



Regional Investment Program (RINV)

Regional Investment Program (RINV) 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
Regional Investment Program (RINV)
FY2020 Guideline (October 1, 2019 - September 30, 2020)
Application and attachment outline**

Purpose- To assist South Florida based, not-for-profit arts and cultural organizations 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 be qualified and designated as RINV organizations by the Broward Cultural Council.

Application Deadline- November 15, 2018 on, or before, 11:59 PM
Designation for RINV deadline: June 1

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

Funding period: October 1, 2019 - September 30, 2020

Who May Apply

Any not-for-profit cultural organization, other than public entities, that has been **designated** a Regional Investment Program organization by the Broward Cultural Council and that meets eligibility requirements. Additionally, a qualified organization must:

- a. Be registered as a not-for-profit corporation with the Florida Secretary of State and have tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- b. Be a South Florida-based organization whose primary mission is cultural.
- c. Have its primary office located in South Florida, which includes Broward, Dade, Martin, Monroe, and Palm Beach counties, serve Broward County and at least one additional South Florida county, have a professional staff and provide access and service to Broward County residents and visitors.
- d. Have a governing board, which meet regularly and operates under a set of bylaws.
- e. Meet one or both of the following criteria:

1. Have a proportionate number, based on the number of South Florida counties served, of members of the organization's policy and decision-making governing board reside in Broward County, **and/or**
 2. After ten (10) years of uninterrupted service in Broward County, has the option to provide a proportionate number of programs based on a proportionate number of South Florida counties served.
- f. Have operated in its cultural discipline uninterrupted for a minimum of three (3) years in Broward County.
 - g. Present a regular and consistent season of exhibitions, programs, events or performances open to the general public in Broward County and the South Florida region.
 - h. Receive Broward community support through subscriptions, memberships, earned income and planned fund- raising activities.
 - i. Applicants must submit an application for designation as a Regional Investment Program and receive that designation from the Council prior to applying for funding. (Designated Broward County Regional Investment Program institutions must continue to meet specific eligibility requirements of the Regional Investment Program).
 - j. A regional organization may apply only to the Council Regional Investment Program and Cultural Tourism Programs.

Cultural organizations must have documented Broward County revenues equal to, or in excess of, \$40,000 to be eligible for consideration.

Eligibility Requirements

The eligibility requirements must be met at the time of application deadline. Applicants must have complied with all reports and financial reporting requirements of previous Broward County 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. A **late** or **incomplete** application will not be eligible for funding. An incomplete application (i.e., missing attachments, lack of proper support materials) may be rejected at the 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 Regional Investment Program per award year.

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. If this date falls on a weekend or holiday celebrated by Broward County government, applications are due by 11:59 PM on the first business day following the deadline. Late applications cannot be accepted without specific action by the Board of County Commissioners.

Review & Scoring Process

Staff Review - The 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 panelist 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 Review 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 incentive 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 25 percent of the applicant's Broward operating revenue. Organizations must have documented Broward County revenues equaling or in excess of the minimum amount shown on the sliding scale of \$40,000 to be eligible for consideration. The program utilizes a sliding scale and a bonus point formula, and considers the applicant organizations' documented revenues when computing recommended funding for the Regional Investment Program.

Funding Approval - The Panel's funding 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 - Awards range from \$10,000 to \$80,000 and are governed by documented operating revenues received in Broward County during the organization's most recent fiscal year exclusive of capital funds, art and/or museum acquisitions, or endowments. **On a funds available basis**, an organization which is recommended for funding will receive no less than the minimum award and no more than the maximum award in its revenue scale as set forth in Council's policy or twenty-five percent (25%) of the applicant's documented Broward County operating revenues, whichever is less. The computerized scoring method utilizes a sliding scale, a bonus point formula, and considers the applicant organization's documented revenues when computing recommended funding for the Regional Investment Program. Awards recommended for funding will receive no less than the minimum award and no more than the maximum award as set forth in the Council's incentive program procedures, as may be amended from time to time by the Council. A Regional Organization, which is a designated Cultural Institution Program (CINP) organization, shall receive a base level of funding consistent with the Cultural Institution Program (CINP).

What Will Be Funded: 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.

Review Criteria What the Panel Will Consider...

Cultural Merit (maximum 50 Points)

1. The artistic and/or cultural significance, creativity, and quality of the organization's program(s). *10 Points.*
2. Reputation as established through prior programs presented in Broward County. *10 Points*
3. The qualifications of professional artistic personnel involved in the organization's program(s). *10 Points.*
4. Contribution to the cultural development of Broward County and demonstration that the scope and/or quality of program being offered is not otherwise available in Broward County. *10 Points.*
5. Evidence of program choices that are continually informed by mission, vision, artistic/programmatic philosophy, and constituents, and program service quality is an institutional priority. *10 Points.*

Organizational Merit (maximum 30 Points)

