General Program Support

Known as *Cultural and Museum Grants* in the General Appropriation Act

Grant Guidelines

Grant Period: July 1 – June 30 (of the award year)

Florida Department of State
Division of Arts and Culture
500 South Bronough Street
Tallahassee, Florida 32399

Application Submission

Applications must be submitted on or before 5 p.m. ET on the stated deadline.

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

For Assistance and Information

Contact the program manager responsible for your proposal type and discipline at dos.fl.gov/cultural/about-us/staff-listing.

These Guidelines are available electronically at: dos.fl.gov/cultural/grants/grant-programs/general-program-support/ and can be made available in an alternative format.

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Introduction

Welcome to the Division of Arts and Culture General Program Support (GPS) Guidelines. These guidelines are supported under section 265.286, *Florida Statutes,* and incorporated by reference into Rule 1T-1.036, *Florida Administrative Code*, and detail policies and requirements for the application and administration of General Program Support grants. General Program Support grants are referred to as Culture and Museum Grants in the General Appropriation Act.

Application Process

Applications are announced on the Division's website (dos.fl.gov/cultural) and emailed through the Division's general announcement email list. – Join the email list at: https://tinyurl.com/2hhr9v3b

Program Description

The Division is a state government entity working to promote and support arts and culture development within the State of Florida. The Division's grants are intended to fund exemplary programs and projects. The General Program Support (GPS) grant program (referred to as Culture and Museum Grants in the General Appropriation Act) receives and reviews applications to provide funding for Florida public and private non-profit arts and cultural organizations, including museums, local arts organizations, state service organizations, and organizations that have artistic/cultural program activities in any of the art and cultural disciplines. The organization's mission must directly support arts and cultural programming. Eligible organizations may apply for up to $150,000 in state funds to support their arts and cultural programming. For the purposes of this program, arts and cultural disciplines are music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, and other such allied, major art forms.

Public or private pre-K-12 schools; libraries; civic organizations; parks, recreation, and leisure organizations; human service organizations; or other community service agencies do not meet the definition of arts or cultural organizations.

Ongoing arts and cultural programs within larger, multipurpose public or private non-profit institutions where the parent organization is not eligible for funding may apply on their own, if they meet the following requirements:

- have a full season or year-round programming,

- have a distinct, itemized budget within that of the parent institution,
- have an independent advisory board that governs the activities of the program, and
- are 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. They can apply for a Specific Cultural Project.

Organizations that do not have a mission that directly supports arts and cultural programming, but do conduct arts and cultural projects are eligible to apply for a Specific Cultural Project.

The Division has established four categories for General Program Support proposals:

- Discipline-Based program support for conducting, creating, producing, staging, or presenting cultural exhibits, performances, educational programs, or events,
- Local Arts Agency program support for *designated* Local Arts Agencies providing professional services to a county or counties,
- State Service Organization program support for cultural organizations providing professional services to at least 40 counties, and
- Arts in Education program support to cultivate the learning and artistic development of all students and teachers by promoting, encouraging, and supporting arts and culture as an integral part of education and lifelong learning for residents and visitors.

Applicant Eligibility

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

1. All current and previous grantees must be in good standing with the Division of Arts and Culture and the Department of State at the time of application.
2. Applicant organization must be either a public entity or a Florida non-profit, tax exempt corporation as of the application deadline.[1]
3. All organizations must have at least one year of completed arts and cultural programming and must be able to provide their last completed fiscal year's operating budget.
4. Applicant must have registered with the Division of Corporations, and their status must be "active." (www.sunbiz.org).[2]
5. Applicant must be registered as a vendor with the Department of Financial Services and provide a copy of their Florida Substitute W-9 form with the application (https://flvendor.myfloridacfo.com).
6. Applicant must provide their UEI number at the time of application. You can

request a UEI number at https://sam.gov/content/home.

7. Applicant must provide a copy of their most recently completed Federal 990 form with the application.
8. All of applicant's activities from the date of submission of the application through the final date of the grant agreement, including non-grant funded activities, shall be of such a nature that the applicant would not be in violation of Chapter 847, Florida Statutes, if a minor, as defined in s. 847.001, F.S., were to be present.
9. All of applicant's activities shall comply with all state and federal laws.
10. Applicant must be in compliance with Section 265.286(6)(c), Florida Statutes, and complete the attestation in the application concerning current and future compliance with these requirements.

