



SEMINOLE CULTURAL ARTS COUNCIL 2009-2010 GRANT FUNDS GUIDELINES AND APPLICATION

Seminole Cultural Arts Council – P.O. Box 180086, Casselberry, FL 32718

Phone: (407) 261-2314 Email: megan.p@seminoleculturalarts.org

www.seminoleculturalarts.org

**Seminole Cultural Arts Council
2009-10 Guidelines & Application
Grants**

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SEMINOLE CULTURAL ARTS COUNCIL 2009-2010 GRANT FUNDS – GUIDELINES AND APPLICATION

Program Description

Formed in 1994, the Seminole Cultural Arts Council is a registered 501(c) (3) nonprofit organization and a member of the Florida Association of Local Arts Agencies and ACE (Arts for a Complete Education). The Council is a catalyst for the preservation of local cultural and historic heritage, including performing, literary, visual arts and sciences, and serves to sustain, develop, and advance the cultural life of Seminole County.

In May, 1995 the Seminole County Board of Commissioners designated the Seminole Cultural Arts Council as the official recipient of the Florida ARTS license plate funds. Through the Division of Cultural Affairs, State of Florida, through Florida's Department of Motor Vehicles, \$20 from the special "State of the Arts" license tag purchased by Seminole County residents goes toward a grant fund that supports the arts in Seminole County. The SCAC is the designated not-for-profit organization that distributes the license plate fund for Seminole County through this granting process. Since the Council was formed, more than \$250,000 in grants has been awarded.

Dear Applicants:

Thank you for your interest in Seminole Cultural Arts Council Grant program. Over the past months, we have reviewed our grant policies and procedures and made adjustments that will help you, as well as Seminole Cultural Arts Council make the most of this process. In addition, the grant committee has worked hard to ensure that these guidelines are clear and concise.

We welcome your feedback as we continue to refine our grant programs and guidelines. These guidelines describe the Seminole Cultural Arts Council Grants program and contain all the information you will need to know to have a successful grants process. If you have any additional questions, please feel free to call SCAC. We hope that you will find the process rewarding, and we thank you for all that you do to make Seminole County a thriving cultural community.

GUIDELINES

What's New This Year

Key changes to this year's guidelines and application:

- **Workshop Attendance:**
Workshop Attendance is now a **REQUIREMENT** of the application process (those who cannot attend one of the scheduled workshops may set up an appointment by **June 2, 2009** to discuss the program).
- **Narrative:**
 - a. Applicants are required to use this template of narrative questions (typing up to eight (8) pages maximum with font sizes similar to Times New Roman 12 pt or Arial 11 pt).
 - b. This form now includes questions involving the organization's mission, history, and Board of Directors
 - c. Questions regarding project description, collaborations, endorsements, and evaluation have been clarified.
- **Glossary**
- **Final Grant Reports:**
Final Grant Report Forms must be submitted to SCAC upon completion of the project - no later than sixty (60) days after the end date of the project. (**Please Note:** If your organization received SCAC grant funding for 2008-09, you **MUST** include copies of the Final Grant Report with this grant application. The panel will not review applications if this information has been omitted. This requirement will be strictly enforced).
- **Seminole Cultural Arts Council Membership:**
Grant recipients **MUST** be current members or become members of the SCAC prior to the award of their grant funding. (**Please Note:** If your organization received SCAC grant funding for 2008-09, you must submit verification of your SCAC Membership with this grant application. The panel will not review applications if this information has been omitted. This requirement will be strictly enforced).
- **Late and Incomplete Applications:**
Late and incomplete applications will not be considered. No additional materials may be submitted after the deadline or via other methods (mail, fax, e-mail, hand delivery, etc.) unless requested by the Seminole Cultural Arts Council.

