

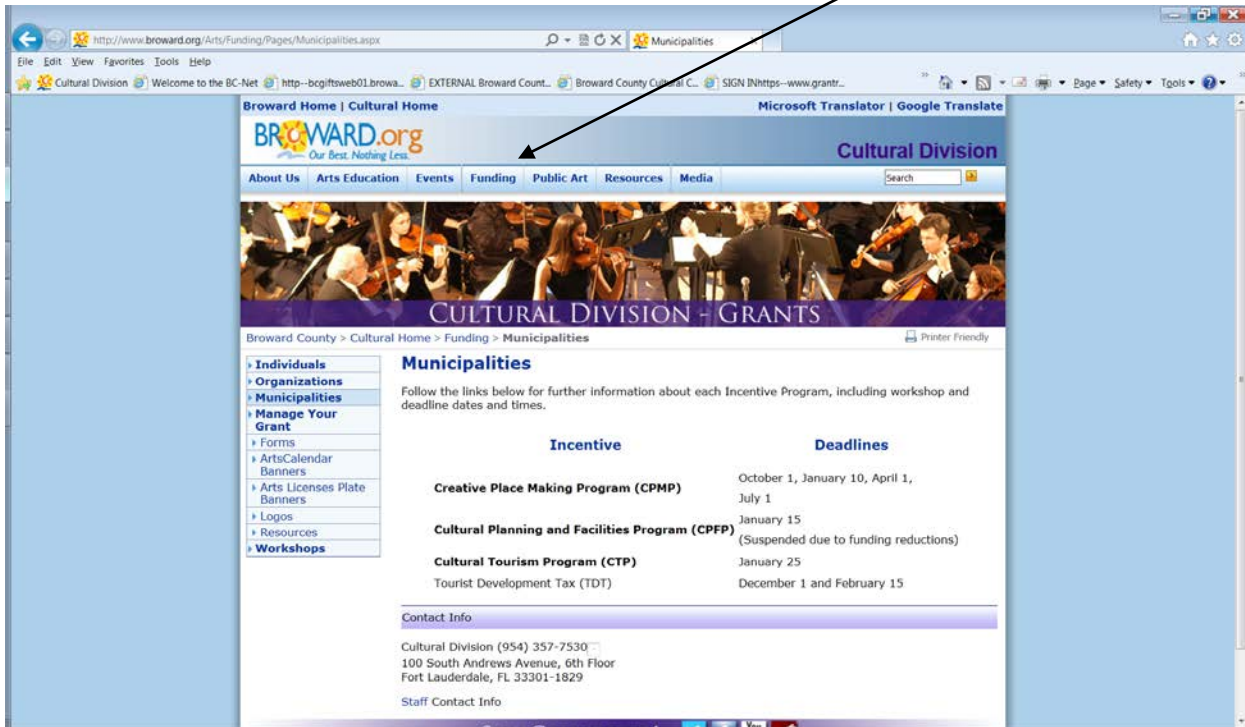


Broward County Cultural Division
FY2019

GUIDE TO THE ONLINE APPLICATION

- TO CREATE AN ACCOUNT** (If you do not have an Account profile, or never applied before) – **page 3**
- TO BEGIN AN APPLICATION** - **page 5**
- ATTACHMENTS** - **page 8**
- IN- PROGRESS APPLICATION** (Resume a previously started Online Application) - **page 11**
- SENDING DRAFTS-** **page 13**
- REVIEW APPLICATION and SUBMIT-** **page 15**

The Cultural Division home page lists all the Incentive Programs, under the “Funding” tab. www.Broward.org/arts



Each program landing page will have the links and forms you need.

EXAMPLE:

Forms and Links

- [Guidelines \(DOC\)](#)
- [Application Instructions \(DOC\)](#)
- [2019 Financial Form -All counties \(XLS\)](#)

Links will be displayed as buttons on the web site.

To start a new Online Application, click the button (link):



To resume previously started Online Application, click the button (link):



The Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP) landing page is found under the tabs for either: “Organizations” and “Municipalities”.

Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP)

The screenshot shows the Broward.org website with the following content:

- Header: Broward.org, Cultural Division, Microsoft Translator | Google Translate
- Navigation: About Us, Arts Education, Events, Funding, Public Art, Resources, Media
- Section: CULTURAL DIVISION - GRANTS
- Sub-section: Tourist Development Tax
- Section-Header: Tourist Development Tax
- Section-Header: Tourist Development Tax (TDT) Capital Challenge Grant Program (CCGP)
- Text: The Tourist Development Tax (TDT) is a local sales tax, authorized and governed by Florida Statute 125.0104. It is sometimes referred to as resort tax, bed tax, local option tourist tax or transient rental tax. The Broward County Tourist Development Tax Rate is 5 percent. Periodically, Broward County receives requests for financial assistance from local municipalities or non-profit organizations to support capital projects using proceeds from this tax. If an applicant is seeking capital funds and is otherwise ineligible under the County's existing Cultural Division Grants Program solicitations, the following guidance must be followed.
- Section-Header: What may be funded:
- Text: (A) Project funds may be used to acquire, construct, extend, enlarge, remodel, repair, improve, or maintain tourist-oriented facilities, including convention centers, sports stadiums, sports arenas, coliseums, auditoriums, aquariums, or museums that are publicly owned and operated, or owned and operated by NPOs and open to the public, within the boundaries of Broward County. (B) Applicants must demonstrate how the projects will enhance Broward County as a tourist destination and thereby generate hotel and motel (lodging) "bed nights". (C) The maximum amount award may not exceed \$500,000. (D) Applicants must provide matching funds via cash contributions in a minimum ratio of 2:1. (e) Project timelines may not exceed three (3) years from notification of award from the County.
- Section-Header: See guidelines for specific application and reporting requirements.
- Section-Header: Who May Apply:
- Text: (A)(1) Must be a NPO qualified to do business in Florida. (2) Which is tax-exempt status under Section 501(c) subsections (3), (4), (5), (6) or (7) of the Internal Revenue Code. (3) A copy of the most recent IRS determination letter must accompany the application, to confirm tax-exempt status. (4) Which has a governing board which meets regularly and operates under a set of bylaws, and has fifty percent (50%) of governing board members residing in Broward County (5) Which must have a bank

