



Fast Track Grant Guidelines

Cycle 1

Application Open: January 1
Application Deadline: March 1, 5 p.m. ET
Grant Period: July 1 – December 31

Cycle 2

Application Open: July 1
Application Deadline: September 1, 5 p.m. ET
Grant Period: January 1 – June 30

If a deadline falls on a Saturday, Sunday or legal holiday, the deadline date will be the next business day.

Florida Department of State
Division of Arts and Culture
329 North Meridian Street
Tallahassee, Florida 32301

Application Submission

Applications must be submitted on or before the deadline. There are two (2) application deadlines yearly for this program. Applicants may only receive one grant per fiscal year from this program.

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

For Assistance and Information

Program	Contact
• Fast Track Grants	Sarah Stage 850.245.6459 sarah.stage@dos.myflorida.com

These Guidelines are also available electronically at:
dos.myflorida.com/cultural/grants/grant-programs/fast-track-project and can be made available in an alternative format.

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Introduction

Welcome to the Division of Arts and Culture Fast Track Project Grant Guidelines. We're glad that you are applying for a grant from the Division. These guidelines are supported under section 265.286, *Florida Statutes* and incorporated by reference into Rule 1T-1.040, *Florida Administrative Code* and detail policies and requirements for the application and administration of Arts and Cultural Grants Program grants.

Timeline for Application Cycle 1

January 1	Announcement of application availability in <i>Florida Administrative Register</i> , on the Division's website and via email.
January – March	Division staff assistance is available to applicants.
March 1, 5 p.m. ET	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date. If a deadline falls on a Saturday, Sunday or legal holiday, the deadline date will be the next business day.
Early May	Panel Meeting to review and score applications.
July 1	Notification of Grant Award and grant agreement sent to grantees. Grant period begins (July 1 – December 31)
December 31	End date for projects. All grant and local matching funds must be expended by this date.
January 31, 5 p.m. ET	Final Reports due for Cycle 1 projects must be submitted on the DOS Grants System at dosgrants.com .

Timeline for Application Cycle 2

July 1	Announcement of application availability in <i>Florida Administrative Register</i> , on the Division’s website and via email.
July – September	Division staff assistance is available to applicants.
September 1, 5 p.m. ET	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date. If a deadline falls on a Saturday, Sunday or legal holiday, the deadline date will be the next business day.
Early November	Panel Meeting to review and score applications.
January 1	Notification of Grant Award and grant agreement sent to grantees. Grant period begins (January 1 – June 30).
June 30	End date for projects. All grant and local matching funds must be expended by this date.
July 30, 5 p.m. ET	Final Reports due for Cycle 2 projects must be submitted on the DOS Grants System at dosgrants.com .

Program Description

The Fast Track Project Grant Program is designed to provide expedited access to funds supporting small organizations through arts and cultural projects including but not limited to artist residencies, performances or exhibitions.

This program is not intended to fund the general programming activities of your organization.

Fast Track Grant Guidelines, eff. 03/2022
Chapter 1T-1.040, Florida Administrative Code

The Division offers two categories:

- Category 1: Organizations that have not been awarded a grant with the Division of Arts and Culture.
- Category 2: Organizations that have previously been awarded a grant with the Division of Arts and Culture.

Request Amount

Organizations must have a last completed fiscal year's total operating budget of \$150,000 or less and can request from \$1,000 to \$2,500.

Basic Eligibility

All applicants must meet the following basic eligibility requirements at the time of application.

1. Have the required legal status;
2. Have at least one year of completed arts and cultural programming and be able to provide their last completed fiscal years operating budget;
3. Agree to comply with all application requirements:
 1. Complete all proposal activities within the grant period;
 2. Make programming and activities open and accessible to all members of the public (see: Accessibility and Non-discrimination);
 3. Match the grant amount requested, at least dollar for dollar with non-state and non-federal funds (see: Request Amount and Match Requirements); and
 4. Include only allowable expenses in the proposal budget (see: Allowable and Non-allowable Expenses);
4. Agree to comply with all grant administration requirements:
 1. Provide all information needed for the Grant Award Agreement;
 2. Sign and return the Grant Award Agreement within 30 days;
 3. Request approval for any changes to the awarded grant;
 4. Submit timely and accurate reports;
 5. Maintain complete and accurate grant records;
 6. Comply with the requirements of the Florida Single Audit Act;
 7. Credit the State of Florida and Division of Arts and Culture and National Endowment for the Arts for funding.