Important Dates

*All applicants are **required** to attend one of the following workshops, or to set up an appointment with SCAC staff by June 2, 2009.*

- Thurs. 5/14/09 Grant Writing Workshop -- 6 – 7:30 PM (with United Arts of Central Florida)
RSVP by 4/28/09
Location: Wayne Densch Performing Arts Center,
203 South Magnolia Ave., Sanford, FL 32771
- Mon. 7/13/09 Grant Writing Workshop -- 4:30-6:00pm
Location: Seminole County Sheriff's Office, Community Room:
100 N. Bush Blvd, Sanford
- Sat. 8/1/09 Application Deadline for completed applications postmarked by August 1,
2009.
- Tues. 8/4/09 Application Deadline for hand delivered applications by 5:00 p.m.
- Fri. 9/11/09 Grants Review Panel Open Meeting to review applications 3:00 – 5:00 PM
All applicants are strongly encouraged to be present; please inform Seminole
Cultural Arts Council if you are not able to attend.
Location: Community Room Seminole County Sheriff's Office,
100 N Bush Blvd., Sanford, FL 32773-6706
- Fri. 9/25/09 Award/denial letters sent
- **TBD** Grant Awards Ceremony
- 10/1/09 – 9/30/10 Grant Period
- Final Report Date Recipients must submit a Final Report to SCAC upon completion
of the project - no later than sixty (60) days after the end date of the project.

Seminole Cultural Arts Council Contact Information

- Completed applications must be postmarked by Saturday, August 1, 2009 and mailed to:
Seminole Cultural Arts Council
P.O. Box 180086
Casselberry, FL 32718-0086

OR

- Completed applications must be hand delivered to SCAC by 5:00 P.M. Tuesday, August 4, 2009.
Seminole Cultural Arts Council (Casselberry Art House)
127 Quail Pond Circle
Casselberry, FL 32707
- **SCAC Telephone: (407) 261-2314** **SCAC Email: megan.p@seminoleculturalarts.org**

Grant Categories

- **CATEGORY I: CULTURAL/HISTORICAL ORGANIZATION**

Funds are to be used for activities sponsored by Seminole County cultural/historical organizations.

Maximum request \$2,000

- **CATEGORY II: EDUCATION/EDUCATIONAL OUTREACH**

Funds are to be used for cultural activities in Seminole County educational institutions. Suggested areas include: Very Special Arts, Cultural Enhancement Programs, and Youth at Risk.

Maximum request \$1,000

- **CATEGORY III: COMMUNITY OUTREACH**

Funds are to be used for cultural programs in the Seminole County community. This category is meant to serve traditionally non-cultural groups sponsoring or producing a cultural/historical project. Examples include: Boys and Girls Clubs, Concert Series, Senior Programs, YMCA of Seminole County and Juvenile Justice Programs.

Note: Organizations applying under CATEGORY III need not be Arts-Affiliated to apply for this grant, but the project must be of an artistic or cultural nature.

Maximum request \$2,000

Grant Eligibility

Organizations may submit one Grant Application per year. Unused funds from successfully awarded grant monies cannot be carried over into your next fiscal year and should be returned to the SCAC. All SCAC funds must be spent between October 1, 2009 through September 30, 2010. Grant funding is not automatically renewed; organizations must reapply for funding for each new fiscal year.

Eligibility Requirements:

- (1) Organization must have completed at least one year of operation within Seminole County as a designated 501(c) (3) not-for-profit organization and must have been in business at least one year.
- (2) Funds must be used for programs or special projects that are artistic/cultural in nature (arts/culture are defined as including the following disciplines: historic preservation/restoration; arts in education; music; dance; folk arts; humanities; literature; film/video/media; theater and musical theater; visual arts; or the collection or exhibition of historical, archeological, scientific, or ethnic artifacts, handiwork or objects).
- (3) Funds must be expended on program/project direct costs; grants may not be used as general operating support.
- (4) Programs/projects must take place in Seminole County and funds must be expended during the grant period.
- (5) Applicants previously funded through the SCAC must be in compliance with the terms of their grant award agreement(s), including submission of the Final Grant Report.
- (6) If approved for funding, applicant organization **MUST** be or become a member of the SCAC.
- (7) Credit line requirement: All publicity for organizations receiving funding from SCAC for specific projects and/or general support shall include the following statement: “***Funded in part by the Seminole Cultural Arts Council, Inc.***”
- (9) Applicant organizations are to maintain current accurate time records and receipts stating actual value of in-kind contributions on file and available for audit.
- (10) The organization must comply with Americans with Disabilities Act standards as it relates to persons with disabilities.
- (11) The organization does not discriminate on the basis of age, race, color, religion, ancestry, national origin, handicap, sexual orientation, marital status, gender, or gender identity in any programs or activities (e.g., hiring practices, or board, audience, or volunteer participation, etc.).

