

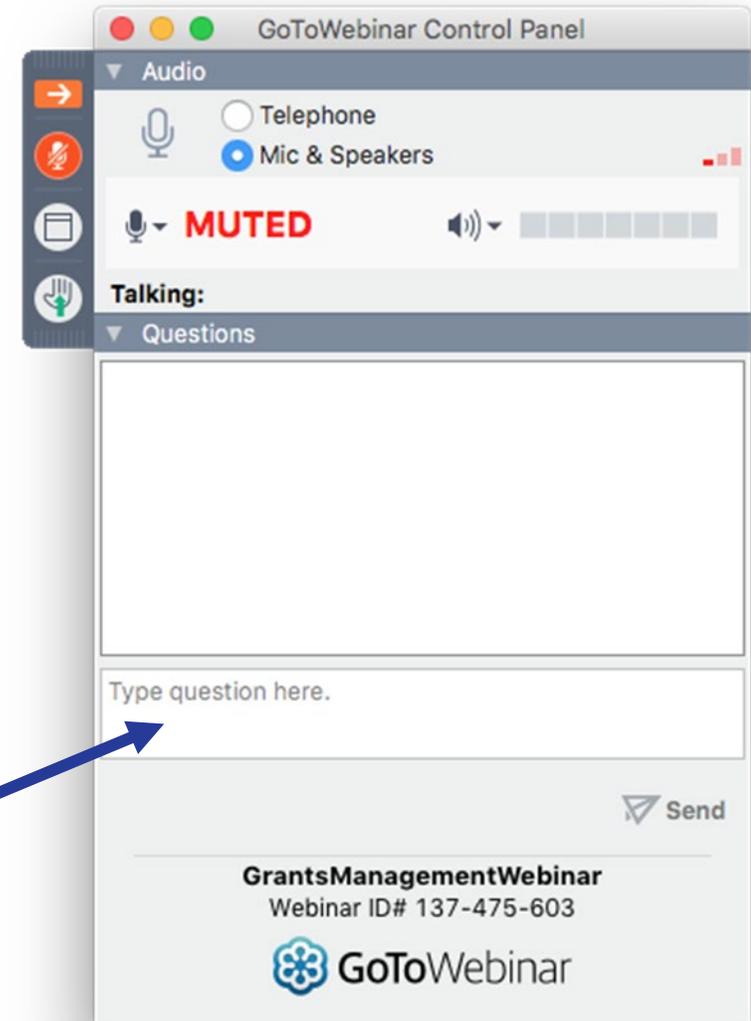
# HOW TO APPLY FOR GENERAL PROGRAM SUPPORT & SPECIFIC CULTURAL PROJECT GRANTS



# Meeting Etiquette

- ❖ Participants will be muted
- ❖ Video is disabled
- ❖ Chat feature is available
- ❖ Q&A will take place at the end

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# Today's Agenda

- ❖ Grants Overview
- ❖ General Program Support
- ❖ Specific Cultural Project
- ❖ Scoring Criteria
- ❖ Funding Process
- ❖ Timelines
- ❖ Application Tips/Resources
- ❖ Q & A



# Grants for Arts & Cultural Programs

- ❖ **General Program Support (GPS)** – Funding for Arts and Cultural Organizations ONLY to support a percentage of their operating budget
- ❖ **Specific Cultural Project (SCP)** – Funds to support Arts and Cultural Projects for any eligible organization or Individual
- ❖ The next grant cycle is JULY 1, 2024 - JUNE 30, 2025
- ❖ 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 Facilities.

**The deadline for GPS and SCP applications is  
June 21, 2023 at 5:00 p.m., EST**

# General Program Support (GPS)

## ❖ Who can apply?

- ❖ Florida public entities / non-profits
- ❖ With an arts and cultural mission
- ❖ Must have at least one year of complete programming

## ❖ What does “arts and culture” mean?

- ❖ Arts In Education
- ❖ Discipline-based – dance, literature, media arts, multidisciplinary, museums, music, presenter, theatre, traditional arts, visual arts
- ❖ Local Arts Agency
- ❖ State Service Organization

# Disciplines

## ❖ Arts In Education

- ❖ “Arts education” mission required

## ❖ Museum

- ❖ Must be open to the public at least 180 days a year
- ❖ Must own or utilize works of art, historical artifacts or other tangible objects
- ❖ Must exhibit these works, artifacts or items to the public on a regular schedule
- ❖ Art museums, historical museums, science museums, zoos, aquariums, etc., can apply

