



**HOW TO APPLY FOR  
*GENERAL PROGRAM SUPPORT &  
SPECIFIC CULTURAL PROJECT GRANTS***

**April 8th & April 14<sup>th</sup> 2021**

Florida Department of State  
**Division of Cultural Affairs**

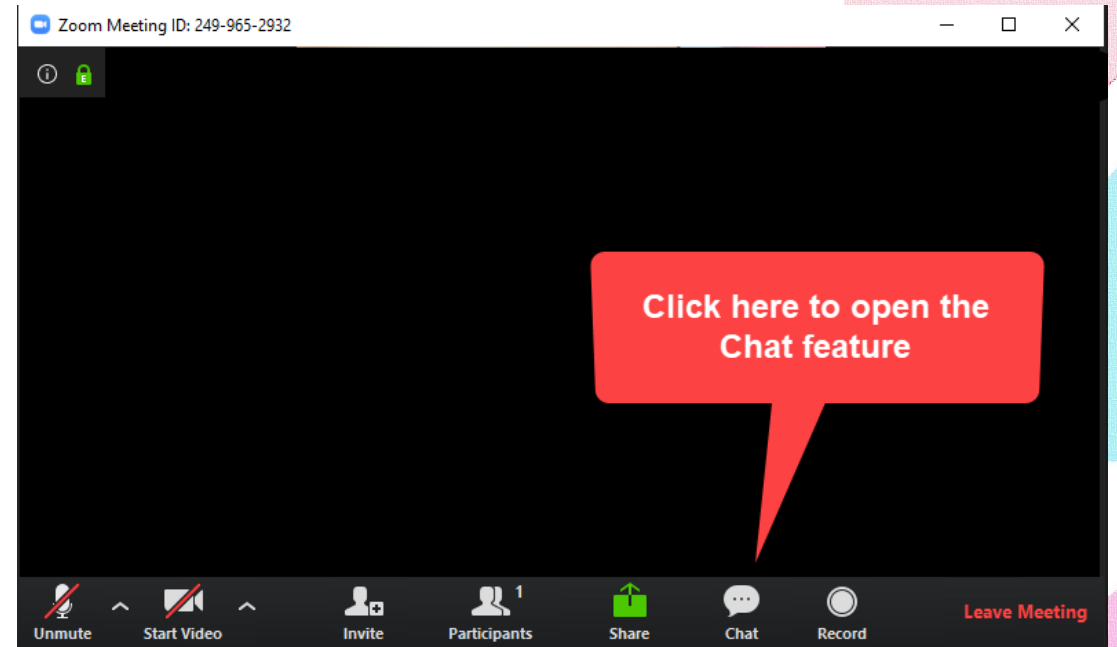
# Meeting Etiquette

🌀 During the presentation:

🌀 Participants will be muted

🌀 Video is disabled

🌀 Chat feature is available



🌀 Q&A will take place at the end

# Today's Agenda:

- ④ Grants Overview
- ④ Funding History
- ④ Application/Funding Timeline
- ④ General Program Support
- ④ Specific Cultural Project
- ④ Scoring Criteria
- ④ Funding Process
- ④ Application Tips/Grant Resources
- ④ Q & A - with Breakout Rooms

