



# SEMINOLE CULTURAL ARTS COUNCIL (SCAC) 2018-2019 GRANT GUIDELINES AND APPLICATION

Seminole Cultural Arts Council (SCAC)

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## **SCAC Grant Program Overview**

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

In 1995, the Seminole County Board of Commissioners designated SCAC as the official recipient of the Florida ARTS license plate funds. Through the Division of Cultural Affairs, State of Florida and Florida's Department of Motor Vehicles, \$20 from each special "State of the Arts" license tag purchased by Seminole County residents goes toward a grant fund that supports the arts in Seminole County. SCAC is the designated not-for-profit organization that distributes the license plate funds for Seminole County through this granting process. Since SCAC was formed, more than \$370,000 in grants has been awarded.

Our Mission is to advocate in Central Florida for Seminole County's art-rich community and our Vision is to inspire the cultural livability of the community through the arts."

### **2018-2019 SCAC GRANT GUIDELINES**

Grant Period October 1, 2018 through September 30, 2019

- **Workshop Attendance:**

Workshop attendance is required for first-time applicants. Repeat applicants are strongly encouraged to attend to be aware of the any changes in the application or process. Those who cannot attend the scheduled workshop on Thursday, May 3, 2018 are asked to call or email SCAC before May 3<sup>rd</sup> to set up an appointment to discuss the program.

- **Narrative:**

Applicants are required to use this template of narrative questions to a maximum of eight (8) typed pages using Times New Roman 12 point or Arial 11-point font.

- **Final Grant Reports:**

The Final Grant Report Form may be found at the end of the Grant Application. It must be submitted to SCAC no later than sixty (60) days after the end date of the project. If your organization received SCAC grant funding for 2017-18, you must include copies of that Final Grant Report with this grant application. The review panel will not consider the new application if we have not received your Final Grant Report.

- **Seminole Cultural Arts Council (SCAC) Membership Required:**

All grant recipients must be current members or become members of SCAC prior to the award of their grant funding. Applicants should attach a copy of their cancelled check or method of payment for membership dues or make payment before October 1, 2018.

• **Important Dates:**

Thursday, May 3, 2018 SCAC Grant Writing Workshop 3:00-5:00 PM  
RSVP by 5/9/18 to 407-302-1099 or [info@seminoleculturalarts.org](mailto:info@seminoleculturalarts.org)  
Location - Seminole County Extension Auditorium, 250 County Home Rd.,  
Sanford FL 32773 (off US Hwy. 17-92)

**Wednesday, August 1, 2018 Application Deadline**  
**Completed applications must either be hand-delivered by 12:00 PM on 8/1/18 to the SCAC office, 230 E 1<sup>st</sup> Street, Sanford FL 32771 or postmarked by 8/1/18 and mailed to 230 E 1<sup>st</sup> Street, Sanford, FL 32771.**

Friday, August 17, 2018 Grant Review Panel open meeting to review applications 3:00–5:00 PM.  
Inform SCAC if you are unable to attend, 407-302-1099,  
[info@seminoleculturalarts.org](mailto:info@seminoleculturalarts.org).  
Location - Seminole County Extension Auditorium, 250 County Home Rd.,  
Sanford FL 32773 (off US Hwy. 17-92)

Monday, August 27, 2018 Award/denial letters are sent to applicants.

Monday, October 1, 2018 Checks are processed for mailing to grant recipients.

**SCAC Grant Categories**

Maximum grant request \$2,000 for all categories

**CATEGORY I: CULTURAL/HISTORICAL ORGANIZATION**

Funds are to be used by Seminole County cultural/historical organizations for activities that occur in Seminole County.

**CATEGORY II: EDUCATION/EDUCATIONAL OUTREACH**

Funds are to be used by Seminole County educational institutions, for cultural activities such as Special Arts, Cultural Enhancement Programs and At-risk Youth.