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

the time of funding will be deemed ineligible. There are also specific eligibility requirements for the Fast Track Project Grants Program. Eligible applicants must have a:

- Last completed fiscal year's total operating income of \$150,000 or less.

Legal Status

To meet the legal status requirement, an applicant organization must be a Florida non-profit, tax-exempt corporation as of the application deadline.

Non-profit, Tax Exempt

A Florida organization that is both:

1. **Non-profit:** incorporated as an active non-profit Florida corporation, in accordance with Chapter 617 or Chapter 623, *Florida Statutes*. We do not fund foreign non-profits (an existing corporation that is registered to do business in a state or jurisdiction other than where it was originally incorporated).
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 guidestar.org.

The Division of Arts and Culture will verify that the applicant is registered with the Division of Corporations as of the application deadline. If the applicant is not registered in 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 dos.myflorida.com/sunbiz or call the Division of Corporations, profit and non-profit information line at (850) 245-6052. To verify corporate status, you can review your corporate record online through the Sunbiz document search tool at dos.myflorida.com/sunbiz/search.

For more information about tax exempt status, see Exemption Requirements - Section 501(c)(3) Organizations on the Internal Revenue Service website (irs.gov).

Required Documentation

1. All applicants must provide their UEI number at the time of application. You can register for a UEI number at sam.gov.
2. All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at flvendor.myfloridacfo.com.

3. All applicants must prove a copy of the Federal 990 form with the grant application.

Application Restrictions

Each organization may only receive one Fast Track grant per fiscal year. If an organization is awarded a Fast Track grant for Cycle 1 (July 1 – December 31), they are ineligible to apply for Cycle 2 (January 1 – June 30).

Application Requirements

Grant Period

All proposed activity must take place within the grant period. Grant period extensions must be approved by the Division.

Accessibility and Non-Discrimination

The Division of Arts and Culture 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 that will not be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age or marital status are not eligible for this publicly funded grant.

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 dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility. While the workbook is not required, failure to complete the workbook can impact the applicant's Impact score.

Grant Proposal Budget

The Proposal Budget expenses must equal the Proposal Budget income.

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Chapter 1T-1.040, Florida Administrative Code

Match Requirements

Applicants are only required to have 50% match (cash or in-kind). There is no limit on the amount of in-kind that can be included in the proposal budget. This is called match. Some expenses can only appear in the Proposal Budget as match. (See: Match Only Expenses). Grants cannot be matched with state or federal funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida.

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.

In-kind (Donated Goods and Services)

In-kind can appear in both the proposal budget and the operating budget. To calculate the value of volunteer services, use the federal minimum wage (see: the Wage and Hour Division of the US Department of Labor at wagehour.dol.gov). If the volunteer is professionally skilled in the service provided (such as a photographer donating photography services or a Certified Public Accountant providing a pro bono audit), use the wage rate the individual is normally paid for the service.

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.

There is no limit on the amount of in-kind allowed in the **Proposal Budget**.

The amount of in-kind allowed in the **Operating Budget** depends on the applicant's Total Cash Income as defined in the application.

If Total Cash Income is \$150,000 or less, Total Operating Income may not include more than 25% in-kind.

- Maximum allowable in-kind = Total Cash Income divided by 3.

Allowable Expenses

Allowable expenses must be:

1. directly related to the proposal;
2. specifically and clearly detailed in the proposal budget; and
3. incurred and paid within the grant start and end dates.

Any state grant funds expenditures that are not allowed may result in the request of the return of funds and could jeopardize future funding with the Division.

Non-Allowable Expenses

Some expenses are not allowed in the proposal budget at all. Those include:

1. State funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida;
2. Federal funds from any source;
3. Funds used as match for other Department of State grants;
4. Expenses incurred or obligated before or after the grant period;
5. Lobbying or attempting to influence federal, state or local legislation, the judicial branch or any state agency;
6. Capital expenditures (acquisitions, building projects, renovation or remodeling of facilities);
Exception: Capital expenditures that are directly related to the proposal, such as exhibit construction or stage lighting, are allowed. Please contact a program manager with questions;
7. Costs associated with bad debts, contingencies (money set aside for *possible* expenses), fines and penalties, interest, taxes (does not include payroll taxes), depreciation and other financial costs including bank fees and charges and credit card fees;
8. Private entertainment;
9. Food and beverages;
10. Plaques, awards and scholarships;
11. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age or marital status;
12. Re-granting;
13. Contributions and donations;
14. Mortgage payments; and
15. Payments to current Department of State employees.