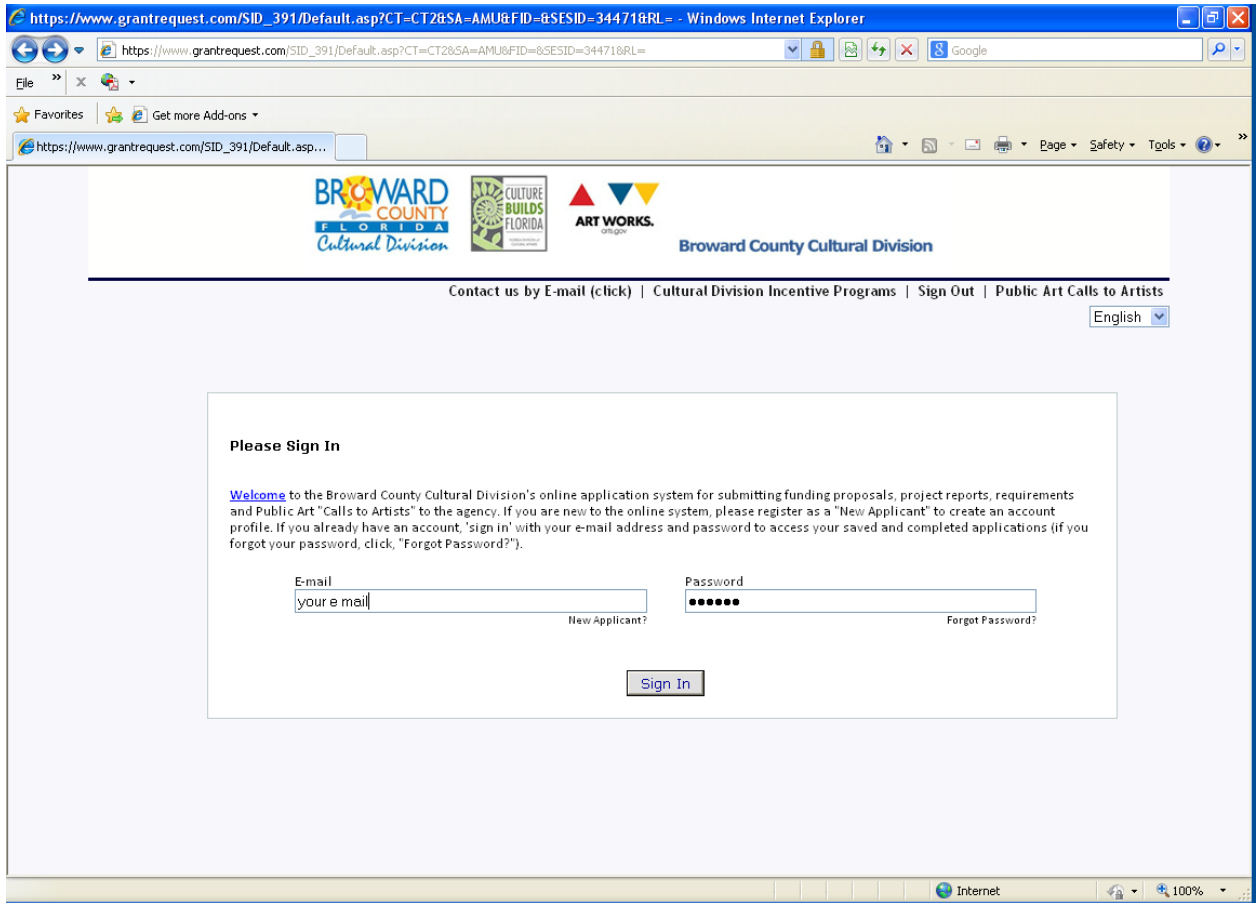
The screenshot shows the application process for the TDT-CCGP with the following content:

- Program Application Workshop: TBA
- Panel Review: TBA
- Application Deadline: Eligible entities seeking funding under TDT-CCGP must submit a completed application by February 15 of each year, to the Broward Cultural Division. Submit on, or before, **February 15, 2014 at 11:59PM.**
- Written Appeals Deadline: TBA
- Panel Orientation: TBA
- Appeals Meeting: TBA
- Section-Header: Instructions, Forms and Links
- List:
 - Guidelines (PDF)
 - Instructions for Applying (PDF)
 - 2015 Financial Form (XLS)
- Section-Header: Application
- Buttons:
 - 1 Start New Application
 - 2 Resume Application
- Section-Header: STAY CONNECTED!
- Footer: Broward County, Cultural Home | Cultural Division Site Map, Broward Home | Terms of Use | Contact Us

TO CREATE AN ACCOUNT

USE THE FOLLOWING LINK TO CREATE AN ACCOUNT:

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



Your online account is linked to a single email account/password. This account (email address and password) should be used for all applications and final reports throughout your organization. Make sure you share this email address and password with anyone in your organization that needs access to the online account.

NOTE: If you have forgotten your password: **CLICK** on the **“Forgot password?”** A message will be sent to your e-mail in-box.

