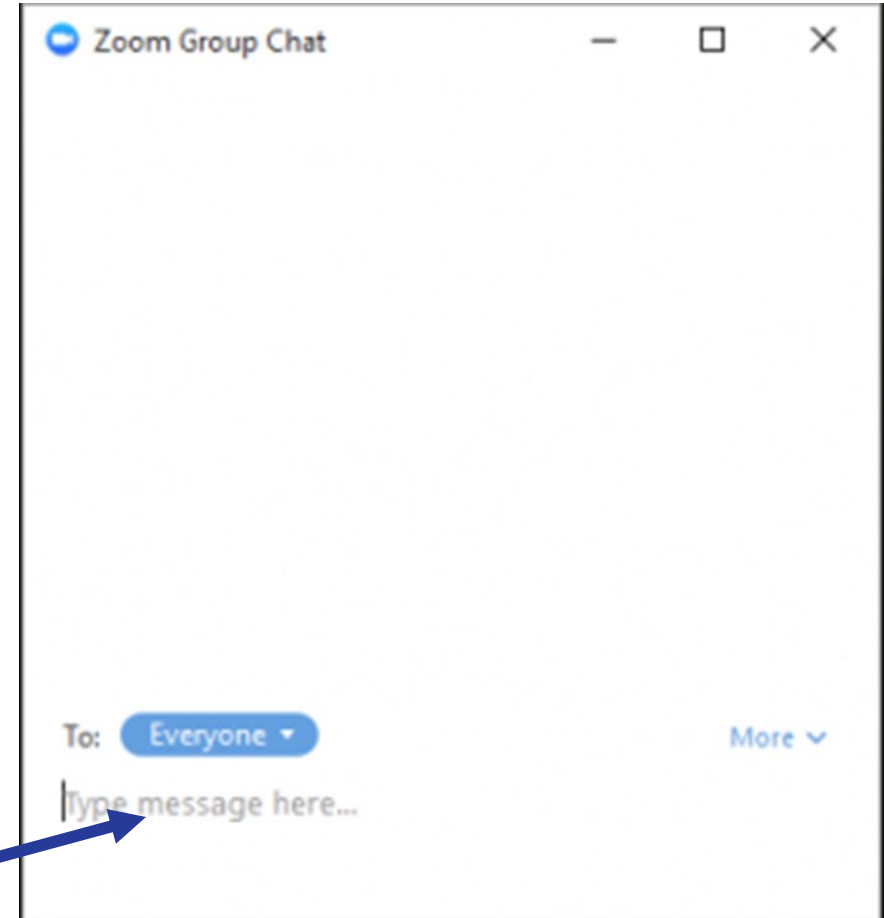


**HOW TO APPLY FOR
GENERAL PROGRAM SUPPORT
&
SPECIFIC CULTURAL PROJECT GRANTS**



Meeting Etiquette

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



TYPE HERE

Today's Agenda

- ❖ Grants Overview
- ❖ General Program Support
- ❖ Specific Cultural Project
- ❖ 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, 2026 - JUNE 30, 2027
- ❖ 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.
- ❖ All project activities must be in strict accordance with all applicable federal, state, and local laws. Grant activities that do not demonstrate compliance with federal, state, and local laws will not be funded.

**The deadline for GPS and SCP applications is
July 14, 2025 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 with Special Requirements

❖ 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 State Folklorist prior to submitting application