**CATEGORY III: COMMUNITY OUTREACH**

By traditionally non-cultural groups sponsoring or producing a cultural/historical project, including Boys and Girls Clubs, Concert Series, Senior Programs, YMCA of Seminole County and Juvenile Justice Programs. Funds are to be used for cultural programs occurring in Seminole County. Note: Organizations applying under Category III need not be arts-affiliated, but the project must be of an artistic or cultural nature.

**CATEGORY IV: INDIVIDUAL**

Funds are to be used by an individual for a specific historic heritage, cultural or arts project occurring in Seminole County, whether literary, visual arts and sciences, or performing arts.

## **Grant Eligibility**

Organizations may submit only one Grant Application per year. Unused funds from successfully awarded grant monies cannot be carried over into your next fiscal year and must be returned to SCAC. **All SCAC funds must be spent between October 1, 2018 and September 30, 2019.** Grant funding is not automatically renewed. Organizations or individuals must re-apply for funding each fiscal year.

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

## **Review and Evaluation Process**

### **SCAC Grants Review Panel - Open Meeting:**

An open panel meeting will be held on Friday, August 17, 2018 at 3:00 PM to publicly discuss the grant applications. Applicants will have opportunity to briefly update the panel on occurrences since submitting the grant application, and to answer questions that might affect their scoring.

### **Evaluation Criteria:**

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

#### **Project Quality (50%) - 10 points**

- Project description
- Merit of the project
- Project mission and goals
- Community needs for services
- Uniqueness of project
- Qualifications, background and expertise of any professionals involved.

#### **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
- Project evaluation plan
- Marketing strategy
- Evidence of administrative capacity to implement the proposed project.

### **Budget (20%) - 4 points**

- Appropriateness of project costs
- Accuracy of submitted budget.

### **Tips**

- Provide a project timeline.
- List goals, objectives and methods.
- Explain marketing efforts and successes in reaching/serving diverse audiences.
- Provide details and compelling facts emphasizing what distinguishes the program.
- Provide complete and accurate budget forms.
- Provide a letter or other document from the President or Executive Director of your organization authorizing solicitation of grant funds and collateral, if applicable.
- Provide Letters of Support/Endorsements or letters referencing collaborations (maximum of 6).

## **Application Instructions**

Grant forms are available for download as PDF documents at [www.seminoleculturalarts.org](http://www.seminoleculturalarts.org). If your organization requires that grant documents be in Microsoft Word format, please contact the SCAC office.

### **Application Organization/Presentation:**

Provide one (1) original (signed in blue ink) and four (4) complete copies for panel members, for a total of 5. Use only cardstock paper, soft-sided, pronged binders.

### **Collate original and copies in the following order:**

- Cover Page with Requesting Organization, Project Title, Grant Category, and Contact Person
- I. General Information Form
- II. Narrative
- III. Project Budget
- IV. Certification
- Attachments/Support Materials in the order listed below
- Final Grant Report (to be submitted no later than sixty (60) days after the project end date)

**Required Attachments/Support Materials:** (Compile in the order described below and include in the Attachments/Support Materials section of each copy.)

1. Letter or other document authorizing solicitation of grant funds. (Schools/School-Related Organizations must have a letter of authorization from the School Principal.)
2. 501(c)(3) Determination Letter from IRS (Optional for Schools/School-Related Organizations. Not applicable for Individuals.)
3. SCAC grant recipients for 2017-18 must include copies of their Final Grant Report along with photographs of the program or project in a form that can be used in advertising and promotion.
4. All applicants, including SCAC grant recipients for 2017-18, must show proof of SCAC membership.
5. Documentation of programming – newsletters, brochures, photos, newspaper articles, etc. (maximum of 3).
6. Letters of Support/Endorsements, letters referencing planned collaborations (maximum of 6).

