



BROWARD CULTURAL DIVISION

ARTIST GRANTS MANUAL

FISCAL YEAR 2022/23



CONTENTS

- 1 WELCOME
- 2 ABOUT THE DIVISION
- 3 ABOUT **ARTIST SUPPORT** GRANTS
- 4 ARTIST SUPPORT REVIEW PROCESS & CRITERIA
- 5 ABOUT **ARTIST INNOVATION** GRANTS
- 6 ARTIST INNOVATION REVIEW PROCESS CRITERIA
- 7 NAVIGATING THE ONLINE APPLICATION PROCESS
- 8 DEMOGRAPHIC DATA USES AND DEFINITIONS
- 9 SUPPORT MATERIALS
- 10 ATTRIBUTION, DISBURSEMENTS AND PAYMENTS
- 11 PROJECT REPORTING
- 12 CONTACTS

WELCOME

This is an exciting time for arts and culture in Broward as the Cultural Division releases a newly restructured grants program for fiscal year 2022. Contained in this grants manual are the efforts of many individuals, including community members, the Broward Cultural Council, Cultural Division, and the Broward County Board of County Commissioners.

This restructure of our grants program centered on creating a solid foundation of core funding opportunities for artists and arts organizations, with a focus on supporting sustainable, high-quality, artistic programs, and activities. We simplified our overall process, including the grant applications, eligibility requirements, funding criteria, contracts, and disbursement of funds. Our new grant review process prioritizes involvement by arts experts and community members.

The Cultural Division's funding programs have played an integral role in the development of our County's arts and culture infrastructure since the 1970s. As we continue into the second decade of this millennium, it was imperative to change our process to ensure many more decades of success.

We know change is not always easy and this effort is not an end point, but a beginning. Through this process, we make the commitment to continue to revise and refine our programs to ensure an open, fair, equitable, and transparent distribution of public funds to support arts and culture. Together, we can achieve great things!

PHILLIP DUNLAP

Director, Broward County Cultural Division

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UPDATES FOR 2023!

All new information is indicated by the orange and purple highlighted areas.

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.

Today the Cultural Division is made up of 17 full-time staff that focus on five areas - 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. The remaining members comprise 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 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 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 review 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 ARTIST SUPPORT GRANTS

The Broward Cultural Division's 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.

Grant Awards

An eligible individual artist can apply for up to \$3,000. If selected, an Artist Support Grant request will be fully funded. Matching funds are not required. Please note that all grant awards to individual artists are taxable income.

Eligibility for Artist Support Grants

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

- The artist is 18 years or older.
- The artist is a current resident of Broward County and has maintained primary residence in Broward County for at least one year. Two forms of documentation are required.
- Is a practicing professional artist who in the past three years has created a recognized body of original artworks and actively has presented/performed for the public. Documentation such as resume/CV, and examples of past/current work are required to support this claim.
- Has not received another Cultural Division grant in the same fiscal year.
- The artist is in good standing with the Division, with no delinquent reports or required grant documentation.

PROCESS	FY 2022	FY 2023		
	CYCLE III	CYCLE I	CYCLE II	CYCLE III
Stage I Application Deadline:	December 17, 2021	June 10, 2022	September 9, 2022	December 16, 2022
Stage II Application Deadline:	January 7, 2022	July 1, 2022	September 30, 2022	January 6, 2023
Recommended Projects Announced:	February 2022	August 2022	November 2022	February 2023
Project Implementation Period:	April 1, 2022 - September 30, 2022	October 1, 2022 - September 30, 2023	January 1, 2023 - September 30, 2023	April 1, 2023 - September 30, 2023

All deadlines are subject to the availability of grant funds.

Restrictions - we do not fund

A proposed project cannot receive funding from multiple Division grant opportunities.

This includes:

- Partnerships and collaborators cannot apply separately for the same project/overall event
- Collaborations with organizations in which the artist is a board or staff member of
- 501(c)(3) nonprofit and for-profit led projects (artists cannot submit on behalf of an organization)

- Repetitious applications of the same project with no proof of expansion of artistic quality or differentiation from previous years are ineligible to receive funding

Grant funds cannot be designated for such things as:

- Personal vacation;
- Full-time college tuition;
- Or any items not directly related to an artist’s professional, artistic, or project development.

