



# Cultural Institution Program (CINP)

**Cultural Institution Program (CINP) Program Guidelines FY 2020  
(October 1, 2019 through September 30, 2020)**

## Fiscal Year 2020

Deadline: November 15, 2018

Broward County Board of County Commissioners /Broward Cultural Council



**Broward County Cultural Division**



## **Broward Cultural Division Cultural Institution Program (CINP)**

**FY2020** Guideline (October 1, 2019 - September 30, 2020)

Application and attachment outline

**Purpose** - Assistance to Broward County not-for-profit arts and cultural organizations with annual operating budgets of at least \$1 million (exclusive of tangible collections, capital and/or endowment funds) in meeting reimbursable program expenses associated with the presentation and/or production of a regular season of exhibitions, programs, events or performances open to the general public in Broward County. Applicants must have an uninterrupted ten-year history of providing services in Broward County in their established cultural disciplines and must be qualified and designated as a *Cultural Institution Program (CINP)* organization by the Broward Cultural Council.

**Application Deadline: November 15, 2018 on, or before, 11:59 PM**

Designation for CINP deadline: June 1.

All applications must be submitted electronically online on, or before, November 15 at 11:59 PM. Late applications cannot be accepted without specific action by the Board of County Commissioners. Applications must be filed online: Any application filed online must be filed by 11:59 PM on the date of the deadline listed for each program. If such deadline falls on a Saturday or Sunday, the deadline shall automatically become 11:59 PM the following Monday, except if that Monday or the deadline falls on a Broward County, State of Florida, or national (federal) holiday, the deadline will become 11:59 PM of the following business day.

<b>Funding period: October 1, 2019 - September 30, 2020</b>
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### **Who May Apply:**

- (a) A not-for-profit organization that has been designated a Cultural Institution Program organization by the Broward Cultural Council, and the Board and which is either:
  1. Whose primary mission is **cultural**.
  2. Which has tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
  3. Which has a governing board, at least one-half of whom reside in Broward County, and which meets regularly and operates under a set of by laws.
  4. Whose principle office address, as recorded in the Secretary of State's office, is in Broward County with a minimum of one (1) full-time staff position in that office.
  5. Which has a significant, continuing contribution to the artistic, cultural and economic life of Broward County.
  6. Which has presented a regular season of cultural exhibitions or performances open to the general public for an uninterrupted ten (10) year period.

7. Has a minimum annual operating budget of \$1 million, exclusive of tangible collections, capital and/or endowment funds.
8. Has a full-time paid professional staff.
9. Has the ability to match funds dollar-for-dollar.
10. Has a significant countywide or regional impact.
11. Has a sustained level of artistic excellence.
12. Receives major Broward community audience support through subscriptions and/or membership, earned income and fundraising activities.
13. Demonstrates long term fiscal responsibility.
14. Which is accredited by the American Association of Museums (AAM), if a museum applicant.

### **Who May Apply (con't)**

(b) An American Association of Museum (AAM) accredited museum that is part (a division) of a not-for-profit university in Broward County that will provide recurring cultural and exhibit programming; producing a full season of programming and exhibits on a yearly basis and have an advisory board which governs the activities of the museum's programs, and at least fifty percent (50%) of whom reside in Broward County. County funding must be used to support the accredited museum's cultural and exhibition programming. Such organization shall also meet the following requirements:

1. Which has tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
2. Whose principal office address, as recorded in the Secretary of State's office, is in Broward County with a minimum of one full-time staff position in that office, (except for designated Regional Organizations).
3. Has a minimum annual operating budget of One Million Dollars (\$1,000,000.00), exclusive of tangible collections, capital, and/or endowment funds.
4. Has a full-time paid professional staff.
5. Has the ability to match funds dollar-for-dollar.
6. Has a significant countywide or regional impact.
7. Receives major Broward community audience support through subscriptions and/or membership, earned income and fund-raising activities.
8. Demonstrates long-term fiscal responsibility.

(c) Designated *Cultural Institutions (CINP organizations)* must continue to meet these requirements in order to be eligible for continuation of support.

