

Broward County Cultural Division

Artist Grants Manual

Fiscal Year 2027



COMMUNITY
FOUNDATION
OF BROWARD



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About the 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. 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.

Today the Cultural Division is made up of 14 full-time staff who focus on finance and administration, public art and design, grantmaking, and marketing.

BROWARD CULTURAL COUNCIL ("BCC")

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. The remaining members include 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 composed of nine members elected by district in partisan elections. Each Commissioner must be a resident of the district for 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 individuals to numerous advisory and regulatory boards.

GRANT FUNDING

Grant funding for the Cultural Division is made possible by the Board of County Commissioners during each year's budget process. While many of the Cultural 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 review process, the Cultural 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 Cultural Division's operating, programming, and public art budgets are separate from the grants budget.

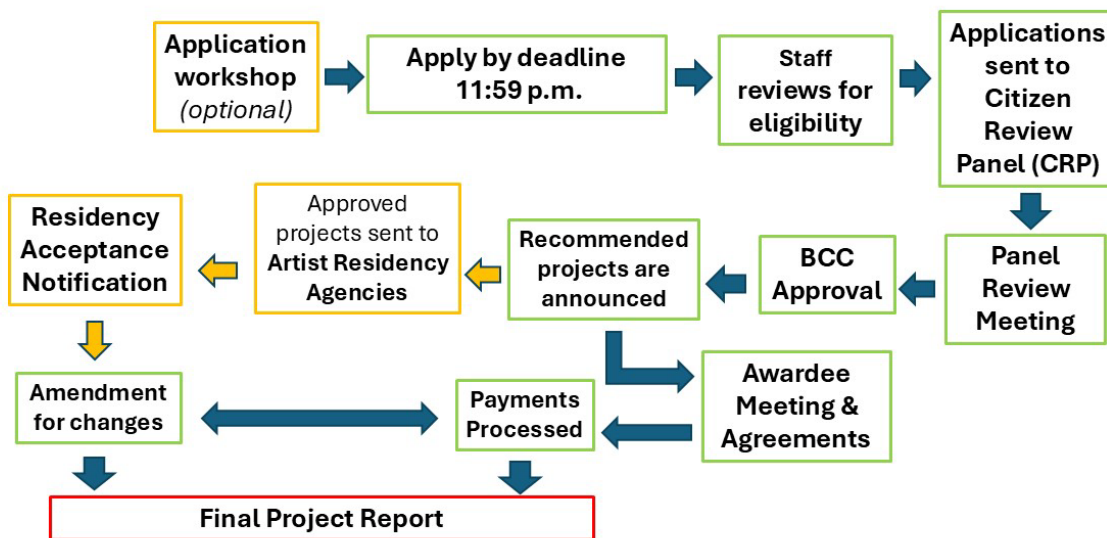
Artist Grants & Programs

The Broward County Cultural Division offers several types of grants that provide financial support for South Florida artists.

Grants	Award Amount
Artist Support Grants	Up to \$5,000
Artist Innovation Grants	Up to \$15,000
Visual Artistic Excellence Grant	Up to \$25,000
Artist Residencies	Up to \$2,000

Grant Flow Chart

Program Support grants are processed according to the flow chart below.



Artist Support Grants

The Artist Support Grant provides direct funds to individual artists of all disciplines for projects that include a public event. The Artist Support Grant is designed to be flexible and accessible to encourage career advancement through creativity, innovation, and sustained commitment to artistic work.

Subject to the availability of funds, grant awards may be up to \$5,000.

Eligibility for Artist Support Grants

An individual artist is eligible to apply for an Artist Grant if they meet the following requirements:

- The artist is 18 years or older.
- The artist is a current resident of Broward County and intends to maintain primary residence in Broward County for the duration of the grant term. Two forms of documentation are required.
- Must be a practicing artist of any discipline who has previously produced a body of artwork and has presented/performed for the public.
- Has not received a Cultural Division grant as an individual in the previous fiscal year.
- Is not receiving an Artist Innovation grant in the same fiscal year.
- Previously awarded Artist Innovation grantees cannot apply for an Artist Support grant for one (1) consecutive fiscal year following their previous award.
- The artist must be in good standing with the Cultural Division, with no delinquent reports or outstanding grant documentation requirements.