CLICK: **New Applicant?..... To create an Account**

TO CREATE A NEW ACCOUNT:

CLICK: [New Applicant](#)

Enter your e-mail address in the box that says: **E-MAIL ADDRESS.**

Account Creation - Windows Internet Explorer

https://www.grantrequest.com/SID_391/Default.asp?SA=TEST_EMAIL&SESID=29411&AID=29099&RETURN=...

Broward County Florida Cultural Division

Culture Builds Florida

ART WORKS. arts.gov

Broward County Cultural Division

Contact us by E-mail (click) | Cultural Division Incentive Programs | Sign Out | Public Art Calls to Artists

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (minimum of 5 characters)

Confirm Password

[Continue](#)

[Return to login](#)

Enter a Password in the **PASSWORD** box. (This can be any password you choose. If the application will be completed by multiple staff members, be sure to choose a password that anyone on your staff can remember.). Confirm this same password in the next box: **CONFIRM PASSWORD.** **CLICK:** [Continue.](#)

At this point you will receive an e-mail to the e-mail address you entered. The subject will be “**Welcome Grantseeker.**” This message will contain a login link and the password you just created. **YOU ARE NOW REGISTERED. YOU MAY CONTINUE TO COMPLETE THE APPLICATION OR STOP AND CONTINUE THE APPLICATION AT A LATER TIME.**

This grant application system uses the following e-mail domain: mail@grantapplication.com. Please add it to your safe-senders list to be sure you receive all communications.

TO BEGIN AN APPLICATION

To access this Broward County Cultural Division funding application. Click on the appropriate Web link (Once):

Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP)

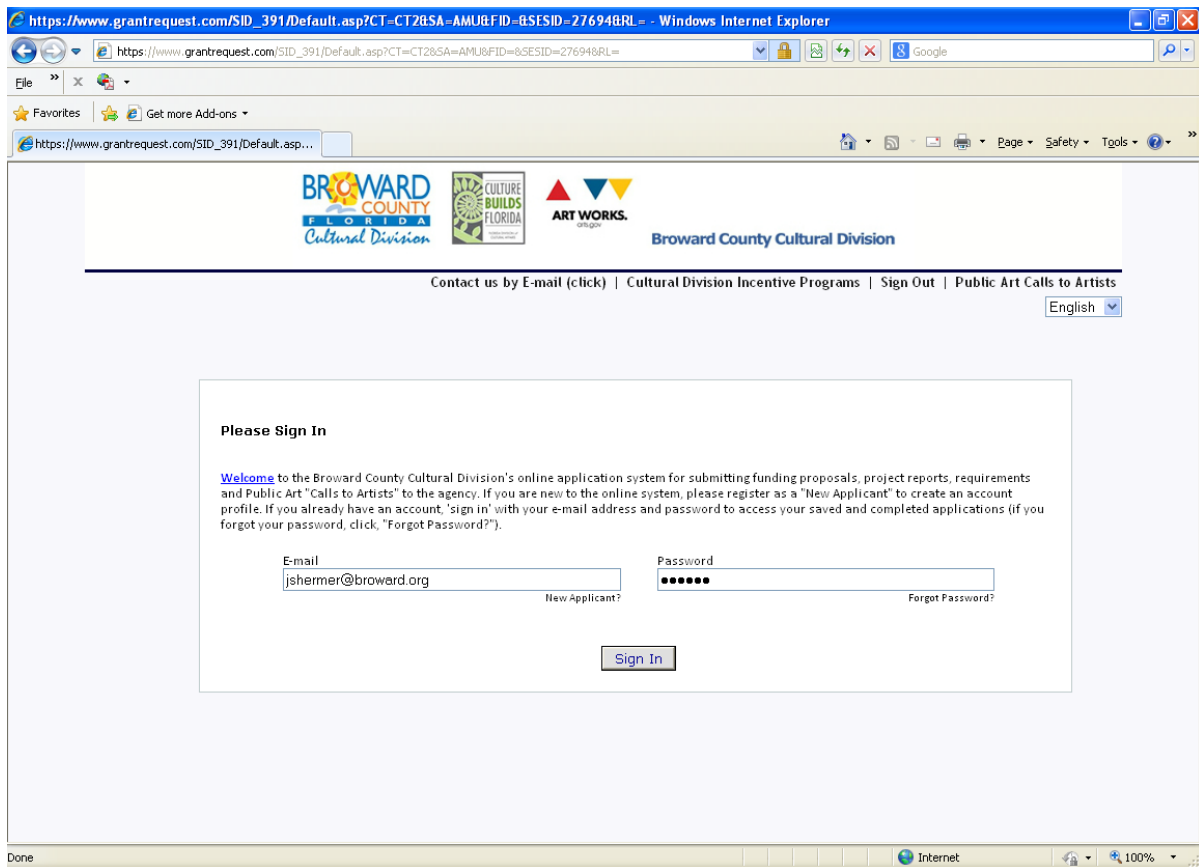


(on the web site, it will appear as a button)

https://www.grantrequest.com/SID_391/?SA=SNA&FID=35106

You need only to click the link *once* to inaugurate a new application.

Sign-in to your account. Enter your e-mail address and YOUR password:



The Introduction page to the application:

(Example)

The screenshot shows a web browser window displaying the application page. The browser's address bar shows the URL: https://www.grantrequest.com/Application.aspx?sid=391&aid=48270. The page title is "TDT Capital Challenge Gra...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The search bar contains "Google". The page header includes logos for Broward County Cultural Division, Culture Building Florida, and Art Works. The main content area is titled "1. Introduction - Tourist Development Tax (TDT) Capital Challenge Grant Program (TDT-CCGP)". It includes a "Required before final submission" note, a header for "Broward County Cultural Division/ Broward Cultural Council/ Broward County Board of County Commissioners", and a sub-header for "Tourist Development Tax (TDT) Capital Challenge Grant Program (for the funding period: October 1, 2018 through September 30, 2019)". The "Purpose" section describes the TDT as a local sales tax authorized by Florida Statute 125.0104. The "Application Deadline" section states that a completed application must be submitted by February 15 on, or before, 11:59 PM. The "Instructions" section provides details on navigating the application, spell checking, and saving drafts. A "Note" at the bottom explains that grant applications will be submitted to the Broward County's Greater Fort Lauderdale and Visitor's Bureau (GFLCVB) for evaluation.