Grant Funds May Not Be Used For:

- (1) Expenses incurred or obligated prior to or after the grant project period.
- (2) Lobbying or attempting to influence federal, state, or local legislation.
- (3) Building, renovation, or remodeling of facilities. Capital expenditures (including acquisitions, building projects, renovations, etc.).
- (4) Bad debts, contingencies, fines and penalties, interest, and other financial costs.
- (5) Private entertainment, food, beverages, plaques, awards, clothing or salaries.
- (6) Projects which are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age, sexual orientation, or marital status.
- (7) Re-granting (using funds to underwrite local grants programs).
- (8) Contributions, donations, or fundraising.
- (9) Any other expenses not specifically identified with the project.

Preparation & Application

- **Workshop Requirement**

All applicants are required to attend one of the Grant writing workshops. Applicants who cannot attend any of the workshops must set up an appointment with the SCAC staff in advance of **June 2, 2009**.

- **Preparations for Project**

Applicants are strongly encouraged to make preparations for the proposed project before the funding cycle. Description of these preparations in the narrative will positively affect your score under the evaluation criterion "Planning and Implementation." For example, securing collaborative support, endorsements, developing a marketing plan and an evaluation procedure.

- **Application Deadline**

Application Deadline for completed applications postmarked by **Saturday, August 1, 2009**.

Application Deadline for hand delivered applications **Tuesday, August 4, 2009 by 5:00 p.m.**

Address for mailed grant applications:

Seminole Cultural Arts Council, P.O. Box 180086, Casselberry, FL 32718-0086

Address for hand delivered applications:

**Seminole Cultural Arts Council (Casselberry Art House),
127 Quail Pond Circle, Casselberry, FL 32707**

Applications must conform to the guidelines specified by the Seminole Cultural Arts Council. Applications that do not conform to these guidelines will not be considered for funding. The funding limits are subject to final approval by the Council.

Applicants are asked not to contact any member of the Seminole Cultural Arts Council or Grant Review Panel regarding their request for anything other than questions concerning completion of the application. All contacts should be made to the Review Panel Chairman.

****LATE AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED****

After the Grant: Awards and Contract Requirements

Grant Compliance:

- A contract will be negotiated with each organization that is awarded a grant. These contracts will be monitored by the Seminole Cultural Arts Council. Requests for funds will be reviewed and approved by the same organization.
- No funds may be expended against the contract until it is approved by the SCAC Board of Directors and signed by the SCAC President. Funds will be available to the award recipients by October 1, 2009. The official grants period in which all funds must be incurred and expended is October 1, 2009 to September 30, 2010. All materials submitted with applications will become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes. All grants and support material become the property of SCAC and will not be returned.
- Final Grant Report will be sent with Award Agreement to funded organizations and must be returned to SCAC no later than sixty (60) days after project completion. Failure to return this Final Grant Report Form will deem the organization ineligible for future grants from the SCAC.
- Former grant recipients must meet all reporting requirements, including Final Grant Report and financial reports, before a new application will be accepted.
- Funded projects **MUST** recognize Seminole Cultural Arts Council in all appropriate advertising material for the funded project by including the phrase: “*Funded in part by the Seminole Cultural Arts Council, Inc.*”
- Grant recipients **MUST** be a current member of the Seminole Cultural Arts Council or **BECOME** a member of the SCAC prior to release of grant funds.
- Any unused portion of the grant funds must be returned to the Seminole Cultural Arts Council upon completion of the project.

Review Process

Grants Review Panel:

A panel of individuals, comprised of Seminole County business and community members, professional non-profit administrators, artists, and educators and SCAC board members review grant applications and make recommendations for funding to the Seminole Cultural Arts Council Board of Directors. A member of the SCAC Board serves as Chairperson for the panel.