### **Eligibility Requirements**

The eligibility requirements must be met at the time of application deadline. Applicant must have complied with all reports and audited financial reporting (if any) requirements of previous Broward County agreements. An applicant organization may not apply under more than one organizational name in one Broward County fiscal year unless a new name is reregistered with the Secretary of State during that period. A late or incomplete application will not be eligible for funding. An incomplete application (i.e., missing attachments, lack of proper support materials, etc.) may be rejected at the Division Staff level and not recommended to the Panel for consideration. Applications with deficiencies will receive a lower score. An applicant may submit only one application to the *Cultural Institution Program* per fiscal year during that period.

## **Funding Restrictions**

These funding restrictions are applicable to all Council incentive programs unless such expenditures are specifically authorized in program guidelines. Incentive funds may not be used for:

- a) Expenses incurred or obligated prior to or after the incentive period.
- b) Capital Construction or real property.
- c) Interest or reductions or deficits or loans, fines, penalties, or cost of litigation.
- d) Prize money, scholarships, awards, plaques, certificates, or contributions.
- e) Benefits and projects planned primarily for fund raising purposes.
- f) Entertainment and promotions, including related expenses such as receptions, food, beverages, flowers, and t-shirts.
- g) Projects or organizations whose primary purpose is not secular and programs where the primary effect of funding would be to support a religion.
- h) Travel.
- i) Any expenditure not authorized by Section 1-90 Broward County Code of Ordinances, as amended.
- j) Matching funds for another Council funding program.
- k) Admissions to cultural programs, exhibits or performances.
- l) Projects that are restricted to private participation, including those programs which would restrict public access on the basis of race, color, national origin, sex, religion, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression (including, but not limited to, Broward County Code, Chapter 16½), as amended.
- m) Telemarketing.

## **Application Deadline: November 15, 2018 on, or before, 11:59 PM**

All applications must be submitted electronically on or before: **November 15 at 11:59 PM**. Late applications cannot be accepted without specific action by the Board of County Commissioners.

## **Review & Scoring Process**

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

**Peer Panelists** - Appointed by the Broward Cultural Council, Peer Panelists consider the applications and rate them. Any panelists having a Conflict of Interest (as defined by Chapter 112, Part III, Code of Ethics, Florida Statutes) with an applicant is prohibited from participating in the evaluation process for that applicant's application.

**Panel Meetings Are Public** - Applicants are encouraged to attend and be prepared, if asked, to respond to questions panelists may have about their applications.

**Scoring** - Peer Panelists score applications based upon review criteria as listed in the program guidelines. Individual panelist's scores deviating by 20 points above or below the Panel's average score for a specific application will be discarded and the score re-averaged. An applicant must receive a minimum score of 75 points to be considered for an award. Suggested funding recommendations are based upon the applicant's score and funds available.

**Funding Formula** - A computer program will ensure that the award does not exceed 10 percent of the applicant's operating revenue. The computer program may utilize a sliding scale to determine any recommended funding for amounts in excess of the base of \$110,000.

**Funding Approval** - The Panel's recommendations are forwarded to the Broward Cultural Council for consideration. After the Council has confirmed and/or altered the recommendations, they are sent to the Board of County Commissioners for approval.

**Request / Award Size - On a funds available basis**, awards may range from \$110,000 up to a maximum of ten (10) percent (10%) of the (audited) operating revenues exclusive of collections, capital funds, and endowment funds, averaged over the past three (3) years, whichever is less. Awards recommended for funding will receive no less than the minimum award and no more than the maximum award as set forth in the Broward Cultural Council's procedures, as may be amended from time to time by the Council.

## **Review Criteria**

### **What the Panel Will Consider...**

#### **Cultural Merit Criteria (50 Points)**

1. The outstanding artistic and/or cultural merit, creativity and excellence of the organization's programs. (15 Points).
2. High professional standards in the discipline as demonstrated by:
  - a. The qualifications of professional artistic personnel involved in the organization's programs. (14 Points)
  - b. Prior programs presented in Broward County. (8 Points).
  - c. Commitment to sustain and advance the cultural art form expressed in the organization's artistic/programmatic philosophy. (13 Points).