Grant funds may not pay for projects for which the main intent is:

- Fundraising or charity;
- The presentation of another artist’s works, including curation, archiving, journalism (where the applicant’s work is not the primary content). For curated projects, applicants should contact the Cultural Division staff to discuss project eligibility;
- A commission; or
- University student shows.

No part of the grant may be used for reimbursement of expenses prior to the project implementation period.

No part of the grant may be used directly or indirectly to participate in or intervene in any

political campaign on behalf of, or in opposition to, any candidate for public office or to attempt to influence legislation or to support or promote, directly or indirectly terrorism or violent acts.

Any funds not expended for the purposes of the grant as applied for must be returned to the Cultural Division.

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

ARTIST SUPPORT REVIEW PROCESS & CRITERIA

Artist Support Grant Review Process

Each Artist Support Grant application is read by Broward County Staff and knowledgeable art practitioners/experts from the local and national arts community.

Each application will be read and scored according to the Division's four (4) review criteria sections listed below. Each section will be scored on a 5-point scale with the overall highest score being 20 points. Once scores are received, Cultural Division staff will average and compile the top-rated applicants and recommend them for funding to the Broward Cultural Council for final funding approval.

Unlike previous years, please note that there will be no public review process.

Recommended projects will be announced according to the chart listed on page 7.

Artist Support Grant Review Criteria

Applications are evaluated based on the following criteria:

I. Artistic Merit and Accomplishment

- Artist has demonstrated a substantive level of professional experience as evidenced by their resume or CV and supportive documents such as: Awards/recognition including prizes, residencies, other grants; presentation opportunities, including juried exhibitions, juried publications, castings, bookings; critical review; documentation of work; workshops, trainings and collaborations.

II. Community Benefit

- Applicant clearly and concisely describes the project's benefit to the Broward County community.
- Project will provide diverse artistic, cultural, educational, and/or historical amenities/programming that contributes to the vibrant, multi-cultural and economically viable community of Broward County.

- Qualifications of additional project staff/partnerships (if applicable).

III. Commitment to Deepening and Expanding Artistic Work

- Proposed project demonstrates the artists' commitment to deepening and expanding their artistic work and advancing career goals.
- Proposed projects are not an exact repeat of a previous year's project funded by the Cultural Division.

IV. Clarity on Use of Funds and Need for Funding Support

- Quality and clarity of the project goals, design, marketing efforts, and resources involved.
- Applicants have provided a clear and accurate budget and budget narrative with a description of how funds will be used and the need for funding support.

ABOUT ARTIST INNOVATION GRANTS

The Broward Cultural Division's Artist Innovation Grant provides direct funds to professional/ established individual artists of all disciplines for new and 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 diverse media and technology, 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.

Awards are provided in partnership with the Community Foundation of Broward.

About the Community Foundation of Broward

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

Grant Awards

An eligible individual artist can apply for award amounts of \$10,000. If selected, an Artist Innovation Grant request will be fully funded. Matching funds are not required. Please note that all grant awards to individual artists are taxable income.

For FY 2022, a maximum of five (5) awards will be granted.

For FY 2023, a maximum of ten (10) awards will be granted.

Awardees of this category are only allowed to apply every other year.

Eligibility for Artist Innovation Grants / Stage I Application

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 Broward County resident for at least one (1) year prior to application deadline and must maintain their primary residence in Broward during the entire funding period. Two forms of documentation are required.
- Is a practicing professional artist who in the past three years has created a recognized body of original artworks and actively has presented/performed for the public. Documentation such as resume/CV, and examples of past and current work are required to support this claim.
- Emerging artists are ineligible to apply in this category.
- Has not received another Cultural Division grant in the same fiscal year (this includes Artist Support Grantees who have already received payment).
- The artist is in good standing with the Division, with no delinquent reports or required grant documentation.

PROCESS	FY 2022	FY 2023
Stage I Application Deadline:	December 17, 2021	June 10, 2021
Stage II Application Deadline:	January 7, 2022	July 1, 2022
Panel Review:	February 2022	August 2022
Approval of Funding by BCC:	March, 2022	September, 2022
Project Implementation Period:	April 1, 2022 – March 31, 2023	October 1, 2022 – September 30, 2023

** All deadlines are subject to the availability of grant funds.*

Restrictions – we do not fund

A proposed project cannot receive funding from multiple Division grant opportunities.