## ❖ Multidisciplinary

- ❖ Two or more disciplines

## ❖ Professional Theatre

- ❖ Must compensate artistic staff and actors

## ❖ Presenter

- ❖ Describes an organization that hosts performances, but doesn't produce them

## ❖ Traditional Arts

- ❖ Contact Program Manager prior to submitting application

## ❖ Local Arts Agency

- ❖ Must have official county designation

## ❖ State Service Organization

- ❖ Must serve at least 40 counties

# General Program Support (GPS)

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.

## 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.

## Recurring Cultural Programs

- ❖ 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 Type	Funding Category	Total Operating Income	% of Income	Maximum Request
Discipline-Based/Local Arts Agency*	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
State Service Organization*	N/A	N/A	20%	\$ 150,000

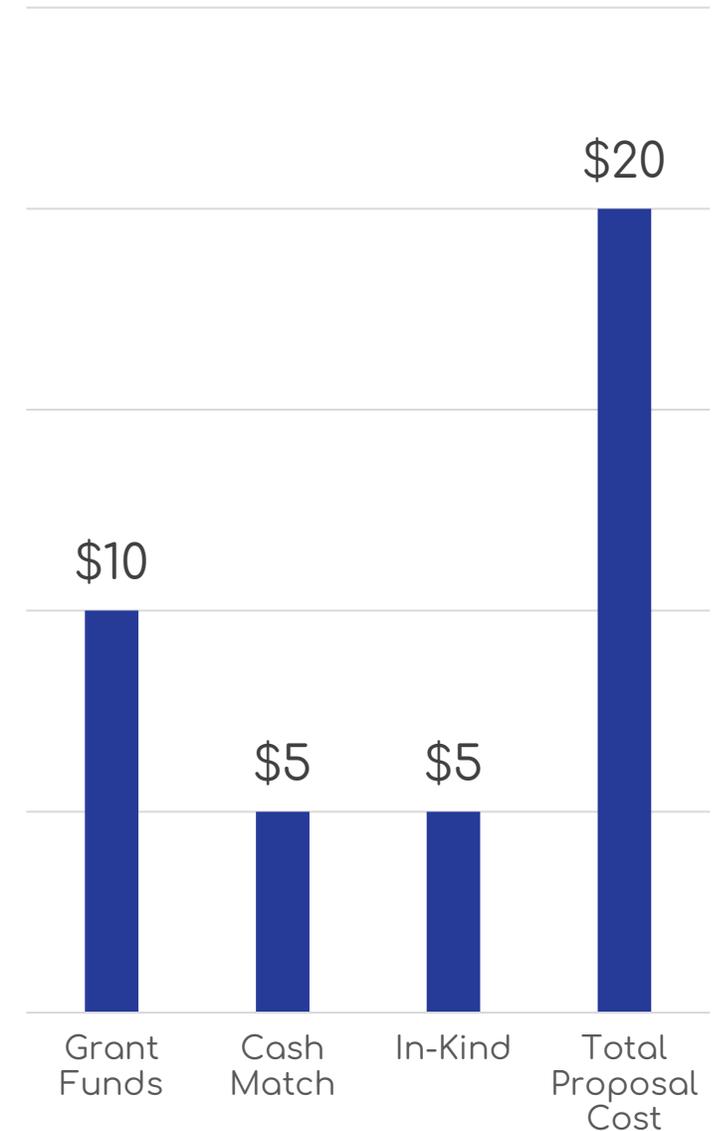
Use the [operating budget worksheet](#) to calculate your TOI \*Additional eligibility requirements, see guidelines .

# General Program Support - Request Amounts

- ❖ 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.
- ❖ To request more than \$25,000, your organization must have one completed grant with the Division.
- ❖ To request more than \$50,000, your organization must have 3 years of completed programming and at least one full-time staff member.
- ❖ 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.