#### **Civic Engagement and Impact Merit Criteria: (20 Points)**

1. Has substantially raised the level of artistic or cultural endeavor in the community and/or brought to and sustained in Broward County an artistic or cultural experience which would otherwise have been unavailable. (4 Points).

2. Proven ability to generate audience support for its programs as demonstrated by attendance at its presentations as well as subscriptions and/or membership lists. (2 Points).
3. Public outreach by providing programs and marketing to underserved groups, including underserved minorities, underserved persons with disabilities, the disadvantaged, underserved elderly, underserved children, and other underserved groups. Public outreach programs and marketing outside the primary location of the organization and/or or educational or technical assistance in the discipline. (4 Points)
4. Evidence that the organization provides programs and marketing to the various constituencies (audiences) described immediately above. (4 Points).
5. Evidence that the organization is an active participant in the local cultural system, networks, and affiliations. (2 Points).
6. Evidence how programs are achieving a wider and more diverse audience(s) (connections among Broward County's residents, citizens, and communities). (4 Points).

### **Organizational Stability and Management Capacity Criteria (30 Points)**

1. Proven record for developing resources and effectively implementing programs. (8 Points).
2. Evidence of competence of administrative staff and volunteer qualifications as demonstrated by resumes of key program/ project personnel. (7 Points).
3. Evidence of board involvement in sound financial management, planning, effective governance, fund raising, and policy development. (8 Points).
4. Evidence of board/trustee approved collaborations or formal alliances with local cultural organizations or community organizations. (7 Points)

### **Appeals Process**

Applicants have two opportunities (oral and written) to appeal the review panel's recommendation regarding their applications. Each applicant must substantiate at least one of the following reasons for any appeal:

The Review Panel failed to follow published procedures for applications and review.

The Review Panel acted in an unfair manner, or

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

### **Oral Appeals**

Oral Appeals at the Panel Review Meeting

After all applications have been scored by the panel, the Chair announces a break while scores are computed and ranked. If an applicant received a score of less than 75, Chair inquires whether the applicant wants to present an oral appeal based on any of the three reasons for appeals.

Speaking time is limited to three minutes per organization. The representative of the organization making the appeal must state on which of the three reasons the appeal is based.

Upon conclusion of the oral appeal(s), Chair asks if any panelist wants to alter a score for the applicant(s) making an oral appeal. Panelists must state the name of the applicant and a revised score at this time.

Revised scores for the appealing applicant are re-averaged and all scores are ranked. Panel makes funding motions and votes on them.

### **Written Appeals**

Written appeals are to be addressed to the Chair, Broward County Cultural Division, 100 S. Andrews Avenue, Fort Lauderdale, FL 33301-1829 and submitted within 14 days of the date of the review panel meeting. Written appeals must state the reason for the appeal.

Staff will prepare a fact sheet concerning the application and scoring by the panel.

The appeals are then forwarded to the Council for consideration in an appeals workshop. The appeals workshop occurs at the next Council meeting.

### **At the Appeals Workshop**

The Chair opens public workshop.

Chair calls upon organization(s) that submitted a written appeal. (Speaking time is limited to three (3) minutes per organization).

Chair calls upon Chair of the Review Panel to address the Council concerning the appeal(s).

The Appeals Workshop is adjourned.

### **Council Meeting Convened**

Council may discuss the appeal(s), may vote to alter the funding recommendations, or may vote on a motion concerning the funding recommendations on the consent agenda.

If the motion on the consent agenda is passed, the Chair explains the ramifications to the appealing applicant(s).

### **Administration of the Award**

**Managing the Award** –Awardees will be first notified in writing by the Cultural Division.

**Revisions and Defining Units of Service** - Before an Agreement can be issued, awardees are asked to provide updated information regarding changes in the project/program that have been made since the date of the original application. At that time the awardee also will be asked to help define the “units of service” that serve as the basis on which the award will be paid.

**Agreements and Workshop** - After submitting revisions, and the units of service are defined, awardees are sent an agreement for funded services which will have to be executed in a timely manner. A workshop is offered, as well as a detailed administration manual to assist in managing the agreement.