There are specific eligibility requirements for the Local Arts Agency, State Service Organization and Arts in Education application types, and for the following disciplines: Museum, Professional Theatre and Traditional Arts.

Fiscal Agents are not eligible to apply on behalf of an organization. Applicants must apply directly through their 501(c)(3) nonprofit.

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

[2]The Division of Arts and Culture will verify that the applicant is registered with the Division of Corporations. If the applicant is not registered with the Division of Corporations, the application will be deemed ineligible.

If the applicant is registered with the Division of 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 https://dos.fl.gov/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.

If funded, applicants must comply with all grant administration requirements:

- provide required information for grant award agreement,
- return signed grant award agreement within 30 calendar days,
- request approval for any changes to grant award agreement,
- complete mid-year and final report within 30 calendar days (1/30 and 7/30),

- maintain complete and accurate grant records,
- comply with the requirements of the Florida Single Audit Act, and
- use the appropriate credit line or approved logo to acknowledge grant funding. See grant contract for credit requirements. Acknowledgements must be removed from websites and other materials at the end of the grant period.

Project Eligibility

All projects must meet the following basic project eligibility requirements at the time of application:

1. Programming and projects funded with state funds must be in strict conformity with all applicable state and federal laws.
2. Proposal activities must be completed within the grant period,
3. Programming and activities must be open, and accessible to all members of the public (see: Accessibility and Non-discrimination),
4. Grant amount requested must be matched, at least dollar for dollar with non-state and non-federal funds[2] (see: Request Amount and Match Requirements),
5. Include only allowable expenses in the proposal budget (see: Allowable and Nonallowable income and expenses), and
6. Applicant's programming funded with State of Florida grant funds shall be of such a nature that the applicant would not be in violation of Chapter 847, Florida Statutes, if a minor, as defined in s. 847.001, F.S., were to be present.

[2] Applicants in a REDI (Rural Economic Development Initiative) county or community are only required to have 50% match (cash or in-kind). There is no limit on the in-kind (the value of donated goods and services that are contributed to the organization) that can be included in their Proposal Budget.

Application Restrictions

Each organization may only submit one (1) Specific Cultural Project or one (1) General Program Support application per annual grant cycle (July 1 - June 30). (FS 265.286(9))

Specific Eligibility Requirements

Applicants must also meet the following additional eligibility requirements based on their Proposal Type and/or Funding Level:

To request more than $25,000, applicants must

- have at least one completed grant from the Division of Arts and Culture. A grant is completed (closed) after the grant period has ended and the final report has been approved.

To request more than $50,000, applicants must

- have at least one completed grant from the Division of Arts and Culture. A grant is completed (closed) after the grant period has ended and the final report has been approved;
- have at least 3 years of completed programming; and
- have at least one paid, full-time staff member in a management position.

Museums

- Applicants must be open to the public for at least 180 days a year;
- Applicants must own or utilize works of art, historical artifacts or other tangible objects (live or inanimate); and
- Applicants must exhibit these works of art, historical artifacts or other tangible objects to the public on a regular schedule.

Professional Theatre

- Applicants must compensate artistic staff and actors.

Local Arts Agency

- Organizations must have official designation in one or more counties.

State Service Organization

- Applicants must reach at least 40 counties with services and activities.

Arts in Education

- Organizations must have an arts education mission.

Proposal Types

Applicants should select the Proposal Type that best aligns with their mission and programming.

Discipline-Based

Discipline-Based program support is intended for arts and culture organizations who are conducting, creating, producing, staging or presenting artistic/cultural exhibits, performances, educational programs or events.

Discipline-Based applicants must select one of eleven (11) discipline categories.

- **Dance** - organizations that promote excellence in dance, including dance companies and other organizations with dance programming.
- **Literature** - organizations that promote excellence in the literary arts, including small presses, non-commercial publishing houses, professional literary groups, and other organizations with literary programming.
- **Media Arts** - organizations that promote excellence in film, video, radio and television, including film and video festivals and media art exhibitions, conferences and seminars.
- **Multidisciplinary** - organizations that are producing two (2) or more separate artistic or cultural disciplines.
    - Presenting organizations should apply to the Presenting discipline. Botanical gardens, zoos, science centers and museums should apply to the Museum discipline. Organizations with an arts education mission can apply to the Arts in Education discipline.
- **Museum** - organizations that are primarily aesthetic and educational with proposals focused on the applicant's collections and/or exhibits, including zoos, botanical gardens, arboretums, nature centers and aquariums.
    - Museums are encouraged but not required to participate in the American Alliance of Museums' Museum Assessment Program (MAP) and to pursue or maintain national accreditation through American Alliance of Museums (AAM), American Zoological Association (AZA) or Zoological Association of America (ZAA).
    - Museums may include but are not limited to the following:
        - Art museums,
        - Historical museums,
        - Multidisciplinary museums,