Navigate using the page numbers at the top of each page, or the “NEXT” Button at the bottom of the page.

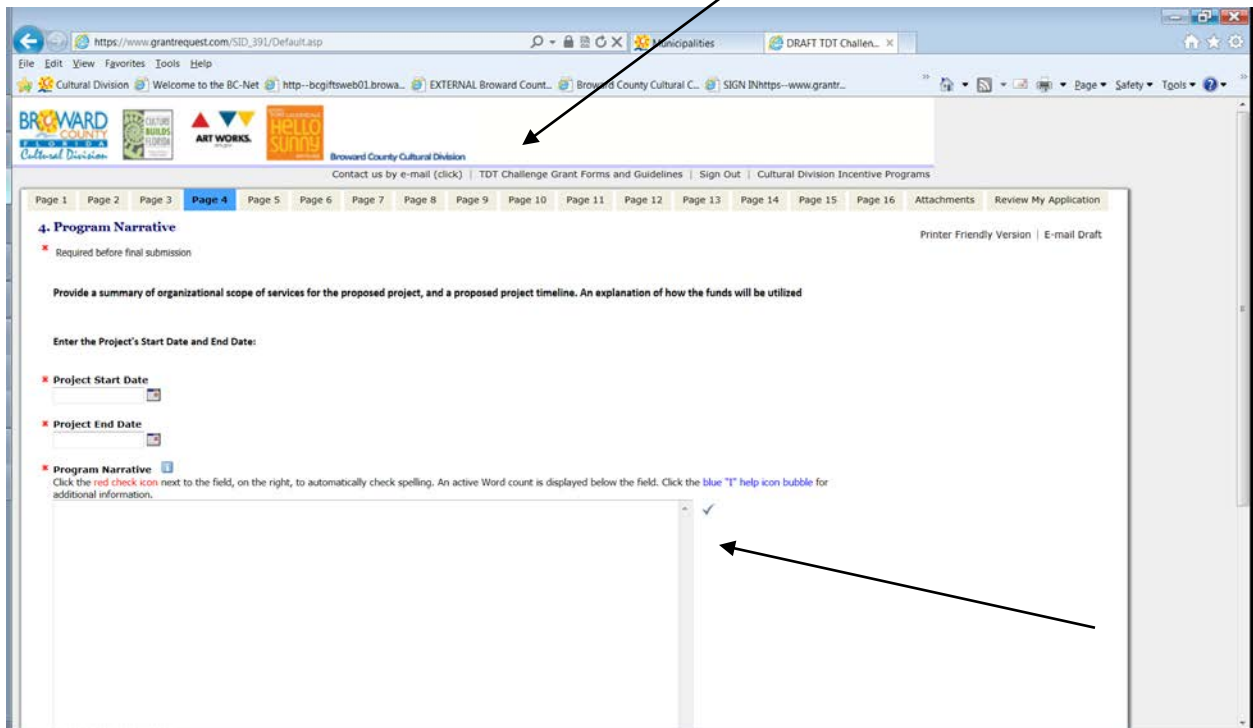
If you need to stop at any time, simply scroll to the bottom of the page, “click” on **SAVE & FINISH LATER**. This will save (store) what you have entered, close your application, and allow you to return later.

At any time click “Save and Finish Later” button to save your work and your application is stored in your profile in the application tab. Your “saved” application will be stored in the Application tab and you will receive an e-mail with the contents. (Remember, this is not the submission of the application).

You can **SAVE & FINISH LATER** as often as necessary while you complete the application.

You can return and edit any page until the application is submitted. **When you Save & Finish Later**You will receive a “Draft” of the application in your e-mail box.

You can navigate the form, and edit any page, until the application is ready to be submitted by using the page numbers at the top of the page.



Click the **red check icon** next to the field, on the right, to automatically check spelling.

Click the **blue "I" help icon bubble** for additional information.

An active Word Count is displayed below the input field.

Attachments

The Attachments are required with your submission. On any page, click on the Accent tab area called “**Forms and Guidelines**” this will direct you to the forms the Excel Financial forms (a three-sheet Excel form Operating Budget- (Revenues, Expenses, Volunteer and In-Kind). Download the editable blank forms).

Attachments - Only one file can be uploaded per Attachment.

Attachment Guidance - Ensure all information is directly visible in your attachments. When combining information into a single attachment (ex. PDF), 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.

https://www.grantrequest.com/Application.aspx?sid=391&aid=48270 TDT Capital Challenge Gra... x

File Edit View Favorites Tools Help

Log ... Log ... juic... in Kimb... in Kimb... http... 5.3 ... Login Welc... Brow... G Inte... Cult... Welc... http...