**Change Requests** – Awardees must keep the Contract Administrator informed about any changes in the project or program that effect the provisions found in “Exhibit A” of the agreement. All changes must to be submitted to the Broward County Cultural Division.

**Invoices and Project Evaluation Reporting** – Awardees are required to keep accurate records and receipts of funded activity and document such on invoices and final project report (Exhibit B) to the County. The completed Project Report (Exhibit B) is to be submitted to the Contract Administrator (online) no later than thirty (30) calendar days after the completion of the term (or project period) of the project/program described in Exhibit A of the agreement.

**Payment of all awards is on a reimbursement basis** - Contingent upon successful completion of the project or program and meeting the requirements of the agreement. The County will pay the awardee for services actually rendered and correctly invoiced as specified in Exhibit “A” of the agreement.

**Invoicing** - Once the Agreement is fully executed by all parties (Awardee, Risk Management, County Attorney, and County Administrator) the County staff can activate the payment cycle.

No invoices for reimbursement can be submitted until a Requisition is prepared and a Purchase Order is created and issued.

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Send the following to **Central Accounts Payable** via email: ([AccountsPayable@Broward.org](mailto:AccountsPayable@Broward.org)):

- Typewritten County prepared invoice – Do not handwrite invoices.
- Purchase order (P.O.) number must be on the invoice.
- Note – P.O. number will be provided by the Cultural Division.
- Invoice must be certified by Chief Executive or authorized officer.
- Invoices must be signed in blue ink, scanned and sent in color (not black and white).
- No invoices will be accepted after sixty (60) days beyond the end of the Term (as described in Section 3.1) and as stated in Article 4 of the Agreement.
- Do not send supporting documents.



Send the following to the **Cultural Division** via email (only electronic copies are accepted) to staff members Chantel Seamore ([CSeamore@Broward.org](mailto:CSeamore@Broward.org)) and Michelle Oplesch ([MOplesch@Broward.org](mailto:MOplesch@Broward.org)): A copy of the invoice that was sent to central Accounts Payable and any supporting documents containing the following:

- Brief narrative of services (see Exhibit A of the Agreement).
- Include brief description of activities and list hours worked by staff.
- The unit of service must correspond precisely to the information provided in Exhibit A of the Agreement.
- Playbills, flyers, and/or brochures (with Broward Cultural Division logo and attribution statement) from the events.
- Documentation of grant fund expenditures (County's CAEP, TDT, and CTP Grants only).
- Documentation of matching funds (County's TDT & CTP Grants only).
- Signed Attendance Logs/Reports (County's CDP & CAEP Grants only).
- Other information as required by the grant agreement.

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**Insurance Requirements** - If insurance is required by the County's Risk Management Division, the awardee will furnish a Certificate of Insurance, or endorsements, evidencing the insurance coverage specified by the agreement and such Certificate of Insurance. An Insurance Requirement form issued by the Risk Management Division (Exhibit C) will be attached and incorporated as part of the agreement.

The required Certificate shall be provided prior to the awardee beginning performance of work under the agreement. The Certificate must name **Broward County** as an additional insured. Failure to provide an up-to-date, or renewed Certificate could delay the execution of the agreement until insurance requirements are met.

**Workers Compensation** – Awardees will be required to complete a *Workers Compensation Insurance Requirement Certification form* (Non-construction only). Workers Compensation insurance is required by law once a business has four (4) or more employees, not including exempt corporate officers whom have filed for and received a valid Exemption from the State of Florida, (and naming **Broward County** as an additional insured to the Workers Compensation policy on the Certificate of Insurance). For the entities that have three or fewer employees under the Statute or Corporate Officers with a valid Exemption, Workers Compensation is optional.

**The Correct Use of County Logos and Attribution in Printed Materials** – Awardees must adhere to all provisions of the agreement giving appropriate attribution to the Broward County Board of County Commissioners, the Broward Cultural Council, and other participating funders. Failure to use the correct attribution to the County in printed publication/ publicity materials could be detrimental to future funding.