Panel selection is made each year by appointment by the President of the Seminole Cultural Arts Council. Selection is based on professionalism, geographic representation, minority representation, and diverse cultural/ educational perspective. All interested parties are encouraged to apply at any time. Nominations for panel appointments should be made in writing to the President of the SCAC, and must include a letter of interest with an attached resume. Anyone over the age of 18 is eligible for consideration and all nominations should be made in writing by August 1, 2009 and mailed to: Seminole Cultural Arts Council: P.O. Box 180086, Casselberry, FL 32718

SCAC does not discriminate based on sex, race, age, nationality, sexual orientation, or disability.

Grants Review Open Meeting:

An open panel meeting will be held on **Friday, September 11, 2009** in the Community Room of the Seminole County Sheriff's Office, 100 N Bush Blvd., Sanford, FL 32773-6706 to publicly discuss the grant applications. Applicants will have opportunity to briefly update the panel on occurrences since the grant application, and to answer any questions the panel may have that might affect their scoring.

It is highly recommended that applicants plan to be present at this meeting, not only to be able to defend the request, but also to take advantage of the valuable opportunity to learn general grants processes. Panelists will determine a final score after this meeting.

How Applications Are Scored: Evaluation Criteria

The Grant application will be evaluated in the following areas, with a maximum of 20 points.

Project Quality (50%) - 10 points

- Describe the project;
- Merit of the project, or potential for programmatic and/or administrative growth;
- Relationship between the organization's mission and goals, and the project's goals and activities;
- Community need for services;
- Uniqueness of project; and
- Qualifications, background and expertise of the professionals involved, if applicable.

Planning and Implementation (30%) - 6 points

- Strong planning with collaborating agencies, artists, and/or other professionals, if applicable;
- Endorsement from other agencies, artists and/or other professionals, if applicable;
- Efforts to involve a diversity of participants, including persons or groups not ordinarily participating in cultural activities;
- Impact of program/project
- Effective project evaluation plan;
- Marketing strategy for program and Arts Licenses plates: and
- Evidence of administrative capacity to implement the proposed project.

Budget (20%) - 4 points

- Appropriateness of the project costs
- Accuracy of submitted budget

Tips from the Advisory Panel

First impressions are important! Be neat and complete.

Narrative:

- Select the writer carefully.
- Consider a one-page executive summary.
- Provide a project timeline.
- List goals, objectives, and methods.
- Describe marketing efforts.
- Explain your efforts (and successes) in reaching/serving diverse audiences.
- Be concise (no flowery prose).
- Be specific and say what is important (here's what we want to do, 1, 2, 3 and why).
- Keep it current – focus on the specific project.
- Provide details and compelling facts.
- Avoid redundancy.
- Emphasize what distinguishes your program.
- Help the uninformed reader know your organization.
- Promote your organization's assets and achievements clearly.
- Read over the final copy. Ask someone who doesn't know your organization or the proposed project to read the request – do they understand who you are, and what you're asking for?
- Check for accuracy and completeness.

Budget:

- Make sure that budget forms are filled out accurately and completely.

Attachments/Support Materials:

- Provide letter other document authorizing solicitation of grant funds and collateral in your support materials.
- Optional Letters of Support/Endorsements, letters referencing planned collaborations (limit of 6).

Application Instructions

Review grant guidelines and application instructions. Complete application forms; forms may be recreated and are also available for download as Word Documents on the Seminole Cultural Arts Council web site at: www.seminoleculturalarts.org

- **Forms:**

- I. General Information
- II. Narrative - limit to eight (8) typed pages
- III. Project budget
- IV. Certification

- **Attachments/Support Material:**

Compile Support Materials in the order described below (include with each application copy).

Required Support Materials:

1. Letter or other document authorizing solicitation of grant funds. This provides an excellent opportunity to summarize how the grant will benefit the organization and further objectives; explain or clarify particular points of interest that may not have been directly addressed in the application; serve as a general introduction to the organization and the proposal; and provide additional information that will lend support to the grant proposal. **(Schools/School Related Organizations MUST have an authorization letter from School Principal.)**
2. 501(c)(3) Determination Letter from IRS. **(Optional for Schools/School Related Organizations.)**
3. SCAC grant recipients for 2008-09 must include copies of their Final Grant Report.
4. SCAC grant recipients for 2008-09 must include documentation of SCAC Membership.
5. Documentation of programming – newsletters, brochures, photos, newspaper articles, etc. (limit of 3). Note: Projects previously completed with SCAC Grant funds must include the phrase: ***“Funded in part by the Seminole Cultural Arts Council, Inc.”***

Optional Support Materials:

6. Letters of Support/Endorsements, letters referencing planned collaborations (limit of 6).

Application Organization/Presentation:

Use 1-inch margins and font sizes similar to Times New Roman 12 pt or Arial 11 pt. Do not make photocopy reductions.

