



CULTURE
BUILDS
FLORIDA

FLORIDA DEPARTMENT OF STATE
DIVISION OF CULTURAL AFFAIRS

Cultural Facilities Grant Guidelines

Application Open: April 1

Application Deadline: June 3

Grant Period: 23 months (beginning July 1, year of appropriation)

Florida Department of State
Division of Cultural Affairs
329 North Meridian Street
Tallahassee, Florida 32301

Application Submission

Applications must be submitted on or before June 1.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

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These Guidelines are also available electronically at:

<http://dos.myflorida.com/cultural/grants/grant-programs/cultural-facilities/> and can be made available in alternative format.

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Introduction

Welcome to the Division of Cultural Affairs Cultural Facilities Program (CF) Guidelines. We're glad you are applying for a Cultural Facilities grant from the Division. These guidelines are supported under section 265.701, Florida Statutes and incorporated by reference into Rule 1T-1.039, Florida Administrative Code, and they detail the policies and requirements for the application and administration of the Cultural Facilities Program grants.

Timeline

April	Announcement of application availability in <i>Florida Administrative Register</i> and via email.
April – June	Division staff assistance and consultation available to applicants.
June 1	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date.
July 1	Notification of Grant Award and grant details forms available in the award year.
January 31	First Interim reports due for Cultural Facilities projects. Interim reports must be submitted on the DOS Grants System at dosgrants.com .
July 31	Second Interim reports due for Cultural Facilities projects. Interim reports must be submitted on the DOS Grants System at dosgrants.com .
January 31	Third Interim reports due for Cultural Facilities projects. Interim reports must be submitted on the DOS Grants System at dosgrants.com .
June 1	Project ending date. All grant and local matching funds must be expended by this date. The grant period is 23 months

July 15

Final Reports due for Cultural Facilities projects. Annual Reports must be submitted on the DOS Grants System at dosgrants.com.

Program Description

The Cultural Facilities Program is intended for organizations whose mission is cultural programming in one of the disciplines as defined in (section 265.283(7), Florida Statutes). The Cultural Facilities Program coordinates and guides the State of Florida's support and funding of renovation, new construction, or acquisition of cultural facilities.

The applicant's mission must be to directly conduct arts and cultural programming. By program definition, a cultural facility is a building where the programming, production, presentation, exhibition of any of the arts and cultural disciplines are carried out (section 265.283(7), Florida Statutes). These disciplines are music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, and programs of museums and must comprise at least 85% of facility use. The Program is intended for bricks and mortar construction, renovation, or for acquisition (**not any combination of the three**). State funding shall not be used for parking facilities, sidewalks, walkways, and trails that are the entire scope of work; landscaping; fabrication or design of exhibits (not permanently affixed to the building); nor commercial projects.

Eligibility

All applicants must meet the following requirements. **All** documentation must be provided by the application deadline.

1. Must **not** have multiple active Cultural Facilities projects under contract at one time. Cultural Facilities projects have a grant period of 23 months. Unless a grantee has a smaller project that will be completed in a single year, grantees should submit new applications every other year. Subject to Legislative appropriation, Cultural Facilities recommendations approved by the Secretary of State will be funded top-down until the appropriation is depleted. Any applicant on the ranked list that has not completed a previously-funded Cultural Facilities project by July 1 of the award year will be passed over and the funds will be allocated to the next grantee on the list without an active Cultural Facilities project under contract. A previously funded project is considered complete when it has reached 100% completion as supported by contractor documentation or if the contract has reached its end date and all funds have been expended.
2. **Must** have the required [legal status](#).
3. Agree to comply with all [application requirements](#):

- a. Complete all proposal activities within the [grant period](#);
 - b. Make programming and activities open and accessible to all members of the public (see [accessibility and nondiscrimination](#));
 - c. Match the grant amount requested, at least dollar for dollar (see [request amount](#) and [match requirements](#)); and
 - d. Include only allowable expenses in the proposal budget (see [allowable](#) and [non-allowable](#) expenses).
4. Agree to comply with all grant administration requirements:
 - a. Provide all information needed for the grant award agreement;
 - b. Request approval for any changes to the awarded grant;
 - c. Submit timely and accurate reports;
 - d. Maintain complete and accurate grant records;
 - e. Comply with the requirements of the Florida Single Audit Act; and
 - f. Credit the State of Florida and Division of Cultural Affairs for funding.
 5. **Must have unrestricted use** of the land and buildings associated with the project which means you **MUST** be able to record a Restrictive Covenant on the property with the Clerk of Court for ten (10) years or provide a 10 year surety bond. See [Unrestricted Use of Land and/or Buildings](#) for additional information.
 6. **Must retain ownership** of all improvements made under the grant (unless the land or buildings are owned by the State of Florida and leased to an eligible applicant).
 7. If the property is leased, **the lease agreement must be dated, signed, and submitted** at the time of the application submission.
 8. **Must** provide documentation of **Total Support and Revenue** for the last completed fiscal year.
 9. **Must** have appropriate **matching** funds and documentation at time of application submission.
 10. **Must** provide **current architectural plans** signed by a licensed architect or engineer clearly indicating scope of work. **If architectural plans are not required for project, contractor project proposals or working drawings must be provided.**
 11. **Must** have **current project support** of local officials (city and county government), community groups, and community members —for this project— documented in writing at time of application.
 12. Applicants **with structures 50 years or older must submit a determination letter from the Division of Historical Resources (DHR) at time of application** (For additional information, please contact the Bureau of Historic Preservation (BHP) at 850.245-6333).
 13. **Must** provide documentation supporting at least 85% of facility use is for cultural purposes as it pertains to the organization’s mission per section 265.283(7), Florida Statutes. If project is for a NEW space without previous programming, programming examples (either proposed or programming being performed at another location) **must** be provided.
 14. Must complete an online application form at <https://dosgrants.com/> by the application deadline.

