



BROWARD ARTS RELIEF

SUPPLEMENTAL GRANT PROGRAM

Supplemental Grant Program Guidelines

Application Workshops: April 24, 2020 and May 6, 2020

Application Deadline: May 15, 2020, 11:59 PM





Supplemental Grant Program

Purpose: The Supplemental Grant program has been created for the purpose of preserving jobs in the arts through funds supporting general operations, arts programs, projects, and services of arts non-profits in Broward County, FL. This program will be carried out through one-time grants to eligible Broward County cultural not-for-profit organizations that received general operating support from the Cultural Division during the 2020 fiscal year (October 1, 2019 – September 30, 2020).

Application Deadline: May 15, 2020 by 11:59 PM

Program Eligibility

Eligible Applicants: Broward County Cultural Not-for-Profit organizations currently funded through the Cultural Division's Cultural Institution Program (CINP), or Cultural Diversity Program (CDP), or Cultural Investment Program (CINV), during Fiscal Year 2020.

Funds must be used to preserve jobs for staff, or fees for artistic contractual services that have been cut or will be cut as a result of the Covid-19 crisis (***development and fund-raising positions are not eligible for funding***). Applicants must be a grantee that has successfully met the artistic and organizational requirements of the Cultural Division's grant programs. Applicants must have complied with all grant reports and financial reporting requirements of previous Broward County grant agreements, if any. An applicant organization may not apply under more than one organizational name in one Broward County fiscal year unless a new name is registered with the Secretary of State during that period.

Note: If you are receiving support, or expecting to receive support through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to preserve jobs and help support organizations forced to close operations, please make certain as you prepare your request to the Division, that the County's funding is not supporting identical positions, or duplicating contractual services, that would also be supported by this Federal program's funding. Namely the Paycheck Protection Program (PPP) and the Economic Injury Disaster Loan (EIDL).

Use of Funds:

1. Reimbursable expenses (outlined below) incurred between March 1 – September 30, 2020.
2. Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that have been eliminated, or are in jeopardy of elimination by September 30, 2020 as a result of the current economic climate, **And/Or,**
3. Fees for previously engaged artistic contractual services that have been eliminated or are in jeopardy of elimination by September 30, 2020. **Supplemental Grant Program funding cannot be used for supporting new positions or creating new artistic programs.**

Grantees will be required to submit a final report on funding received through the Supplemental Grant program from Broward County.



Ineligible activities: Salaries, wages, fringe benefits, and fees that are incurred in connection with fund raising are not allowable project expenses. Creating new positions or organizing new artistic contractual services are ineligible activities. Creating a ‘paid staff’ position from a position that was previously a ‘volunteer staff position’ (non-compensated) is an ineligible activity.

Grant Amounts and Matching Funds

The grants are non-matching. Priority will be given to cost-effective arts programs, projects and services that maximize the amount of funds distributed. Funds to organizations must demonstrate that they reach and serve underserved populations limited by geography, ethnicity, economics, or disability.

Request/Award Size: On a funds-available basis, eligible Broward County cultural not-for-profit organizations may request between \$2,500 to \$20,000 as outlined below.

- Organizations with a budget size of **\$25,000-\$124,999** may request up to **\$2,500**.
- Organizations with a budget size of **\$125k-\$500k** may request up to **\$7,500**.
- Organizations with a budget size of **\$501k-\$1,000,000** may request up to **\$12,000**.
- Organizations with a budget size of **\$1,000,001+** may request up to **\$20,000**.

Grant Period: March 1, 2020 through September 30, 2020.

Review Panel, Criteria, and Scoring

Review Criteria

The panel will focus on the following review criteria:

1. **Organizational Need** – How will salary support, or fees for artistic contractual services, directly impact job retention and sustain the core mission? What is the position(s), or program(s) that will be saved? Has the position, or service, been eliminated, or is the position, or service, clearly in jeopardy of elimination prior to September 30, 2020? What is the plan to sustain the position, or artistic contractual service, after the grant period ends? **(40 points)**
2. **Fiscal Condition** – What is the fiscal condition of the organization? What cost controls and budget plans are in place to maintain the organization during the economic downturn and what efforts have been made to reduce expenses? **(30 points)**
3. **Demographic Impact** – Describe how the position, or artistic contractual services, would impact the organization’s service to audiences, limited by geography, ethnicity, economics, or disability. **(30 points)**

Scoring: Applicant scores are based on the above review criteria. An applicant must receive a minimum score of 75 points to be considered for an award. Suggested funding recommendations are based on the applicant’s score and funds available.



Funding Approval: Following staff review, award recommendations are forwarded to the Broward Cultural Council for consideration. Awards will be recommended by the Council to the County Administrator with awards made by the County Administrator or her designee. Funding is conditioned upon the organization using good faith efforts to obtain applicable financial assistance from available COVID-related funding, such as the federal CARES Act.

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Apply on-line: Applications must be filed electronically online by 11:59 PM on the deadline listed. If this date falls on a holiday celebrated by Broward County government, State of Florida, or national (federal) holiday applications are due by the first business day following the deadline.

Panel Review: Review of Supplemental Grant Program applications will be conducted by Cultural Division staff in the order they are received. Grantees will be notified of their status no later than Friday, May 29, 2020.

Online Application

The application template is found on the **Supplemental Grant Program (SGP)** landing page:

<http://broward.org/Arts/Funding/Pages/SGP.aspx>

To start a new online SGP application, (or create an account login), please visit:

https://www.grantrequest.com/SID_391?SA=SNA&FID=35331

START NEW
APPLICATION

Return to your previously started (*In progress application*) online application return to your *MY ACCOUNT*, click link below (please enter your email and password to access your saved and completed applications):

https://www.GrantRequest.com/SID_391?SA=AM

RESUME
APPLICATION

Managing the Award

Agreements and Workshops: Virtual workshops are offered on April 24, 2020 and May 6, 2020 at 2:00 PM to inform eligible applicants of the application process. Once applications are approved by the County Administrator or her designee, recommended awardees will be sent an agreement to sign. Funds will be disbursed by the County only after the agreement has been signed and certified by all parties.

Invoices and Project Reporting: Awardees are required to keep accurate records and timecards for funded arts programs, projects or services and document such on the final project report (Exhibit B) to the County. The Exhibit B is to be submitted online no later than thirty (30) calendar days after the completion of the term for the arts programs, projects or services written on the Exhibit A (Scope of Services).

Payment: Payment of all awards is on a reimbursement basis, contingent upon successful completion of the arts programs, projects, or services performed and meeting the requirements of the agreement. The County will pay the awardee for programs, projects or services rendered as specified in Exhibit A of the agreement.

The Supplemental Grant Program is funded by the Florida Arts License Plate Program



The Florida Arts License Plate Program was created by the Legislature in 1994. Funds collected through the sale of these specialty plates are distributed to the counties where the plates are sold and are used to support arts organizations, programs, and activities within that county. Each county must designate a recipient organization to administer funds that support arts activities within that county. During the 2003 legislative session, Senate Bill 1954 passed, removing the Department of State from the revenue flow cycle for the Florida Arts License Plate Program. As a result of the legislation, counties will receive money directly from the Department of Highway, Safety and Motor Vehicles, allowing for a much quicker disbursement of funds.

Statutory authorization: 320.08058 (12). Enacted: 07/01/1995

For more information, please visit:

<https://dos.myflorida.com/cultural/info-and-opportunities/florida-arts-license-plate/>



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