For LOGOS: <http://www.broward.org/ARTS/FUNDING/Pages/Logos.aspx>

Example:



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

**ArtsCalendar.com, South Florida's Complete Guide to the Arts**, is collaboration between ArtServe and Broward Cultural Division and includes listings of all cultural arts events, directories, reviews, auditions, calls for artists, classes and workshops and so much more. ArtsCalendar.com is the leading online resource for Arts and Cultural information for Broward County.



During the term of the agreement, if an awardee's program was funded by Broward County, the programs, or events, are to be added into the ArtsCalendar.com. event schedule.

See: ( <http://www.artscalendar.com/> ).

Awardees must post the **ArtsCalendar.com** banner web link on their organization's website. Simply post your event on arts calendar, go to [www.broward.org/Arts/Funding/Pages/Logos.aspx](http://www.broward.org/Arts/Funding/Pages/Logos.aspx) for the Arts Calendar logo, post the logo somewhere on your website and hyperlink it to your Arts Calendar posting.

Does your organization have the ArtsCalendar.com link posted on your website? ArtsCalendar.com is the leading online resource for Arts and Cultural information for Broward County. ArtsCalendar.com offers the largest database of South Florida Arts and Cultural events, as well as additional listings of classes and workshops, auditions, calls to artists and more. Contact the Division to learn how to add this resource to your site. Andy Royston, Broward Cultural Division 954-357-5587 or [aroyston@broward.org](mailto:aroyston@broward.org). Awardees must post the ArtsCalendar.com banner web link on your organization's website.

**Extensions/Waivers** - If an awardee is unable file the required financial information and project evaluation reports on time, then the awardee will have to request either an extension and /or waiver of the deadline for submission.

## **Application Process**

### **Plan ahead**

Applicants are urged to plan ahead and begin preparation of their applications well in advance of the due date for submission. Before starting the writing process, applicants should read the guidelines and

instructions carefully and follow them. **Failure to follow instructions could result in disqualification of an application.**

1. Plan to attend the workshop designed for applicants to the *Cultural Institution Program (CINP)*.

2. Schedule a meeting with a member of the section staff if you would like personal guidance regarding your application.

**Note:** First-time applications to the *Cultural Institution Program* are required to meet with a staff member prior to submitting an application for funding. This requirement applies even if the applicant receives funding through another Council incentive program.

3. Check and double check. Applications should be checked carefully to assure that all portions of the application form are completed and required attachments are provided in the order listed in the application forms. **Note:** The Cultural Division cannot allow applicants to add omitted attachments or other documents once the deadline for submission has passed. Guidelines require that an application be complete and that it meets all applicable eligibility requirements at the program deadline for submission of applications.

### Application Guidance - online applications

NOTE: The online application is **password protected**, a **separate password** will be provided to eligible organizations, via a separate e-mail, by the Cultural Division.

A unique password to be used to access the Cultural Institution Program application online form (not the applicant's Account password), will be provided to eligible organizations, via an e-mail, by the Cultural Division.

Only eligible organizations for the Broward County Cultural Division *Cultural Institution Program (CINP)* will be directly sent a password to access the application template.

## Online Application Outline

The application template is found on the Cultural Institution Program (CINP) landing page.

<http://www.broward.org/Arts/Funding/pages/cinp.aspx>

See: Forms and Links

Start a new Online Application

Resume previously started Online Application (In progress application)

To start a new Online Application, or to create an Account profile

[https://www.GrantRequest.com/SID\\_391?SA=SNA&FID=35196](https://www.GrantRequest.com/SID_391?SA=SNA&FID=35196)

START NEW  
APPLICATION

To resume a previously started Online Application (In progress application within your *My Account*)  
[https://www.GrantRequest.com/SID\\_391?SA=AM](https://www.GrantRequest.com/SID_391?SA=AM)

RESUME  
APPLICATION

(Return to your In Progress “draft” application)

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

### Page 1- Introduction

**Page 2- Organization Information** - Legal Name of Incorporated Organization- Enter the legal name of the applicant organization as registered with the Florida Secretary of State.