In addition to these eligibility requirements, all applicants in noncompliance at the time of the deadline will be deemed ineligible to apply.

Application Restrictions

1. Organizations may only submit one (1) Cultural Facilities application per application deadline.
2. Cultural Facilities grants do not fund Historic Preservation projects.
3. Organizations with projects funded by the Legislature outside of the review of the Florida Council on Arts and Culture or Secretary of State are not eligible to receive Cultural Facilities grant support for the same Scope of Work from the Division of Cultural Affairs within the same fiscal year in which legislative funding is appropriated.
4. No organization may receive more than \$1.5 million during a consecutive five (5) state fiscal year period (July 1 – June 30).

Legal Status

To meet the legal status requirement, an applicant organization must be either a public entity or a Florida nonprofit, tax exempt corporation as of the application deadline in accordance with section 265.701(2), Florida Statutes.

Public Entity

A Florida local government, entity of state government, school district, community college, college, or university. Private schools, private community colleges, private colleges, and private universities are not public entities and must be nonprofit and tax exempt to meet the legal status requirement.

Nonprofit, Tax Exempt

A Florida organization that is both:

1. **Nonprofit:** incorporated as an active nonprofit Florida corporation, in accordance with Chapter 617, Florida Statutes; and
2. **Tax exempt:** designated as tax exempt as defined in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended. Staff will verify status in Guidestar at www.guidestar.org.

The Division of Cultural Affairs will verify that the applicant is registered with the Division of Corporations as of the application deadline. If the applicant is not registered with Corporations by the application deadline, the application will be deemed ineligible.

If the applicant is registered in Corporations but their status is not "active," the applicant must correct the status within 10 calendar days of notification or the application will be deemed ineligible.

For more information on corporate status, visit <http://www.sunbiz.org> or call the Division of Corporations, profit and nonprofit information line at (850) 245-6052. To verify corporate status, you can review your corporate record online through the [sunbiz.org document search tool](#).

For more information about tax exempt status, see [Exemption Requirements - Section 501\(c\)\(3\) Organizations](#) on the Internal Revenue Service website (<http://www.irs.gov>).

Required Documentation

1. All applicants must provide a DUNS number. You can request a DUNS number at <https://www.dnb.com/>.
2. All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at <https://flvendor.myfloridacfo.com>.

Application Requirements

Grant Period

All proposed activity must take place within the grant period.

- The grant period **start date** is July 1 of the award year.
- The grant period **end date** is June 1 (23 months after award begins) unless an end date extension is approved by the Division.

Accessibility and Nondiscrimination

The Division of Cultural Affairs is committed to making the arts and culture accessible to everyone, including:

- persons with disabilities;
- older adults;
- culturally and economically underserved populations; and
- minorities.

Organizations seeking support for activities are required to be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age, or marital status.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the requirements under section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display. The 504 Self Evaluation Workbook which can be used as a reference, and downloadable Disability Symbols can be found at <http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/>.

Request Amount

You may request up to \$500,000 for the renovation, acquisition, or construction of a cultural facility. There is no minimum request amount.

Match Requirements

Applicants must provide at least one dollar in cash or in-kind (donated goods or services) for every dollar requested from the division. This is called match. Some expenses can only be included in the Proposal Budget as match.

Total Proposal Expenses are defined as match (cash and in-kind) + request amount. No more than 25% of the total match may be in-kind. See the [in-kind](#) section of the guidelines for more details.

25% of the match must be cash on hand at the time of application. Remaining matching funds may be anticipated at the time of application, but must be received by the end of the grant period. All expenses (both state grant and match) must be paid out (not merely encumbered) by the grant end date of June 1..

Applicants must match the request amount with non-state funds specific to the construction, renovation, or acquisition project. The amount provided as match depends on Total Support and Revenue statement (comprehensive income, revenue and expense) and REDI eligibility. Operating expenses cannot be used as match.