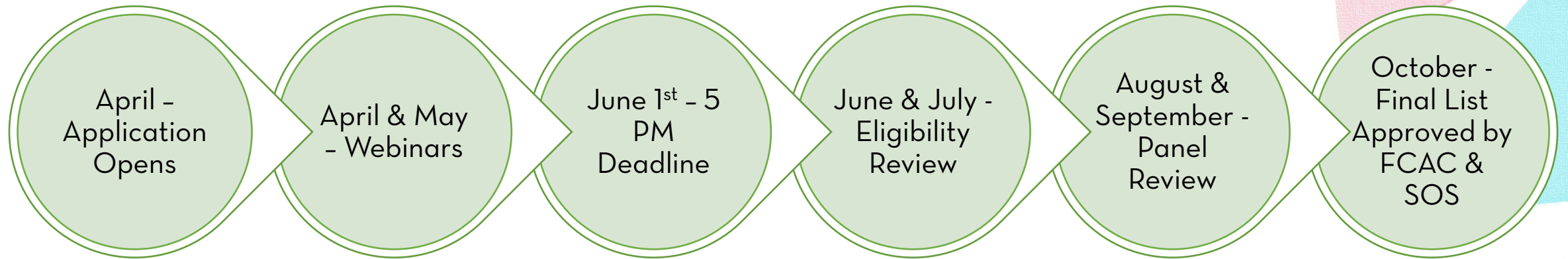
# Grants for Arts & Cultural Programs

- ② **General Program Support (GPS)** – Funding for **Arts and Cultural Organizations ONLY** to support a percentage of their operating budget
- ② **Specific Cultural Project (SCP)** – Funds to support **Arts and Cultural Projects** for **any eligible organization or Individual**
- ② The next **grant cycle** is **JULY 1, 2022 - JUNE 30, 2023**
- ② The **deadline** to apply is **JUNE 1, 2021 at 5PM**
- ② Funding is contingent on **appropriation by the Florida Legislature**
- ② **If no funds are appropriated, no funds will be awarded**

# 5 Year Funding History GPS/SCP

Year	Program	# eligible	Total Request	# awarded	Total Awarded
2020 -	General Program Support	489	\$43,699,230	489	\$13,600,000
2021	Specific Cultural Project	125	\$2,881,168	0	\$0
2019 -	General Program Support	478	\$42,101,119	478	\$12,300,000
2020	Specific Cultural Project	132	\$2,980,028	132	\$2,980,028
2018 -	General Program Support	489	\$41,608,781	489	\$2,650,000
2019	Specific Cultural Project	134	\$2,987,775	0	\$0
2017 -	General Program Support	480	\$35,519,347	480	\$11,128,124
2018	Specific Cultural Project	110	\$2,320,109	110	\$2,320,109
2016 -	General Program Support	413	\$30,933,457	413	\$18,631,261
2017	Specific Cultural Project	80	\$1,682,209	80	\$1,682,209

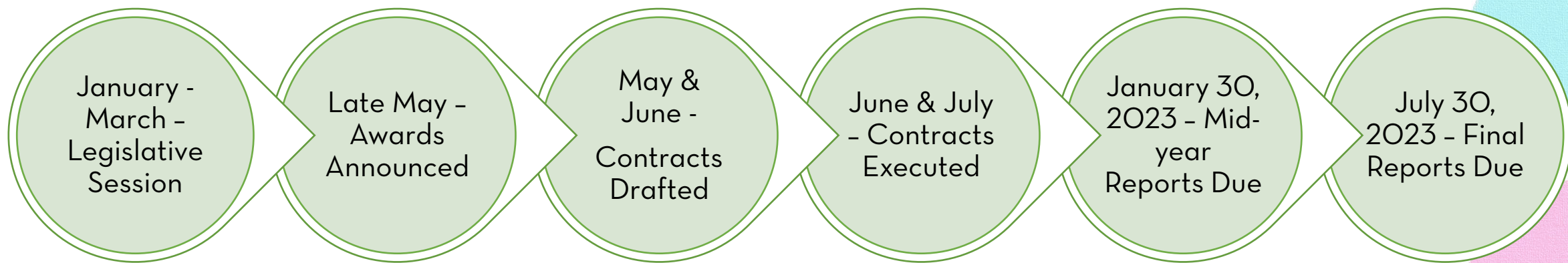
# Application Timeline 2021



# Funding Timeline

## 2022 - 2023

Grant Period - July 1, 2022 - June 30, 2023



# Restrictions

Each eligible **organization (FEIN/Tax ID)** may only submit **ONE application** for programming, per grant period.

You must choose between **General Program Support (GPS) OR Specific Cultural Projects (SCP)**.