# SEMINOLE CULTURAL ARTS (SCAC) FY 2018-2019 GRANT APPLICATION

## I. General Information

(1) Name of Organization \_\_\_\_\_

(2) Name of Event/Project \_\_\_\_\_

(3) Grant Contact Person \_\_\_\_\_

(4) Complete Street Address of Organization  
Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

(5) Email Address of Organization \_\_\_\_\_

(6) Email Address of Grant Contact Person \_\_\_\_\_

(7) Organization's Chief Official: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

(9) Grant Category: \_\_\_\_\_ I Cultural/Historical Organization \_\_\_\_\_ II Education/Education Outreach  
\_\_\_\_\_ III Community Outreach \_\_\_\_\_ IV Individual

(10) Federal Employer ID# for 501(c)3 nonprofit organizations \_\_\_\_\_

(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? \_\_\_\_\_ (If yes, copies of Final Grant Report Forms for 2017-18 grant recipients and proof of SCAC membership shall 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 space for each response, however, you must not exceed a maximum of eight (8) typed pages in fonts Arial 11 pt. or Times New Roman 12 pt. with 1-inch margins. Responses should be numbered and clearly labeled.

### **Project Quality (50%) 10 points**

- 1. Project Title** (10 words maximum that clearly identify what your project involves):
- 2. Brief Project Summary** (50 words maximum):
- 3. Full Project Description** (What is the goal)? Describe the relationship between the organization's mission and goals, project's goals and activities. 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** (Potential for programmatic and/or administrative growth):
- 5. Organization Mission Statement:**
- 6. Organization History** (one-page maximum):
- 7. Describe the community need for the project** (How will it enhance/showcase the arts in Seminole County?):
- 8. What makes this project uniqueness:**
- 9. Bios of key artistic personnel involved with project (staff or consultants).** Limited to support of the qualifications, background and expertise needed to implement the project:

### **Planning and Implementation (30%) 6 points**

- 10. What is the time frame for the program/project?**
- 11. Collaborative Planning** (With collaborating agencies, artists, and/or other professionals, if applicable. For additional support, you may wish to include letters referencing these collaborations specific to the project for which you are applying:
- 12. Endorsements** (Identify endorsing organizations, artists and/or other professionals, if applicable, and quote endorsement statements you have received *in writing*. You may wish to include examples of these letters in your support materials:
- 13. Outreach** (Describe your efforts to involve a diversity of participants, including persons or groups not ordinarily participating in cultural activities):
- 14. Impact of Program/project** (What is the number of individuals expected to directly benefit? Number of visual, performing or literary artists and/or historians participating in this project, both volunteer and professional? Number of performances and/or activities associated with the project?):

**15. Evaluation** (Evaluation plans for this project or evaluation tools. If you've conducted evaluations in the past, what have you learned and applied to program plans? If you use surveys, provide a sample survey in the support materials):

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

**17. 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.):

**18. Names and Affiliations of Officers and Board of Directors** (Optional for Schools/School- Related Organizations):

**Budget (20%) 4 points**

**19. Fiscal Management** (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 and the average number of audience members attending free performances):

**III. Project Budget**

**BUDGET OVERVIEW**

- Complete detailed income and expenses in the tables in the following pages. Add lines to the tables as needed.

**PROJECT INCOME DETAILS**

- Do not include income from this grant request.
- Secured income is that which is already in-hand.
- Unsecured or estimated income is that which has been pledged but not received, ticket sales to be realized, or are being negotiated with a contributor.
- Earned income consists of payment or promise to pay which obligates the organization to provide a service or other value to the payer.
- In-kind contributions represent goods and/or services to be used or sold in the accomplishment of the organization's mission, and may include materials, equipment or property.