Summary of Match Requirements	Required Match
Last completed FY total support and revenue less than \$1,000,001	1:1

Summary of Match Requirements	Required Match
Last completed FY total support and revenue of \$1,000,001 or more with a REDI waiver	1:1
Last completed FY total support and revenue Over \$1,000,001 or more without a REDI waiver	2:1

Exception: The [Rural Economic Development Initiative](http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition) (REDI) recognizes those rural or economically distressed counties or communities designated pursuant to sections 288.0656 and 288.06561, Florida Statutes, as REDI qualified. The REDI program is administered by the Florida Department of Economic Opportunity. You can find more information and a list of economically distressed counties and communities at <http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition>.

Applicants in a REDI designated area must only provide \$1 of required match for every \$1 requested from the state regardless of their Total Support and Revenue. The Division cannot waive all matching funds.

Types of Match

Three types of match (**MUST** be on hand at the time of the application submission):

- Cash on Hand (Liquid Assets) At Least 25% of total request amount match must be cash on hand at the time of the application, documented by bank statements showing restricted funds or city or county resolution*. Cash on hand may exceed 25% of the total match, but may never be less than 25% of the total match.
- Irrevocable Pledges (No more than 75% of the match) must be auditable and received by the Grantee by the end of the grant period.
- Documented In-Kind Contributions (No more than 25% of the match). In-kind contributions must be itemized at the time of application, and the goods and services received and utilized by the end of the grant period. In-Kind Contributions by the applicant are **not eligible** for match.

In-kind (Donated Goods and Services)

The value of all professionally skilled services used as in-kind must be documented in writing by the volunteer. The value of donated goods must also be documented. Records of such documentation must be available upon request.

The value of volunteer services may be calculated using the federal minimum wage or wage rates normally paid for professionals skilled in the service provided (such as a supplier donating construction materials services or an electrician providing pro bono work). For information on the current federal minimum wage, see the Wage and Hour Division of the US Department of Labor at <https://www.dol.gov/whd/minimumwage.htm>.

Organizations must have all match complete and confirmed at the time of application.

***Municipalities and counties (public entities)** must submit an executed copy of an approved resolution by a city or county commission with the application materials. The resolution **must** include the dollar amount dedicated and available to the project if the grant is awarded and the date the funds will be available. The submitted resolution **must be dated and signed by an authorizing official**. Funding, as indicated by the resolution, must be made available within 90 days of the start of the grant award period.

Restrictions on Matching Funds

- Funds that are for General Operating Expenses (i.e. the unrestricted column on the Statement of Activity page of the organization's audit) will not be acceptable as match
- Revenue from bond issues that have not been passed at the time of application will not be acceptable as match
- Revenue from grants that have not yet been awarded will not be acceptable as match.
- Fundraising costs will not be acceptable as match
- Legal fees or taxes will not be acceptable as match
- Matching funds will be designated only to the Scope of Work presented in this application and may not have been used in previous Division or Department of State grants
- Expenditures made before the grant period
- Interest paid on mortgage. The interest paid on the mortgage is considered to be the "cost of doing business," and may not be used as match
- Building or Land value will not be acceptable as match
- Loans may not be used as match. Equity may not be used as match
- Any State of Florida agency funds may not be used as match for this program

Matching Funds Documentation

Documentation of matching funds **MUST** include bank statement(s) confirming cash on hand or resolution showing funds dedicated to the Scope of Work.

And as applicable:

- award letters from third parties;
- copies of irrevocable pledges; and
- letters of intent or invoices for future in-kind goods and services.

Allowable Expenses

Allowable expenses must be:

- directly related to the proposal;
- specifically and clearly detailed in the proposal budget; and
- incurred and paid within the grant period of July 1 of the award year through June 1 (23 months after award begins).

Only allowable expenses may be included in the proposal budget.

Non-Allowable Expenses

Grant (state and matching) funds may not be spent on the following:

- Expenditures made before the grant period;
- Costs incurred or obligated outside of the grant period;
- Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement as described in the original application and approved by the panel;
- Costs for planning, which include those for preliminary and schematic drawings, and design development documents necessary to carry out the project;
- Design, fabrication or construction of exhibits not permanently affixed to building;
- Commercial property (coffee shops, cafés, and gifts shops as part of the facility are allowable);
- General Operating Expenses (GOE). Administrative costs for running the organization (including but not limited to salaries, travel, personnel, office supplies, mortgage or rent, operating overhead or indirect costs, etc.);
- Costs associated with representation, proposal, or grant application preparation;
- Costs for lobbying or attempting to influence federal, state or local legislation, the judicial branch, or any state agency;
- Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes (of any kind), and other financial costs including bank fees and charges and credit card debts;
- Costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships;
- Regranting, contributions, and donations;
- **State funds** may not be used for parking facilities, sidewalks, walkways, and trails that are the entire scope of work; landscaping; fabrication or design of exhibits (not permanently affixed to the building); nor commercial projects. However, matching funds may be used for elements that are part of the project.

Spending state grant funds on expenses that have not been approved by the Division, even if directly related to the program or project, will be disallowed and could result in a legal demand for the return of grant funds.

Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (revised February 2011), which are incorporated by reference and are available online at https://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.pdf.

Review Criteria and Scoring

Each eligible application will be evaluated on three (3) competitive criteria

Criteria	Application Section(s)	Worth
Scope of Work	Scope of Work: Project Description	up to 30 points
Project Budget and Matching Funds	Proposal Budget Detail: Expenses Proposal Budget Detail: Income Matching Funds Statement Project Team	up to 30 points
Need for Project and Project Impact	Need for Project, Operating Forecast Detail and Project Impact	up to 40 points

The total possible number of points the panel can award to an application is 100. The panel's evaluation will be based on the information contained in the application, required attachments and support materials submitted with the application. The panel's individual scores will be averaged to determine a final score for each application.

Applications must receive a minimum average score of 80 or higher to be *recommended* for funding. Applications receiving an average score of 80 or higher will be recommended to the Secretary of State and forwarded to the Florida Legislature for funding consideration.

Applications with a tied average score will be ranked by application number order (lowest to highest).

Review Process

1. Division staff will conduct a technical review to determine eligibility. Eligible applications will then be submitted to the Florida Council on Arts and Culture who serve as the grant review panel.
2. The Florida Council on Arts and Culture will evaluate each application on the review criteria and assign a score.
3. The Florida Council on Arts and Culture approves a list for submission to the Secretary of State.
4. The Division forwards a ranked list to the Secretary of State.
5. The Secretary of State approves the ranked list for submission to the Legislature for funding consideration.

Staff Review

The technical review of applications verifies:

1. That the applicant has the correct **legal status** (public entity governed by either a municipality or county or not-for-profit, tax-exempt, Florida Corporation);
2. That the applicant has **unrestricted use** of the land and buildings associated with the project. The applicant **MUST** be able to file a Restrictive Covenant on the property with the Clerk of Court for ten (10) years or provide a 10 year surety bond. See [Unrestricted Use of Land and/or Buildings](#) for additional information;
3. That **the lease agreement is dated and signed**;
4. That documentation of **Total Support and Revenue** for the last completed fiscal year has been provided;
5. That appropriate **matching** funds ratio has been identified and documentation has been provided;
6. That **current architectural plans** signed by a licensed architect or engineer clearly indicating scope of work have been provided. **If architectural plans are not required for project, contractor project proposals or working drawings must be provided**;
7. That **current project support** of local officials (city and county government), community groups, and community members —for this project— has been provided;
8. That applicants **with structures 50 years or older have submitted a determination letter from the Division of Historical Resources (DHR)** (For additional information, please contact the Bureau of Historic Preservation (BHP) at 850.245-6333);
9. That documentation supporting at least 85% of facility use is for cultural purposes as it pertains to the organization’s mission per section 265.283(7), Florida Statutes has been provided. If project is for a NEW space without previous programming, programming examples **must** be provided;
10. For applicants with acquisition projects only: That **appraisal and purchase documents** have been provided.

Only documents that provide clarification to staff will be considered after the application deadline. If necessary, a request for clarification will be sent with a certain response deadline. Such requests will be made in writing to the Applicant Organization using the contact information provided in the application. These requests are not for additional information, but to clarify the information already submitted in the application. Responses received after the established deadline will not be accepted. Clarifications will become an official part of the application.

Information Provided to the Florida Council on Arts and Culture Review Panel

The Division shall make available a staff report on each eligible application that provides an assessment of the information provided in the grant application. The staff report will include:

1. A synopsis of the proposed Scope of Work;
2. A summary of all previously awarded Cultural Facilities grants and Fixed Capital Outlay line item grants and their completion status and history of management by the applicant;
3. Any clarification requested from an Applicant Organization and received by the specified deadline;
4. An assessment of the proposed Scope of Work and timeline in regards to the grant period and comparison to previously funded Cultural Facilities projects;
5. An assessment of the proposed estimated budget including eligibility of claimed match contributions, with recommendations for any grant funding level adjustments that may be justified by the findings of the staff technical review. Examples of the need for such adjustment would be a recommendation to delete work related to non-allowable costs, work not consistent with the Cultural Facilities guidelines, or to reduce the grant award in an amount commensurate with inadequately documented or non-allowable match contributions;
6. Other information regarding the Applicant Organization and its compliance with previous Division grants, if relevant.

Florida Council on Arts and Culture Review Panel

Panel meetings are a public process and anyone can participate by attending in person or by calling in via a toll-free number. Participation instructions will be emailed to applicants and posted on the Division's web site and in the online grant system. The Division strongly encourages applicants to participate in the grant panel meeting, however it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

Members Florida Council on Arts and Culture serve as the grant review panel for the Cultural Facilities program. A Division staff member will serve as the panel Chair. Chairs do not vote on applications being reviewed.