❖ Local Arts Agency

- ❖ Must have official county designation

❖ State Service Organization

- ❖ Must reach at least 40 counties with services and activities

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

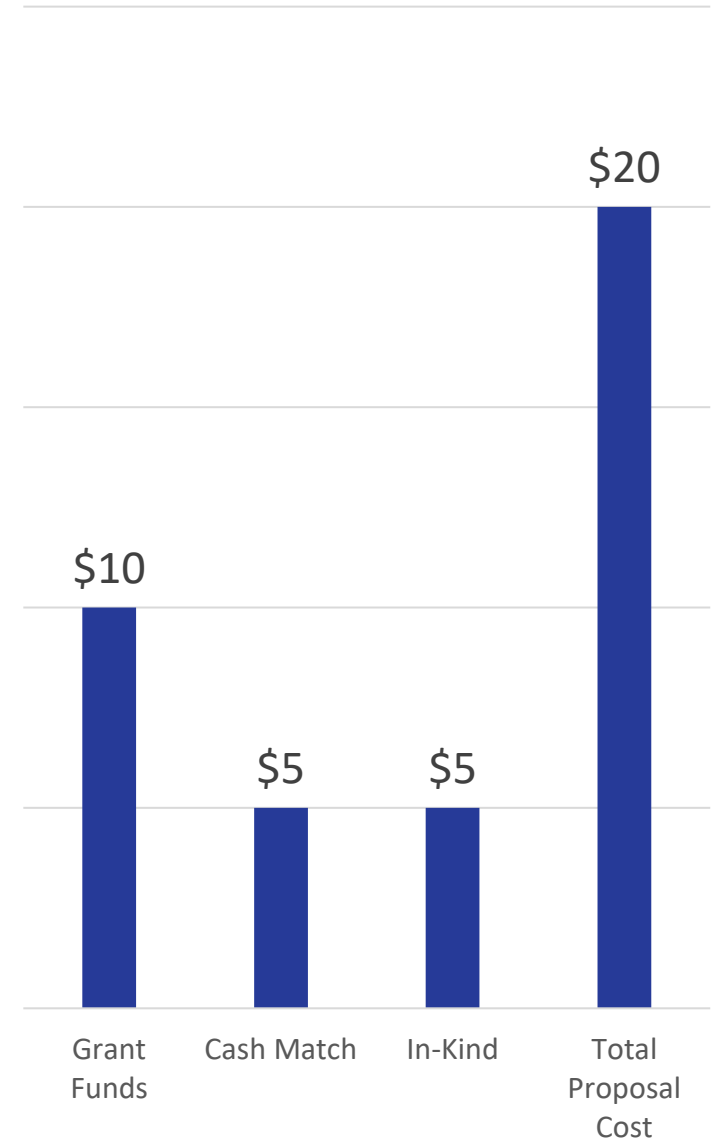
Use the [operating budget worksheet](#) to calculate your TOI *Additional eligibility requirements, see guidelines .

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.