This includes:

- Partnerships and collaborators cannot apply separately for the same project/overall event
- Collaborations with organizations in which the artist is a board or staff member of
- 501(c)(3) nonprofit and for-profit led projects (artists cannot submit on behalf of an organization)
- Artists pursuing an undergraduate degree.
- Emerging artists are ineligible to apply for this category (emerging artists do not have sustained recognition on a broader scale)

Grant funds cannot be designated for such things as:

- Personal vacation
- Full-time college tuition
- Any items not directly related to an artist’s professional, artistic, or project development

Grant funds may not pay for projects for which the main intent is:

- Fundraising or charity
- Primary focus is workshops for the public
- Commission(s)
- University student shows
- Curated projects
- Reimbursement of expenses prior to the project implementation period

No part of the grant may be used directly or indirectly to participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office or to attempt to influence legislation or to support or promote, directly or indirectly terrorism or violent acts.

Any funds not expended for the purposes of the grant as applied for must be returned to the Cultural Division.

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

Public Art Projects Restrictions:

Depending on the nature of the proposed project, some temporary public art projects may be applicable. A "temporary" installation allows the public to constantly engage in an everchanging environment (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 is highly encouraged.

It is the applicant's responsibility to obtain written proof of the property owner's authorization to use the site (could be City, County, or commercial/private entity) 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 Division staff to verify if your project is eligible.

ARTIST INNOVATION GRANT REVIEW PROCESS & CRITERIA

Panel Review Process

Each Artist Innovation Grant application is read by a seven (7) member panel which may include members from the Broward County Cultural Council, Division staff, Community Foundation staff, and knowledgeable art practitioners/experts from the local and national arts community.

Each application will be read and scored according to the Division's four (4) review criteria sections listed below. Each section will be scored on the indicated point scale with the overall highest score being 20 points. Once scores are received, Cultural Division staff will average and compile the top-rated applicants and recommend them for funding to the Broward Cultural Council for final funding approval.

Unlike previous years, please note that there will be no public review process.

Recommended projects will be announced according to the cycle chart listed on page 13.

Applications are evaluated based on the following criteria:

I. Artistic Accomplishment & Quality of Past Work (5 points)

- Artist has demonstrated a substantive level of professional experience as evidenced by their resume or CV and supportive documents such as: Awards/recognition including prizes, residencies, other grants; presentation opportunities, including juried exhibitions, juried publications, castings, bookings; critical review; documentation of work; workshops, trainings and collaborations.
- Rigor of past work samples

II. Community Benefit (6 points)

- Applicant clearly and concisely describes the project's benefit & accessibility to the Broward County community.
- Project will provide diverse artistic, cultural, educational, and/or historical amenities/programming that contributes to the vibrant, multi-cultural and economically viable community of Broward County.
- Qualifications of additional project staff/collaborators/partnerships (if applicable).

III. Artistic Merit & Project Idea Originality (7 points)

- Proposed project demonstrates the artists' commitment to deepening and expanding their artistic work and advancing career goals.
- Originality of proposed project: This idea is innovative, exciting, and new (or a fresh take on a similar idea)

IV. Clarity on Use of Funds and Need for Funding Support (2 points)

- Quality and clarity of the project goal(s), evaluation, marketing efforts, and resources involved.
- Applicants have provided a clear and accurate budget and budget narrative with a description of how funds will be used and the need for funding support.

Agreement & Attribution Requirements

Following the announcement of recommended projects, those same recommendations will be sent to the Broward Cultural Council (BCC) for final approval of funding. Once approved, an agreement will be drafted between the approved applicant and Broward County referencing the approved grant application. This agreement is to be signed by the applicant and executed by the Contract Administrator prior to funding being dispersed.

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.

Artist Presentations

Awarded recipients are required to attend two (2) receptions where they will give 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 of Broward.

NAVIGATING THE ONLINE APPLICATION PROCESS

Before starting the application process, applicants should read the Artist Support Manual fully. Failure to follow instructions could result in disqualification of an application.

