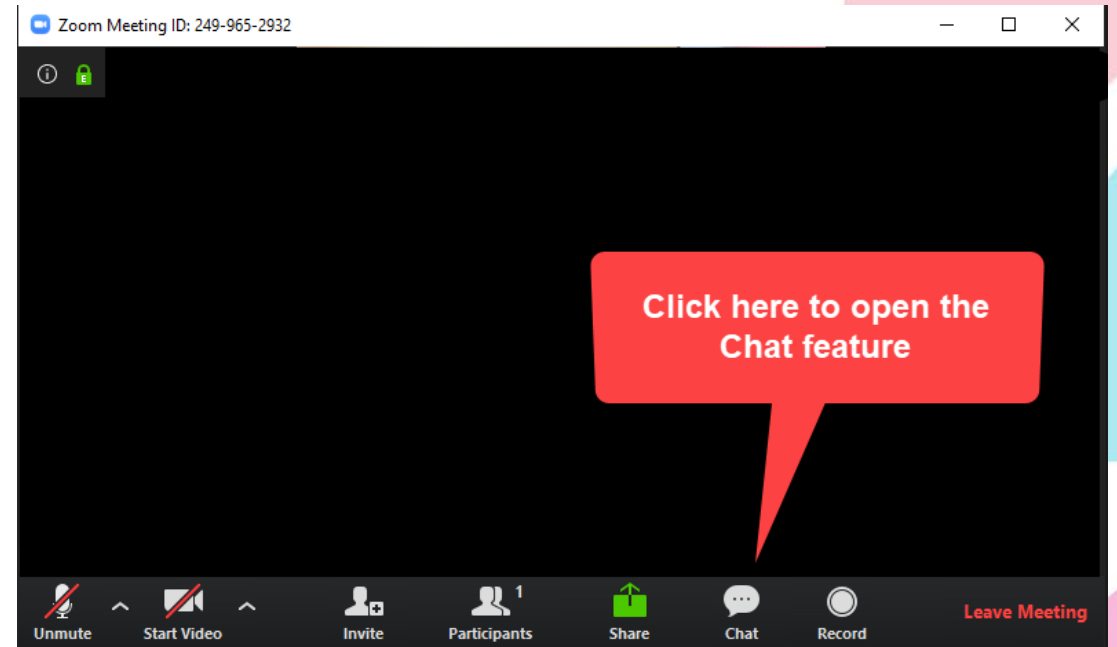# Rubric Webinar Series – Track Record

With Robert Geitner, Executive Director, Olympia Theater
& Nancy Turrell, Executive Director, The Arts Council of Martin County
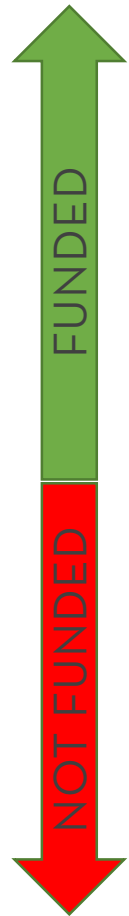
Meeting Etiquette

- During the presentation:
  - Participants will be muted
  - Video is disabled
 - Chat feature is available

- Q&A will take place at the end

Scoring Rubric

Value	Description	Score
Excellent	Strongly demonstrates public value of arts and culture. Merits investment of State of Florida funding.	92 – 100
Good	Satisfactorily demonstrates public value of arts and culture. Merits investment of State of Florida funding.	80 – 91
Fair	Does not sufficiently demonstrate public value of arts and culture. Does not merit investment of State of Florida funding.	61 - 79
Weak	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

FUNDED

NOT FUNDED

Review Criteria

All applications will be evaluated and scored using the following three criteria:
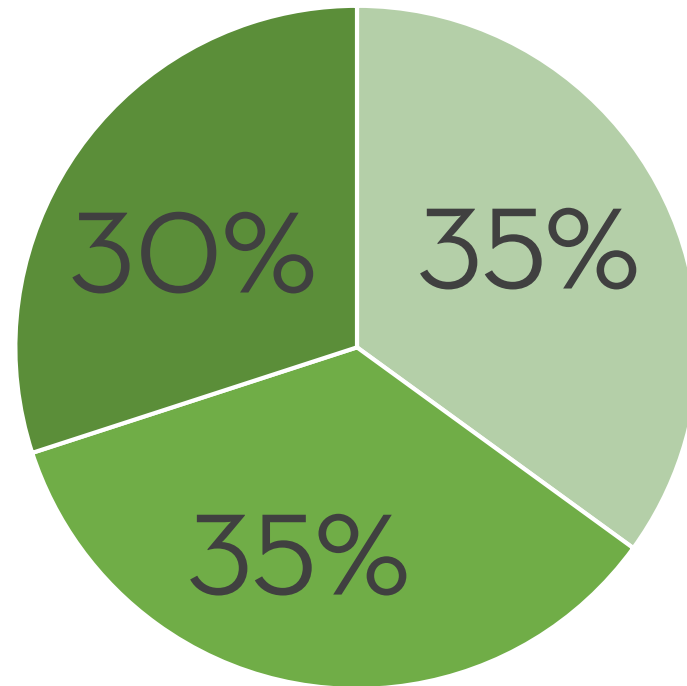
35% Quality of Offerings
35% Impact
30% Track Record

Track Record (Up to 30 points)

- 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).