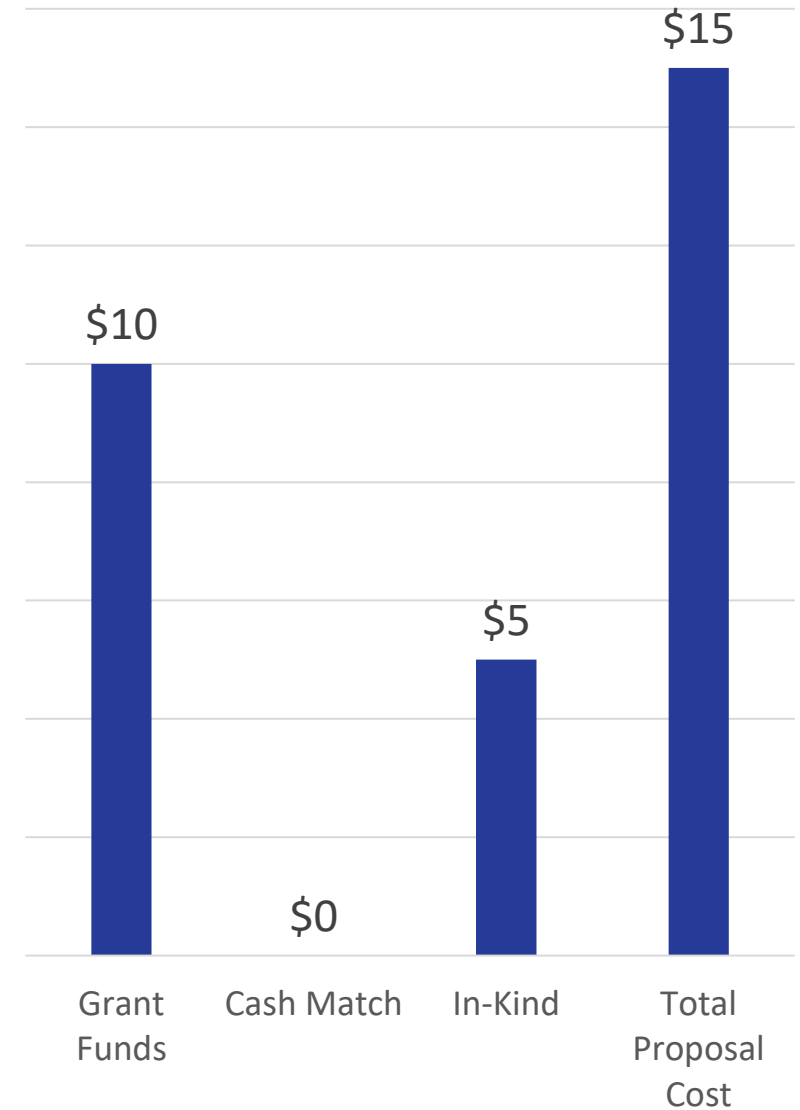
Matching Requirements - GPS

- ❖ 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: underserved 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, Community Theatre, Professional 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** – provide funding opportunities to Florida-based professional artists providing educational services

Underserved Cultural Community Development (UCCD)

❖ Eligibility:

- ❖ Be an underserved cultural organization as defined in the guidelines
- ❖ Be in a county identified as Underserved or REDI
- ❖ 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 - S C P

- ❖ 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, underserved, 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. 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
 - ❖ 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-ISC (Rev. October 2013)
 Department of the Treasury
 Internal Revenue Service

Go to 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.

Sign Here Signature of U.S. person Date

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.
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-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:

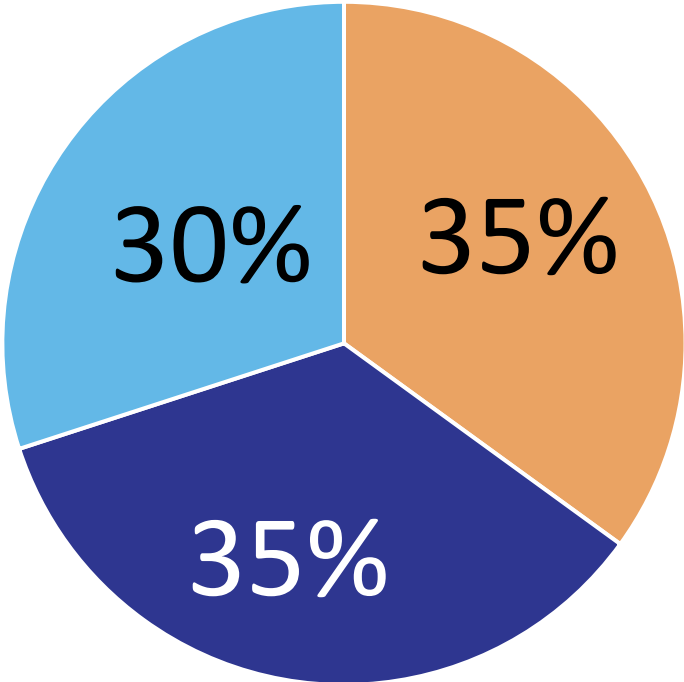
- The number shown on this form is my correct taxpayer information **AND**
- I am not subject to backup withholding because:
 - I am exempt from backup withholding or
 - I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report 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

Date Submitted: 6/1/2015p

Review Criteria

Both SCP and GPS are scored via panel review. 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)

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

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.