However, in addition to their GPS/SCP application, eligible organizations **may also apply** for:

- ☉ Cultural Endowment
- ☉ Cultural Facilities
- ☉ Fast Track



# Florida Single Audit Act

- ☺ If your organization **EXPENDS** more than \$750,000 in state funds in one fiscal year, you must provide the Auditor General with a copy of your audit.
- ☺ Grantees are required to complete certification through their Organization page at [DOSgrants.com](https://dosgrants.com)
- ☺ Certifications and audit submissions are due nine (9) months following the close of YOUR organization's fiscal year.
- ☺ If your organization HAS NOT expended \$750,000 in STATE funds, you will simply complete the certification.
- ☺ If your organization HAS expended more than \$750,000 in STATE funds, you will be required to submit a copy of your organization's audit.

# General Program Support (GPS)

- ☺ Apply if you are a Florida public and private non-profit arts and cultural organizations
  - ☺ **EXAMPLE** - museums, local arts organizations, state service organizations, and organizations that have cultural program activities in any of the art and cultural disciplines
  - ☺ **DISCIPLINES** - music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, and other such allied, major art forms.
- ☺ Public or private pre-K-12 schools; libraries; civic organizations; parks, recreation, and leisure organizations; human service organizations; or other community service agencies **DO NOT meet the definition of arts or cultural organizations.**
  - ☺ **CONSIDER** applying for Specific Cultural Project (SCP)

# General Program Support (GPS)

## EXCEPTION:

Recurring Cultural Programs within Multipurpose institutions (municipalities, universities, foundations, cultural centers and organizations, museums, and other arts and cultural organizations)

Entire departments or schools within a university, college, or other multipurpose institution do not qualify as recurring programs, although they are eligible to apply for a Specific Cultural Project.

## IF THEY MEET THE FOLLOWING REQUIREMENTS

- ☺ Must have year-round programming
- ☺ Must have fully segregated budget
- ☺ Must have independent advisory board that governs the activities of the program
  - ☺ Must be able to separately fulfill the Basic Eligibility and discipline-specific requirements.

# General Program Support (GPS)

## Proposal Types:

### Arts In Education

### Discipline-based

Community Theatre  
Dance  
Literature  
Media Arts

Multidisciplinary  
Museums  
Music  
Presenter

Professional Theatre  
Traditional Arts  
Visual Arts

### Local Arts Agency

### State Service Organization

# General Program Support - Request Amounts

- ④ General Program Support grants have a minimum request amount of \$1,000 and a maximum request of \$150,000 based on proposal type and funding category.
- ④ Applicants can request a percentage of the Total Operating Income (TOI) from their most recently completed fiscal year as reported in the application operating budget summary.
- ④ Use the operating budget worksheet to calculate your TOI.
- ④ Recurring Cultural Programs within Multipurpose institutions must use only the budget of that unit when determining request amount, not the budget of the entire entity.

# General Program Support - Request Amounts

Proposal Type	Funding Category	Operating Income Requirements	% of Income	Maximum Request
<b>Discipline-Based/ Local Arts Agency*</b>	Level 1	Less than \$250,000	25%	\$40,000
	Level 2	\$250,000 - \$900,000	15%	\$90,000
	Level 3	More than \$900,000	10%	\$150,000
<b>State Service Organization*</b>	N/A	N/A	20%	\$150,000

\*Additional eligibility requirements, see guidelines

# Specific Cultural Projects (SCP)

- ☺ Funds cultural project, program, exhibition or series by any eligible organization
- ☺ While the **project MUST be related to arts & culture**, the Organization's mission does not need to be.
- ☺ Organizations **must have at least one year of completed programming** in order to apply

# Specific Cultural Projects (SCP)

## Proposal Types:

### Arts in Education

Arts Residencies

Artist Performances on Tour

Arts Partnerships

Teaching Artists

### Discipline-Based

Community Theatre

Media Arts

Music

Traditional Arts

Dance

Multidisciplinary

Presenter

Visual Arts

Literature

Museums

Professional Theatre

### Underserved Cultural Community Development

Capacity Building

Consultant

Salary Assistance

### Individual Artist



# Arts in Education

## ☺ Funding Categories:

- ☺ **Artist Residency** – places professional Florida artists in a variety of education and community settings.
- ☺ **Arts Partnership** – projects that will advance arts education and the development of long-term partnerships through effective collaboration between community arts and cultural organizations, social service agencies, and educational entities.
- ☺ **Artist Performances on Tour** – provides funding to Florida-based performing artists for touring activities outside of their home county to underserved communities; touring activities include both a performance and an educational component.
- ☺ **Teaching Artists** – provides funding to Florida-based artists providing educational services in Florida public schools.