Applications can be accessed on the Cultural Division website, Broward.org/Arts.

Stage I

Stage I is considered an eligibility phase where Cultural Division staff will be able to review submitted documentation from prospective artists. Those who are considered eligible by the Stage I deadline will receive an e-mail message from the Division staff, alerting you that permission has been granted to submit Stage II of the application. Existing grantees are also required to submit their Stage I applications each time they apply.

Stage II

Eligible applicants will access their Stage II application from their grant portal once staff notifies them that Stage II has been published. This stage contains all review criteria questions and project budget information.

Attachments

The Cultural Division does not allow applicants to add omitted attachments or other documents once the deadline for submission has passed. The Artist Grants Manual requires that an application be complete and that it meets all applicable eligibility requirements at the program deadline for submission of applications. See 'Support Materials' for specifics regarding acceptable file formats and requirements for attachments.

In Progress (Draft) Application (Stages I & II):

If you need to stop at any time, simply scroll to the bottom of the page and click “SAVE & FINISH LATER.” This will save what you have entered, close your application, send a copy to your email address, and allow you to return later. You can “SAVE & FINISH LATER” as often as necessary while you complete the application. When you are ready to return to work on your application again, return to the program page on www.artsfunding.broward.org and click on “Resume Application” button to resume your previously started online application.

Reviewing & Submitting the Application (Stages I & II):

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 template for easy review (proof reading stage). If there are any errors with your form, red notes will be listed next to the field in error. Make the edits or add the missing attachments as necessary. Once you have fixed any errors, click the “UPDATE” button to save your changes.

When you’re ready, click “SUBMIT” to send in your Application to the Division. You can always access a copy of this application from your grant portal anytime.

Please note that regarding both Stage I & II once the application is submitted, changes cannot be made.

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.

Any demographic data collected are used only for the purpose of assessing the Cultural Division's DEI goals. Demographic data, such as race and ethnicity, will never be used to qualify, judge, or rate grant applications.

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](https://www.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.

SUPPORT MATERIALS

Documentation of your work is required for evaluation, and artistic work samples must be uploaded in the application. Work samples should be relevant to the project being applied for and illustrate the artistic accomplishment of the applicant.

Acceptable file formats and parameters are listed below. File formats listed in bold are best for submission although the others listed are acceptable.

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.

TYPE OF DOCUMENTATION	ACCEPTABLE FORMATS	WORK SAMPLE LIMITS
IMAGES <i>PowerPoint presentations or documents (such as Word files) MUST be saved and submitted as a .pdf</i>	.jpg, .png, .pdf , .jpeg, .bmp, .gif	Up to 10 high-quality images
PUBLISHED MATERIALS	.pdf	Up to ten (10) 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

PUBLICITY & CREDIT REQUIREMENTS

A condition of receiving funds from the Division is the inclusion of the Cultural Division logo 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. Keep in mind that examples of these materials are a required component of the project report, which is further explained below.

In addition to recognition on all applicable print and digital materials related to the grant-funded project, the grantee agrees to list applicable events on ArtsCalendar.com and place the ArtsCalendar logo on their website.

Visit the Funding section of Broward.org/Arts for specific requirements, logos, etc.

DISBURSEMENTS AND PAYMENTS

Award recommendations as a result of the Citizen Review Panels 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 provided, payment will be made in one lump sum to the awarded artist.

PROJECT REPORTING

At the conclusion of the applicable project period, grantees are required to submit an online project report with the Cultural Division 30 days following the project end date. This report allows grantees to update the Division on the progress toward achieving the attended outcomes of grant-funded programs. Project reports provide important data the Division uses to communicate the impact of the County's investment in the arts and culture sector.

In order to complete your project report, 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. It is important to note that failing to submit your project may negatively impact your ability to receive future funding from the Cultural Division.

Please note that failure to complete this project report may result in a debarment from future applications.

CONTACTS

The Cultural Division office is located on the 6th floor of the Broward County Main Library in downtown Fort Lauderdale

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Broward.org/Arts

[Facebook.com/BrowardArts](https://www.facebook.com/BrowardArts) | [Instagram.com/BrowardArts](https://www.instagram.com/BrowardArts)

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