1. Evidence that current fiscal year and future operating resources and feasibility of proposed budget is consistent with past performance, trends, and organizational capabilities. *7 points.*
2. Evidence of board involvement in sound financial management, planning, effective governance, fund raising, and policy development. *7 points.*
3. Evidence of board/trustee approved collaborations, or formal alliances with local cultural organizations, or community organizations. *7 points.*
4. Need for funding and its impact. *4 points.*
5. Qualifications of key staff and volunteers. *5 points.*

Civic Engagement Merit (maximum 20 points)

1. Commitment to sustain and advance culture in Broward County by making the organization's programs available to a wider, more diverse audience through providing programs and marketing to underserved groups, including underserved minorities, underserved persons with disabilities, the disadvantaged, underserved children, underserved elderly, and other underserved groups. 10 Points.
2. Evidence that the organization provides programs and marketing to the various constituencies (audiences) described above. 5 Points.
3. Evidence that the organization is an active participant in the local cultural system, networks, and professional affiliations. 2 Points.
4. Evidence that programs are achieving a wider and more diverse audience(s) (connections among Broward County's residents, citizens, and communities). 3 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:

Reasons for an 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 on insufficient information through no fault of the applicant.

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 receives a score of less than 75, Chair inquires if 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 Cultural Council, 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. Broward Cultural Division Regional Investment Program.

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

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 appeals(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, 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 you 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 the 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.

<p>Send the following to Central Accounts Payable via email: (AccountsPayable@Broward.org):</p> <p>Typewritten County prepared invoice – Do not handwrite invoices.</p> <p>Purchase order (P.O.) number must be on the invoice.</p> <p>Note – P.O. number will be provided by the Cultural Division.</p> <p>Invoice must be certified by Chief Executive or authorized officer.</p> <p>Invoices must be signed in <u>blue ink</u>, scanned and sent in color (not black and white).</p> <p>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.</p> <p>Do not send supporting documents.</p>	<p>Send the following to the Cultural Division via email (only electronic copies are accepted) to staff members Chantel Seamore (CSeamore@Broward.org) and Michelle Oplesch (MOplesch@Broward.org):</p> <p>A copy of the invoice that was sent to central Accounts Payable.</p> <p>Supporting documents containing the following:</p> <p>Brief narrative of services (see Exhibit A of the Agreement).</p> <p>Include brief description of activities and list hours worked by staff.</p> <p>The unit of service must correspond precisely to the information provided in Exhibit A of the Agreement.</p> <p>Playbills, flyers, and/or brochures (with Broward Cultural Division logo and attribution statement) from the events.</p> <p>Documentation of grant fund expenditures (County's CAEP, TDT, and CTP Grants only).</p> <p>Documentation of matching funds (County's TDT & CTP Grants only).</p> <p>Signed Attendance Logs/Reports (County's CDP & CAEP Grants only).</p> <p>Other information as required by the grant agreement.</p>
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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 (e.g., The Tourist Development Council). Failure to use the correct logo and attribution to the County in printed publication/ publicity materials could be detrimental to future funding.

For LOGOS go to: <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, these 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. Go to: <http://www.broward.org/Arts/Funding/Pages/ArtsCalendar.aspx> for instructions. There is no need to upload any images to your site, simply copy the code into body of your webpage at its designated

location. The logo will appear in the location linked to ArtsCalendar.com.

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 Awardees **must post** the ArtsCalendar.com banner web link on your organization's website.

Extensions/Waivers - If an awardee is unable to file financial statements and/or 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 an application well in advance of a due date for submission. Before starting the writing process, applicants should read the program guidelines and instructions carefully and follow them. Failure to follow instructions could result in disqualification of an application.

Plan to attend the workshop designed for applicants to the Regional Investment Program (RINV). 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 insert 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 Regional Investment Program (RINV) 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 *Regional Investment Program* (RINV) will be directly sent a distinct password to access the application template.

Online Application Outline

The landing page for the Regional Investment Program (RINV):
<http://www.broward.org/Arts/Funding/Programs/Pages/RINVGrant.aspx>

See: Forms and Links
Start a new Online Application
Resume previously started Online Application (In progress application)

To Create an Account, or to start a new RINV Online Application, click link below:
https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35026

START NEW APPLICATION
(BUTTON One on the web page)

Return to your previously started (*In progress application*) online application return to your MY ACCOUNT, click link below (if you are a returning applicant, please enter your email and password to access your saved and completed applications): To resume work on a previously started RINV Online Application, click link below:

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

RESUME APPLICATION
(BUTTON Two on the web page)
(return to your In Progress “draft” application)

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

Page 1- Introduction

Page 2– Organization Information - 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 (total attendance Broward County, and all counties) only, 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 briefsummary of your organization’s yearly program of activities for which you are requesting support (250 words). Select the discipline(s) most appropriate for the projects/programs, up to four areas.