Match Only Expenses

No state funds may be used towards operational or indirect/overhead costs which include, but are not limited to:

1. Phone;
2. Utilities;
3. Office supplies;
4. Equipment costing over \$1,000;

5. Fixtures;
6. Building maintenance; and
7. Travel.

No state funds may be used on expenses incurred or obligated before the grant start date.

How to Apply

Applications are only accepted through the DOS Grants System at dosgrants.com. If you do not have an account or organization profile in the DOS Grants System, please contact the Division at least two weeks before the application deadline. The application opens 2 months prior to the deadline and closes automatically at 5 p.m. ET on the application deadline. If a deadline falls on a Saturday, Sunday or legal holiday, the deadline date will be the next business day at 5 p.m. ET. Deadlines and a link to dosgrants.com will be posted on the Division's website at dos.myflorida.com/cultural.

Required Attachment and Support Materials

Required Attachments

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.

Attachments are required documentation of eligibility. The required attachments for General Program Support are:

Attachment	Required for
A copy of the Substitute W-9. This can be found at flvendor.myfloridacfo.com . If your information has changed since you last submitted it, please update your Substitute W-9 before attaching it.	All Applicants
At least one item that speaks to the quality of the Organization's programming. This may include: marketing materials, audio or video recordings of performances, images of installations or exhibitions, clips of produced videos, exhibition catalogs, magazines or publications, annual reports, etc.	All Applicants
A copy of the most recently completed Federal 990 Form.	All Applicants

Support Materials

In addition to the required attachments, support materials are considered by panelists in the panel review and scoring so including them is highly recommended. We encourage all applicants to submit support materials.

Support materials may include, but are not limited to:

- Video or audio work samples or a document with links where they can be viewed (less than 5 minutes each);
- Brochures, programs, catalogs, photographs or other printed materials (include those with accessibility symbols);
- Materials crediting the Division for recent grants;
- Recent support letters or reviews;
- Long range plan or status report;
- Organizational chart;
- Brief list of collections (museums);
- List of current board members;
- Detail about in-kind;
- Definitions of acronyms; and
- Letter from the Executive Director.

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

Panelists are not required to own specific software and the Division makes no guarantee that panelists 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, .doc, .docx (documents)
- .jpg, .gif, .png (images)
- .mp3 (audio excerpts)
- .mp4, .mov (video excerpts)

Uploading Instructions

Support materials must be uploaded in the online system by the application deadline. Attachments and support materials will not be accepted by another other method including email and fax.

You may include up to 10 uploads for your support materials in addition to your 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.

Review Criteria

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

- Quality of Offerings (up to 40 points);
- Impact (up to 40 points); and
- Management (up to 20 points)

Quality of Offerings (up to 40 points)

Applicants must demonstrate excellence in all aspects of the proposal. Panelists will consider the following application responses:

- Applicant Mission Statement;
- Proposal Description; and
- Support Materials and/or work samples (see Support Materials).

(Up to 40 points)

Impact (up to 40 points)

Applicants must demonstrate the expected impact of the proposal. Panelists will consider the following application responses:

- Estimated number of individuals benefiting, youth benefiting, elders benefiting, and artists participating;
- Estimated number of events and opportunities;
- Location of project/programming;
- Accessibility; and

Diversity, Equity and Inclusion statementTrack Record (up to 20 points)

This criterion covers administration, planning, and evaluation. Panelists will consider the following application responses:

- Evaluation Plan;
- Operating Budget; and
- Proposal Budget.

Panelists will also consider applicant's reporting history and compliance status as of the panel meeting (see **Noncompliance).**Scoring****

Applications must earn a minimum average score of 80 to be recommended for funding by the review panel.

The maximum number of points an application can earn is 100. Panel members will individually score each application. The average of the individual panelist scores will be rounded to three decimal places. When the fourth decimal is a 5 or greater, the score will be rounded up in favor of the applicant. For example, 79.9995 will be rounded to 80 but 79.9993 would remain 79.999.