Proofread and double-check math.

Provide one original signed in blue ink and six (6) complete copies **for a total of 7**; indicate which is the original.

Do not use hard-sided 3-ring binders, paperclips, staples, or binder clips, to fasten your application together. Presentation suggestions include: small, soft-sided 3-ring binders. Be certain the margins are wide enough and the binding or hole-punch does not overlap text.

Include a **Cover Page** with the following information: **Name of Requesting Organization, Project Title, Grant Category, and Contact Person**

Collate copies in the following order:

1. Cover Page
2. I. General Information Form
3. II. Narrative - limit to eight (8) pages
4. III. Project Budget
5. IV. Certification
6. Attachments/Support Materials in the order listed above (include support materials with each copy)

APPLICATION SEMINOLE CULTURAL ARTS GRANT FY 2009-2010

I. General Information

To assist us in evaluating the impact your event may have on Seminole County and to better understand what support you are requesting, please answer the following questions in full.

(1) Name of Organization _____

(2) Name of Even/Project _____

(3) Grant Contact Person _____

(4) Complete Address of Organization
Street _____

City _____ Zip _____

Phone: _____ FAX: _____

(5) E-Mail Address of Organization _____

(6) E-Mail Address of Grant Contact Person _____

(7) Organization's Chief Official: _____

Title: _____

Phone: _____ FAX: _____

(8) Headquarters of Organization (Address, if different from #4)

(9) Grant Category: _____ I Cultural/Historical Organization _____ II Education/Education Outreach
_____ III Community Outreach

(10) Federal Employer ID# _____

(11) Amount Requested \$ _____

(12) Event/Project Beginning Date _____ Ending Date: _____

(13) Have you ever applied for a SCAC Grant before? _____ YES _____ NO

If yes, when? _____ (Copies of Final Grant Report Forms for 08-09 grant recipients and documentation of SCAC membership **MUST** be included with Required Support Material in this application).

II. Narrative

It is required for this application that you type your responses to these questions using this format. You may use more or less space for each response however; you must not exceed a maximum of eight (8) typed pages at fonts similar in size to Arial 11 pt. or Times New Roman 12 pt. Responses should be numbered and clearly labeled. It is the responsibility of the applicant to make sure the application is complete. Bulleted/numbered, concise points are preferred. **The panel will not review information beyond the length of these eight pages.**

Project Quality (50%) - 10 points

- 1. Project Title** (Write a maximum of 10 words that clearly identify what your project involves.)

- 2. Brief Project Summary** (50 words max.):

- 3. Full Project Description** (Explain project. What is/are the goal(s)? List exhibits, performances, concerts – or refer to a schedule included in your support materials. List who will perform/direct/curate/etc.):

4. Merit of Project (Explain the merit of the project, or potential for programmatic and/or administrative growth):

5. Organization Mission Statement:

6. Organization History (one page maximum):

7. Mission & Goals Correlation (Describe the relationship between the organization's mission and goals, and the project's goals and activities):

8. Describe the community need for the project (How will it enhance/showcase the arts in Seminole County?):

9. Describe the uniqueness of the project:

10. Bios of key artistic personnel involved with project (staff or consultants). Bios should be brief [e.g., one or two paragraphs], and should support the qualifications, background and expertise needed to implement the proposed project:

Planning and Implementation (30%) - 6 points _____

11. What is the timeframe for the program/project?

12. Collaborative Planning (Explain your planning for this project with collaborating agencies, artists, and/or other professionals if applicable. For additional support, you may wish to include letters referencing these collaborations, which should be specific to the project for which you are applying, in your support materials):

13. Endorsements (Identify endorsing organizations, artists and/or other professionals, if applicable, and quote their endorsements. Endorsements are defined as positive statements you have received from others *in writing* about your organization or its past or present work. For additional support you may wish to include examples of these letters in your support materials):