        - Science museums (botanical gardens, zoos, arboretums, nature centers and aquariums), and
        - Youth and children's museums.
    - Non-museum organizations conducting visual art exhibitions should apply to the Visual Art discipline.
- **Music** - organizations that promote excellence in vocal and/or instrumental music performance and creation, including chamber or jazz ensembles, choral groups, community bands, orchestras, opera and world music ensembles.
    - Producers of musical theatre should submit their application to the appropriate Theatre discipline (professional or community).
    - Presenting organizations should apply to the Presenter discipline.
- **Presenter** – organizations that enter into agreements to showcase performances or other cultural activities. The organization generally does not create, rehearse, cast or have artistic control over the performance or activity.
    - Applicants producing, rather than presenting, should apply to the appropriate discipline for their activities, such as Music, Theatre, Dance, Multidisciplinary, etc. If an applicant is presenting and producing, it should consider the percentage of its programming that is dedicated to presenting when deciding which discipline to apply to.
    - Applicants that organize festivals while producing a significant portion of its art or culture should select the discipline category for the festival activity. For example, an organization producing content for a film festival should apply to the Media Arts discipline while a cultural festival that is producing music, visual art and dance activities should apply to the Multidisciplinary category. For more information, contact a program manager (see: Help).
- **Theatre** disciplines support producing theatres and other organizations that promote excellence in theatre performance. Musical theatre is included in this discipline.
    - Organizations producing opera should apply to the Music discipline. College and university theatre programs should apply to the Community Theatre discipline.
    - **Community Theatres** should be very specific when describing how artists are compensated. Although it is assumed that most community theatres will not be compensating most actors, applicants should address whether technical staff (directors, designers, etc.) are compensated and if any actors receive financial compensation.
        - If a community theatre is in the process of becoming a professional house, the application should describe where the applicant is in the transition and when the applicant expects to be offering full compensation to artistic staff.
    - **Professional Theatres,** including professional storytelling organizations, are required to pay their actors. Applicants should be very specific when describing

the financial compensation and/or benefits that are offered to artistic staff and actors.

- **Traditional Arts** - organizations that preserve and present traditional arts from specific cultural groups in Florida, including performances, exhibitions, festivals and other programming featuring traditional artists and their work. This discipline's goals are to support programming of traditional artists in a public venue and to foster recognition and awareness of traditional arts. (For more information, see "Traditional Arts" under Definitions)
    - The Traditional Arts discipline is NOT intended for programming that focuses primarily on the following activities: research for scholarly purpose only or historical presentations.
    - Please contact your program manager to confirm your application meets the definition of Traditional Arts before applying to this discipline.
- **Visual Arts** - organizations that promote excellence in the visual arts through activities such as:
    - exhibitions,
    - publications,
    - educational programs,
    - artist workshops, and
    - professional development for visual artists.

Applicants should select the discipline that best fits their proposal. Applicants should consider whether they are presenting or producing the activity when choosing a discipline category.

Local Arts Agency

A Local Arts Agency (LAA) is a public entity, private non-profit or public/private partnership whose primary purpose is to support arts and cultural organizations and individual artists through a variety of ways including advocating for the arts and culture, disseminating information, and serving as a convener for arts and culture. In addition, LAAs may also present and/or produce arts and cultural programming, commission and manage public art, administer grant programs, promote education, provide technical and promotional assistance to artists and arts organizations, and guide cultural planning.

Applicants to this proposal type must be a Local Arts Agency (LAA) designated by at least one county commission as the official LAA for that county. Only one designated local arts agency per county may apply.

To be eligible for funding in this proposal type, all applicants must provide documentation (letter, proclamation or official meeting minutes) of official designation by one or more county

commissions. This includes county arts councils established in accordance with section 265.32, Florida Statutes.