A typical panel meeting will include the following:

1. Call to Order;
2. Introduction of Panelists and Staff;
3. Panel Instructions from the Chair;
4. Preliminary scoring of applications. For each application:
 - the Chair will announce the application number and applicant name;
 - applicants may provide a *brief* update on the application. Updates may only include new proposal information;
 - applicants will be permitted to respond to panelist questions;
 - each panelist will voice his or her score; and
 - Division staff will calculate and voice the total points and the average panel score.
5. Public comment prior to panel consensus on scores:
 - During public comment, anyone (including applicants) may speak about the applications under consideration. After public comment, panelists may adjust their scores before the final vote to accept all scores.
6. Panel Recommendations;
7. General discussion from the panel (policies, procedures);
8. General comments from the public (limited to 3 minutes or at the Chair's discretion);
9. Closing remarks from the Chair; and
10. Adjournment.

The panel chair will request discussion and a vote on the recommended funding list, ranked in order of total average score (highest to lowest). The Council may amend the recommendations based on new or existing pertinent information about the application or panel proceedings such as:

- Score calculation errors by the Division;
- Applicant noncompliance with administrative requirements of previous grants from the Department of State;
- Bankruptcy or other fiscal concerns;
- Changes in the applicant's staff that would impair implementation of the proposed grant activity;
- Typographical errors in the Committee's recommendations.

Funding Process

The Secretary of State will provide the Legislature with an approved list, ranked in order of total average score, with funding recommendations for all projects that received a total average score of 80 and above. The Legislature may use this list to make funding decisions.

Any applicant on the ranked list that has not completed a previously-funded Cultural Facilities project by July 1 of the award year will be passed over and the funds will be allocated to the next grantee on the list without an active Cultural Facilities project under contract.

What if an application is not funded?

If the Legislature does not fund **any** application on the list presented in a given year, the applications on that list are eligible for “rollover” for the following year (only). Applications may only be on the rollover list once. If your application is not funded on the rollover, you must submit a new application.

Why Rollover?

As a rollover, your application:

- Is guaranteed a place on the next recommended funding list if you submit a Rollover Update;
- Will not be re-scored, but will be ranked by the original score on a list that includes new applications; and
- Will be recommended for the amount of funding that was originally requested.

A single list (of both rollover and new applications) ranked in order by average score, highest to lowest, will be submitted to the next session of the Legislature. Rollover application recommendations will be identified as such on the ranked list.

Rollover Update

Applicants wishing to rollover must submit a Rollover Update. The Rollover update should provide updated information pertinent to the application since its original submission in the following application sections:

- Scope of Work (Project Description) as recommended by the Council and approved by the Secretary of State;
- Project Budgets;
- Matching Funds Statement; and
- Contact information.

A specific deadline will be established and posted on the Division's website. When you submit the Rollover Application, Division staff will:

- Verify Basic Eligibility;
- Verify that the Project Description in the Rollover application has **NOT** changed from the Project Description in the original application that was recommended by the Council and approved by the Secretary of State; and
- Verify match percentages and documentation.

Removal from the Rollover List

An organization will be removed from the rollover list for the following:

- Failing to submit the updated information by the rollover deadline announced on the Division's website; and
- Failing to maintain basic eligibility, required match, or undisturbed use of the building or land or both.

Changes in Scope of Work (Project Description) Note: The project that was recommended for funding by the Florida Council on Arts and Culture and approved by the Secretary of State must not change.

How to Apply

Applications must be submitted on the DOS Grants System at dosgrants.com.

All application information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, Florida Statutes).

Application Form

The application form must be completed using the Division's online grant application and submitted online by 5:00 pm ET on the application deadline. Deadlines and a link to the application form is posted on the Division's web site at <http://dos.myflorida.com/cultural/grants/grant-programs/cultural-facilities/>.

Applicants may request that a submitted application be electronically unsubmitted at any point before the application deadline. The application must be resubmitted by the application deadline to be considered.

Attachments and Support Materials

Attachments and support materials must be uploaded into the online grant application system. Attachments and support materials will not be accepted by any other method including email and fax.

Required Attachments

Attachments are required documentation of eligibility. The required attachments for Cultural Facilities are:

1. **Matching Funds** Documentation
 - a. Bank statements, awards, contracts, for **cash on hand**; and
 - b. Copies of **irrevocable pledges**.
2. Letters and/or invoices from **in-kind contributors**.