14. Outreach (Describe your efforts to involve a diversity of participants, including persons or groups not ordinarily participating in cultural activities):

15. Impact of Program/project (What is the number of individuals expected to directly benefit? What is the number of visual, performing or literary artists and/or historians participating in this project volunteer and professional? What is the number of performances and/or activities associated with the project?):

16. Evaluation (Describe evaluation plans for this project or show evaluation tools. If you've conducted evaluations in the past, what have you learned and applied to program plans? If you will use surveys, what are the results of prior year surveys? You may wish to provide a sample survey in the support materials.):

17. Marketing (What is your organization's marketing plan for this project?):

18. How will you increase recognition for Arts License Plates and the Seminole Cultural Arts Council? (SCAC's ability to continue granting funds depends on the proceeds from sales of arts license plates. For this reason recognition of support is important. Please explain how you would help to foster increased sales of arts license plates.):

19. Names and Affiliations of Board of Directors: (Optional for Schools/School Related Organizations)

20. Current List of Officers for Board of Directors: (Optional for Schools/School Related Organizations)

Budget (20%) - 4 points

21. Fiscal Management (Explain the appropriateness of the costs on the project budget. Does the budget support all aspects needed to implement the proposed project? Are the amounts reasonable based on prior year expenses and revenues, and considering new resources or increased costs? List the average number of audience members attending paid performances or activities, if applicable. List the average number of audience members attending free performances or activities, if applicable.):

22. Monitor Expenses (How will your organization monitor expenditures?):

III. Project Budget

Describe how SCAC Grant funds would be used:

Name any additional sources and amounts of revenue for the project and whether or not this funding has been secured:

TOTAL COST OF PROJECT \$ _____

PROJECT EXPENSES: (Use additional sheets if necessary.)

<u>DESCRIPTION</u>	<u>CASH</u>	<u>GRANT FUNDS</u>	<u>IN KIND</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

TOTAL PROJECT EXPENSES (Add all columns) \$ _____

PROJECT INCOME: (Use additional sheets if necessary.)

Do not include this grant request as income.

<u>DESCRIPTION</u>	<u>CASH INCOME</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECTED PROJECT INCOME	\$ _____

GRANT AMOUNT REQUESTED	\$ _____	
TOTAL PROJECT INCOME	+	\$ _____
TOTAL IN-KIND CONTRIBUTIONS	+	\$ _____
TOTAL	\$ _____	

Grant amount + Project Income + In-Kind Contributions should equal TOTAL EXPENSES.

IV. CERTIFICATION

I have reviewed this application for funds from the Seminole Cultural Arts Council for FY 2009-10. I am in full agreement with the information contained herein. I am authorized to submit this application and certify that the organization meets all eligibility requirements as described in the grant guidelines and that all information contained within this application is true to the best of my knowledge.

Authorizing Official*

TREASURER _____
Signature/Title **Date**

Printed Name **Date**

Seminole Cultural Arts Council Grant Check List

- _____ One original Grant Application (noted on front cover **ORIGINAL** required signatures in blue ink) and six (6) copies for a total of 7.
- _____ Requesting Organization is in compliance with Eligibility Requirements
- _____ Cover Page including: Name of Requesting Organization, Project Title, Grant Category, and Contact Person
- _____ Application proofed for grammatical and mathematical errors, accuracy, and completeness
- _____ All information provided in order requested

Forms

- _____ Completed I. General Information Form
- _____ Completed II. Narrative (not more than 8 typed pages)
- _____ Completed and accurate III. Project Budget
- _____ Completed and Signed IV. Certification

Required Support Material

- _____ Letter or other document authorizing solicitation of grant funds. (**Schools/School Related Organizations MUST have an authorization letter from School Principal.**)
- _____ 501(c)(3) Determination Letter from IRS. (**Optional for Schools/School Related Organizations.**)
- _____ SCAC grant recipients for 2008-09 must include a copy of their Final Grant Report.
- _____ SCAC grant recipients for 2008-09 must include documentation of their membership in the SCAC.
- _____ Documentation of programming – newsletters, brochures, photos, newspaper articles, etc. (limit of 3).