State Service Organization

A State Service Organization (SSO) is a public or private non-profit organization located in Florida operating on a permanent basis, providing services to organizations and/or individuals in at least 40 Florida counties.

The purpose of SSO program support is to support state service organizations and to encourage collaborative work between the Division and these organizations to achieve state goals and objectives.

SSOs are typically dedicated to specific disciplines or subject areas (for example: music, dance, museums, theatre, leadership, arts administration, etc.). SSOs work to strengthen and support cultural organizations and individuals working in the cultural community.

Arts in Education

Arts in Education program support is intended to cultivate the learning and artistic development of all students and teachers by promoting, encouraging, and supporting arts and culture as an integral part of education and lifelong learning for residents and visitors. **Applicants must have an Arts in Education mission.**

Organizations whose purpose is to serve other arts organizations and provide services in at least 40 counties should apply to the State Service Organization category.

Museums, zoos, botanical gardens, arboretums, nature centers and aquariums should apply to the Museum discipline.

Public entities are not eligible to apply to this category. Public entities may apply to another discipline or the Arts in Education Specific Cultural Project grant category (see: Public Entity).

Arts in Education applicants that conduct programming or activities in a public school district, charter school, state college or university, private school (K-College), or a homeschool community shall provide a letter of support from the educational facilities at which activities are to be conducted expressing that facilities support for the applicant's programming or activities.

Letter of Support

Applicants shall provide a letter of support from the governing board of the organization expressing support for the programming or activities sought to be performed through the requested grant funding.

About the Application

Grant Period

All proposed activities must take place within the 12-month grant period.

- The grant period **start date** is July 1 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature.
- The grant period **end date** is June 30 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature (the next calendar year), unless an end date extension is approved by the Division.
- For example, if the state fiscal year spans 2028-2029, the grant period start date is July 1, 2028, and the grant period end date is June 30, 2029.

Accessibility and Non-Discrimination

The Division of Arts and Culture is committed to making the arts and culture accessible for all Floridians.

Organizations seeking support for programming and projects activities must be in strict conformity with all applicable, state and federal laws and are required to be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age or marital status.

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.comfl.gov/cultural/info-and-opportunities/resources-by-topic/accessibility/.

Operating Budget

Organizations are required to provide three fiscal year budgets for their organization: the last completed fiscal year, their current fiscal year budget and their proposed budget for the upcoming fiscal year. While the proposal budget includes expensing during the grant period of July 1 – June 30, the operating budget should match the applicant's fiscal year.

Applicants are expected to present their operating budget using the following budget categories.

Expenses:

1. Personnel: Administrative (administrative employees)
2. Personnel: Programmatic (programmatic employees)
3. Personnel: Technical/Production (technical/production employees)
4. Outside Fees and Services: Programmatic (programmatic outside contractors)
5. Outside Fees and Services: Other (all other outside contractors)
6. Space Rental, Rent or Mortgage
7. Travel
8. Marketing (tangible marketing products)
9. Remaining Operating Expenses (all other expenses not listed above)

Income:

1. Revenue: Admissions (income earned through ticket sales)
2. Revenue: Contracted Services (income earned through contracted services)
3. Revenue: Other (any other earned income)
4. Private Support: Corporate (funds from corporate entities)
5. Private Support: Foundation (funds from foundations)
6. Private Support: Other (funds from individuals)
7. Government Support: Federal (funds from federal entities)
8. Government Support: State/Regional (funds from regional entities)
9. Government Support: Local/County (funds from local or county government)
10. Applicant Cash (organization's reserves, could be income from investments)

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

To calculate the maximum allowed in-kind, look at your organization's Total Cash Income (TCI) for the last fiscal year. The Total Operating Income (TOI) is the total of TCI plus in-kind value.

- If the TCI is $150,000 or less, the TOI may not include more than 25% of the TCI amount as in-kind. Maximum allowable in-kind = TCI divided by 3. For example, if the TCI is

$90,000, the maximum value of in-kind donations is $30,000. The maximum TOI in this example is $120,000. ($30.000 is 25% of $120,000).

- If the TCI is over $150,000, TOI may not include more than 10% in-kind. Maximum allowable in-kind = TCI divided by 9. For example, if the TCI is $180,000, the maximum value of in-kind donations is $20,000. The maximum TOI in this example is $200,000 ($20,000 is 10% of $200,000).