**Contact Person** – (Primary contact for the application) List the name, title, e-mail address of the person with in-depth knowledge of the organization and its application to be contacted in the event there is a question concerning the application. If the project is funded, this person will be listed as the official contact in the agreement and the person to whom award related correspondence should be sent. Federal Identification Number - Provide the organization’s federal employer identification number (FEIN) as established by the IRS. Date Incorporated - List the month, day, and year in which the organization was incorporated (as shown on the organization’s charter as filed with the Secretary of State). Month and Day Fiscal Year Ends - List the month, day, year the organization’s fiscal year ends  
**Last Fiscal Year Data** - Performances, events, or exhibits in Broward County provided during the previous fiscal year, attendance, members; number of paid subscribers/members during the fiscal year. Please enter the number Full-time, Part-time, and Contract Employees within your organization.

**Page 3- Project/ Program Description** - Provide a brief summary of your organization’s yearly program of activities for which you are requesting support. Cultural disciplines- Select the discipline(s) most appropriate for the project.

**Page 4- Financial Information** - Please provide a summary of the organization's financial information. The detail financial information will be submitted in Attachment I the Excel sheet (Income, Expenses, In-Kind Volunteer).

What impact would the maximum award on your project and your organization. The application score will heavily influence the size of award you receive, explain here the true impact of you receiving the largest award possible within the competitive pool of applicants. Also help the panelists measure the impact of a lesser award on the quantity/quality of your activities proposed during the funding period.

Indicate if any extraordinary or special fiscal circumstances exist for your organization at this time. Include any significant change in annual operations (growth or decline), and the reason for any deficits and the plan to solve them. If there are not special financial circumstances in your organization at this time list “none”.

**Page 5- Program Narrative / Organization History** - List all performances, exhibits and events projected for the next funding year (**October 1, 2019 through September 30, 2020**) in Broward

County giving the location and date of each. Describe what comprises the organization's season of programming in Broward County. Provide a concise overview of the organization's total operations that will be funded by the *CINP* award. When completed, the reader should be presented with an overview of your organization, its priorities, and its primary activities for which you are seeking support. **Provide a brief history (*Organization History*)** of your organization's services and programs over the last five years. (*collaborations are to be listed under review criteria*)

**Pages 6-8 - Review Criteria** - This is the basis on which a review panel scores or evaluates an application. State how the proposed project addresses the specific review criteria listed in the guidelines for the program: Cultural Merit, Civic Engagement and Impact Merit, and Organizational Stability and Management Capacity.

**Page 6- Cultural Merit Criteria** (Maximum points: 50)

1. The outstanding artistic and/or cultural merit, creativity and excellence of the organization's programs. (15 Points)
2. High professional standards in the discipline as demonstrated by:
  - a. The qualifications of professional artistic personnel involved in the organization's programs. (14 Points)
  - b. Prior programs presented in Broward County. (8 Points)
  - c. Commitment to sustain and advance the cultural art form expressed in the organization's artistic/programmatic philosophy. (13 Points)

(Under this section, when completed, the reader should have an understanding of how the organization's annual programs are derived, created, assembled, and of the internal selection process (the work of artistic director, staff, and/or committees). Also, the reader should see that the organization has established artistic/ programmatic standards, and expresses a concern for maintaining and improving programmatic quality, the "fit" between program and audience, the relevant "creative risks" and the intended point(s) of engagement with audiences and the community. The Artistic/Programmatic Philosophy can also convey how these programmatic choices will affect the organization in the future and discuss how feedback is used to invigorate, or inform, future program choices.)

**Page 7- Civic Engagement and Impact Merit Criteria** (Maximum points: 20)

1. Has substantially raised the level of artistic or cultural endeavor in the community and/or brought to and sustained in Broward County an artistic or cultural experience which would otherwise have been unavailable. (4 Points)
2. Proven ability to generate audience support for its programs as demonstrated by attendance at its presentations as well as subscriptions and/or membership lists. (2 Points)
3. Public outreach by providing programs and marketing to underserved groups, including underserved minorities, underserved persons with disabilities, the disadvantaged, underserved elderly, underserved children, and other underserved groups. Public outreach programs and

marketing outside the primary location of the organization and/or or educational or technical assistance in the discipline. (4 Points)

(Under this section, describe the plan to reach the diverse populations in the organization's service area? (e.g. at-risk youth, the disadvantaged, persons with disabilities, ethnic populations, elderly populations). Describe the organization's efforts for reaching diverse audiences; include the specific organizations that you work with, and the targeted zips codes, if applicable, and the services provided and the number of people served.)