Review Process

The application review process includes the following:

1. Staff Review for eligibility;
2. Panel Review and scoring;
3. Florida Council on Arts and Culture recommendations; and
4. Secretary of State approval.

Staff Review

After the deadline has closed, Division staff will review all submitted applications for basic eligibility and application errors (incorrect request amount, non-allowable expenses, incomplete budget, etc.).

The most common errors are:

- Uploaded the Federal W-9 instead of the Florida Substitute W-9
- Too much in-kind included in the Operating Budget
- Non-allowable expenses included in the Proposal Budget
- Request Amount too high

Division staff will contact the grant contact listed in the application and allow them to correct any errors before the applications are sent to the panel for review. Applicants will have a limited window of opportunity to correct the application. Failure to correct application by requested deadline will result in your application being deemed ineligible. **After the application deadline, applications may only be amended at the request of Division staff. Only changes that are approved by the Division will be provided to the review panel.**

Panel Review

Each year, Division staff recruits hundreds of volunteers to serve as Peer Reviewers on our grant panels. Once eligibility is confirmed by Division staff, the applications will be made available to the review panel. Panelists must be professionals in their field. Panelists will be appointed by the Secretary of State each year based on the following considerations (in no particular order):

- panelist resume, knowledge, experience and active involvement in the program, type or discipline being reviewed;
- panelist experience with the panel process;
- panelist availability;
- geographic representation;
- minority representation;
- conflicts of interest; and
- diverse aesthetic, institutional and cultural viewpoints.

The Division is always seeking panelist nominations. Anyone may nominate a panelist (themselves or someone else) at any time by contacting a program manager (see: Help). Panelists may serve on a specific panel for up to 3 consecutive years. Panelists serve on a volunteer basis.

All panel members must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in section 112.313 *Florida Statutes* and voting conflict of interest laws as set forth in sections 112.3143 and 286.012 *Florida Statutes*.

Panelists independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow the Division's scoring instructions. After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss and score the applications. Panelists must voice their scores in the panel meeting. Only scores voiced during the panel meeting count towards the final average score for an application.

Panel Meetings

Panel meetings are open to the public and anyone can participate by registering through the GoToMeeting links provided by the Division. Participation instructions will be emailed to applicants and posted on the Division's website and in the online grant system. The Division strongly encourages applicants to participate in the grant panel meeting, although it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

Panel meetings are chaired by a member of the Florida Council on Arts and Culture. If a member of the Council is not available 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;
 - 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.

Any information provided during the panel review that negatively affects an application may result in an application being deemed ineligible or a reduction in request amount.

Florida Council on Arts and Culture Review

After the panel meeting, the Division will report the panel recommendations to the Florida Council on Arts and Culture. The Council will amend panel recommendations based on new or existing information about the applicant or panel proceedings.

Information that will allow recalculation of the average score by the Council is:

- a panelist's conflict of interest; and

- scoring errors.

Information that will result in the Council recommending zero funding is:

- noncompliance with administrative requirements of previous grants;
- bankruptcy or other fiscal concerns; and
- changes in the applicant's staff that would impair implementation of the proposed grant activity.

Council Recommendations

1. Applications will be ranked by average score (highest to lowest);
2. Applications with a tied average score will be ranked using the average points scored on each criterion in the following order:
 1. Quality of Offerings;
 2. Impact; and
 3. Track Record.
3. If there is still a tie after the score for each criterion has been compared, the applications will be ordered by a sequence number assigned at application submission (lowest to highest)

All applications recommended by the Council will be submitted to the Secretary of State for review and approval.

Funding

Subject to available funds, Fast Track Project recommendations approved by the Secretary of State will be funded top-down at full request until the funding is depleted.

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 dosgrants.com:

#	Title	Form #	Effective Date
1.	Grant Application, Fast Track Project	CA2E157	X/XXXX
2.	Fast Track Grant Award Agreement	CA2E163	X/XXXX
3.	Final Grant Report	CA2E004	X/XXXX

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Single Audit Act

All grant award recipients are required to complete a Single Audit Act certification form through the Department of State grants management system at dosgrants.com. Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to 2 CFR 200, Subpart F - Audit Requirements, and Section 215.97, *Florida Statutes*. Certifications and any required audit are due nine months following the organization's fiscal year end date. See Florida Single Audit Act for more information.

