approval: June 2021

Board of County Commissioners Approval of Budget: September 30, 2021

Grant Cycle Starts: October 1, 2021

Grant Cycle Ends: September 30, 2023

GOS APPLICATION PROCESS

GOS GRANT REVIEW CRITERIA

GOS Applications will be evaluated on the following characteristics:

Artistic Merit and Quality of Programs

- Strong artistic vision and leadership
- Some recognition of artistic excellence and quality of programs including awards, recognition, occasional local media
- Maintains a loyal audience base that is evidenced by consistent attendance numbers and ticket sales
- Hires local professional artists and builds the pool of artistic talent

Community Benefit

- Diversity goals achieved through intentional outreach efforts and/or partnerships with diverse groups
- Implements strategies and programs to promote lifelong learning through the arts and to broaden and deepen an understanding of the art form through accessible and affordable programs
- Evidence of a commitment to diversity in staffing, board recruitment, and use of vendors
- Increases access to the arts through local and neighborhood based programming
- Awareness of the responsibility to increase awareness of value of the arts and participate in advocacy activities, when possible
- Ongoing efforts to assess and evaluate audience needs through surveys and other basic evaluation tools

Organizational Capacity

- Solid administrative leadership and management
- An engaged and contributing working board of directors
- Strategic planning efforts undertaken on a regular basis
- Progress in establishing sound financial policies and practices
- Practice of generating renewable sources of annual income
- Accurate and timely preparation of financials
- Demonstrated progress toward establishing cash reserves to sustain the organization
- Provides training and professional development opportunities for staff and board members

ABOUT PROGRAM SUPPORT GRANTS

The Cultural Division's Program Support grant category provides project-based support to arts and culture organizations and non-arts nonprofit organizations in the production and presentation of high-quality artistic activities. These ongoing and one-time projects broaden and deepen audience participation and increase access to the arts for visitors and residents throughout Broward County.

Note: First-time applicants for funding programs must first apply in Program Support and establish a three-year track record within this category before gaining eligibility to apply to GOS.

Program Support funded projects must meet the following conditions:

- A project may consist of one or more specific events or activities; it may be part of or all of an applicant's regular season or activities. Applicants that undertake a single short-term project in a year - a ten-day jazz festival, for example - could apply for the event, or they could identify certain components (such as the presentation of a key artist and the associated activities) as their project.
- Projects may be new and untested or ongoing with proven track records.
- Projects do not need to be large. The Division welcomes small-scale projects that can make a difference in a community or artistic field.
- Projects may cover a broad range of singular and multiple artistic disciplines

Program Support Application Categories

Arts and Culture Programs

Performances, concerts, exhibitions, readings, publications, arts education, and other similar programs

Cultural Festivals, Parades and Special Events

Events that enhance the economic vitality of Broward County and increase the region's visibility and desirability as a destination for out of town visitors

Community Arts Programs

Programs using the arts as a tool for social change and civic engagement

PROGRAM SUPPORT GRANT TIERS/AWARDS

Eligible organizations can apply for funding in four discrete grant tiers. The maximum amount of funding that an organization can receive from each of these tiers is $15,000, $10,000, or $5,000. The grant tiers are based on the overall program or project cost and require a minimum of a 1:1 cash match. There is no match in the $5,000 grant tier.

Therefore, an organization with project expenses of $30,000 or more can apply for a $15,000 grant and an organization with project expenses of $20,000 or more can apply for a $10,000 grant.

If an applicant has received a Cultural Division grant in the past but has not met the required program expenses or income to be eligible in the grant tier in which they were awarded, the Division may restrict which grant tier an applicant can apply for in future grant applications.

Matching Funds Requirement

All Program Support grant awards require a minimum of a 1:1 cash match and must maintain the required program/project cost for the discrete grant tier. Matching funds should come from other cash revenue sources such as the grantee organization's own funds (general revenue), other public and private funding, board and corporate contributions, and earned revenue, etc. Therefore, if an organization receives an award at the maximum eligible funding level, 100%, the required cash match is 1:1 and if an organization receives the minimum eligible funding level, 50%, the required cash match ratio increases to 3:1. See the charts below as an example and for more detail.