Cycle Chart

Application Deadline	September 11, 2026
Panel Review	October 2026
BCC Approval	November 2026
Recommended Projects Announced	December 2026
Project Implementation Period	October 1, 2026 – September 30, 2027

Dates are subject to grant fund availability.

Review Criteria

Applications are evaluated based on the following criteria:

Artistic Merit (7 points)

- Artist has demonstrated a substantive level of experience as evidenced by their resume or CV and work samples.
- Artists' previous experience clearly indicates their ability to complete the project.

Community Benefit (6 points)

- Project is reasonably expected to provide a meaningful cultural or artistic benefit to the local community.

- Cultivation of community culture, arts, recreation, and life-long learning is evident.

Project Clarity & Use of Funds (7 points)

- Project is sufficiently described.
- Marketing plan is reasonable, appropriate to the scope of the project, and reasonably likely to reach the intended audience.
- A clear and accurate budget and budget narrative with a description of how funds will be used has been provided.

Artist Innovation Grants

The Artist Innovation Grant provides direct funds to professional and established individual artists of all disciplines for new and/or experimental art projects. The program is designed to encourage risk-taking, exploration of artistic pursuits, career advancement, interactivity, and sustained commitment to artistic work.

Acceptable projects may include collaborations across various disciplines, use of technology and multiple media types, immersive installations, interactive performances/concerts, literary/oral history projects, temporary public art projects, and more. Selected artists are required to produce an event that is free, accessible, and open to the Broward County public.

Subject to the availability of funds, grant awards may be up to \$15,000.

Awards are provided in partnership with the Community Foundation of Broward, Inc. (“Community Foundation”).

About the Community Foundation

The Community Foundation, founded in 1984, helps individuals, families, and businesses create personalized charitable funds that support game-changing philanthropy. As a grantmaking public charity, it provides leadership to find solutions to issues that matter most to Broward County residents. Through endowment it builds permanent philanthropic resources to tackle Broward’s challenges today and forever.

Eligibility for Artist Innovation Grants

An individual artist is eligible to apply for an Artist Innovation Grant if they meet the following requirements:

- The artist is 18 years or older.
- The artist is a current resident of Broward County and intends to maintain primary residence in Broward County for the duration of the grant term. Two forms of documentation are required.
- Must be a professional and established artist with at least three (3) years in their field as evidenced by their resume and work samples.
- Previously awarded Artist Innovation grantees cannot apply in this category for two (2) consecutive fiscal years following their previous award.
- Is not receiving an Artist Support grant as an individual in the current fiscal year.

- The artist must be in good standing with the Cultural Division, with no delinquent reports or outstanding grant documentation requirements.

Cycle Chart

Application Deadline	September 11, 2026
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Specific Program Restrictions

Please see the [We Do Not Fund](#) section for a full list of restrictions, in addition to the restrictions below.

Public Art Project Restrictions

Depending on the nature of the proposed project, some temporary public art projects may be eligible. A “temporary” installation means a non-permanent installation that is installed for a limited period of time and removed at the end of that period (for example, if the location changed from one artist’s work to another year after year). Activations/programming surrounding the temporary public art installation and involving other artistic disciplines are highly encouraged.

It is the applicant’s responsibility to obtain written proof of the property owner’s authorization to use a City, County, or commercial/private entity site prior to installation. Permitting or engineering approvals for exterior or major interior projects may also be required from the building department having jurisdiction over the site (documentation required). Projects for permanent installation are ineligible. Contact Cultural Division staff to verify if your project is eligible.