Secured Income Source Name	Cash \$ Amount	In-Kind \$ Value	Other \$ Value	Total
<b>Secured Income Source Total</b>				①



Unsecured or Estimated Income Source Name	Cash \$ Amount	In-Kind \$ Value	Other \$ Value	Total
<b>Unsecured or Estimated Income Source Total</b>				②

Enter Secured Source Income Total	①
Enter Unsecured or Estimated Income Total	②
<b>Income TOTAL</b>	③

**GRANT REQUEST DETAILS**

State the grant amount requested and describe how SCAC Grant funds would be used:

Expenditure	Amount
<b>Grant Request Amount TOTAL</b>	④

**PROJECT EXPENSES**

- Personnel-Administrative, Artistic, Technical or Production (salaries, wages or fees)
- Space Rental (theater, hall, gallery, rehearsal venue, storage; applicable costs of telephone, utilities)
- Travel (tolls, food, mileage, gratuities, hauling)
- Marketing-Publicity/Promotion (newspapers, radio/television advertising, posters, printing, mailings)
- Other Operating (scripts, scores, insurance fees, supplies, equipment rental, sets, props)

Expense Description	Amount
<b>Expense TOTAL</b>	⑤

FINANCIAL SUMMARY TOTAL

Enter Income Total	③
Enter Expense Total	⑤
Subtract Expense Total from Income Total (This is the Pre- Grant Total)	⑥
Enter Grant Request Amount Total	④
Add Pre-Grant Total ⑥ + Grant Request Amount Total ④ <b>ESTIMATED PROJECT FINANCIAL BALANCE TOTAL</b>	⑦

**IV. CERTIFICATION - Authorizing Official**

I have reviewed this application for funds from the Seminole Cultural Arts Council (SCAC) for FY 2018-19. 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.

**TREASURER**

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**Signature**

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**Printed Name**

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**Date**



**SEMINOLE CULTURAL ARTS COUNCIL (SCAC)  
GRANT FINAL REPORT FORM  
FY 2018-2019**

Mail to: Seminole Cultural Arts Council (SCAC)  
P.O. Box 28  
Sanford, FL 32772-0028

*You must return this Final Grant Report Form to SCAC no later than sixty (60) days after the completion of your project. Failure to do so will deem your organization ineligible for future grants from the SCAC. Final Grant Report must include photographs of the progress or end product of your program or project in a form which can be used in advertising and promotion.*

**Organization:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Grant Category:** \_\_\_\_\_

**Grant Amount Funded:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please provide complete and accurate answers to the following:**

1. **Date project began:** \_\_\_\_\_ **Date project ended:** \_\_\_\_\_

2. **Total Cost of Project:** \$ \_\_\_\_\_ **Amount of Grant Award:** \$ \_\_\_\_\_  
(Please Note: Any unused grant funds must be returned to SCAC)

3. **Did you have to change any aspect of the project as originally designed?**  
\_\_\_\_YES \_\_\_\_NO If Yes, briefly explain.

4. **Did the project start on the date projected in the proposal?**  
\_\_\_\_YES \_\_\_\_NO If No, briefly explain.

5. **Do you plan to repeat this project or continue it in some modified version?**  
\_\_\_\_YES \_\_\_\_NO If Yes, when? \_\_\_\_\_  
If No, briefly explain.

**6. Briefly describe your project - What did you do? When did you do it? Where did you do it?** (Use an attached sheet if more space is needed.)

**7. Briefly explain the organization's use of the grant monies for programs, projects, other activities funded, and summarize the impact of this grant to the organization.** (Use an attached sheet if more space is needed).

**8. Briefly describe your marketing strategy.**

**9. How did your organization promote State of the Arts License Plates? Does your organization want information about the "State of the Arts" license plates?**       YES       NO

**10. How many individuals benefited from this project?** \_\_\_\_\_

**11. What was the attendance at the grant project? (If applicable).**

**Paid admissions** \_\_\_\_\_ **+ Complimentary admissions** \_\_\_\_\_ **= Total** \_\_\_\_\_

**12. Support Materials: You must attach support materials and submit them with this Grant Final Report. Include copies of reviews, articles, brochures, programs, support letters, etc.** (Please Note: Credit to the Seminole Cultural Arts Council must be reflected in your support materials.)

**13. Provide verification of your SCAC Membership.**

I certify that the above information presents an accurate and complete description of the grant activity within the report dates shown above.

\_\_\_\_\_  
**Signature of Authorizing Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Authorizing Official**