# Underserved Cultural Community Development (UCCD)

## ☺ Eligibility:

- ☺ Be an **underserved cultural organization** as defined in the guidelines
- ☺ Have a **total operating income of \$150,000 or less**
- ☺ Have at least **one year of completed programming**

## ☺ Funding Categories:

- ☺ **Capacity Building** – increase administrative or artistic capability
- ☺ **Consultant** – retain consultants to provide specific administrative or artistic needs
- ☺ **Salary Assistance** – full or partial salary support for one or more positions

# Individual Artist Project

## ☺ Eligibility:

- ☺ Must be a **Florida Resident**
- ☺ Must be **at least 18 years** of age or older by application deadline
- ☺ May **NOT be enrolled in a degree or certificate program**

## ☺ Purpose:

- ☺ Individual Artist Project funding is intended for **Florida artists creating original works of art**. For the purpose of this program derivative works such as interpretations, arrangements, reproductions, or any other transformations, or adaptations of pre-existing works created by other artists are not considered original. **Must have a public component.**

# Specific Cultural Projects - Request Amounts

Proposal Type	Funding Category	Maximum Request
Arts in Education	ALL	\$25,000
Discipline-Based	N/A	\$25,000
Underserved Cultural Community Development	Capacity Building	\$5,000
	Consultant	\$5,000
	Salary Assistance	\$25,000
Individual Artist	N/A	\$25,000

# Matching Requirement

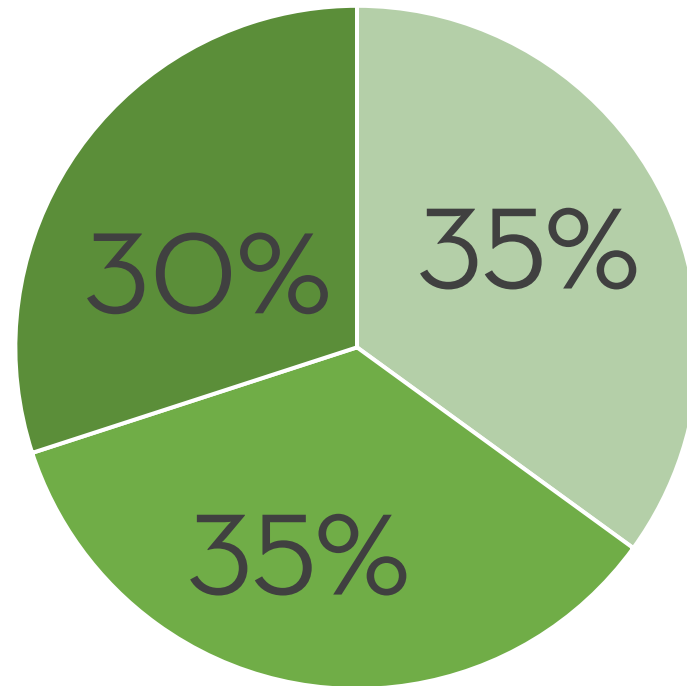
- ☺ All Division grants have a match requirement.
- ☺ Matching funds are funds that are contributed by your organization.
- ☺ Matching funds can be from earned income or revenue, other grants, donations, etc.
- ☺ You are NOT able to use funds from any state appropriation to match your grant.
- ☺ Matching funds must be equal to the amount of state funds requested.
- ☺ Organizations can use in-kind (donated goods and services) as up to 25% of the total program or project budget.
- ☺ REDI or underserved organizations and individuals are only required to match their grant by 50% (cash OR in-kind).