# Matching Requirements - GPS

- ❖ 1:1 match; if you request \$1, you need to put up \$1 of your own money
- ❖ Up to 25% of your proposal can be in-kind (donated goods and services)
  - ❖ Maximum in-kind =  $(\text{grant funds requested} + \text{cash match}) / 3$
- ❖ When calculating in-kind, use the amount you would have paid for that service or good



# Matching Requirements - GPS

- ❖ Exception: REDI counties
  - ❖ Baker, Bradford, Calhoun, Columbia, DeSoto, Dixie, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Highlands, Holmes, Jackson, Jefferson, Lafayette, Levy, Liberty, Madison, Nassau, Okeechobee, Putnam, Suwannee, Taylor, Union, Wakulla, Washington, Walton
- ❖ Exception: minority cultural organization
  - ❖ Rooted in, reflective of a specific religious, racial, national or cultural group of non-western or Judeo-Christian tradition; and/or
  - ❖ Composed of at least 51% persons who are African-American, Hispanic, Native American, Asian/Pacific Islander, individuals with disabilities or other; includes staff, board, artists and volunteers
- ❖ 50% match required; if you request \$2, you need to put up \$1
- ❖ No cap on in-kind



# Specific Cultural Projects (SCP)

- ❖ Who can apply?
  - ❖ Florida non-profits / public entities
  - ❖ With arts and cultural project(s), program(s), exhibition(s) or series
  - ❖ Must have at least one year of complete programming
- ❖ While the **project MUST be related to arts & culture**, the Organization's mission does not need to be.
- ❖ Public or private pre-K-12 schools; libraries; civic organizations; parks, recreation, and leisure organizations; human service organizations; or other community service agencies do qualify for this grant.

# Specific Cultural Projects (SCP)

## ❖ Arts in Education

- ❖ Arts Residencies                      Arts Partnerships
- ❖ Artist Performances on Tour   Teaching Artists

## ❖ Discipline-Based

- ❖ Dance, Literature, Media Arts, Multidisciplinary, Museums, Music, Presenter, Theatre, Traditional Arts, Visual Arts

## ❖ Underserved Cultural Community Development

- ❖ Capacity Building
- ❖ Consultant
- ❖ Salary Assistance

## ❖ Individual Artist

# Arts in Education

- ❖ **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
- ❖ REDI county; minority; lacking in resources
- ❖ Have a total operating income of \$150,000 or less

## ❖ 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	N/A	\$ 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 Requirements - SCP

- ❖ 1:1 match; if you request \$1, you need to put up \$1 of your own money
- ❖ Up to 25% of your proposal can be in-kind (donated goods and services)
- ❖ Exception: REDI counties, minority and UCCD applicants have no limit on in-kind
  - ❖ Baker, Bradford, Calhoun, Columbia, DeSoto, Dixie, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Highlands, Holmes, Jackson, Jefferson, Lafayette, Levy, Liberty, Madison, Nassau, Okeechobee, Putnam, Suwannee, Taylor, Union, Wakulla, Washington, Walton
- ❖ Exception: Performances on Tour or Artist Projects
  - ❖ 2:1 match; if you request \$2, you need to put up \$1
  - ❖ No limit on amount of in-kind

# Required Info & Documents for GPS and SCP

- ❖ All organizations must provide a UEI (Unique Entity ID) number.
  - ❖ You can request a UEI number at [www.sam.gov](http://www.sam.gov). Then please enter it into your organization profile.
- ❖ With the grant application, all applicants must upload:
  - ❖ Substitute W-9 This can be found at [flvendor.myfloridacfo.com](http://flvendor.myfloridacfo.com)
  - ❖ Federal 990 Form (most recently completed)
- ❖ 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

# Required Info & Documents for GPS and SCP



**State of Florida**  
 Chief Financial Officer  
 Department of Financial Services  
 Bureau of Accounting  
 200 East Gaines Street  
 Tallahassee, FL 32399-0354  
 Telephone: (850) 413-5519 Fax: (850) 413-5550  
**Substitute Form W-9**

**W-9** Request for Taxpayer Identification Number and Certification

Form 1099-INT (Rev. 10-2018)  
 Department of the Treasury  
 Internal Revenue Service

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name (disregarded entity name, if different from above)

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemption codes apply only to certain entities, not individuals; see instructions on page 3.