Federal Requirements

Funds from this grant are allocated by the State of Florida, Department of State, Division of Arts and Culture as subawards made with federal funding from the National Endowment for the Arts (NEA) State Partnership Award. All funds disbursed under this program may only be used in compliance with both State and Federal regulations including applicable provisions of 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, National Policy Requirements and all other applicable statutes, regulations, and executive orders. For more information regarding NEA subrecipient requirements see the General Terms and Conditions for Partnership Agreements available at arts.gov.

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 ensure that audiences/participants have an equal range of opportunities.

Applicant - A non-profit, 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.

Applicant Cash (\$) - Funds from the applicant's present and/or anticipated resources. For the Operating Budget purposes, this line-item represents withdrawal from savings. This line item is often used to "balance the budget" when expenses exceed other revenues. It shows the applicant's ability to "pay the bills" for all expense items. If there are excess revenues, reduce this line to zero or only the amount needed to balance the budget. Negative numbers cannot be used to balance the budget.

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

Cash Reserves (\$) - For most organizations, this will be your savings account, other cash reserves or investments that are available to spend on general operations or programs. The

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"reserve" will usually increase when there are excess revenues for the year and decrease if there was a deficit. This is more a year end accounting function than actual day to day activity.

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.

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 the 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 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.

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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 Arts and Culture.

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

Division - The Division of Arts and Culture of the Department of State.

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

Equipment (\$) - All items which cost in excess of \$5,000 (per unit) and have a life expectancy of over one year.

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.

Folklife - Means the traditional expressive culture shared within the various groups in Florida: familial, ethnic, occupational, religious and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry and handicraft, which forms are

generally learned orally, by imitation or in performance and are maintained or perpetuated without formal instruction or institutional direction (267.021, *Florida Statutes*).

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. 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.

Individuals Participating - The total number of individuals who are directly involved in the funded activity as artists, non-artist project participants or audience members between the grant or project start and end dates.

Figures should encompass only those individuals directly affected by or involved in the funded activity and should include Artists Participating and Youth Benefiting. For General Program Support count artists, staff, audiences and project participants directly involved with organization's events and services within the given funding period; do not substitute the entire population of the geographic area served. For projects related to publication, report the number of persons using the materials or the number of copies actually distributed; do not

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substitute the total number of copies produced. For Internet-based projects, report the number of unique users; do not substitute the number of "hits" or times the information was accessed.

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. Matching funds shall amount to at least 50 percent of project costs which may include up to 25 percent of project costs as in-kind, unless otherwise specified in the Grant Award Agreement. Funds received from the sale of the Arts License Plates are considered local government support and are allowed as match.

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(4), *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.](#)

Non-profit - incorporated as an active non-profit Florida corporation, in accordance with Chapter 617 or Chapter 623, Florida Statutes. We do not fund Foreign Non-profits. A foreign non-profit is an existing corporation that is registered to do business in a state or jurisdiction other than where it was originally incorporated.

Older adults - Individuals over the age of 65 that directly attended/participated in the project or program.

Outside Fees and Services: Other (\$) - Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming.

Outside Fees and Services: Programmatic (\$) - Payments to firms or persons for the programmatic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project or programming. Include artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Personnel: Administrative (\$) - Payments for salaries, wages, fees and benefits specifically identified with the project or programming, for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

Personnel: Programmatic / Artistic (\$) - Payments for salaries, wages, fees and benefits specifically identified with the project or programming for programmatic personnel including artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel: Technical/Production (\$) - Payments for employee salaries, wages and benefits specifically identified with the project, for technical management and staff, such as technical directors; wardrobe, lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparators and installers, etc.

Presenter (Sponsor) - An organization that is in the business of presenting professional performing artists or arts groups to the public.

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.

Public Entity - A Public Entity is 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 non-profit and tax-exempt to meet the legal status requirement. Public entities are not eligible to apply to the Arts in Education category. Public entities may apply to another discipline or the Arts in Education Specific Cultural Project Program grant category.

Recurring Cultural Program - Recurring cultural programs exist within multipurpose public or private non-profit institutions such as municipalities, universities, foundations, cultural centers and organizations, museums and other arts and cultural organizations. To be eligible:

- a cultural program located within a multipurpose institution must function as a discrete unit within its parent institution and present or produce a full season of programming on a yearly basis;
- have a full segregated and itemized budget within that of its parent institution;
- have an advisory board that governs the activities of the program; and
- be able to separately fulfill the Basic Eligibility and discipline-specific requirements.