BROWARD COUNTY Cultural Division

Contact us by e-mail (click) | TDT Challenge Grant Forms and Guidelines | Sign Out | Cultural Division Incentive Programs

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10 Page 11 Page 12 Page 13 Page 14 Page 15 Page 16 **Page 17** Review My Application

ATTACHMENTS Printer Friendly Version | E-mail Draft

Required before final submission

Attachments - Only one file can be uploaded per Attachment. UPLOAD ATTACHMENTS: Select the correct Attachment from your computer, "browse-in" in your File, then click the "Upload" button. Browse and upload electronic files as attachments to your application. The maximum size for all attachments combined is 900 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Attachment 18A - Media First attachment. Media samples (optional) One upload per Attachment.
MEDIA: Allowable file extensions for attachments - One can now provide these files to upload as attachments in the proposal templates: **Doc. Docx. xlsx. Txt. Tif. Png. Jpg. gif. bmp. zip. tar. gz mpg. mov. mp2. mp3. mp4.** This means audio files and *small movie files* can be uploaded as attachments with the proposals.

Upload the Attachment

Attachment Guidance - Ensure all information is directly visible in your attachments. When combining information into a single attachment (ex. PDF), 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. **Once loaded, the file will appear under the Attachment name as an "Uploaded File." If you inadvertently select the wrong attachment file, click on the button called "Remove" then upload the new file.**

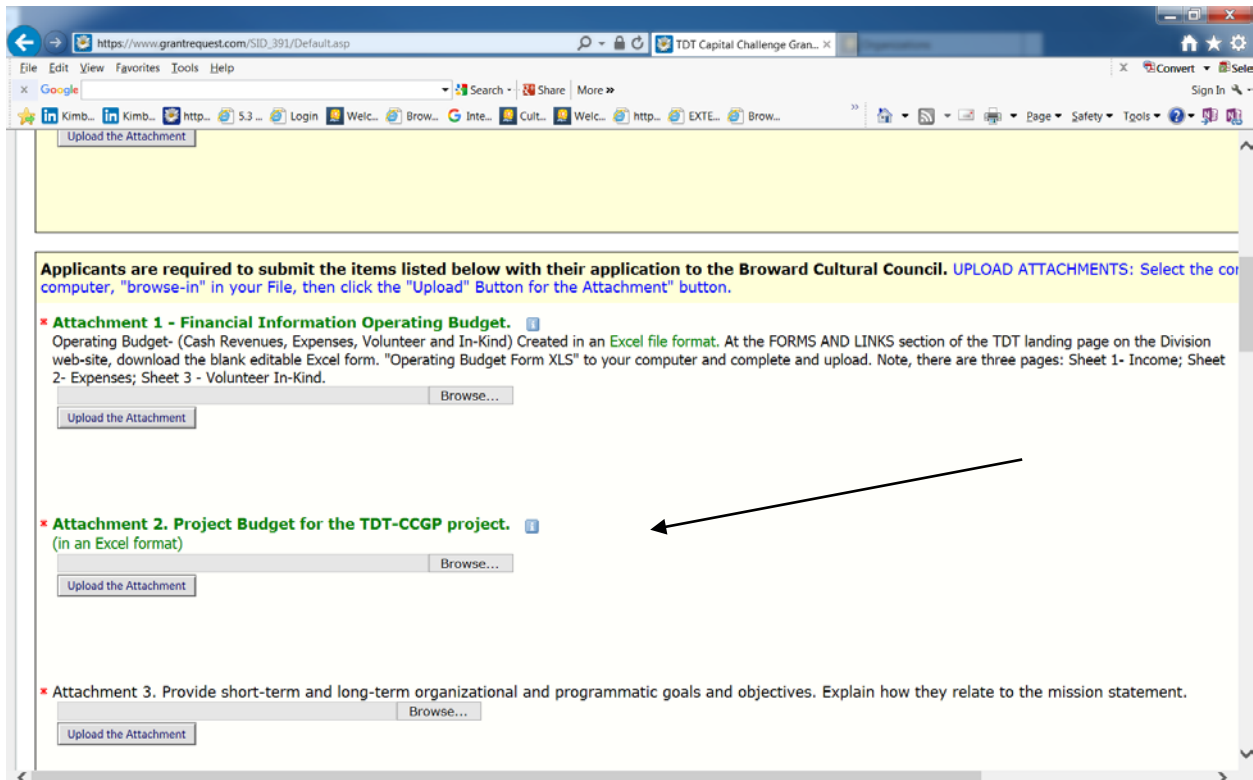
Attachment 18B - Media First attachment. Media samples (optional) One upload per Attachment.
MEDIA: Allowable file extensions for attachments - One can now provide these files to upload as attachments in the proposal templates: **Doc. Docx. xlsx. Txt. Tif. Png. Jpg. gif. bmp. zip. tar. gz mpg. mov. mp2. mp3. mp4.** This means audio files and *small movie files* can be uploaded as attachments with the proposals.

Upload the Attachment

Applicants are required to submit the items listed below with their application to the Broward Cultural Council. UPLOAD ATTACHMENTS: Select the correct Attachment from your

Select the Attachment

Use the "browse in" title bar feature to select the correct "title" of the required Attachment.



"Browse-in" your file (Word file, Excel file, PDF file) from your computer for the Attachment's content, then, click the **"Upload the Attachment"** button.

You will see your Attachments 1, 2, 3 etc. displayed at the top of the page as an Uploaded file.

The screenshot shows a web browser window with the URL https://www.grantrequest.com/SID_391/Default.asp. The page content includes a yellow banner with instructions: "Applicants are required to submit the items listed below with their application to the Broward Cultural Council. UPLOAD ATTACHMENT to your computer, 'browse-in' in your File, then click the 'Upload' Button for the Attachment" button.

