



Cultural & Artistic Facilities Capital Support Grant

Application Guidelines

FY 2023



www.broward.org/arts/Pages/Default.aspx

About the Cultural and Artistic Facilities Capital Support Grant

The Cultural and Artistic Facilities Capital Grant (“C&A Facilities”) provides an opportunity for eligible Broward County cultural not-for-profit organizations or Broward municipalities to request support for nonrecurring needs, such as cultural facility projects. Cultural facility construction requests may be for the acquisition, expansion, or renovation of existing buildings; or for site acquisition and construction of new buildings to be used for cultural activities. Funding for the C&A Facilities program is at the sole discretion of the Broward County Board of County Commissioners. Funds may or may not be awarded during any fiscal year.

Award Amount: \$25,000 - \$500,000

Funding period: October 1, 2022 - September 30, 2025

Proposed projects MUST be located within Broward County. In general, the overall project implementation timeframe cannot exceed five years. Applicants’ receiving support from other Cultural Division grant programs (e.g., Program Support and General Operating Support grants) are not prohibited from also applying for a C&A Facilities grant; however, funds received from other Cultural Division grants may not be used towards the match requirement of the C&A Facilities grant.

Successful applicants will seek to demonstrate the following through their proposal:

- Strong administrative oversight and management practices.
- Long-range strategic planning.
- Demonstrates the total funds available to complete capital construction project with the additional requested grant funds (details provided below in the matching funds section).
- Business plan that outlines the feasibility of the capital project and how the facility will be sustained once complete.
- Qualified, engaged, and financially supportive Board of Directors.
- Strong community support.
- Policies and practices that support and engage both local and non-local artists.
- Marketing strategies that attract local visitors and cultural tourists.
- Commitment to continuous improvement process.
- Stated and demonstrated commitment to diversity, equity, accessibility, and inclusion.
- Resilience to adapt to internal and external changes.
- Awareness of regional and local civic issues that impact the lives and well-being of everyone.
- Proof of unrestricted use of the land and buildings associated with the project.
- Retain ownership of all improvements made under the C&A Facilities grant.

Cultural and Artistic Facilities Eligibility

Non-profit organizations whose primary mission is arts and culture, or a Broward municipality proposing the construction of a facility with the primary mission being arts and culture may be eligible to apply for the C&A Facilities grant, provided that the following criteria is met:

1.) Non-profit organization

- Non-profit and tax-exempt status: in “good status” as a non-profit corporation in the State of Florida and 501(c)(3) tax exempt status from the Internal Revenue Service (IRS).
- Non-profit whose primary mission is arts and culture and is incorporated in Broward County, FL.
- Three (3) consecutive years of certified and audited financial statements for its fiscal years of operation immediately prior to the grant application deadline date.
- A governing board, which meets regularly and operates under a set of bylaws.
- Majority of the organization’s programming occurs year-round within Broward County.
- Must employ at least one permanent full-time employee or one permanent full-time equivalent (FTE):
 - A full-time employee for any calendar month is an employee who has on average, at least 30 hours of service per week during the calendar month, or at least 130 total hours of service during the calendar month.
 - An FTE employee is a combination of employees, each of whom individually is not full-time, but who in combination, are equivalent to a full-time employee.
 - Employees receive the IRS Form W-2, whereas independent contractors receive the IRS Form 1099-MISC. The Cultural Division reserves the right to request additional documentation to verify eligibility.
 - Contract workers and seasonal employees do not count towards an FTE.

2.) Public Entity

Broward County municipality or municipal-owned facility located in Broward County.

What May be Funded

Project funds may be used to acquire, construct, extend, enlarge, remodel, repair, improve, and maintain certain facilities as authorized in Section 125.0104, Florida Statutes, within the boundaries of Broward County. Leased facilities must also be located within the boundaries of Broward County.

The program provides funding to assist eligible applicant organizations with cultural facility requests for acquisition, expansion, or renovation of existing buildings, or construction of new buildings to be used for cultural activities.

A cultural facility is one which houses an organization whose primary function is the programming, production, presentation, or exhibition of any combination of the cultural arts disciplines.