GRANT TIER		$15,000		
Program Cost		$30,000	or More	
Max Grant		$15,000	1:1 Match	
Min Grant		$7,500	3:1 Match	
Funding Increments	RATING	% ELIGIBLE	GRANT AWARDS	REQUIRED MATCH
	4	100%	$15,000	$15,000
	4-	90%	$13,500	$16,500
	3+	80%	$12,000	$18,000
	3	70%	$10,500	$19,500
	3-	60%	$9,000	$21,000
	2+	50%	$7,500	$22,500

GRANT TIER		$10,000		
Program Cost		$20,000	or More	
Max Grant		$10,000	1:1 Match	
Min Grant		$5,000	3:1 Match	
Funding Increments	RATING	% ELIGIBLE	GRANT AWARDS	REQUIRED MATCH
	4	100%	$10,000	$10,000
	4-	90%	$9,000	$11,000
	3+	80%	$8,000	$12,000
	3	70%	$7,000	$13,000
	3-	60%	$6,000	$14,000
	2+	50%	$5,000	$15,000

ELIGIBILITY FOR PROGRAM SUPPORT

An organization is eligible to apply for Program Support provided that it meets the following requirements:

- Nonprofit and tax-exempt status: In "good status" as a nonprofit corporation in the State of Florida and 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS) or be a unit of federal or local government such as a municipal agency.
- Corporate address in Broward County.
- Regional organizations may apply for support of a program or programs taking place in Broward County
- Local focus: Arts programs and projects must occur in Broward County.
- Grant Cycle: Arts programs and projects must occur during the applicable grant cycle.
- The proposed program's primary purpose must be the creation or utilization of arts and/or culture.
- The Cultural Division funds ongoing programs and projects. The Division defines a program as a specific, identifiable project, event, or event series that has a distinct and consistent focus, format, and objective. Programs and projects may be large or small, existing or new, ongoing or one-time events. They may take place in any publicly accessible venue in Broward County.
- An organization may submit only one application per grant cycle.
- A first-time applicant to the Cultural Division is eligible to apply only at the $5,000 grant tier regardless of the project budget

RESTRICTIONS - WE DO NOT FUND

- Programs, projects, or events not accessible to the public
- Grants to individuals, including artists (Individual artists with project ideas should apply to the Division's Artist Support program)
- Educational institutions, including schools, childcare centers, colleges, and universities, are ineligible to apply. Organizations that are closely affiliated with such institutions are encouraged to contact Cultural Division staff prior to applying to ensure eligibility.
- Projects for which the selection of artists or art works is based upon criteria other than artistic excellence and merit. Examples include festivals, exhibitions, publications or performances for which no jury/audition/curatorial judgment has been applied.
- Benefits, fundraisers or awards programs
- Religious organizations whose cultural programs, in whole or in part, is designed to promote religious or sectarian activities, or to encourage the preference a particular religion.
- Political advocacy
- Construction, purchase, or renovation of facilities. (Design fees, preparing space for an exhibit, installation or de-installation of art, and community planning are eligible)
- Cash reserves or endowments
- Deficit or debt reduction efforts
- Tuition assistance or scholarships
- Costs of receptions and social activities, except when they are incidental and related to arts activities

NOTE: specifics relating to how awarded funds can be used are detailed on page ### in Budget Definitions and Instructions.

PROGRAM SUPPORT APPLICATION PROCESS

Program Support applicants will respond to the following review criteria:

Artistic Merit and Quality of Programs

- Quality of the artists, arts organizations, arts education providers, works of art, or services that the project will involve, as appropriate
- Artistic significance of the project and importance of the project to the artistic field, artists, audience, community and/or constituency
- Demonstrated commitment to recruit, engage and directly compensate qualified and experienced artists
- Distinctive and unique programming that enriches cultural offerings and/or preserves cultural traditions in Broward County
- A loyal audience base evidenced by attendance numbers, community support, and ticket sales (as applicable)
- Ongoing commitment to program planning and development best practices, including goal setting, marketing, budgeting and evaluation

Community Benefit

- Demonstrated commitment to community engagement and the use of community knowledge and relationships to make informed and relevant programming decisions
- Demonstrated and intentional efforts to attract and retain diverse audiences and increase access to the arts to under-served individuals or under-resourced neighborhoods
- Demonstrated efforts to contribute to the vibrancy, safety, and economic vitality of neighborhoods, communities or Broward County

Organizational Capacity

- Quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's staff and volunteers
- An engaged and diverse board of directors that contributes financially to the organization
- A project budget that is realistic, appropriate to the scope of the project, and that reflects a diversity of funding sources
- History of successful arts and culture programming and demonstration of short and long-term planning (if appropriate)
- Appropriate marketing efforts given the program's size and scale
- Effective management of past Cultural Division grants

RATING SYSTEM

Each application will be rated according to the Cultural Division's review criteria. The Division uses a four-point rating system with steps between each rating (4, 4-); (3+, 3, 3-); (2+, 2, 2-) and, (1).