Optional Support Material

- _____ Letters of Support/Endorsements, letters referencing planned collaborations (limit of 6)

REMINDER:

Completed applications must be postmarked by August 1, 2009 and mailed to:
Seminole Cultural Arts Council
P.O. Box 180086
Casselberry, FL 32718-0086

OR

Completed applications must be hand delivered to SCAC by 5:00 P.M. August 4, 2009.
Seminole Cultural Arts Council (Casselberry Art House)
127 Quail Pond Circle
Casselberry, FL 32707

GLOSSARY

CONTACT PERSON - the person to contact for additional information about the application. The person with immediate responsibility for the project.

EXPENSES

Personnel – Administrative: Payments for salaries, wages, fees, and benefits for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fundraisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

Personnel – Artistic/Programmatic: Payments for salaries, wages, fees, and benefits specifically identified with visual and or performing artists, artistic directors, directors, conductors, conservators, curators, etc.

Personnel – Technical/Production: Payments for employee salaries, wages, and benefits specifically identified for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparators and installers, etc.

Space Rental/Occupancy: Payments for mortgage and/or rental of office, rehearsal, theater, hall, gallery, and other such spaces, as well as applicable costs of electricity, telephone, repairs and maintenance, storage, etc.

Travel: All costs for travel directly related to the travel of an individual or individuals working for the applicant. Include fares, hotel, and other lodging expenses, food, taxis, gratuities, per-diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For transportation not connected with travel of personnel (e.g., trucking, shipping, hauling expenses, etc.)

Marketing: All costs for marketing/publicity/promotion of the applicant organization. Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, fliers, and posters, and space rental when directly connected to promotion, publicity, or advertising.

Remaining Operating Expenses: All expenses not entered in other categories. Include scripts and scores, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under “Travel.”

GOALS - Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Goals can be listed in priority order and ranked. Example: To generate community dialog and awareness about the visual arts.

INCOME

Earned Income: Earned Income consists of any payment or promise to pay that obligates you as an organization to provide some service or other value to the payer. This would not include services or items which are of nominal value. It includes the following items/categories:

- **Admissions/Memberships:** Revenue derived from the sales of admissions, tickets, subscriptions, memberships, etc., for events presented or sponsored by the applicant.
- **Contracted Services Revenue:** Revenue derived from fees earned through sale of services. Include educational contract services, sale of workshops, government contracts for specific services, performance or residency fees, tuition, etc. Include your public school service revenues here.
- **Corporate Sponsorships** (from earned income, not philanthropic contributions): Revenue consists of *quid pro quo* support where the donor receives tangible returns for the donation, such as media exposure or other substantive recognition.
- **Other Revenue:** Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Contributed Income: reflects payments or promises to pay in which the payer voluntarily provides resources yet receives nominal tangible value in return. It includes the following items/categories (do not include in-kind gifts in these amounts):

• **Contributed Income – Government:**

• **Government Support – Federal:** Cash support derived from grants or appropriations by agencies of the federal government.

• **Government Support – State:** Cash support derived from grants or appropriations by agencies of the state government and/or multi-state consortia of state agencies.

IN-KIND CONTRIBUTIONS - In-Kind Contributions represent goods and/or services which you may use or sell in the accomplishment of the organization’s mission. These may include:

• **Goods:** Gifts of inventory, materials, equipment or property that can be used by the organization. This could include items contributed for a collection.

• **Services:** Volunteer hours should be accounted for if the services received (a) create or enhance non-financial assets, or b) require a specialized skill that would typically need to be purchased if it were not provided by donation. Such services include skills as provided by accountants, architects, carpenters, doctors, electricians, lawyers, nurses, plumbers, teachers and other professionals and craftsmen.

OBJECTIVES - Specific, measurable ends that are achievable within a time frame and mark progress towards achieving an associated goal(s). These are clear targets for specific action (methods), and mark quantifiable interim steps towards reaching a goal. There may be more than one objective for a goal. Example: Increase the number of Seminole County community members that attend art activities at the XYZ Cultural Center during fiscal year 2008–2009 by 25%.

RE-GRANTING - using state grants monies to underwrite grants programs or individual grants within one’s own organization or another organization.