Grant Restrictions

Funds may not be used for:

- Programs, projects, events, or spaces not accessible to the public.
- Grants to individuals, including artists.
- Educational institutions, including schools, childcare centers, colleges, and universities are ineligible to apply. Organizations that are closely affiliated with such institutions are encouraged to contact Cultural Division staff prior to applying to ensure eligibility.
- Projects for which the selection of artists or art works is based upon criteria other than artistic excellence and merit. Examples include festivals, exhibitions, publications, or performances for which no jury/audition/curatorial judgment has been applied.
- Benefits, fundraisers, or awards programs.
- Organizations whose cultural programs, in whole or in part, are designed to encourage preference of a particular religion.
- Political advocacy.
- Cash reserves or endowments.
- Deficit or debt reduction efforts.
- Tuition assistance or scholarships.
- Costs of receptions and social activities, except when they are incidental and related to arts activities.
- Expenditures made before the grant period.
- Costs incurred or obligated outside of the grant period.
- Funding for feasibility, market studies, or surveys (financial, arts programming, site selection searches, audience surveys, operating projections) are not eligible.
- A facility which is or will be used primarily for housing administrative offices or for storage is **not considered** a cultural facility for the purpose of this program.
- * Note: For projects that involve new facilities and venues, fixed seating capacity may not exceed 4,999.

Application Restrictions

Organizations may only submit one (1) C&A Facilities application per application deadline.

Applicants must not have received C&A Facilities funding from Broward County in the current or four (4) previous County fiscal years.

If an applicant receives C&A Facilities funding it shall not apply for, or be eligible, to receive additional C&A Facilities funding for the same project.

Matching Funds Requirements

Applicants are required to provide a minimum two-to-one cash match to the C&A Facilities grant award for construction projects. Matching funds may exceed the required match but may not fall below the minimum requirement.

The cash matching portion must be designated only for one grant project and may not be used for subsequent grant projects. The cash match may include applicant's cash-on-hand earmarked for this project; irrevocable contributions of cash that will be received and obligated by the end of the grant period; the cost of site acquisition if within three years of the date of application, or official assessed valuation if acquired more than three years prior to the date of application, or the Broward County Property Appraiser's official assessed valuation if acquired more than three (3) years prior to the date of application.

In-kind services must be specified and related to acquisition, expansion, or renovation of existing buildings or construction of new building(s) to be used as a cultural facility.

Navigating the Online Application Process

C&A Facilities Capital Support Grant - Applications are completed and submitted online. Once a potential applicant's eligibility is determined by Cultural Division staff, the application will be made available in the online portal. Applications and ALL required documentation must be submitted by 11:59 pm on the applicable due date. Applications will be considered incomplete if all required documentation has not been submitted by the applicable deadline. Incomplete applications will not be reviewed by the review panel. For grant-specific application tutorials, visit the Grants Resources section of Broward.org/Arts.

Grant Review Criteria

Each application will be reviewed by a panel of arts and culture experts comprised of Broward County staff and citizens. The panel will evaluate each application based on:

- I. **Community Benefit and Potential Tourism Impact (45 points)**
 - a.) Need for project, as demonstrated by how the proposed facility project will contribute to Broward County's reputation as an attractive destination for tourists. *(15 points)*
 - b.) Sufficiency of completed business plan, feasibility study(ies), operating forecast, and provided documents that show evidence of the need of County funding for the proposed Project. *(15 points)*
 - c.) Sufficiency of a marketing plan that demonstrates a strategy that will promote the completed Project and is comprehensive and realistic in its ability to target and attract both local patrons and tourists. *(15 points)*

- II. **Organizational Merit (30 points)**
 - a.) Project readiness as demonstrated by the organizational capacity and financial stability of the applicant. *(6 points)*

- b.) Appropriate documentation of all funding and cash match sources for the Project. *(6 points)*
- c.) Administrative structure that will manage the completed Project and its future operations. *(6 points)*
- d.) Evidence of the board's involvement in planning, effective governance, fundraising and policy development. *(6 points)*
- e.) Qualifications of the construction project team. *(6 points)*

III. Cultural Merit (25 points)

- a.) Description as to the project's long-term community cultural impact, and how it will contribute new, or improved, cultural programming and services for the County. *(10 points)*
- b.) Description of how the project will function within the municipality located in Broward County or Broward County. *(10 points)*
- c.) Description of how the project will provide opportunities for Broward County artists. *(5 points)*

Review Process

Staff Review: Cultural 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 review panel for consideration. Official documents such as corporate status, bylaws, and board roster are checked and verified for accuracy.

Peer Panelists: Applications for C&A Facilities grant awards will be reviewed by a five (5) member review panel and scored based on criteria described in the Grant Guidelines. The review panel will be composed of one (1) person who is the Tourist Development Council liaison to the Council; two (2) members of the Broward County arts and cultural community, as selected by the Broward County Cultural Council; the Cultural Division Director; and the Broward County Convention and Visitors Bureau Director or designee.

Panel Meetings

Grantees are invited and strongly encouraged to attend the public panel review meeting, although attendance is not required. Discussion of each application is among the panelists only, facilitated by Cultural Division staff to ensure that discussions remain focused on the applicant's proposal and not on outside factors or knowledge.