5 Address number, street, and apt. or suite no. See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by broker)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

**Taxpayer Identification Number (FEIN):** 00-000000  
**IRS Name:** Arts Organization, Inc.  
**Address:** 500 Really Great Street  
 Wonderful, FL 00000  
**Attention Of:** Some Person

**Business Designation:** Not For Profit

**Certification Statement:**  
 Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer information **AND**
- I am not subject to backup withholding because:
  - I am exempt from backup withholding or
  - I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or
  - the IRS has notified me that I am no longer subject to backup withholding **AND**
- I am a U.S. citizen or other U.S. person (including U.S. resident alien)

**Preparer's Name:** Some Person  
**Preparer's Title:** REPRESENTATIVE  
**Phone:** 555-555-5555  
**Email:** [person@artsorganization.com](mailto:person@artsorganization.com)

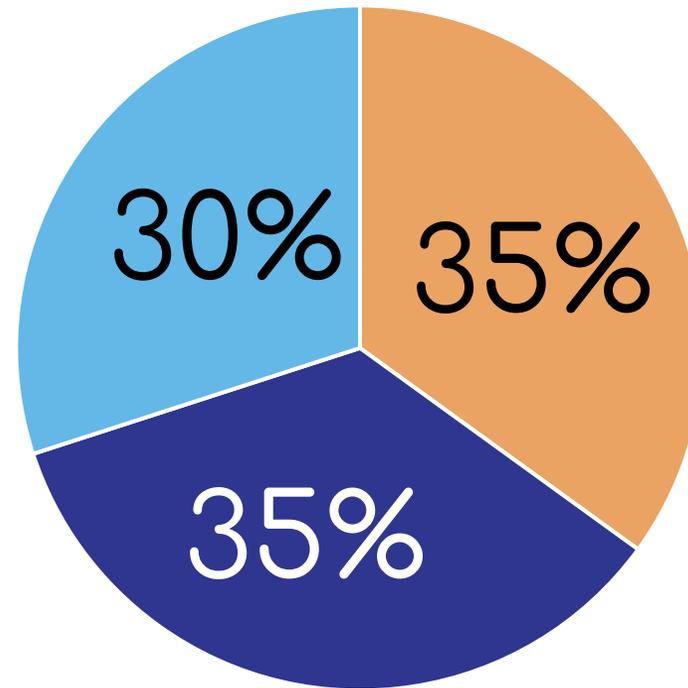
**Date Submitted:** 8/1/2015p

# GPS & SCP Scoring

- ❖ Both programs are scored via panel review.
- ❖ Panels are organized by disciplines and funding level.
- ❖ Applications must receive an average score of 80 or above to be considered eligible for funding.

# Review Criteria

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



- Quality of Offerings
- Impact
- Track Record

# Quality of Offerings – Up to 35 points

- ❖ 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
  - ❖ Required Attachments and Support Materials and/or work samples (see Support Materials for examples)

# 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

- ❖ Applicants must project the expected impact of the proposal through accessibility
- ❖ Panelists will evaluate this criteria using the following information:
  - ❖ Estimated total number of individuals benefiting, including specifying the number of youth benefiting, elders benefiting, and artists participating
  - ❖ Estimated number of events and opportunities
  - ❖ Location and Reach of programming
  - ❖ Organization's economic impact and education and outreach
  - ❖ Marketing and Promotion
  - ❖ Physical, socioeconomic and geographic accessibility of facilities and programming

# 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

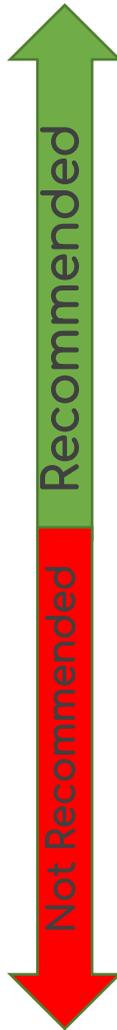
# Track Record – Up to 30 points

- ❖ Covers administration, planning, budgets and evaluation.
- ❖ Panelists will evaluate this criteria using the following information:
  - ❖ Organization's Fiscal Condition and Sustainability
  - ❖ Operating Budgets
  - ❖ Programming Budget
- ❖ In addition, panelists will also use the applicant's reporting history and compliance status as of the panel meeting.

# 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>

# Scoring Rubric



	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

# 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 2025 Legislative Session will take place spring 2024.
- ② Once the Legislature submits the budget to the Governor, he has fifteen days to sign the budget and veto any line items.
- ② AFTER the budget is signed, award amounts will be announced. If no funds are appropriated, no funds will be awarded
- ② Grantees will draft contracts details 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.