Funding Process

- ❖ **Funding** for Division grant programs is **appropriated by the Florida Legislature** as part of the state budget during the annual regular session.
 - **General Program Support** is listed as “**Culture and Museum Grants**”
 - **Specific Cultural Projects** is listed as “**Culture Builds Florida**”
- ❖ The **2026 Legislative Session** will take place in early **spring 2026**.
- ❖ Once the Legislature submits the budget to the **Governor, he has fifteen days to sign the budget** and veto any line items.
- ❖ **AFTER** the budget is signed, **award amounts will be announced. If no funds are appropriated, no funds will be awarded**
- ❖ Grantees will draft contracts details **AFTER** the award amounts are announced making any changes as needed based on the award amount.
- ❖ Funding levels are determined by the legislature and subject to Governor’s approval.

Application Timeline

April/October 2025



Funding Timeline 2026 - 2027



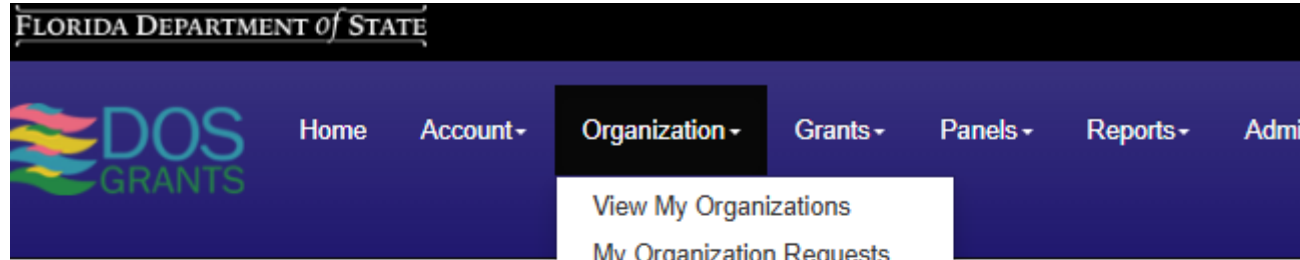
Any applicant who is in non-compliance at the time awards are posted will forfeit their award.



[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.

Creating an Organization



My Dashboard

Enter Organization Name, FEIN or County:

melbourne community

We found 1 results. Select your organization from the results.

Drag a column header and drop it here to group by that column.

Organization

Melbourne Community Orchestra, Inc

20 items per page

Are none of these related to your organization? You can search for a new organization.

+ Create New Organization

Create an Organization - Search

- We recommend you search by Federal Employer Identification Number (FEIN) to ensure you find the correct organization.
- When searching by name use the major parts of the name instead of "inc." or "llc"
- If your organization is a functional area of a county, municipality or university, it may be helpful to search for the parent organization.

Enter Organization Name, FEIN or County:

Search Criteria

Search Organizations

× Cancel

+ Create New Organization

Creating an Organization

Enter Organization Name, FEIN or County:

We found 1 results. Select your organization from the results.

Drag a column header and drop it here to group by that column.

Organization
Melbourne Community Orchestra, Inc

1 20 items per page

Are none of these related to your organization? You can search for a new organization.

[+ Create New Organization](#)

Create Organization

* All the fields are required

General Information

Legal Name	<input type="text"/>	FEIN	<input type="text"/>
Organization Type	<input type="text"/>	Purpose	<input type="text"/>

Fiscal Year End Date :


Select month	Select day
<input type="text"/>	<input type="text"/>

Contact Information

County	<input type="text"/>	Phone	<input type="text"/>
		Ex: 123.123.1234	
Email	<input type="text"/>	Website	<input type="text"/>

Applying for a Grant

FLORIDA DEPARTMENT of STATE

 Home Account Organization **Grants** Panels Reports Administration

- Apply for Grant
- Assign Content Reviews
- Assign Eligibility Reviews
- Division Application Queue
- Division Review Queue
- My Organization Applications
- My Assigned Applications

Create Organization

Grant Programs

Below is a list of all grants.