An applicant's rating is used to determine funding. Applicants that receive a rating of 4 are considered model – meeting all review criteria in an exemplary fashion; a rating of 4 is considered a rare achievement. Applicants that receive a rating of 3 are considered good, but some development is needed. Applicants that receive a rating of 2 are considered in need of significant improvement in multiple areas and are marginally fundable. Depending upon the availability of funds, applicants with ratings of 2+, 2 or 2- may not be recommended for funding. Organizations that receive a rating of 1 do not meet the Division's criteria and will not be recommended for funding under any circumstance.

Program Support is a competitive application process. Regardless of ratings received, funding is not guaranteed and awarded funding may vary for returning applicants from year to year based on a number of variables: available funds; the number of applicants in the pool; total funds requested; and, the ratings of each individual applicant relative to one another.
Every application will be reviewed and rated according to the Cultural Division's three review criteria Artistic Merit and Quality, Community Benefit and Organizational Capacity.
For Program Support Grants, each organization will receive a 10% reduction from the maximum funding level for each step down in rating. For example, if an organization is applying for a $15,000 grant and receives a rating of 4, they will receive 100% of the maximum funding level or the full $15,000. If an organization applying at the same $15,000 level receives a rating of 3, they are eligible for 70% of the maximum funding level, or $10,500.

NAVIGATING THE ONLINE APPLICATION PROCESS

DEMOGRAPHIC DATA USES AND DEFINITIONS

The Cultural Division works to ensure that arts and cultural opportunities are accessible to everyone. We believe these opportunities to be essential to a healthy and democratic society. This means making intentional efforts to encourage, incentivize, and reward grantees who create more diverse, racially equitable, accessible and inclusive (DEI) programs and places for people to experience the arts.

One way that the Division tracks the collective progress of its grantees as it relates to DEI efforts is by gathering demographic data on grantee audiences, staff, and volunteers. To ensure that data is tracked in a consistent and standardized manner, the Division has made reporting DEI data an application requirement.

We recognizes that collecting and ensuring the reliability of demographic data is a task that requires commitment and an investment of time and money and that the data - even if reliable - only tells a very small part of an organization's story. Still, as the Division works to bring the arts into the lives of more people, we believe that data provides a "snapshot" of who is benefitting from the County's rich cultural resources and therefore worth collecting and tracking.

The demographic data reported will enable the review panelists to provide feedback and encouragement to organizations whose DEI efforts are working or stalling. Staff will also use the data to inform the development of capacity building programs to help everyone do a better job of developing robust DEI strategies that make a difference. The data could be used to benchmark the County against other like-sized regions as a way of measuring progress toward national goals.

The definitions of Race and Ethnicity below utilize the same categories and definitions as the United States Census Bureau. More information can be found at census.gov

Race

The following racial categories generally reflect a social definition of race recognized in the United States and not an attempt to define race biologically, anthropologically, or genetically. People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- **Asian or Asian-American** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the Black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity

The US Census Bureau defines "Hispanic or Latino" as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. Both Hispanic and Latino/a are based on language. Latino/a refers to a person of a culture or origin of Latin America, which is defined as the group of countries and dependencies in the Americas where romance languages are predominant. In the United States this is typically simplified to refer to any country south of the United States. Hispanic refers to a person of a culture or origin from a Spanish-speaking country.

BUDGET DEFINITIONS AND INSTRUCTIONS

The budgeting requirements and process for both Program Support and General Operating Support grants will be covered in detail during their respective grant application workshops. These pages are provided to give general guidance and definition of terms and categories. Any questions should be directed toward Division staff to ensure materials are submitted correctly.

General Budgeting Guidance

In all cases, Program Support expenses included in the budget should tie directly to the expenses required to implement the proposed program. General Operating Support applicants include overall expenses for the organization.

Program Support: proposed Division funding should be targeted toward core programming expenses. These expenses are those that directly contribute to the successful execution of program. Examples of core expenses include, but are not limited to, artist fees, facility rental, equipment rental, certain marketing costs, artist-related travel, program-related supplies, etc. Examples of non-core programming expenses include, but are not limited to, full-time salaries (although a portion can be included in your budget. See the definition of "administrative overhead" below), mortgage payments, parties/receptions, alcohol, expenses covered by the organization's operating budget.