# Required Documents

- ☺ All organizations **must provide a DUNS number**. You can request a DUNS number at <https://www.dandb.com/>.
- ☺ All applicants **must provide a copy of the Substitute W-9** with the grant application. This can be found at <https://flvendor.myfloridacfo.com>.
- ☺ Other documents as required by specific programs
  - ☺ LAA: official designation documentation
  - ☺ UCCD: consultant resume if applicable
  - ☺ Artist Performances on Tour: SIX specific attachments
  - ☺ Individual Artist: THREE specific attachments

# Review Criteria

☺ All applications will be evaluated and scored using the following three criteria:



■ Quality of Offerings   ■ Impact   ■ Track Record

# Review Criteria

All applications will be evaluated and scored using the following three criteria:

## ☺ Quality of Offerings (Up to 35 points)

- ☺ Applicants must demonstrate the quality of their offerings in all aspects of the proposal.
- ☺ Panelists will evaluate this criteria using the responses to questions related to the following information:
  - ☺ Applicant Mission Statement;
  - ☺ Programming Description;
  - ☺ Partnerships and Collaborations;
  - ☺ Proposal Evaluation Plan; and
  - ☺ Required Attachments and Support Materials and/or work samples (see Support Materials for examples)



# Review Criteria

## ① Impact (Up to 35 points)

- ① Applicants must project the expected impact of the proposal through diversity, equitability, inclusivity and accessibility. Panelists will evaluate this criteria using the following information:
- ① Estimated total number of individuals benefiting, including specifying the number of youth benefiting, elders benefiting, and artists participating;
- ① Estimated number of events and opportunities;
- ① Location and Reach of programming;
- ① Programming Impact (organization's economic impact and education and outreach);
- ① Marketing and Promotion;
- ① Physical as well as socioeconomic and geographic Accessibility of facilities and programming

# Review Criteria

## Track Record

- ☉ This criterion covers administration, planning, budgets and evaluation. Panelists will evaluate this criteria using the following information:
  - ☉ Programming Evaluation Plan;
  - ☉ Organization's Fiscal Condition and Sustainability;
  - ☉ Operating Budgets; and
  - ☉ Programming Budget.
- ☉ In addition, panelists will also use the applicant's reporting history and compliance status as of the panel meeting (see noncompliance).

# Scoring Rubric



Value	Description	Score
<b>Excellent</b>	Strongly demonstrates public value of arts and culture. Merits investment of State of Florida funding.	92 – 100
<b>Good</b>	Satisfactorily demonstrates public value of arts and culture. Merits investment of State of Florida funding.	80 – 91
<b>Fair</b>	Does not sufficiently demonstrate public value of arts and culture. Does not merit investment of State of Florida funding.	61 - 79
<b>Weak</b>	Makes an incomplete and/or inadequate case for the public value of arts and culture. Does not merit investment of State of Florida funding. Information is confusing, unclear, and lacks specific details.	0 - 60

# Quality of Offerings (Up to 35 points)

Excellent 32 - 35 points	Good 28 - 31 points	Fair 21 - 27 points	Weak 0 - 20 points
Mission statement clearly describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities fully support the mission	Mission statement describes organization and programs/activities do not fully support the mission	Mission statement does not clearly describe organization and programs/activities do not fully support the mission
Identifies clear goals and fully measurable objectives and activities	Identifies clear goals and measurable objectives and activities	Identifies goals and limited measurable objectives and activities	Does not identify goals and very minimal objectives and activities
Clearly describes exemplary proposed programming/project and their relevance to the intended participants, audiences and communities	Clearly describes proposed programming/project and their relevance to the intended participants, audiences and communities	Describes proposed programming/project and their relevance to the intended participants, audiences and communities	Proposed programming/project and their relevance to the intended participants, audiences and communities are unclear
Evaluation methods are well-defined, clear, and fully measurable, and are employed to help the organization achieve its mission and proposed programming/project	Measurable evaluation methods help the organization achieve its mission and proposed programming/project	Evaluation methods are not fully measurable and only minimally help the organization achieve its mission and proposed programming/project	Evaluation methods are not clear and/or measurable and do not help the organization achieve its mission and proposed programming/project
Extensive and clearly describes partnerships/collaborations	Clearly describes partnerships/collaborations	Limited partnerships/collaborations	Minimal and unclear partnerships/collaborations
Required Attachments and Support Materials clearly demonstrate exemplary programming	Required Attachments and Support Materials clearly demonstrate programming	Required Attachments and Support Materials demonstrate programming	Required Attachments and Support Materials are unclear