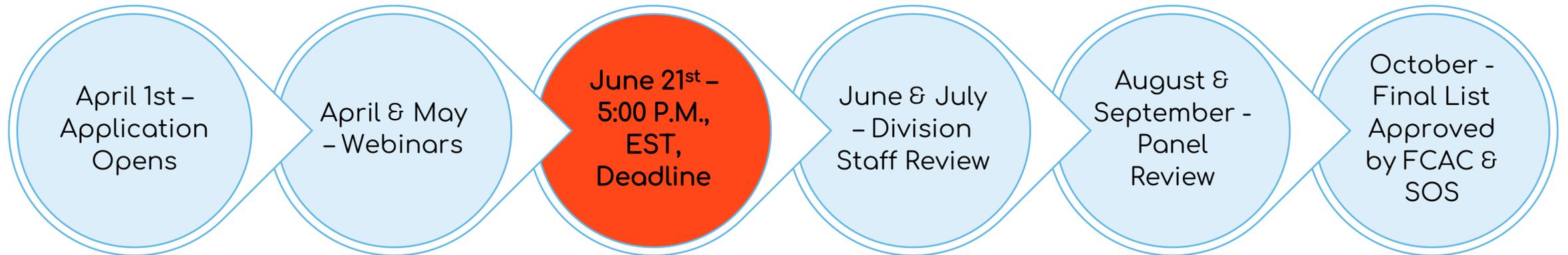
**Any applicant who is in non-compliance at the time awards are posted will forfeit their award.**

# Five Year Funding History GPS/SCP

Year	Program	# eligible	Total Request	# awarded	Total Awarded
2022 - 2023	General Program Support	556	\$46,010,129	556	\$46,010,129
	Specific Cultural Project	131	\$3,077,996	131	\$3,077,696
2021 - 2022	General Program Support	515	\$45,762,853	515	\$23,210,539
	Specific Cultural Project	153	\$3,524,096	153	\$3,524,096
2020 - 2021	General Program Support	489	\$43,699,230	489	\$13,600,000
	Specific Cultural Project	125	\$2,881,168	0	\$0
2019 - 2020	General Program Support	478	\$42,101,119	478	\$12,300,000
	Specific Cultural Project	132	\$2,980,028	132	\$2,980,028
2018 - 2019	General Program Support	489	\$41,608,781	489	\$2,650,000
	Specific Cultural Project	134	\$2,987,775	0	\$0

# Application Timeline

## April/October 2022



# Funding Timeline 2024 - 2025





[DOSGRANTS.COM](https://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.

# GPS/SCP Application Cover Page (The Wizard)

The questions in Section A of the application are geared to determine:

- ❖ If you are an Individual or an Organization
- ❖ If you are applying to GPS or SCP
- ❖ For which specific Proposal Type, and Discipline, of either GPS or SCP you are applying

If you apply for GPS, the Wizard will also ask you your Total Operating Income to determine in which Funding Category to place your application (Level 1, 2, or 3).

**Note:** If you made a mistake, you can go back to the Wizard and fix it before submitting the application.

# GPS/SCP Application Contacts

## Section B

### Grant Contact

- ❖ The Grant Contact is the primary contact for your grant. This is the person that will be contacted if there are any issues with your application.
- ❖ Provide an email address and phone number that will go directly to the contact (if possible), not one for the general organization.

### Additional Contact

- ❖ Provide the name, email address and phone number that will go directly to a second person at your organization.

### Authorized Official

- ❖ Provide the name and contact information for the person authorized to sign contracts on behalf of the organization—often the Executive Director or a board member.

# GPS/SCP Application Eligibility

The questions in **Section C** of the application are geared to determine:

- ❖ **General Eligibility**
  - ❖ What is the legal status of your organization?
  - ❖ Are all grant activities accessible to all members of the public?
  - ❖ How many years of completed programming does your organization have?
- ❖ **Eligibility for the specific type, category, and/or discipline selected**
  - ❖ Is your organization designated as the Local Arts Agency by the local county commission?
  - ❖ How is your organization underserved?
  - ❖ Does your organization have an arts education mission?