Request Amount

General Program Support grants have a minimum request amount of $1,000 and a maximum request of $150,000 based on proposal type and funding level. There are three funding levels based on Total Operating Income (TOI). To determine the correct category and request amount, use the TOI from the applicant's most recently completed fiscal year as reported in the application operating budget. Use the following table (Request Amount per Funding Level) to determine the maximum request amount.

1. After calculating the TOI for your organization's most recently completed fiscal year, use the table below to identify the appropriate funding level (second column). Make sure you do not exceed the maximum allowed in-kind for your operating budget.
2. Calculate the appropriate percentage (column 3) of your total Operating Income (TOI) to find your maximum request amount (up to $150,000).

Request Amount Per Funding Level		
TOI	**Funding Level**	**Maximum Request Amount % of TOI**
$4,000 - $250,000	Level 1	25% up to $40,000
$250,001 - $900,000	Level 2	15% up to $90,000
$900,001 -	Level 3	10% up to $150,000
State Service Organizations Only	N/A	20% up to $150,000

Note: Ongoing arts and cultural programs within larger multipurpose public or private non-profit institutions, must use only the eligible programs' distinct budget, and not that of parent organization.

Grant Proposal Budget

Match Requirements

The Division requires that all grants are matched at a minimum of dollar/dollar, except for organizations located in REDI counties or communities (see: Exception). This means that if your grant request is $150,000, your organization would be expected to spend $150,000 in cash from other non-state and non-federal sources towards the project. This includes any allowable in-kind goods or services.

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.

Organizations are allowed to include some In-kind in their Cash Match (Cash + In-kind, if any). An applicant's Cash Match can include a maximum of 50% In-kind for 1:1 matches and 25% for any match greater than 1:1.

- To calculate the maximum allowed In-kind for the Proposal Budget, use the total Grant Request plus Cash and divide by 3. For example, if the total Grant Request is $10,000 and Cash is $50,000, the maximum allowed in-kind value is ($10,000 + $50,000) /3, equaling $20,000.
- **Exception** – Organizations that are located in REDI counties or communities can request a match waiver. Organizations who receive the match waiver are still required to provide a minimum 50% match for their proposal, but there is no limit to the amount of in-kind that can be used, i.e., the entire match may be in-kind. For information about REDI go to https://floridajobs.org/community-planning-and-development/community-partnerships/rural-economic-development-initiative.

Entering the Proposal Budget

The proposal budget consists of an expense section and an income section.

The expense section has three columns:

1. Grant funds – these are the funds you are requesting from the state
2. Cash match – these are cash expenses that are expended from funds earned or raised by your organization
3. In-kind – this is the value of donated goods and services that are contributed to your organization

Using the same budget categories used in the operating budget, you will include the lines containing the expenses for your proposal budget. You may add as many line items as needed within the proposal budget. Expenses that are charged to the grant will be listed in the Grant Funds column. Expenses that are paid for by your organization will be placed in the Cash Match column. Any in-kind that you are crediting towards the project will be listed in the In-kind column.

The income section has one column, cash match, in which you will account for the total amount of expenses in the Cash Match (middle) column of the expenses section. The Cash Match column in the income section must equal the total of the Cash Match column in the expenses section. You will use the categories used in the operating budget to indicate the source of these funds. **Remember, you cannot match grant funds with state or federal funds.**

Income and Expenses: Allowable, Non-Allowable, and Match Only

Allowable Expenses

Only allowable expenses may be included in the proposal budget.

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 1-year Grant Period beginning on July 1 of the year of appropriation and ending on June 30.

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

Non-Allowable Income and Expenses

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

Income

1. State funds from any source, including any income that comes from an appropriation of state funds or grants from the State of Florida,
2. Federal funds from any source, and
3. Funds used as match for other Department of State grants.

Expenses

1. Expenses incurred or obligated outside of the grant period,
2. Lobbying or attempting to influence federal, state, or local legislation, the judicial branch or any state agency,
3. 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,
4. 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,
5. Private entertainment,
6. Food, beverages, hospitality, party supplies,
7. Plaques, awards and scholarships,
8. Activities that are restricted to private or exclusive participation, including restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age or marital status,
9. Re-granting,
10. Contributions and donations,
11. Mortgage payments, and
12. Payments to current Department of State employees.