# Impact (Up to 35 points)

Excellent 32 - 35 points	Good 28 - 31 points	Fair 21 - 27 points	Weak 0 - 20 points
Provides vital arts and cultural services to community or service area	Provides significant arts and cultural services to community or service area	Provides arts and cultural services to community or service area	Provides minimal arts and cultural services to community or service area
Provides compelling and specific information about extensive economic impact of programs and/or projects that relate to the organization's mission	Demonstrates significant economic impact of programs/projects that relate to the organization's mission	Describes limited economic impact of projects/programs that relate to the organization's mission	Describes very minimal economic impact of programs/projects, and is not measurable
Extensive activities are proposed and are achievable within the grant period	Reasonable activities are proposed and these activities are achievable within the grant period	Limited activities are proposed and/or concerns about the achievability of the activities within the grant period	Very minimal activities are proposed and/or serious concerns about the achievability of the proposed activities during the grant period
Educational and outreach components fully serve the constituency and are appropriate for the program(s) or project(s)	Educational and outreach components serve the constituency, and are appropriate for the program(s) or project(s)	Limited educational and outreach components serve the constituency and are minimally appropriate for the program(s) or project(s)	Very minimal educational and outreach components do not serve the constituency and are not appropriate for the program(s) or project(s)
Very appropriate and effective marketing/promotion/publicity and audience development/expansion efforts	Appropriate and effective marketing/promotion/publicity and audience development/expansion efforts	Limited and minimally effective marketing/promotion/publicity and audience development/expansion efforts	Very limited and minimally effective marketing/promotion/publicity and audience development/expansion efforts

# Impact Cont. (Up to 35 points)

Excellent 32 - 35 points	Good 28 - 31 points	Fair 21 - 27 points	Weak 0 - 20 points
Very appropriate number of individuals benefiting from the program/project	Appropriate number of individuals benefiting from the program/project	Minimal number of individuals benefiting from the program/project	Very minimal number of individuals benefiting from the program/project
Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Has a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553	Does not have a staff person responsible for compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act and Florida Statutes 553
Has completed the Section 504 Self Evaluation Workbook from the NEA in the last 2 years or for 1 <sup>st</sup> time self-evaluations the Abbreviated Accessibility Checklist	Has completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist in the last 5 years	Has completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist in the last 6 or more years	Has never completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist
Has policy, procedures and complaint processes that address non-discrimination	Has policy, procedures and complaint processes that address non-discrimination	Has policy, procedures and complaint processes that address non-discrimination	Does not have policy, procedures and complaint processes that address non-discrimination
Organization's programming, facilities, related materials, and communications are fully accessible and consider issues of Diversity, Equity and Inclusion	Some of the organization's programming, facilities, related materials, and communications are accessible and consider issues of Diversity, Equity and Inclusion. Plans are made to continue to improve accessibility.	Plans are made for making programming, facilities, related materials, and communications accessible and consider issues of Diversity, Equity and Inclusion	No effort is made towards making programming, facilities, related materials, and communications accessible and consider issues of Diversity, Equity and Inclusion

# Track Record (Up to 30 Points)

<b>Excellent</b> <b>28 - 30 points</b>	<b>Good</b> <b>24 - 27 points</b>	<b>Fair</b> <b>19 - 24 points</b>	<b>Weak</b> <b>0 - 23 points</b>
<p>Very confident in the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>	<p>Very minimal concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>	<p>Concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>	<p>Multiple concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information</p>
<p>Organization has long standing history that evaluations are conducted and utilized to improve programming/project</p>	<p>Organization demonstrates that evaluations are conducted and utilized to improve programming/project</p>	<p>Organization has plans in place to conduct evaluations and use data to improve programming/project.</p>	<p>No effort is made to conduct evaluations and use data to improve programming /project</p>
<p>Exemplary reporting history and current compliance</p>	<p>Very minimal concerns about the applicant's reporting history and current compliance</p>	<p>Concerns about the applicant's reporting history and current compliance</p>	<p>Multiple concerns about the applicant's reporting history and current compliance</p>
<p>Very confident in the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>	<p>Very minimal concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>	<p>Concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>	<p>Multiple concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period</p>