4. Evidence that the organization provides programs and marketing to the various constituencies (audiences) described immediately above. (4 Points). (Under this section, describe the specific media, marketing and programs used to reach a wider more diverse audience.)
5. Evidence that the organization is an active participant in the local cultural system, networks, and affiliations. (2 Points)
6. Evidence how programs are achieving a wider and more diverse audience(s) (connections among Broward County's residents, citizens, and communities). (4 Points). (Describe the results of the organization's audience development efforts, and measurement of growth of new diverse audiences from year to year)

**Page 8- Organizational Stability and Management Capacity Criteria** (Maximum points: 30)

1. Proven record for developing resources and effectively implementing programs. (8 Points)
2. Evidence of competence of administrative staff and volunteer qualifications as demonstrated by resumes of key program/ project personnel. (7 Points)
3. Evidence of board involvement in sound financial management, planning, effective governance, fund raising, and policy development. (8 Points)
4. Evidence of board/trustee approved collaborations or formal alliances with local cultural organizations or community organizations. (7 Points).

(Under this section describe what specific efforts have your organization made to collaborate with other cultural organizations? What results have come from these collaborative efforts? Have you been able to increase your organizational efficiency or reduce costs as an outgrowth of any collaboration? Be sure to include the names of the community and cultural partners with which you collaborate.)

**Page 9- Mission statement, Key Goals and Accomplishments** – Express the mission statement of the organization. When completed, the reader should have a clear understanding of the key area(s) that the organization will focus on for the coming funding period (up to three key goals). These goals should be realized in time lines, budgets, and be realistic and quantifiable. Also, describe any major accomplishments, or progress, that has been made toward long-term and short-term goals and objectives from the previous year. When completed, the reader should be able to see the progress that the organization has made over the past year. For each goal and objective(s) that are selected, highlight any significant developments. Also, if the organization did not achieve a key goal from the past year, explain why, what the organization learned and what would have been done differently.

**Page 10- Impact of the Organization** Provide A.) Statistical documentation demonstrating the countywide or regional impact of the organization (i.e. zip codes served, audiences and/ or membership growth). B.) Describe your method of collecting the statistics. Population Served- List the five primary zip codes that will be served by your funded projects /programs next year.

**Page 11- Demographic Information** – Describe the demographic composition of the organization’s staff, board, and volunteers (numbers not percentages). Include the total number (not percentages) of members in each category and indicate are minorities, senior citizens, and persons with disabilities.

**Commissioner districts served** - Please place a mark (x) in the appropriate box indicating the Commissioner districts that will be served by your funded projects/programs next year.

To locate the correct Commissioner district, refer to: Click on ->

<http://bcgis.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=c7f7450dc0b147d4b4b9526d9b1f93e7>

and type in the street address and zip code of the program’s venue, or location. If your County funded projects/programs will occur at different venues, please indicate all the districts that would apply.

D&B D-U-N-S Number: All artists and arts organizations are encouraged to obtain their own free Dun & Bradstreet (D&B) number—or if you already have a D&B number, to ensure that they are accurately coded as an arts organization or artist. To find your DUNS number, please go to: <https://www.dnb.com/duns-number.html>. If you do not have a DUNS number, you can get one for free by either calling 1-800-333-0505.

**Page 12- Americans With Disabilities Act** – Answer the questions for ADA compliance.

**Page 13- Certification-** The applicant certifies that the data in this application and its various sections, including budget data, are true and correct and that the filing of this application for funding by the *Cultural Institution Program* (CINP) has been duly authorized.