During the application process, Division staff will review your budget and financial materials. Based on budgeting best practices, staff may advise an organization applying in the Program Support category to revise their budgets to ensure a stronger proposal. In some cases the revisions may necessitate moving a grantee to a different grant tier, specifically as it relates to the required match and the organization's obligation to maintain the overall program budget (see page ## for more information on the match requirement).

General Operating Support: An organization's most recent board-approved budget is submitted as part of the application. While these grants are considered unrestricted, as a matter of policy, the Division does not fund parties, receptions, alcohol, general travel not related to the execution of artistic programming or professional development for staff, equipment purchases not directly related to the execution of artistic programming, etc. This list is not meant to be exhausted and any questions should be directed toward Division staff. Staff will review all financial documents during the application process and may require organizations to revise their proposed use of Division funds to be in line with Division policies.

Budget Definitions

Include costs associated with holding (or attending) a meeting for the organization or project. This could include facility or equipment rental fees, materials, etc. Keep in mind that the costs of meetings may include expenses considered non-allowable under Division policy. While these expenses cannot be paid for with Division funds, the expenses should still be included in the organization or program budget.

DEFINITIONS	
Administrative Overhead	**GOS:** Indirect costs include expenditures associated with running the organization as a whole, including administrative staff salaries, rent, utilities, office supplies, etc.
	Program Support: In general, these costs should be calculated as a percentage not to exceed 10% of the proposed program's budget. Indirect costs should be reasonable given the size and scope of the project. If these costs exceed 10% of the budget, a note explaining these indirect costs should be included in the budget narrative.
Contracted Services	Include non-employees contracted to perform services for the program or organization.
Equipment	**GOS:** If your organization owns equipment (nonexpendable, tangible property, considered assets) include depreciation costs here.
	Program Support: incidental equipment purchases can be included in the expense budget. However, these expenses generally should not exceed 10% of the overall program budget. Equipment rentals and purchases should be explained in the budget narrative.
Evaluation	Include organization or direct program-related costs for evaluation activities.
Insurance	Include costs related to providing adequate insurance for the organizations or the program that are over and beyond the cost for the organization.
Marketing	Include organization or direct program-related costs associated with marketing, advertising, and the promotion of your organization or program.
Meetings	Include costs associated with holding (or attending) a meeting for the organization or project. This could include facility or equipment rental fees, materials, etc. Keep in mind that the costs of meetings may include expenses considered non-allowable under Division policy. While these expenses cannot be paid for with Division funds, the expenses should still be included in the organization or program budget.
Occupancy	GOS: include rent, utilities, maintenance, or mortgage expenses. If you own your facility, include depreciation costs here.
	Program Support: Direct program expenses (total or a percentage) required to implement the program.
Other Expenses	Should not exceed 10% of your overall program budget and must be detailed in your budget narrative.
Printing, Copying, and Postage	Include photocopying, printing, mailings, postage, and express mail charges for the organization or direct costs for the program.
Salaries and Benefits	**GOS:** include expenses for the organization. The budget template is broken into full-time and part-time employees. Include payroll taxes and fringe benefits such as health insurance.
	Program Support: Expenses here are guided by 10% rule explained above under "administrative overhead".
Supplies	Include minor consumable purchases.
Training and Professional Development	Include costs required to train and develop staff, board, and volunteers for the program or organization.
Travel	Include local and non-local costs, including airfare, ground transportation, per diem, lodging, etc.

SUPPORT MATERIALS

The budgeting requirements and process for both Program Support and General Operating Support grants will be covered in detail during their respective grant application workshops. These pages are provided to give general guidance and definition of terms and categories. Any questions should be directed toward Division staff to ensure materials are submitted correctly.

TYPE OF DOCUMENTATION	ACCEPTABLE FORMATS	WORK SAMPLE LIMITS
IMAGES *PowerPoint presentations or documents (such as Word files) MUST be saved and submitted as a .pdf*	**.jpg, .png, .pdf,** .jpeg, .bmp, .gif	Up to 10 high-quality images
PUBLISHED MATERIALS	**.pdf**	Up to five (5) sample pages
VIDEO	**.avi, YouTube links, Vimeo links,** .mp4, .mpg, .mpeg, .wmv, .mov, .flv, .f4v	Up to five (5) minutes each
AUDIO	.mp3, .mp4, .wma, .wav, .acc, .m4a, .flac	Up to five (5) minutes each

REQUIRED FINANCIAL FORMS

GENERAL OPERATING SUPPORT

GOS applicants must submit the following documents:

- A .PDF copy of your organization's current and board approved budget
- Financial statements from the past two years including a statement of activities (profit and loss statement) and statement of financial position (balance sheet of assets and liabilities)
- Most recent audit, if applicable.