Track Record (Up to 30 points)

Excellent 28 – 30 points	Good 24 – 27 points	Fair 19 – 24 points	Weak 0 – 23 points
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	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	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	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
Organization has long standing history that evaluations are conducted and utilized to improve programming/project	Organization demonstrates that evaluations are conducted and utilized to improve programming/project	Organization has plans in place to conduct evaluations and use data to improve programming/project.	No effort is made to conduct evaluations and use data to improve programming /project
Exemplary reporting history and current compliance	Very minimal concerns about the applicant's reporting history and current compliance	Concerns about the applicant's reporting history and current compliance	Multiple concerns about the applicant's reporting history and current compliance
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	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	Concerns about the ability of the applicant to carry out the programming/project during the grant period and sustain it after the grant period	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

Fiscal Condition and Sustainability

- Describe the fiscal condition of the organization as it relates to the successful completion of the proposal.

- Describe plans to sustain the proposal activities after the grant period.

Excellent 28 – 30 points
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
Organization has long standing history that evaluations are conducted and utilized to improve programming/project
Exemplary reporting history and current compliance
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

Management & Strategic Planning

- Paid Staff
  - Select the statement that is most true about your organization.
  - Organization has no paid management staff.
  - Organization has at least one part-time paid management staff member (but no full-time)
  - Organization has one full-time paid management staff member
  - Organization has more than one full-time paid management staff member
- Hours
  - Organization is open full-time
  - Organization is open part-time
- Does your organization have a strategic or long-range plan?

Operating Budget

- Summarize organization operating expenses and income

- You will use YOUR fiscal year in the Operating Budget section

- You will include three years of your organizations budget:
  - Last completed fiscal year
  - Current fiscal year
  - Next fiscal year

- The last completed fiscal year should reflect the actual budget.

Operating Budget - Expenses

- Expenses:
  - Personnel: Administrative (administrative employees)
  - Personnel: Programmatic (programmatic employees)
  - Personnel: Technical/Production (technical/production employees)
  - Outside Fees and Services: Programmatic (programmatic outside contractors)
  - Outside Fees and Services: Other (all other outside contractors)
  - Space Rental, Rent or Mortgage
  - Travel
  - Marketing (tangible marketing products)
  - Remaining Operating Expenses (all other expenses not listed above)

Operating Budget - Income

- Income:
  - Revenue: Admissions (income earned through ticket sales)
  - Revenue: Contracted Services (income earned through contracted services)
  - Revenue: Other (any other earned income)
  - Private Support: Corporate (funds from corporate entities)
  - Private Support: Foundation (funds from foundations)
  - Private Support: Other (funds from individuals)
  - Government Support: Federal (funds from federal entities)
  - Government Support: State/Regional (funds from regional entities)
  - Government Support: Local/County (funds from local or county government)
  - Applicant Cash (organization's reserves, could be income from investments)

In-kind – Operating Budget

- In-kind: Organizations are allowed to include some in-kind (donated goods and services) in their operating and proposal budget.

- To calculate the maximum allowed in-kind for your operating budget, look at your organization's Total Cash Income (TCI) for the last fiscal year.

  - If Total Cash Income (TCI) is $150,000 or less, Total Operating Income (TOI) may not include more than 25% in-kind. Maximum allowable in-kind = Total Cash Income divided by 3.

  - If Total Cash Income (TCI) is over $150,000, Total Operating Income (TOI) may not include more than 10% in-kind. Maximum allowable in-kind = Total Cash Income divided by 9.

Additional Operating Budget Information

- Use this space to provide the panel with additional detail or information about the operating budget.

- Please explain any deficits, excess revenue, or major changes to any line items or budget totals.

- If not applicable, then write "not applicable."

GPS – Calculating Request Amount

- 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 level.

- Use the following table to determine the maximum request amount.

- After calculating the Total Operating Income (TOI) for your organization's most recently completed fiscal year, use the table below to identify the appropriate funding level (column 2). Make sure you do not exceed the maximum allowed in-kind for your operating budget.

- Calculate the appropriate percentage (column 3) of your total Operating Income (TOI) to find your request amount.

- Maximum request is $150,000

GPS – Calculating Request Amount

- 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 level.

- Calculating your request amount:
  - Take the Total Operating Income (TOI) for your organization's most recently completed fiscal year, use the table below to identify the appropriate funding level (column 2). Make sure you do not exceed the maximum allowed in-kind for your operating budget.