3. Documentation of **Unrestricted Use** (construction and renovation projects only; see [Unrestricted Use of Land and/or Buildings](#)).
 - Deed, title, property tax statement to document **unrestricted use**, OR
 - Executed copy of lease and written explanation of any easements, covenants, or other conditions to document **unrestricted use**.
4. **Total Support and Revenue** Documentation (See [Total Support and Revenue](#))
 - Audit or financial statement; OR
 - Audit or financial statement of the organization that will be responsible for management of the facility (*public entity applicants only*).
5. Current **Architectural Plans** (for new construction and renovation projects only) certified by a licensed architect or engineer (If architectural plans are not required for project, contractor project proposals or working drawings must be provided.) (See [Architectural Plans](#)).
6. **Project Support** Documentation
 - Up to 6 current letters of support from local officials (City and County Government), community groups, and community members (See [Support Letters](#)).
7. **Bureau of Historic Preservation (BHP) Determination Letter** (for buildings 50 years or older) (See [Historical Review Requirements](#)).
8. **Nonprofit IRS Letter**. Not-for-profit tax exempt applicants must also provide one (1) copy of your IRS 501(c) (3) or 501(c) (4) determination letter.
9. **Substitute W-9**. A copy can be obtained at <https://flvendor.myfloridacfo.com>.
10. **Mission and Programming Materials** such as season program, box office statement, educational programs that document 85% cultural programming of facility (If project is for a NEW space without previous programming, provide programming examples).
11. **Support Materials**: Support materials may be considered in the review and scoring so including them is highly recommended (See [Support Materials](#)).
12. **Appraisal and Purchase Documents (for Acquisition projects only)**: In this attachment the Applicant Organization must include an appraisal(s), purchase agreement, title/owner search, and certified land survey. All closing costs are the responsibility of the Grantee. In addition to the supporting documents required for all applications, this application must include the following:
 - A copy of an executed option or purchase;
 - agreement A copy of the complete appraisal prepared by a Florida State Certified General Real Estate Appraiser;
 - A copy of a title search; and
 - A copy of the certified land survey.

Unrestricted Use of Land and/or Buildings

You must provide documentation that the Applicant has Unrestricted Use (either ownership or lease) of the building and the land associated with the proposal/project.

- **Ownership.** Legal proof of unrestricted ownership of property and building. Unrestricted means unqualified ownership and power of disposition. Property that does not meet the unrestricted ownership criterion will not be eligible for match. Documentation may include a deed, title, or a copy of a recent property tax statement. Provisional sales contracts, binders, or letters of intent are not acceptable documentation of ownership.
OR
- **Lease for a specific period of time.** The lease must be executed/effective at the time of the application deadline and remain in effect for a length of time of not less than ten (10) years from the date the Grant Award Agreement is fully executed. Only leases in which the lessee is a public entity governed by either a municipality or county, or a not-for-profit entity are eligible for a Cultural Facilities grant.
- **Documentation must include an executed copy of a lease** (see definition of Lease,) and a written explanation of any easements, covenants, or other conditions affecting the use of the site or facility, or both.
- **Ownership of Improvements** Applicants must retain ownership of all improvements made under the grant unless land or buildings or both are owned by the State of Florida and leased to an eligible applicant.

Total Support and Revenue (Statement of Comprehensive Income, Revenue and Expense)

You must provide documentation of your Total Support and Revenue for your last completed fiscal year.

- **Not-for-profit, tax-exempt organizations** provide an audit to substantiate Total Support and Revenue. If you do not have an audit, provide a financial statement **signed and certified by the authorizing official**, as documentation of Total Support and Revenue (Upload the last completed fiscal year).
- **Municipal or county governments (public entities)** — You may submit either an audit or an internally prepared financial statement as documentation of Total Support and Revenue (Upload the most recent available).
- If a City or County government owns the building or land or both and is applying on behalf of a not-for-profit organization, then the financial statements (or audit) of both entities are required.

Architectural Plans

All new construction and renovation applicants must upload current architectural plans for the facility certified by a licensed architect or engineer (not required for building acquisition). If architectural plans are not required for project, contractor project proposals or working drawings must be provided.

Support Letters

All applicants must submit current letters of project support from local officials (City and County Government), community groups, and community members who are lending support to this project. Letters should be from individuals who have actually visited the facility (if a renovation project) or participated in programs (if a new facility). **Applicants should avoid form letters; original letters that are signed and current are preferred.** A maximum of six support letters are allowed.

Historical Review Requirements

Facilities that are 50 years old or older may have historical significance that must be preserved. If your facility meets the criteria, the Bureau of Historic Preservation (BHP) must approve your project plans before submission of your application. Upload a copy of the BHP determination letter at time of the application.

Please note that the review time for projects is approximately thirty days once all required information is received by the Bureau of Historic Preservation office. If you have questions, please contact the Review and Compliance Section at 850.245.6333 or visit BHP web site at <http://dos.myflorida.com/historical/preservation/compliance-and-review/documents-forms/>.

Support Materials

Support materials may include, but are not limited to:

- Photographs
- Supplemental or expanded budgets
- Flyers, brochures
- Newspaper articles
- Plans for sustainable design

Please submit only high quality materials that support your application and only as many as you need. Required attachments do not count towards the 10 upload limit.

It is your responsibility to verify and receive permission for the use of any copyrighted materials. You are also responsible for considering accessibility of your materials.

File Formats

Council members are not required to own specific software and the Division makes no guarantee that reviewers will be able to view your digital materials. To increase the chances of file compatibility, make sure files are in one of the following formats.