## Page 14 - **Attachments**

### **UPLOAD ATTACHMENTS:**

At the ATTACHMENTS page: for each attachment, use the "Browse..." button feature and select the correct file from your computer for each Attachment. "Browse-in" in your attachment file, then, click the "Upload" button to attach the file. The maximum size for all attachments combined is 950 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

### **One file can be uploaded per Attachment**

Ensure all information is directly visible in your attachments. **When combining information into a single attachment** (ex. PDF) for submission, pay special attention to these attachments when “**Reviewing**” the final application before submitting to confirm all your supplied data is retained and visible, so it is clear to the reviewers. Please avoid sending compressed (zip) files, and to prevent damaged, or corrupted, files from being sent, create new (clean) versions of your attachments.

**Attachment 1- Financial Information** -Operating Budget- (Cash Revenues, Expenses, Volunteer and In-Kind). Created in an Excel file format which you can download from the Broward Cultural Division Web-site: Funding-> Find the program that is right for you -> Cultural Institution Program.  
<http://www.broward.org/Arts/Funding/pages/cinp.aspx>

**At the Forms and Links section** - Download the blank Excel form "**2020 Financial Form xls**" to your computer and complete, and, then upload. Note three pages Sheet 1- Income; Sheet 2- Expenses; Sheet 3 - Volunteer In-Kind. Column 1 - most recently completed fiscal year; column 2 - your current year; column 3 - the year for which you are requesting funding.

**Attachment 2-** Provide an organizational history which includes a founding date.

**Attachment 3-** Provide short-term and long-term organizational and programmatic goals and objectives. Explain how they relate to the mission statement.

**Attachment 4-** List of current officers and board members showing terms, residential addresses, and phone numbers and e-mail addresses.

**Attachment 5-** List of exhibits, programs, events or performances presented in the last funding period, or the previous 12 months (including dates and locations).

**Attachment 6-** Names of Key Program and Artistic Staff - List the names of key organizational artistic and program personnel. Provide brief resumes for each name listed.

**Attachment 7-** Names, qualifications and support material (news clippings, programs, biographical information, resume, etc.) for creative artists involved in the proposed year. Provide Letters of Commitment from these participating artists for the proposed funding period. Summary resumes of key program/ project personnel or administrative staff (up to 5 pages).

**Attachment 8-** Appropriate supportive material (not to exceed 5 pages).

**Attachment 9-** Letter(s) of commitment to substantiate matching funds from individuals, corporations, governments, etc. If applicant is providing a match through cash revenues, a letter must be written to this effect and signed by the President of the applicant organization.

**Attachment 10-** Please submit the most recent IRS 990 form for the organization.

### Media

To substantiate and support your proposal (optional), applicants may provide these files to upload as Attachments to the proposal: **(Allowable file extensions – Doc. Docx. xlsx. Txt. Tif. Png. Jpg. gif. bmp. zip. tar. .gz mpg. mov. mp2. mp3. mp4. )**  
**(small movie files, please)**

**Attachment IIA-** First Media attachment. Media samples (optional) One upload per Attachment.

**Attachment IIB-** Second Media attachment. Media samples (optional) One upload per Attachment.



**Audits-** Not required with application submission. However, the most recent certified (audited) financial statement of the organization that is on file with the Division will be reviewed and used for the funding formula. NOTE: without an audit, the Division will not have a means of verifying the in-kind services determined by the organization's CPA. Make certain that the current audit has been filed with the Division. Contact the Division if any questions.

### **In Progress "Draft" Application**

If you need to stop at any time, simply scroll to the bottom of the page, "**click**" on **SAVE & FINISH LATER**. This will save what you have entered, close your application, and allow you to return later. You can **SAVE & FINISH LATER** as often as necessary while you complete the application. **You will receive a "Draft" of the application in your e-mail in-box.** When you are ready to return to work on your application, again,... Click on button 2. "To resume a previously started Online Application."

### **Review & Submit the Application**

1.) **CLICK** the button, or tab: "**Review My Application.**" This will take you to a review screen. This function will generate one continuous page of your entire Application for easy review (**proof reading stage**). If there are errors on your Application, red notes will be listed next to the field in error. Make the edits or add the missing attachments. Once you have fixed any errors, **CLICK** the **UPDATE** button to save your changes.

2.) **CLICK: SUBMIT button** to send in your Application to the Division.

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

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<http://www.broward.org/arts/Pages/Default.aspx>



Broward County Cultural Division