# Application Tips

- ❖ **SAVE** each page of the application before moving on to the next
- ❖ Make sure each completed section has a checkmark
- ❖ Look for possible error messages (in red next to the question) and attend to it

## Division of Arts and Culture - GPS/SCP Grant Application

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- A.  Cover Page
- Contacts (Applicant Information)
- C. Eligibility**
- D. Quality of Offerings
- E. Impact - Reach
- Impact - Diversity, Equity and Inclusion
- F. Inclusion
- G. Track Record
- H. Budget
- Attachments and Support
- I. Materials
- J. Notification of International Travel
- K. Florida Single Audit Act
- L. Review & Submit

### Eligibility

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← Previous Save Next →

**1. What is the legal status of your organization? \* Your Legal Status must be one of the above choices to be eligible for this grant.**

Florida Public Entity

Florida Nonprofit, Tax-Exempt

**2. Are all grant activities accessible to all members of the public regardless of sex, race, color, national origin, religion, disability, age or marital status? \* Your project is not eligible for this grant if its activities are not accessible to the public.**

Yes (required for eligibility)

No

**Project Title:**

Print Preview || Exit

#### Application Instructions

- Questions marked with an asterisk(\*) require an answer.
- The Scope of Work and Deliverables for this grant are preset.
- Select 'Save' or 'Update' in the grids after editing or entering information.
- All validation messages must be resolved before submitting an application.
- Sections with a checkmark identify that all validations have been completed.

# Application Tips

- ❖ Read the Guidelines first
- ❖ Consider quality over quantity
- ❖ Goals vs. objectives vs. activities
- ❖ Write the narrative responses in a Word or Google Doc and copy/paste into the application. Application text boxes will not support insertion of pictures
- ❖ Use the rubric
- ❖ Proofread, then have someone else read it!
- ❖ Review the examples on our website
- ❖ Please, do not wait until the last minute to start your application
- ❖ **ATTEND THE PANEL MEETING**

# Grant Resources

- ❖ [General Information](#)
- ❖ [General Program Support Guidelines](#)
- ❖ [Specific Cultural Projects Guidelines](#)
- ❖ [Scoring Rubric](#)
- ❖ [Example Applications](#)
- ❖ [Online Grant System](#)
- ❖ [DOS Grants FAQ](#)
- ❖ [Division of Arts and Culture Calendar](#)

# Grant Webinars

- ❖ How to Apply GPS/SCP: 5/24 @ 10
  - <https://attendee.gotowebinar.com/register/1337985136026182741>
- ❖ How to Apply CF: 5/25 @ 10
  - <https://attendee.gotowebinar.com/register/2607770433014495839>
- ❖ GPS/SCP Application Criteria - Quality of Offerings: 5/30 @ 11:30
  - <https://attendee.gotowebinar.com/register/5564644172639042136>
- ❖ GPS/SCP Application Criteria – Impact: 5/31 @ 11:30
  - <https://attendee.gotowebinar.com/register/138301401890111834>
- ❖ GPS/SCP Application Criteria - Track Record: 6/1 @ 11:30
  - <https://attendee.gotowebinar.com/register/4978877153918175584>

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Dance

Media Arts

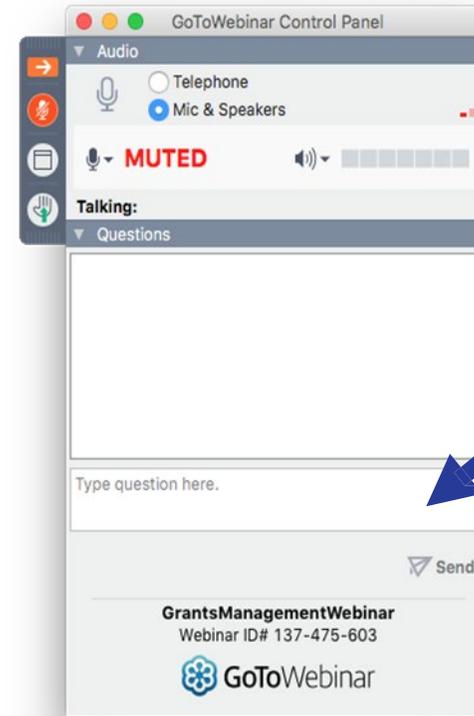
Visual Arts

LAA/SSO

Underserved

# QUESTIONS

# ANSWERS



TYPE HERE

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