- .pdf, .txt (documents)
- .jpg, .gif, .pdf (images)
- .mp3 (audio excerpts)
- .mp4, .mov (video excerpts)

Uploading Instructions

- Attachments and support materials must be uploaded in the online system by the application deadline.
- You may include up to 10 uploads for your support materials in addition to your [Required Attachments](#). You can include more than one item in an upload. You are not required to upload multiple copies. You must describe your materials as you upload them.

Grant Forms

The following forms must be used in the administration of all grants in these guidelines and are hereby incorporated by reference and available from the Division at <http://www.florida-arts.org>:

#	Title	Form #	Effective Date
1.	Cultural Facilities Grant Application	CA2E147	X/XXXX
2.	Grant Award Agreement	CA2E038	X/XXXX
3.	Cultural Facilities Program Report	CA2E048	X/XXXX

Definitions

Accessibility - Opening existing programs, services, facilities, and activities to individuals with disabilities. Inclusiveness of persons with disabilities is addressed through staffing, mission, policy, budget, education, meetings, and programs to insure that audiences/participants have an equal range of opportunities.

Applicant - A nonprofit, tax-exempt, Florida corporation or a local or state governmental entity, school district, community college, college, university, or artist engaged in or concerned with arts and cultural activities that is requesting grant funds from the Division.

Authorized Official - Name of person with authority to legally obligate the applicant.

Catalog of State Financial Assistance (CSFA) - A statewide compendium of state projects that provide financial assistance to non-state entities. As the basic reference source for state projects, the primary purpose of the Catalog is to assist users with obtaining general information on state projects and identifying state projects that meet specific objectives. State

projects are cataloged by agency and are assigned a Catalog of State Financial Assistance (CSFA) number for easy referencing. The Cultural Facilities CSFA number is 45.014.

Community - The geographic area and/or constituents served by the applicant (for general program support requests) or by the proposal (for project requests).

Community Organizations - Civic, social service and business groups that may be involved in the project for which funding is being requested. These may include science organizations, historical organizations and organizations which serve diverse populations.

Congressional District of Applicant - District of the United States House of Representatives in which "Applicant's" business address is located.

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

Costs: Allowable (\$) - Costs shall be allowed for the purposes of a grant provided that:

- they occur or are obligated within the grant period specified on the grant application; and
- they are solely for the purposes of the grant and can be easily identified as such.

Council - The Florida Council on Arts and Culture; a 15-member advisory council appointed to advise the Secretary of State regarding cultural grant funding and on all matters pertaining to culture in Florida.

Cultural Diversity - Having the characteristic of being deeply rooted in and reflective of ethnically diverse, inner-city, or rural populations, and which represents the works of a particular culture, including an ethnic minority.

Cultural Events - Includes different artistic, cultural, or educational activities which were produced or sponsored by the grantee, were open and accessible to the public, and took place in the grant period, i.e. performances, exhibits, rehearsals, workshops, classes, seminars, demonstrations, conferences, publications, or media broadcasts. Do not include strictly fund-raising/gala events. Note: to count number of events, only include the number of different events which were offered, i.e. a play performed ten times, or a museum exhibit running for three months, should each be counted as one event.

Deliverable - The quantifiable goods or services that must be provided in order to receive payment. Each deliverable must be connected with one or more activities identified and described in the Scope of Work. Deliverables, along with the Scope of Work, are included in the grant agreement. Deliverables must be agreed upon by both the Division and the grant recipient. The deliverables will be developed by the grant applicant in the grant application for inclusion in the grant agreement but may be renegotiated by the Division.

Department - The Florida Department of State.

Director - The Director of the Division of Cultural Affairs.

Disability - A physical or mental impairment that substantially limits one or more major life activities.

Division - The Division of Cultural Affairs of the Department of State.

End Date - The last date of fiscal activity in the project for which assistance is requested.

Financial Consequences - The financial consequences that will be applied if the grant recipient fails to perform all tasks outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement. Financial consequences are tied to deliverables and each payment. Per section 287.058, Florida Statutes, the Division is required to specify a reduction in grant funding that will be applied if the recipient fails to perform all activities outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement.

Florida Accountability Contract Tracking System (FACTS) - The State of Florida's centralized online contract reporting system. All information pertaining to the grant agreement will be available on the FACTS system and viewable by the public. This includes the grant agreement, payment information, deliverables, performance metrics, grant award and audit information. FACTS is online at facts.fldfs.com.

Florida Single Audit Act – Requires an audit of a non-state entity's financial statements and state financial assistance, if \$750,000 or more in state financial assistance is expended during the non-state entity's fiscal year. Such audits shall be conducted in accordance with the auditing standards as stated in the rules of the Auditor General.

Government Support: Federal (\$) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project.

Government Support: Local/County (\$) - Cash support derived from grants or appropriations given for this project by agencies of the local or county government, or a proportionate share of such grants or appropriations allocated to this project.

Government Support: State/Regional (\$) - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies, or a proportionate share of such grants or appropriations allocated to this project.