Review Criteria

Applications are evaluated based on the following criteria:

Artistic Merit (7 points)

- Artist has demonstrated a substantive level of experience as evidenced by their resume or CV and work samples.
- Artists’ previous experience clearly indicates their ability to complete the project.
- Artist exhibits rigor in past work samples.

Project Idea Originality (6 points)

- Project idea is innovative, exciting, new and/or experimental.
- Project is sufficiently described.

Community Benefit (4 points)

- Project is reasonably expected to provide a meaningful cultural or artistic benefit to the local community.

- The project supports community access to culture, arts, recreation, and lifelong learning.

Use of Funds (3 points)

- Marketing plan is reasonable, appropriate to the scope of the project, and reasonably likely to reach the intended audience.
- A clear and accurate budget and budget narrative with a description of how funds will be used has been provided.

Publicity Requirements & Presentations

Artist Innovation grantees must recognize the Community Foundation utilizing their logo and attribution statement on all marketing materials. Copies of these materials must be sent to the Cultural Division at least ten (10) business days prior to printing or distribution for approval from the Community Foundation of Broward.

Presentations

Awarded recipients are required to attend two (2) receptions where they will present a brief overview of their projects to the community. One reception will be held by the Broward County Cultural Division and the other by the Community Foundation.

Visual Artistic Excellence Grant

The Visual Artistic Excellence Grant provides direct funds to a mid-career/established individual artist who lives and works in Broward County. The selected artist will have a strong history of recent exhibitions, commissions, or other professional achievements. This grant is awarded to an artist whose work will have a profound impact not only on the arts, but on culture and discourse more broadly.

This grant seeks to provide direct financial support to a selected artist to create new, original work while increasing public recognition of their artistic practice and highlighting Broward County's local talent. Participation in public engagement opportunities may be requested by the Cultural Division to promote the artist and their work.

The funds will support the creation of original work(s) of which one will be accessioned into the Broward County Cultural Division collection. Prior to the termination of the grant period, the artist shall give to the Cultural Division one piece of artwork of the County's choosing. Artists are only eligible to receive this grant once.

Consideration will be given to the following visual art categories:

- **CRAFT:** Craft artists have work made substantially by hand, where the skill and technique for manipulating the material is primary to the artistic process. Materials may include clay, fiber, glass, leather, metal, paper, plastic, wood, etc.
- **EXPERIMENTAL:** Experimental work explores new (non-traditional) ideas and/or technology.
- **PAINTING:** Paintings are original works that involve painting of any kind on any surface.

- **PHOTOGRAPHY:** This category is for artwork in which photographic image is the primary element. This includes traditional photography, as well as works that involve digital or software manipulation of photographs.
- **MIXED MEDIA:** Artwork in which more than one medium or material is used.
- **MULTI-DISCIPLINARY:** The combination of multiple art disciplines into a single artwork.
- **SCULPTURE:** Three-dimensional artwork created by shaping or combining materials such as plastic, clay, wire, sound, fiber, textiles, light, stone, metal, glass, wood, or found objects.

Subject to the availability of funds, the grant award may be up to \$25,000.

Eligibility for Visual Artistic Excellence Grant

An individual artist is eligible to apply for Visual Artistic Excellence Grant if they meet the following requirements:

- The artist is 18 years or older.
- The artist is a current resident of Broward County and intends to maintain primary residence in Broward County for the duration of the grant term. Two forms of documentation are required.
- Must be a professional and established artist with at least three (3) years’ experience in their field as evidenced by their resume and work samples.
- Artist must have a studio in Broward County, and a studio visit is required.
- The artist is in good standing with the Cultural Division, with no delinquent reports or outstanding grant documentation requirements.

Cycle Chart

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Dates are subject to grant fund availability.

Review Criteria

Applications are evaluated based on the following criteria:

Artistic Merit (14 points)

- The proposed work is original, demonstrating artistic excellence and a cohesive artistic concept.
- Artist exhibits rigor in past work samples.
- Artist has demonstrated a substantive level of experience as evidenced by their resume or CV and work samples.
- Artists’ previous experience clearly indicates their ability to complete the project.