Page 4- Financial Information - Please provide a summary of the organization's financial information. The detail financial information will be submitted as Attachments the Excel sheet (Income, Expenses, In-Kind Volunteer- two presentations: Broward ‘only’ operating Revenue/ Expense/ In-Kind. Operating Budget for the entire organization: Revenue/ Expense/ In-Kind)

What Impact would the maximum award have on your programs and your organization. The application score will heavily influence the size of the 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's Programming - 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 RINV 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.

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 Regional Investment Program.

Page 6- Cultural Merit Criteria (maximum 50 Points)

1. The artistic and/or cultural significance, creativity, and quality of the organization's program(s). *10 Points.*
2. Reputation as established through prior programs presented in Broward County. *10 Points*
3. The qualifications of professional artistic personnel involved in the organization's program(s). *10 Points.*
4. Contribution to the cultural development of Broward County and demonstration that the scope and/or quality of program being offered is not otherwise available in Broward County. *10 Points.*
5. Evidence of program choices that are continually informed by mission, vision, artistic/programmatic philosophy, and constituents, and program service quality is an institutional priority. *10 Points.*

(Under this section- Artistic / Programmatic Philosophy - 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- Organizational Merit Criteria (maximum 30 points)

1. Evidence that current fiscal year and future operating resources and feasibility of proposed budget is consistent with past performance, trends, and organizational capabilities. 7 points.
2. Evidence of board involvement in sound financial management, planning, effective governance, fund raising, and policy development. 7 points.
3. 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 collaborations? Be sure to include the names of the community and cultural partners with which you collaborate.)

4. Need for funding and its impact. 4 points.
5. Qualifications of key staff and volunteers. 5 points.

Page 8- Civic Engagement Merit Criteria (maximum 20 points)

1. Commitment to sustain and advance culture in Broward County by making the organization's programs available to a wider, more diverse audience through providing programs and marketing to underserved groups, including underserved minorities, underserved persons with disabilities, the disadvantaged, underserved children, underserved elderly, and other underserved groups. 10 Points.
2. Evidence that the organization provides programs and marketing to the various constituencies (audiences) described above. 5 Points.
3. Evidence that the organization is an active participant in the local cultural system, networks, and professional affiliations. 2 Points.
4. Evidence that programs are achieving a wider and more diverse audience(s) (connections among Broward County's residents, citizens, and communities). 3 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, underserved persons with disabilities, elderly populations). Briefly describe the organization's efforts for reaching diverse audiences; include the specific organizations that you work with, the targeted zip codes, if applicable, and the services provided and the number of people served). (Describe the results of the organization's audience development efforts, and measurement of growth of new diverse audiences from year to year).

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- Demographic Information - Describe the demographic composition of the organization's staff, board, and volunteers. Include the total number of members in each category and indicate are minorities, senior citizens, and underserved persons with disabilities.

Commissioner districts served – Use the drop-down feature to select the appropriate box(es) 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: <http://smallbusiness.dnb.com> If you do not have a DUNS number, you can get one for free by either calling 1-800-333-0505.

Page 11- Americans With Disabilities Act - Answer the questions for ADA compliance.

Page 12- 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 **Regional Investment Program** has been duly authorized.

Page 13- Attachments

UPLOAD ATTACHMENTS:

At the ATTACHMENTS page: Use the "drop down" feature to select the correct "Title" for each Attachment. "Browse-in" in your attachment file, then, click the "Upload" button to attach the file to the title. Upload the attachment files in chronological order (1, 2, 3 etc.) one- at- a- time. The maximum size for all attachments combined is 750 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.

Web-site: FUNDING-> Find the program that is right for you -> Regional Investment Program (RINV). <http://www.broward.org/Arts/Funding/Programs/Pages/RINVGrant.aspx>

2020 Financial Form -All counties (XLS) Excel

2020 Financial Form -Broward County only (XLS) Excel

At the FORMS and LINKS area - Download the **two editable blank Excel forms** to your computer and complete, and, then upload the two completed forms. Note three pages: Sheet 1- Income; Sheet 2- Expenses; Sheet 3-VolunteerIn-Kind.

Financial Information - Operating Budget Provide financial information in an Excel format for cash revenues and expenditures of the three (3) years indicated: Column 1 - most recently completed fiscal year; column 2 - your current year; column 3 - the year for which you are requesting funding. Operating Budget- In the Excel file formats, provide financial information for cash revenues and expenditures for the three (3) years indicated, in the following **two presentation formats**:

I.a. - The Operating Budget for the entire organization (Income, Expenses and, In-Kind. for **All Counties**),

AND

I.b. - The “Broward County Only” Operating Budget (Income, Expenses, and In-Kind for only the Broward County activities).

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 award 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 funding year. Provide Letters of Commitment from these participating artists for the proposed period (up to 5 pages).

Attachment 8- Appropriate and clearly labeled supportive material (not to exceed 5 pages)

Attachment 9- 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 10A- First Media attachment. Media samples (optional) One upload per Attachment.

Attachment 10B- Second Media attachment. Media samples (optional) One upload per Attachment.

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 box.

To Review and 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 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
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Broward County Cultural Division