Grant Award - The dollar amount of a grant award approved by the Secretary of State for a project, program, or general program support as outlined in the application.

Grant Award Agreement - The document by which the Grantee enters into a contract with the State of Florida for the management of grant funds.

Grant Award Letter - The letter signed by the Secretary of State or an authorized representative of the Department of State and countersigned by the grantee. The grant award letter contains the grant award amount.

Grant Period - The time for the use of the grant award as set forth in the grant award agreement.

Grantee - An organization receiving a grant award from the Department of State.

In-Kind Contribution (\$) - The documented fair market value of non-cash contributions provided by the grantee or third parties which consist of real property or the value of goods and services directly benefiting and specifically identifiable to the project.

Marketing (\$) - Include all costs for marketing/publicity/promotion specifically identified with the project or programming. Do not include payments to individuals or firms which belong under "Personnel," or "Outside Fees and Services: Other." 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.

Matching Funds - The portion of the project costs not borne by the Department of State that are designated solely for the project according to the following:

- Eligible applicant organizations that have Total Support and Revenue of less than \$1,000,001 for their last completed fiscal year must provide at least one dollar of match for every one dollar requested from the state.
 - Eligible applicant organizations that have Total Support and Revenue greater than \$1,000,001 or more for their last completed fiscal year must provide at least two dollars of match for every one dollar requested from the state.
- For all applicant organizations, regardless their Total Support and Revenue, at least 25% of Matching Funds must be in cash on hand.

Minority - A lawful, permanent resident of Florida who is one of the following:

- an African-American (a person having origins in any of the racial groups of the African Diaspora);
- a Hispanic-American (a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race);
- an Asian-American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778);
- a Native-American (a person who has origins in any of the Indian Tribes of North America prior to 1835); or an American Woman. [288.703(3), Florida Statutes]

Noncompliance - The grant recipient is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable laws.

Private Support: Corporate (\$) - Cash support derived from contributions given for this project (other than this grant request) by business, corporations and corporate foundations or a proportionate share of such contributions allocated to this project.

Private Support: Foundation (\$) - Cash support derived from grants given for this project or programming by private foundations, or a proportionate share of such grants allocated to this project or programming.

Private Support: Other (\$) - Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

Project Costs - All allowable expenditures incurred by the grantee and the value of in-kind contributions made by the grantee or third parties in accomplishing the grant.

Project Title - A short descriptive title of the project for which applicant is requesting assistance. If no formal title exists or if the title is not descriptive, a short phrase describing the activities of the project should be substituted.

Regional - Within the state, at least 150-mile land radius of venue.

Regranting - using state grants monies to underwrite grants programs or individual grants within one's own organization or another organization. Regranting of Division funds is prohibited.

Restrictive Covenant - Means a document, signed by the Grantee, the property owner, and the land owner; and filed with the Clerk of the Circuit Court in the county where the property is located, ensuring that the facility will be used as a Cultural Facility for ten (10) years following the date the Grant Award Agreement is fully executed. See Restrictive Covenant Provisions and Amortization Schedule example of the Restrictive Covenants.

Rural - Counties whose total population is less than 125,000 or whose population density is less than 250 people per square mile and not located within a U.S. Census designated metropolitan area. (This definition is used for Underserved Cultural Community Development projects.)

Scope of Work - A description of the specific work to be performed under the grant agreement in order to complete the project. The Scope of Work should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The Scope of Work should also contain a timeline for all deliverables.

Secretary - The Florida Secretary of State.

Start Date - The first date of fiscal activity in the project for which assistance is requested.

Total Fund Revenue - Means all revenue received by an organization during a fiscal year and recognized in the organization's independent certified audit or attested financial statement.

Total Operating Income (\$) - Gross operating income for the organization's last completed fiscal year. Governmental agencies may include all funds directly appropriated and administered by the applicant agency, as well as support services provided by the agency, that are directly attributed to the program. A detailed listing of these support services must be attached to the grant application operating budget and must be approved by and signed by agency budget officials. Do not include capital contributions or expenses in the operating budget.

Underserved - A term used to identify certain target groups. The meaning changes in different program areas. For Arts in Education and UACAP, it refers to rural counties, or groups of individuals which meet certain ethnicity, age, or disability criteria, or to areas lacking cultural resources. For Cultural Support Grants, a financially underserved area refers to a county which has received an average of less than \$10,000 in state arts grant program funding in the last two state fiscal years.

Unrestricted Use - Means that the building to be renovated, expanded, constructed, or purchased, and the site of such building, will be owned by, or will be under Lease to, the applicant by the date of the application submission, and that the use of the site and building will be unencumbered by covenants, easements, or other conditions contrary to the purpose of the project.

Help

For general information about the Division of Cultural Affairs and to access grant information, panel details and resources, visit our web site at: <http://dos.myflorida.com/cultural>.

For information about the Cultural Facilities program, contact the program manager responsible for your proposal type and discipline at <http://dos.myflorida.com/cultural/about-us/staff/>.