# Funding Process

- ② **Funding** for Division grant programs are **appropriated by the Florida Legislature** as part of the state budget during the annual regular session.
  - ② **General Program Support** is listed as “**Culture and Museum Grants**”
  - ② **Specific Cultural Projects** is listed as “**Culture Builds Florida**”
- ② The **2023 Legislative Session** will take place **January - March 2022**.
- ② At the close of session, the **Governor has fifteen days to sign the budget** and veto any line items.
- ② **AFTER** the budget is signed, **award amounts will be announced**.
- ② Grantees will write contracts **AFTER** the award amounts are announced making any changes as needed based on the award amount.



# Funding Formulas

## General Program Support

- ☺ Once the budget is approved, all applicants that meet the minimum score of 80.0 are funded at a percentage of their request (up to 100%), based on the appropriation. **Everyone on the list receives SOME funding.**
- ☺ Award amounts are determined using a score-based formula
- ☺ The minimum award amount is \$1,000

## Specific Cultural Project

- ☺ Awards are funded at 100% of request from top down until funds are depleted.
- ☺ If the amount appropriated by the Florida Legislature is less than the Total Request amount, all applications will not be funded.
- ☺ **If NO FUNDS appropriated, no applications will be funded.**
- ☺ **Any applicant who is in non-compliance at the time awards are posted will forfeit their award.**

# Department of State (DOS)



**DOSGRANTS.COM**

All applicants are required to apply using the Department of State's online grant system. You must have an individual user account, and be associated with an eligible organization before you can begin your application.

# Application Tips

- ② Quality over quantity
- ② Goals vs. objectives vs. activities
- ② Copy and paste
- ② Use formatting
- ② Use the rubric
- ② Proofread- then have someone else read it!
- ② Use the examples on our website
- ② Do not wait until the last minute to start your application
- ② **ATTEND THE PANEL WEBINAR**

# Grant Program Managers

## Summer Callahan

[Summer.Callahan@DOS.MyFlorida.com](mailto:Summer.Callahan@DOS.MyFlorida.com)

Community Theatre (141)  
Literature (110)  
Professional Theatre (142)  
Presenter (180)  
Traditional Arts (112)

## Danila Coppola

[Danila.Coppola@DOS.MyFlorida.com](mailto:Danila.Coppola@DOS.MyFlorida.com)

Visual Arts (105)  
Media Arts (109)  
Multidisciplinary (114)

## Sarah Stage

[Sarah.Stage@DOS.MyFlorida.com](mailto:Sarah.Stage@DOS.MyFlorida.com)

Museums (170)

## Hillary Crawford

[Jenice.Crawford@DOS.MyFlorida.com](mailto:Jenice.Crawford@DOS.MyFlorida.com)

Arts in Education (200)  
Underserved (UCCD) (400)  
Local Arts Agencies (500)  
State Service Organizations (600)  
Artist Projects (800)

## Michelle Smith Grindberg

[Michelle.SmithGrindberg@DOS.MyFlorida.com](mailto:Michelle.SmithGrindberg@DOS.MyFlorida.com)

Dance (101)  
Music (102)

# Virtual Office Hours

Division Grants Staff is now available for office hours!

Tuesday's 2 - 3 PM  
Thursday's 10 - 11 AM

Get assistance with your application or managing your current grants.