Below the banner, there are three attachment sections:

- * Attachment 1 - Financial Information Operating Budget.** (in an Excel format)
Operating Budget- (Cash Revenues, Expenses, Volunteer and In-Kind) Created in an Excel file format. At the FORMS AND LINKS section of the TDT landing web-site, download the blank editable Excel form. "Operating Budget Form XLS" to your computer and complete and upload. Note, there are three pages: Sheet 1 - Revenues; Sheet 2- Expenses; Sheet 3 - Volunteer In-Kind.
- * Attachment 2. Project Budget for the TDT-CCGP project.** (in an Excel format)
Includes a "Browse..." button and an "Upload the Attachment" button.
- * Attachment 3.** Provide short-term and long-term organizational and programmatic goals and objectives. Explain how they relate to the mission statement.
Includes a "Browse..." button and an "Upload the Attachment" button.

At the bottom, there is a section for **Attachment 4.** List of current officers and board members showing terms, residential addresses, and phone numbers and e-mail addresses. It includes a "Browse..." button.

A table lists the uploaded files:

File Name	Uploaded	Size
Attachment 1 FY 2017 CINV Operating Budget Non-Profit Financial Form.xls	12/13/2016 9:59 AM	47KB

Each file entry has a "Remove" button below it. Arrows in the image point to the "Remove" button for Attachment 1 and the "Browse..." button for Attachment 2.

Once loaded, the Attachment will appear at the top of the page as an "Uploaded File."

If you inadvertently select the wrong attachment file, click the check box "Remove?" and click on the button called "Remove."

Add the correct file, and "Upload."

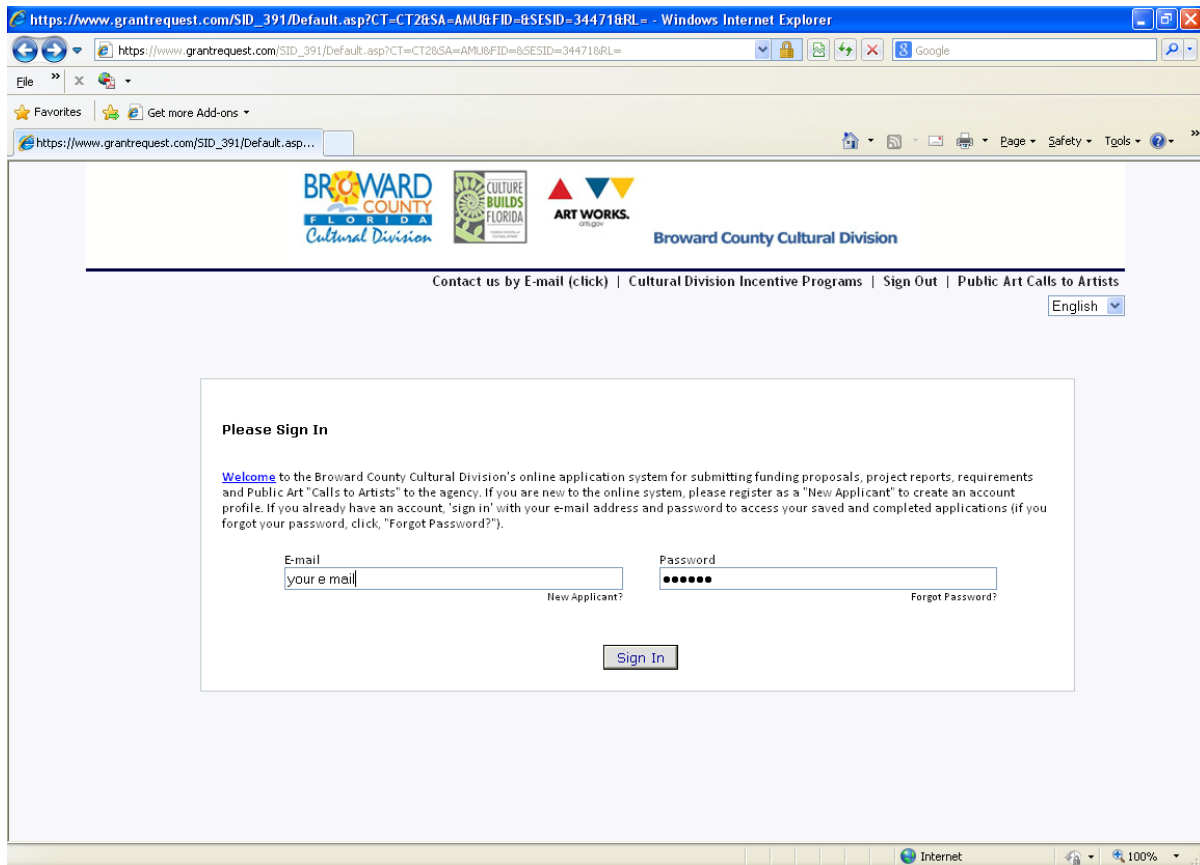
In Progress Applications:

If you have started to fill-in your online application template, and have “*Save and Finish Later*” ... When you are ready to return to work on your application, again,