Project Clarity & Use of Funds (6 points)

- Project is sufficiently described.

- A clear and accurate budget and budget narrative with a description of how funds will be used has been provided.

Artist Residencies

The Cultural Division establishes Artist Residencies with several other County and non-County agencies to activate under-utilized government spaces within Broward County.

The initiative will enable artists to: create and exhibit within a collaborative environment; foster new connections with Broward County residents; and work together with government agencies to establish common goals and programming for engagement activities.

Subject to the availability of funds, additional grant awards may be up to \$2,000.

Specific Eligibility for Artist Residencies

Artist residencies are available for current Artist Support or Artist Innovation grantees.

Collaborative Agencies & Locations

Each collaborative agency will have the ability to host up to three (3) artists per grant cycle.

Some collaborative agency locations may include the Broward County Library Division, and the Broward County Parks and Recreation Division.

Process

Approved artists from the Artist Support and Artist Innovation Grants will be eligible to be considered for the residency. Agencies will receive a list of approved artists. Staff will conduct a panel review with the agency to select up to three (3) artists per location. See [Grant Flow Chart](#) for details.

Selected artists are required to implement three (3) engagement activities in collaboration with the agency during their residency. Engagement activities are not required to be related to the grant proposal. Dates and details are established between the artist and agency at their discretion. Marketing materials must also include the agency's logo and attribution statement.

Grant Award Information

The following information is applicable for all grant programs.

- Matching funds are not required.
- Each grant program or a funding cycle will be awarded subject to the availability of funds. Subject to the availability of grant funds, all program deadlines may not be offered.
- All grant awards are subject to applicable eligibility requirements, application requirements, review criteria, budget submission requirements, panel review, legal compliance review, availability of funds, approval by the applicable approving body, and execution of a grant agreement in a form approved by the County Attorney's Office.

- As a condition of eligibility for funding, each applicant must certify that it will abide by Section 287.139, Florida Statutes, as amended, and that it does not and will not use local government funds for training relating to diversity, equity, and inclusion.

Grant awards may be considered taxable income. Grantees should consult their tax advisor regarding any tax obligations.

We Do Not Fund

- A project cannot receive funding from multiple Cultural Division grant opportunities (with the exception of Artist Residencies).
- Artists may not submit an application on behalf of an organization. An artist's organization may be involved only in an in-kind capacity. Partnerships and collaborators cannot apply separately for the same project/overall event.
- Personal vacation.
- College tuition or scholarships.
- University student shows.
- Commissions.
- Political advocacy.
- Programs, projects, or events the content of which encourages the preference of a particular religion.
- If the project's primary purpose is fundraising for a charity.
- The presentation of another artist's work (where the applicant's work is not the primary content), including curation or archiving. For curated projects, the applicant's own artistic work must be the primary content of the project.
- Reimbursement of expenses incurred prior to, or after, the project implementation period.
- Any items not directly related to an artist's professional, artistic, or project development.
- Projects, activities, or events determined to be noncompliant with applicable law or that may not be funded consistent with applicable law.

Note: If an applicant is unsure of their project's eligibility, please contact Cultural Division staff to further discuss.

Application Process

Before starting the application process, applicants should read the Artist Grants Manual fully. Failure to follow instructions could result in disqualification of an application. Applications can be accessed on the Cultural Division website, www.Broward.org/Arts. Under the "Funding" section of the menu, click on "Grants for Artists" and you'll see a list of the current programs.

All applications must be complete and meet all applicable eligibility requirements by the program submission deadline.

The Cultural Division does not allow applicants to add omitted attachments or other documents once the deadline for submission has passed.

IMPORTANT: Changes to the application cannot be made prior to the execution of an agreement. If a recommended applicant needs to make significant changes (other than date/venue changes) the project will be disqualified, and applicant will need to reapply for funding in a later cycle.