NOTE: Only organizations with an annual operating budget of $1.5 million or more are required to provide their most recently completed audited financial statement report

PROGRAM SUPPORT

Program Support applicants must submit the following documents:

- A .PDF copy of your organization's current and board approved budget
- Financial statements from the most recently completed fiscal year including a statement of activities (profit and loss statement) and statement of financial position (balance sheet of assets and liabilities)

PANEL REVIEW PROCESS

The review panel review process plays an important role in the Division's grant making process. Each year, the Division invites local residents representing a broad and diverse range of artistic and cultural viewpoints, professions, and backgrounds to serve on panels and assist with the evaluation of grant applications.

Those selected to serve as a panelist commit to the following:

- Attend training and orientation meeting to learn how to review the applications, review criteria, and application guidelines.
- Read and score applications, review support materials, and other materials prior to panel meeting.
- Attend half or full-day meeting with other panelists to discuss and rate applications
- If necessary, hear and discuss appeals.
- Provide feedback on the overall application and review process for continual improvement.
- Be an active member of Broward's arts and culture community throughout the year (e.g. attend events.)

Review panelists are offered a modest honorarium to compensate for time and effort invested in this work.

PANELIST NOMINATION PROCESS

In order to create a transparent and community-driven process, panelists are nominated to serve on citizen review panels. An individual may nominate themselves or recommend others through a simple online application. Through the application process, those wishing to serve as a review panelist must demonstrate their qualifications in order to maintain a quality pool of panelists. Nominations are reviewed by Division staff and a pool of panelists recommended for approval to the Broward Cultural Council. Panelists may serve up to three years but must re apply each year to be considered, to ensure there is a rotating pool of panelists.

Panelists reviewing applications are required to declare any conflict of interest with organizations that are applying for funding after they are nominated, and the applications are assigned. In the event of a conflict of interest, panelists are required to recuse themselves from the discussion and voting on that application during the panel meeting.

PANEL MEETING

Grantees are invited and strongly encouraged to attend the public panel review meeting, although attendance is not required. Discussion of each application is among the panelists only, facilitated by Division staff to ensure discussion remains focused on the applicant's proposal and not on outside factors or knowledge.

Panelists discuss each application individually, considering the organization or program's Artistic Merit, Community Benefit, and Organizational Capacity (for more detail and specific criteria, see page ##). Following the group discussion, panelists are asked to render a numerical rating based on a four-point rating scale that they feel provides an overall assessment of the application's merit (see page ## for a detailed explanation of the Division's rating system).

Before delivering a final score, Division staff will address any individual panelist's score that may differ from the consensus of the panel. As a matter of practice, there should be a consensus of the panel prior to moving discussion to the next application. Panelists may adjust their scores up or down based on the discussion and the final overall score is based

on an average the panelists' individual scores.

After all applications have been discussed and rated, staff will present to the panelists a spreadsheet of all the ratings from highest to lowest for final review. The panel may decide to increase or decrease the overall score of individual proposals before finalizing their recommendation of the cohort.

As a rule, statements, questions, or discussions between the panelists and grantees is not permitted before, during, or after the panel meeting. Following the meeting, applicants will be provided with a summary of panelists' comments and suggestions resulting from the discussion.

APPEALS PROCESS

Applicants that feel there was an error made during the review that adversely affected their final rating can file a written appeal to Division staff within two weeks of the conclusion of the panel.

Applicants must have sold grounds for an appeal to be considered. Denial of an award, dissatisfaction with a rating, or new information not originally included in the application are not considered sufficient ground for an appeal. Solid grounds for an appeal are based on misstatement of fact made during a panel meeting that can be evidenced by written information found in the application. Staff will evaluate each appeal and if deemed there are grounds, the panel will reconvene to consider the appeal. Staff approval does not guarantee the appeal will be approved by the review panel.

FUNDING APPROVAL

Grant panel recommendations are sent to the Broward Cultural Council for consideration and approval. If appropriate, the Council may alter and adjust grant panel recommendations prior. Once approved and finalized by the Council, funding recommendations are sent to the Broward County Board of County Commissioners for approval as part of the annual budget process. Funding for successful applications are not considered approved until passed by the Commission and funding is not guaranteed until an agreement has been fully executed.

DISBURSEMENTS AND PAYMENTS

BROWARD CULTURAL DIVISION ORGANIZATION GRANTS MANUAL

TIMELINE

CONTACTS

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