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

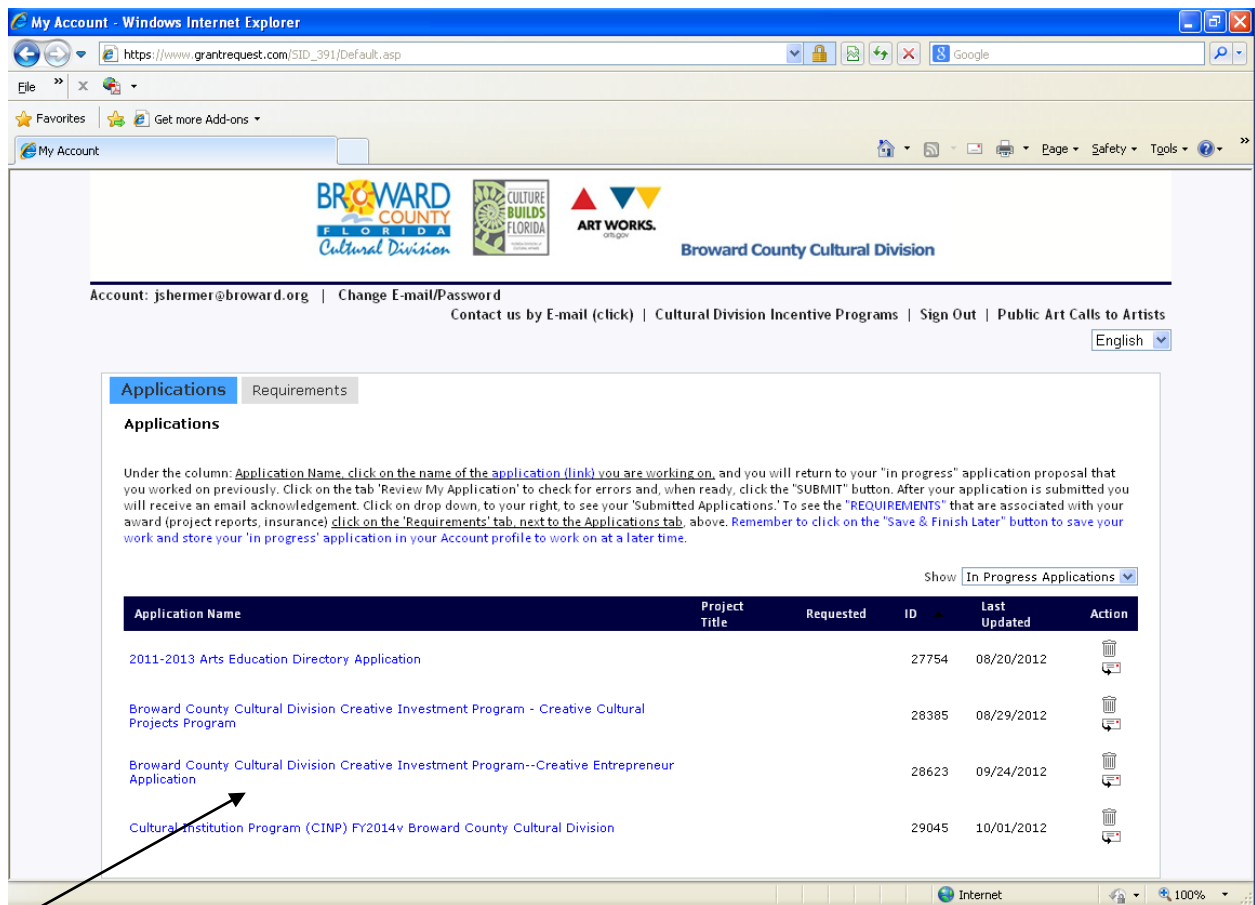


then: Sign-in to YOUR Account with e-mail address and YOUR password



Sign-in to YOUR Account with e-mail address and YOUR password

You will be brought to your “**Account**” window and you can then resume working on your “**Saved**” application.



In the Application Name section.....Click on the link below the *Application Name* column.

↳ Tourist Development Tax Capital Challenge Grant Program (TDT-CCGP) Broward County

And you will return to the "in progress" TDT application template that you worked on previously. This way you will not create a (new) variation of the same template.....

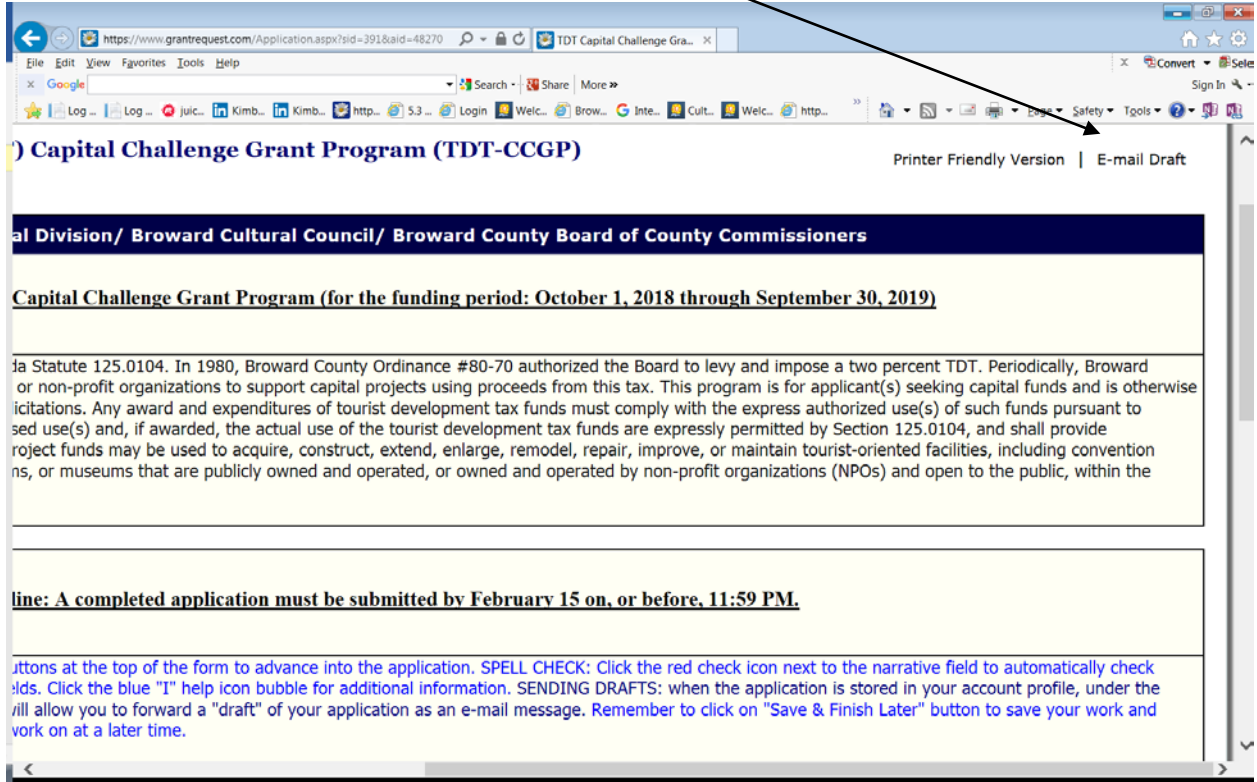
Sending Drafts: When the application is stored in your account profile, under the **Action column**, click on the envelope icon next the application link. This will allow you to forward a "draft" of your application as an e-mail message. **This feature will allow you to forward a "draft" of your application as an e-mail message. To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.**