Budget Form, Narrative, & Definitions

Budget Form

The Artist Support Program Budget Form (or project budget form) is required for all artist grant applications. Please note that a PDF version is required for application submission. An Excel or other non-PDF version will not be accepted. If a version other than a PDF is submitted, the application will be declined.

The totals for the income and expense columns, as well as the surplus/deficit box, should automatically add up on the form.

Note: The project budget form should only show cash income and expenses. It is not a requirement to make an income from the project. Any in-kind donations should not be reflected in the budget form but rather be listed in the budget narrative.

Budget Narrative

A budget narrative which illustrates more details regarding how the funds will be used is required for all artist grant applications. The narrative should ideally coincide with each line item of the project budget form.

For example:

Contracted Services: Will hire a videographer to take videos during the performance and create a promotional video for reporting purposes of the grant and advertisement videos for future events.

Projected Expenses: \$300 at \$150/hr for a total of 2 hours (includes editing)

Allocation of County Funds: \$300

Budget Definitions

Income

Earned	If you plan on earning anything from the project/charging an entry fee
Grants	This should be the grant total of the program that you're applying for
Contributed/Donated	If you have any individual cash donations or sponsorships

Expenses

Admin Overhead/Artist Salary	All administrative duties/self-payment for execution of the grant
Contracted Services	Anyone you intend on hiring
Equipment	If you plan on renting or buying equipment
Evaluation Activities	Software purchases for evaluation (ex. Survey Monkey)
Insurance	If you need insurance for the project
Marketing	Marketing expenses (personnel, social media, etc.)
Occupancy/Space Rental	Space/venue costs
Printing, Copying, Postage	Printed materials for the project, labels, flyers, etc.
Supplies	Any supplies needed to conduct the project
Other	Any other items related to the project

Note: Descriptions above are not limited to only these line items. You're welcome to utilize any row as necessary as long as the budget narrative contains a more elaborate description for the use of funds.

Projected Column: This should be the total cost of the project which can be greater or equal to the grant amount that you are requesting.

Allocation of County Funds Column: This should be the total amount of the grant. Ideally, this column should illustrate to staff and the panel exactly where the funds are going. If your "projected" expenses are the same as the total funding request, then these columns may be identical.

Report Column: Leave this column blank for the application. This is primarily for the final reporting stages once you've been approved, and the project has been implemented.

Attachments & Support Materials

Documentation of artwork is required for eligibility and panel review processing, and artistic work samples must be uploaded in the application. Work samples should be relevant to the project and illustrate the artistic accomplishment of the applicant.

Acceptable file formats and parameters are listed below. Links to file sharing websites such as Google Drive or Dropbox are prohibited.

When choosing what samples to upload, please consider your artistic discipline and the type of documentation to best showcase your artistic accomplishments. Remember, those reading and evaluating your applications may not know you and your past work and they will only have the samples and information provided to score your applications.

Acceptable File Types

Types of Documentation	Acceptable Formats	Work Sample Limits
Documents/Presentations	PDF	Ten (10) pages/upload
Images	JPEG, PNG, TIFF	Ten (10) images/upload
Audio	MP3, WAV, AAC	Up to five (5) minutes each
Video	YouTube links, Vimeo links, MP4, MOV, AVI	Up to five (5) minutes each

Note: Total maximum file size (for all uploads) = 950 MB.

Staff Recommendations: It may be best to utilize a PDF or presentation file (distilled into a PDF) to display your work samples. PDFs can contain multiple pages of work samples per document, including images, links to videos, audio files, etc.