<https://global.gotomeeting.com/join/327767941>

# Grant Resources

- ☉ General Information - <https://dos.myflorida.com/cultural/>
- ☉ [General Program Support Guidelines](#)
- ☉ [Specific Cultural Projects Guidelines](#)
- ☉ [Scoring Rubric](#) -
- ☉ [Example Applications](#)
- ☉ Online Grant System - <https://dosgrants.com/>
- ☉ DOS Grants FAQ - <https://dosgrants.com/Home/LinkToFaq>
- ☉ Division of Cultural Affairs online calendar <https://dos.myflorida.com/cultural/news-and-events/calendar/>

# Grant Webinars

- ☺ [How to Apply for General Program Support and Specific Cultural Project Grants](#)
  - ☺ Wednesday, April 14<sup>th</sup> 2PM
- ☺ [How to Apply for Cultural Facilities Grants](#)
  - ☺ Thursday, April 18<sup>th</sup> 2PM
- ☺ [GPS/SCP Application Criteria Quality of Offerings](#)
  - ☺ Wednesday, April 21<sup>st</sup> 11:30AM
- ☺ [GPS/SCP Application Criteria Impact Part I](#)
  - ☺ Wednesday, April 28<sup>th</sup> 11:30AM
- ☺ [GPS/SCP Application Criteria Impact Part II \(Diversity, Equity, Inclusion, and Access\)](#)
  - ☺ Wednesday, May 5<sup>th</sup> 11:30AM
- ☺ [GPS/SCP Application Criteria Track Record](#)
  - ☺ Wednesday, May 12<sup>th</sup> 11:30AM



CULTURE  
BUILDS  
FLORIDA

FLORIDA DEPARTMENT OF STATE  
DIVISION OF CULTURAL AFFAIRS

Florida Department of State  
**Division of Cultural Affairs**  
<http://dos.myflorida.com/cultural>

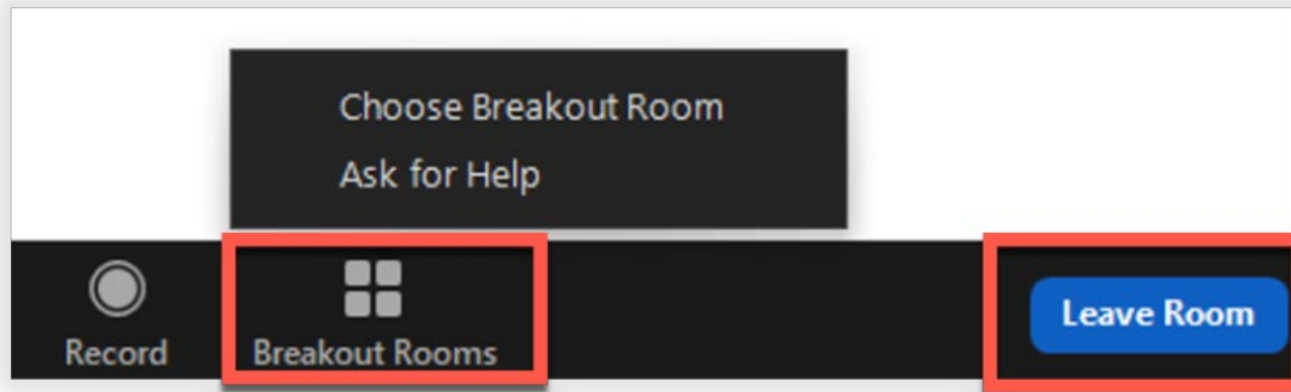
**REMINDER - ALL GRANTEES ARE REQUIRED TO  
CREDIT DIVISION SUPPORT!**

Grantees should download the Division of Cultural Affairs Culture Builds Florida logo and/or use the sponsorship statement on promotional materials for Division sponsored activities.

<https://dos.myflorida.com/cultural/about-us/logo/>



# Q & A



Links for the presentation and materials will be emailed to today's participants after the session

We will be using Breakout Rooms. Rooms have been divided up by subjects:

1. Online Grants System
2. Budgets
3. Eligibility
4. Individual Applicants

Click the Breakout Rooms icon in order to select your room. You can move from room to room or return to the main meeting.

If you do not have the icon, you can simply stay in the main room. If you do not see the Breakout Room icon at the bottom of your screen, you may be using an older version of Zoom.