Program Name	Description	Application Period	Actions
4 Division:			
African-American Cultural and Historical Grant	Applications are no longer being accepted for the African-American Cultural and Historical Grant.	7/1/2024 - 7/2/2024	
Legislative Line Items	Legislative Line Items		Apply Now
4 Division: Arts and Culture			
Cultural Endowment	The purpose of this program is to create an endowment matching funds program that will provide operating resources to participating cultural organizations. The first step in applying	1/1/2024 - 12/31/2024	

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

A. Cover Page

Contacts (Applicant Information)

B. 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

Page 3 of 12

[← 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 the insertion of pictures
- ❖ 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](#)
- ❖ [Example Applications](#)
- ❖ [Online Grant System](#)
- ❖ [DOS Grants FAQ](#)
- ❖ [Division of Arts and Culture Calendar](#)
- ❖ [Florida Division of Arts & Culture \(list-manage.com\)](#)

GRANT PROGRAM MANAGERS

Teri Abstein – Financial Administrator

Teri.Abstein@DOS.FL.gov

Sam Brown

Samuel.Brown@DOS.FL.gov

Samantha Arroyo

Samantha.Arroyo@DOS.FL.gov

State Folklorist

Folklife@DOS.FL.gov

Cassandra White

Cassandra.White@DOS.FL.gov

Paul Gabbard

Paul.Gabbard@DOS.FL.gov

Sue Ernst

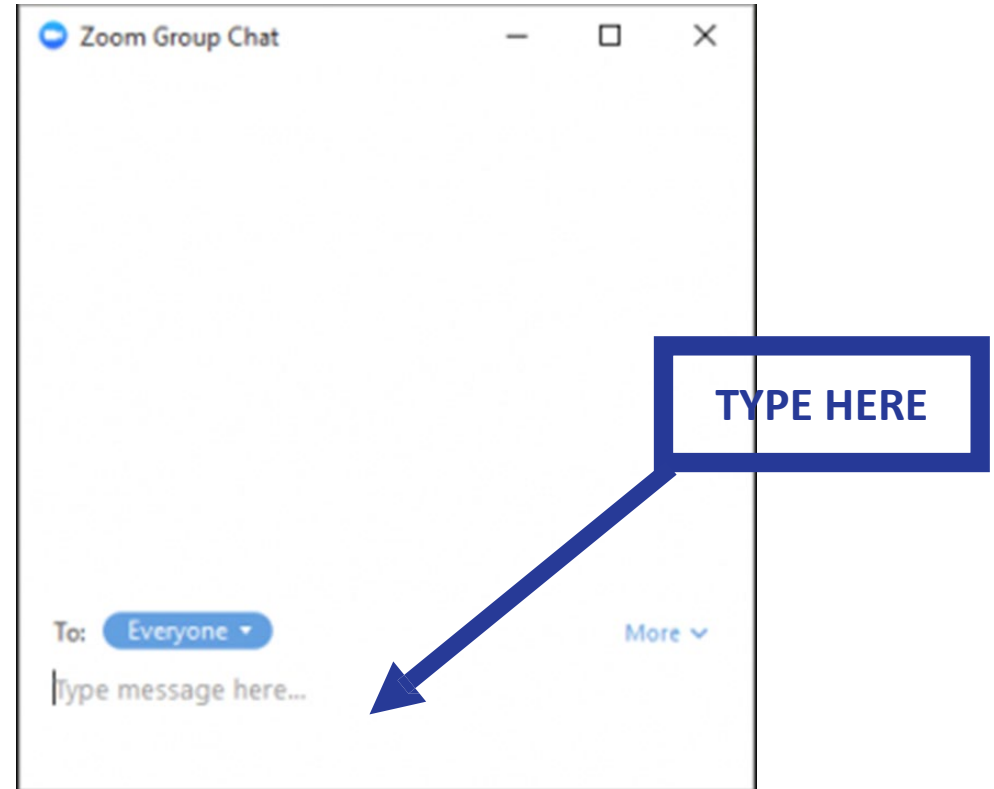
Susan.Ernst@DOS.FL.gov

Jennifer Goudeau

Jennifer.Goudeau@DOS.FL.gov

QUESTIONS

ANSWERS



Links for the presentation and materials will be posted on the Division's website after the session.