Sample Application Questions

Application questions will vary depending on the program you are applying for. Some sample questions to expect that relate to review criteria are the following:

- Describe the project you are proposing. – 500 words [[Project Clarity & Use of Funds Criteria](#)]
- Short Project Summary – 50 words
- How will the project impact or benefit the community? If you're not sure, what do you think the benefit will be? – 250 words [[Community Benefit Criteria](#)]
- How does the project relate to the work that you currently do or have done? – 250 words [[Artistic Merit Criteria](#)]
- Are you collaborating with anyone or any organization(s) for this project? If so, describe who they are and their role. – 250 words [[Project Clarity & Use of Funds Criteria](#)]
- Describe how you will promote/market the project. – 250 words [[Project Clarity & Use of Funds Criteria](#)]

Panel Review Process

Artist Grant applications are read by a review panel of up to five (5) members from the Broward County community selected by the Broward Cultural Council. Each application will be scored during a public meeting pursuant to the specific grant program's review criteria section and listed point value to arrive at a recommendation to approve or deny funding. Once the panel review is complete, Cultural Division staff will provide the scores and recommendations to the Broward Cultural Council for final funding approval, subject to funding availability.

Recommended projects will be considered at a public meeting in accordance with Florida's Government in the Sunshine Law, Section 286.011, Florida Statutes. Recommended projects will be announced according to the specific grant program's cycle chart.

Publicity & Credit Requirements

Broward Cultural Division:

A condition of receiving funds from the Cultural Division is the inclusion of the Cultural Division logo and attribution statement on all applicable print and digital materials relating to the grant-funded project. This includes, but is not limited to, the artist/project/organization website; printed materials, including postcards and event programs/brochures; recognition from the stage in pre-show remarks (if applicable); marketing materials, advertisements, radio announcements, and commercials. Examples of these materials are required for the project report.

Attribution Statement:

Made possible with support from the Broward County Cultural Division



Visit the Funding section of www.broward.org/Arts for logo copies and more information.

Community Foundation (Artist Innovation Only):

All Artist Innovation-funded projects are required to provide Community Foundation with appropriate publicity and recognition. In addition to complying with the Broward County Cultural Division’s publicity requirements, grantees must comply with the Community Foundation’s Brand Standards and Communications Guidelines, available at cfbroward.org/guidelines. All related promotional materials and communications must be submitted to Broward Cultural staff for approval no later than ten (10) business days prior to print and distribution. This includes print and digital media such as press releases, signage, invitations, announcements, programs, feature stories, materials produced as part of the grant, and other public information. Grantees must use the attribution statement(s), acknowledge the applicable Community Foundation fund(s), and use the appropriate Community Foundation logo as specified in the applicable grant agreement and the Community Foundation’s Brand Standards and Communications Guidelines. Grantees must also provide the Community Foundation with copies of publicity and media coverage submitted with their project reports.

ArtsCalendar

In addition to displaying the Broward Cultural logo and attribution statement on marketing materials, all grantees are obligated to register for an account on artscalendar.com or log in to an existing account if they are a returning grantee. All grantees must “submit event” and link all Broward County grant-funded programming to their artist profile by selecting or typing the artist’s name in the “Presenting Organization/Business.”



Disbursements & Payments

Award recommendations as a result of the panel review are not final until the Broward County Board of County Commissioners passes the County's annual budget. Awards are not guaranteed until an agreement has been fully executed.

Once an agreement has been fully executed and all required documentation is provided, payment will be made in one lump sum to the awarded artist.

Project Reporting

Once a grant-funded project has been completed, grantees are required to submit a project report thirty (30) days following the end of the term (term ends September 30) to close out the grant. This report allows grantees to update the Cultural Division on the outcomes of completing grant-funded programs. Project reports provide important data the Cultural Division uses to communicate the impact of the County's investment in the arts and culture sector.

All artist grantees must keep accurate records, receipts, invoices, and accounting for the actual uses of funds compared to the projected uses of funds detailed in the original application project budget.

Please note that failure to complete this project report may negatively impact your ability to receive future funding from the Cultural Division (noncompliance), resulting in a disqualification from future applications.

Project reports are to be submitted online within each grantee's online grant portal.

Contacts

Broward County Cultural Division

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