The screenshot shows the 'Applications' section of the grantrequest.com website. The page header includes the Broward County Florida Cultural Division logo and navigation links. The main content area has two tabs: 'Applications' (selected) and 'Requirements'. Below the tabs is a table of applications. The table has columns for Application Name, Project Title, Requested, ID, Last Updated, and Action. An arrow points to the 'Action' column, specifically to the envelope icon next to the first application.

Application Name	Project Title	Requested	ID	Last Updated	Action
Request for Determination of Eligibility (Not for Profit Organization)			32432	09/13/2013	
Regional Investment Program (RINV) FY2015 Broward County Cultural Division			32633	11/06/2013	
Cultural Institution Program (CINP) FY2015 Broward County Cultural Division			32635	10/02/2013	
Regional Investment Program (RINV) FY2015 Broward County Cultural Division			32749	10/31/2013	
Cultural Investment Program (CINV) FY 2015 Broward County Cultural Division			32766	10/17/2013	
Cultural Investment Program (CINV) FY 2015 Broward County Cultural Division	provide one, or, two sentences provide one, or, two sentences		32767	10/17/2013	

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Or- click on **E-mail Draft ..**

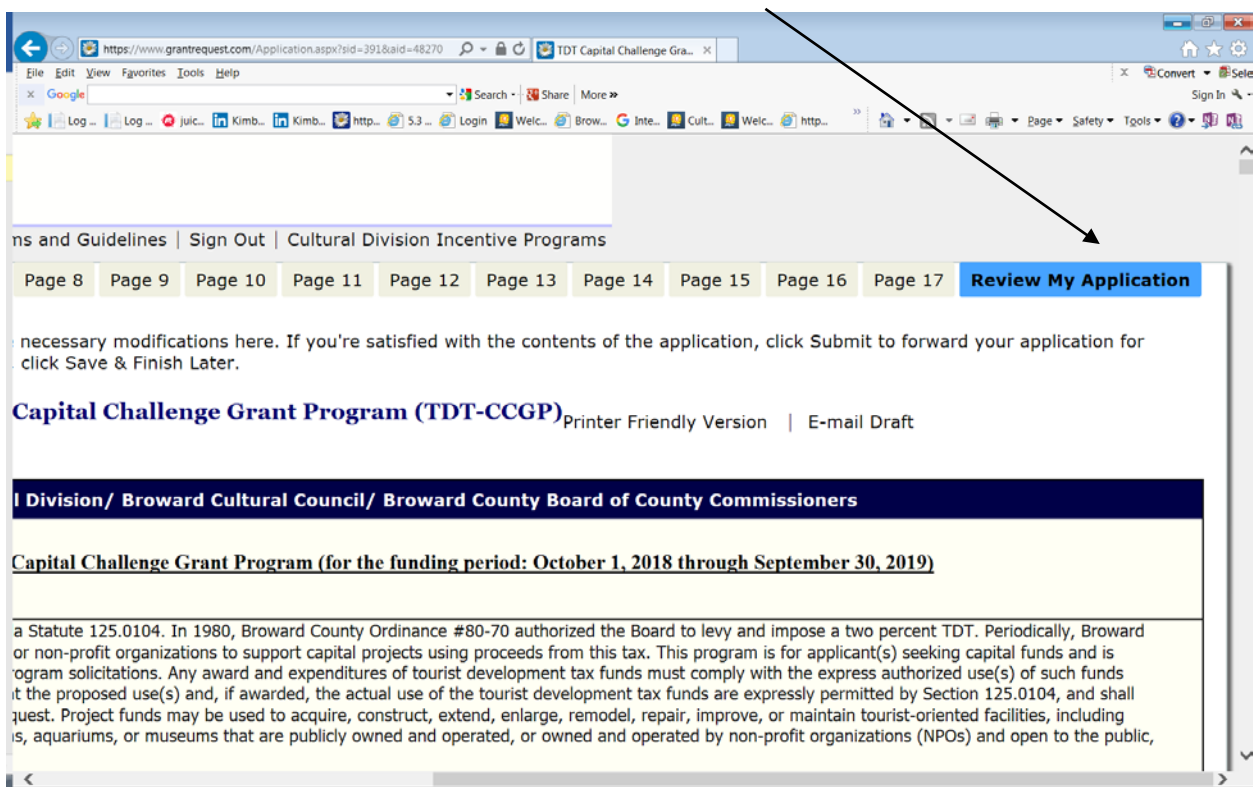


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Review & Submit the Application

1.) **CLICK** the button, or tab: "**Review My Application.**" This will take you to a review screen. This function will generate one continuous (scroll) page of your entire Application for easy review (proof reading stage). If there are any errors with 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

James Shermer, Grants Administrator 954-357-7502 E: jshermer@broward.org

Adriane Clarke, Grants Management Specialist 954-357-7530 E: aclarke@broward.org

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