TOI	Funding Level	% of TOI
$4,000 - $250,000	Level 1	25%
$250,001 - $900,000	Level 2	15%
$900,001 +	Level 3	10%

  - Calculate the appropriate percentage (column 3) of your total Operating Income (TOI) to find your request amount
  - Maximum request is $150,000

Match Requirement

- The Division requires that all grants are matched at a minimum of dollar/dollar except for organizations located in REDI counties or considered underserved

- This means that if your grant request is $150,000, your organization would be expected to spend $150,000 in cash from other non-state sources towards the project. This includes any allowable in-kind goods or services. You can include up to 25% in-kind in your proposal budget

- Exception – Organizations that are in REDI counties, or that are considered Underserved (rural, minority, and/or lacking in resources) and have an operating budget of less than $150,000 can request a match waiver that allows for a 50% match that can be cash OR in-kind

REDI Waiver

- Rural Economic Development Initiative (REDI) Waiver

- Rural Areas of Opportunity (RAO) are defined as rural communities, or a region composed of rural communities, that have been adversely affected by extraordinary economic events or natural disasters. The Governor by executive order may designate up to three RAOs, which establishes each region as a priority assignment for Rural and Economic Development Initiative (REDI) agencies and allows the Governor to waive criteria of any economic development incentive.

- Applicants located in counties or communities that have been designated as a rural community in accordance with Section 288.0056 and 288.06561, Florida Statutes, may request a waiver of matching requirements.

Am I in a REDI community?

◉ The following counties and communities are designated as Rural Areas of Opportunity:

● Northwest Rural Areas of Opportunity – All communities within Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, Washington, and the City of Freeport in Walton County

● South Central Rural Areas of Opportunity – All communities within, DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee Counties, and the Cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County)

● North Central Rural Areas of Opportunity – All communities within, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union.

Proposal Budget Expenses

- The expense section contains three columns:
  - Grant funds (these are the funds you are requesting from the state)
  - Cash Match (theses are earned or contributed funds supplied by your organization
  - In-kind (the value of donated goods and services)

- Detail estimated proposal expenses in the budget categories listed below.
  - Personnel: Administrative (administrative employees)
  - Personnel: Programmatic (programmatic employees)
  - Personnel: Technical/Production (technical/production employees)
  - Outside Fees and Services: Programmatic (programmatic outside contractors)
  - Outside Fees and Services: Other (all other outside contractors)
  - Space Rental, Rent or Mortgage (MATCH ONLY)
  - Travel (MATCH ONLY)
  - Marketing (tangible marketing products)
  - Remaining Operating Expenses (all other expenses not listed above)

- Include only expenses that specifically related to the proposal

Non-Allowable Expenses

- State funds
- Funds used as match for other Department of State grants;
- Expenses outside of grant period
- Lobbying
- Building, renovation, or remodeling of facilities;
- Capital expenditures unless directly related to the proposal
- Debts, financial costs, fees, taxes, etc.

- Private entertainment;
- Food and beverages;
- Plaques, awards, and scholarships;
- Activities that are not open to the public
- Re-granting;
- Contributions and donations;
- Mortgage payments; and
- Payments to current Department of State employees.

DO NOT INCLUDE ANY NON-ALLOWABLE EXPENSES IN PROPOSAL BUDGET

Match Only Expenses

- Some expenses can only be made with matching funds, and therefore should only be listed in the cash match (middle) column.

- No state funds may be used towards operational or indirect/overhead costs which include, but are not limited to:
  - phone;
  - utilities;
  - office supplies;
  - equipment costing over $1,000;
  - property improvements;
  - fixtures;
  - building maintenance;
  - travel; and
  - space rental.

Proposal Budget Income

- Detail the expected source of the cash match (middle column) your organization will be using in order to match the state funds (first column) outlined in the expense section.

- Use the budget categories listed below.
  - Revenue: Admissions (income earned through ticket sales)
  - Revenue: Contracted Services (income earned through contracted services)
  - Revenue: Other (any other earned income)
  - Private Support: Corporate (funds from corporate entities)
  - Private Support: Foundation (funds from foundations)
  - Private Support: Other (funds from individuals)
  - Government Support: Federal (funds from federal entities)
  - Government Support: State/Regional (funds from regional entities)
  - Government Support: Local/County (funds from local or county government)
  - Applicant Cash (organization's reserves, could be income from investments

Proposal Budget Income

- Do not include your grant request (first column) or in-kind (third column).

- Include only income that specifically relates to the proposal.

- The Proposal Budget income must equal to the Proposal Budget cash match in the expenses.

Additional Proposal Budget Information

- Use this space to provide the panel with additional detail or information about the proposal budget.

- For example, if you have more in-kind than you can include in the proposal budget you can list it here.

Resources

- General Information - https://dos.myflorida.com/cultural/

- Grant Resources:

  - General Program Support Guidelines

  - Specific Cultural Projects Guidelines

  - Scoring Rubric

  - Example Applications

  - Operating Budget Worksheet

- Recordings of past webinars are available on the Division's YouTube Channel https://www.youtube.com/channel/UCurSALfyOhIOouLGO1hsCRQ

- 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/

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 Program Managers

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Professional Theatre (142)
Presenter (180)
Traditional Arts (112)

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Media Arts (109)
Multidisciplinary (114)

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Local Arts Agencies (500)
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