Before delivering a final score, Cultural Division staff will address any individual panelist's score that may differ from the general consensus of the panel. As a matter of practice, there should be a general consensus of the panel prior to moving discussion to the next application. Panelists may adjust their scores up or down based on the discussion and the final overall score is based on an average of the panelists' individual score.

After all applications have been discussed and rated, staff will present to the panelists a spreadsheet of all the ratings from highest to lowest for final review.

The panel may decide to increase or decrease the overall score of individual proposals before finalizing their recommendation. Statements, questions, or discussions between the panelists and grantees are not permitted before, during, or after the panel meeting. Following the meeting, applicants will be provided with a summary of panelists' comments and suggestions resulting from the discussion.

Scoring

Panelists score applicants based upon review criteria as listed.

- If a panelist declares a conflict of interest for a given applicant, they will “abstain” from the review, prior to the panel meeting.
- For each criteria section, panelists will provide a point rating for each applicant.
- The graded sections will be compiled for each panelist and totaled for each applicant.
- The scores of the five members of the panel will be compiled for each respective application, averaged, and placed in rank order with the other applicants.
- An individual panelist's scores deviating by 20 points above or below the Panel's overall average score for a specific application will be discarded and the scores re-averaged.
- Only applications receiving a final average score of 70, or higher, may be considered recommended for funding.
- The recommended C&A Facilities project requests will be listed in sequential order, with the ranking established by the final average score(s).
- Based on the funds available in the annual application cycle, and in the order of the rating, each recommended project will be, and as possible, fully funded. An applicant that is “recommended,” yet receiving only partial funding, may, or may not, be considered.

Appeals Process

Applicants that feel there was an error made during the review that adversely affected their final rating can file a written appeal to Cultural Division staff within two weeks after the conclusion of the panel.

Applicants must have grounds for an appeal to be considered. Denial of an award, dissatisfaction with a rating, or new information not originally included in the application are not considered sufficient ground for an appeal. Grounds for an appeal are based on misstatement of fact made during a panel meeting that can be evidenced by written information found in the application. Staff will evaluate each appeal and if deemed there are grounds, the panel will reconvene to consider the appeal. Staff approval does not guarantee the appeal will be approved by the review panel.

Funding Approval

Grant panel recommendations are sent to the Broward Cultural Council for consideration. Once approved by the Broward County Cultural Council, funding recommendations are sent to the Broward County Board of County Commissioners, for approval as a separate agenda item. Funding for successful applications is

not considered approved until passed by the Broward County Board of County Commissioners and funding is not guaranteed until an agreement has been fully executed.

Disbursement and Payments

Payments: Funds are paid to the awardee on a reimbursement basis only after the awardee has completed the different construction phases of the project, listed below, and provides to the County the Project Report. Reimbursements shall only be available after the awardee has satisfied its cash (funds) match obligation and provided written documentation of expenditures as proof of same to the County.

Completion Schedule	50% - Completion rate of Construction Phase	100% - Completion rate of Construction Phase
Payment Schedule	First Payment: 50% of construction award	Second Payment: Final 50% of construction award and upon submission of *Project Report
*Project Report- Due no later than sixty (60) calendar days after the completion of the term (or project period).		

Project Reporting

At the conclusion of the applicable project period, grantees are required to submit an online project report with the Cultural Division. This report allows grantees to update the Cultural Division on the progress toward achieving the attended outcomes of grant-funded programs. Project reports provide important data the Cultural Division uses to communicate the impact of the County’s investment in the arts and culture sector. To complete your project report, grantees must keep accurate records, 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.

Insurance Requirements

If insurance is required by the County’s Risk Management Division, the awardee shall furnish a Certificate of Insurance or endorsements evidencing the insurance coverages as specified, as incorporated as part of the agreement. Such 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. Please maintain the organization’s coverage with your agent by keeping an up-to-date Certificate of Insurance. Failure to provide an up-to-date, or renewed, Certificate could delay the execution of the agreement, and payments, until the insurance requirements are met.

Publicity & Credit Requirements

A condition of receiving funds from the Cultural 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.

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.

Contacts

<p>The Cultural Division office is located on the 6th floor of the Broward County Main Library in downtown Fort Lauderdale</p> <p>Broward Cultural Division 100 South Andrews Avenue, 6th Floor Fort Lauderdale, FL 33301-1829</p> <p>www.broward.org/arts/Pages/Default.aspx</p>		
<p>Erica Mohan <i>Contract Grant Administrator</i> 954-357-7458 emohan@broward.org</p>	<p>Janet Ellison <i>Grants Specialist</i> 954-357-7321 jmellison@broward.org</p>	<p>James Shermer <i>Senior Grant Administrator</i> 954-357-7502 jshermer@broward.org</p>