Entire departments or schools within a university, college or other multipurpose institution do not qualify as recurring programs.

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.

Remaining Operating Expenses (\$) - All expenses not entered in other categories and specifically identified with the project. Include non-structured renovations, improvements, scripts and scores, lumber and nails, electricity, telephone, storage, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under "Travel."

Remaining Proposal Expenses (\$) - All expenses not entered in other categories that are specifically identified with the project or programming.

Revenue: Admissions (\$) - Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. In the Proposal Budget the admissions must be for events attributable or prorated to the proposal.

Revenue: Contracted Services (\$) - Revenue derived from fees earned through sale of services (other than this grant request). Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

Revenue: Other (\$) - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

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.)

Rural Economic Development Initiative - (REDI) recognizes rural or economically distressed counties and communities. You can find more information and a list of economically distressed counties and communities at www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition.

School-based Cultural Events - Cultural events that directly involve the participation of a public or private PreK-12 school, i.e. school field trips to arts organizations, performances or workshops which took place on school grounds or other collaborations between arts organizations and schools. In school-based cultural events, the school is involved in organizing the children's participation in the cultural event. Touring companies should not report attendance at schools when the program was funded by the Division's state touring grant program.

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 will be provided by the grantee for inclusion in the grant agreement if the grant is awarded funding.

Secretary - The Florida Secretary of State.

Service Area - Regular client/program participants, not including broadcasts.

Space Rental, Rent or Mortgage (\$) - Payments for rental of office, rehearsal, theatre, hall, gallery and other such spaces. Do not include principal of mortgage; include interest only. Do not include rental of housing for guest artists or other persons.

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

State Supported Institution - Any organization whose general operations budget is supported by funds from state appropriations which exceeds \$10,000, exclusive of competitive, nonrecurring grants.

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.

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.

Traditional Arts - Traditional arts are traditional cultural expressions through which a community maintains and passes on a shared way of life. Traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation and practice. Traditional art expressions are usually learned informally through a relative or the community and are maintained without formal teaching or academic training. Traditional arts are learned orally or by observation and imitation, often through a master artist instructing an apprentice. Some traditional arts have a deep-rooted history with little change, while others are constantly evolving and adapting to their changing environment.

Florida Statutes Definition “. . . (6) Folklife means the traditional expressive culture shared within the various groups in Florida: familial, ethnic, occupational, religious, and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry, and handicraft, which forms are generally learned orally, by imitation or in performance and are maintained or perpetuated without formal instruction, or institutional direction,” 267.021 FS.

The Traditional Arts discipline includes many forms and processes of expression including, but not limited to: performing traditions in music, dance and drama; traditional storytelling and other verbal arts; traditional crafts; visual arts; and architecture.

Examples of Traditional Arts projects may include an African Caribbean Dance Festival, Music and Dance of India, Cherokee Storytelling and African American gospel music *in which each art form is presented by a traditional artist.*

Note: The Traditional Arts discipline is NOT intended for programming that focuses primarily on the following activities: research for scholarly purpose only; historical presentations; re-creations or re-enactments; cultural appropriation and revivalism, tourism and contemporary studio crafts or reproductions.

Travel (\$) - Include fares, hotel and other lodging expenses, taxis, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For transportation not connected with travel of personnel and for trucking, shipping or hauling expenses see "Remaining Operating or Proposal Expenses."

Underserved Designation -

A *rural* cultural organization is:

- Designated by the Rural Economic Development Initiative (REDI) as an economically distressed county or community. You can find more information and a list of economically distressed counties and communities at www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition.

A *minority* cultural organization is:

- Community-based,
- Deeply rooted in and reflective of a specific religious, racial, national or cultural group of non-western or Judeo-Christian tradition or
- Composed of at least 51% persons who represent such groups as African American, Hispanic, Native American, Asian/Pacific Islander, individuals with disabilities and other minorities. This includes staff, board, artists and volunteers. Gender is not considered a minority for the purposes of this program.

Youth Participating - Individuals under the age of 18 who directly attended/participated in the project or program.

Help

For general information about the Division of Arts and Culture and to access grant information, panel details and resources, visit our website at: www.dos.myflorida.com/cultural.

For more information about the Specific Cultural Projects program, contact the program manager responsible for your proposal type and discipline at: dos.myflorida.com/cultural/about-us/staff-listing.