Match Only Expenses

Some expenses can only be made with matching funds and therefore should only be listed in the cash match (middle) column. No state funds may be used towards operational or indirect/overhead costs including:

1. Phone,
2. Utilities,
3. Software,
4. Office supplies,
5. Equipment costing over $1,000,
6. Property improvements,
7. Fixtures,
8. Rent,
9. Building maintenance, and
10. Travel.

How to Apply

Applications are accepted only 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. Applications are announced on the Division's website (dos.fl.gov/cultural) and emailed through the Division's general announcement email list. – Join the email list at: https://tinyurl.com/2hhr9v3b**.** Applications must be submitted on or before 5 p.m. ET on the stated deadline. Applicants may request that a submitted application be electronically un-submitted at any point before the application deadline. The application must be re-submitted by the application deadline to be considered.

Required Attachments and Support Materials

Required Attachments

Attachments and support materials must be uploaded into the online grant application system; they will not be accepted by any other method.

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
Work Sample	Dance, Music, Theatre
Documentation of official Local Arts Agency designation: letter, proclamation, or official meeting minutes with official designation by one or more county commissions. This includes county arts councils established in accordance with section 265.32, *Florida Statutes*.	Local Arts Agency Applicants
Applicants shall provide a letter of support from the governing board of the organization expressing support for the programming or activities sought to be performed through the requested grant funding. Individual Artists shall provide a letter of support from either the facility where the activities are to be conducted or a local arts agency or local governmental entity that covers the region where grant activities will occur.	All applicants
Letter of support from the educational facilities at which activities are to be conducted expressing the facilities support for the applicant's programming or activities.	Arts in Education applicants that conduct programming or activities in a public school district, charter school, state college or university, private school (K-College), or a

	homeschool community

Support Materials

We encourage all applicants to submit support materials.

Support materials may include:

- 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 (including 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,
- Details regarding in-kind contributions,
- 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

To increase the chances of file compatibility, make sure files are in one of the following formats.

- Documents: doc., docx, .pdf, or .txt
- Images: .jpg, .gif, .png, or .tiff
- Audio: .mp3
- Video: .mp4, .mov, or .wmv

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save such files into .pdf format before submission.

In lieu of large media files, the Division recommends providing a document with links to view media online.

Uploading Instructions

Attachments and support materials must be uploaded in the online system by the application deadline.

You may include up to 10 uploads for your support materials in addition to your Required Attachments. You can include more than one item in an upload by combining files. You must describe your materials as you upload them. Please submit only high-quality materials that support your application and only as many as you need.

Review Criteria

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

- Quality of Offerings (up to 40 points),
- Reach and Impact (up to 35 points),
- Track Record (up to 20 points), and
- History and Heritage Promotion (5 points)

Quality of Offerings (up to 40 points)

Applicants must demonstrate the quality of their offerings in all aspects of the proposal. This criterion will be evaluated using the responses to questions related to the following information:

- Applicant mission statement,
- Programming description,
- Partnerships and collaborations, and
- Required attachments and support materials and/or work samples (see: Support Materials).

Reach and Impact (up to 35 points)

Applicants must project the expected reach and impact of the proposal. This criterion will be evaluated using the following information:

- Estimated total number of individuals benefiting, including specifying the number of youth benefiting, and artists participating,
- Estimated number of events and opportunities,
- Location and reach of programming,
- Programming impact (organization's economic impact and education and outreach), and
- Accessibility of facilities and programming

Track Record (up to 20 points)

This criterion covers administration and fiscal responsibility. This criterion will be evaluated using the following information:

- Organization's fiscal condition and sustainability,
- Operating budgets, and
- Programming budget.

Applicant's reporting history and compliance status will affect proposals (see: Noncompliance).

History and Heritage Promotion (5 points)

This criterion awards 5 points if the applicant's activities promote or enhance Florida's history, heritage, traditions, ways of life or state symbols, which are defined as one of the symbols designated by the Florida Legislature in Chapter 15, Florida Statutes.

Scoring

The maximum number of points an application can earn is 100. Applications will be individually scored. The average of the individual 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, 79.9875 will be rounded to 79.988 but 79.9873 would remain 79.987. **The Department of State's grant recommendation process as provided for in these guidelines does not guarantee any particular grant project will be funded and no grant applicant is entitled to grant funding through this process.**

Review Process

The application review process includes the following:

1. Eligibility determination,
2. Review and scoring,

3. Florida Council on Arts and Culture recommendations, and
4. Secretary of State review.

Eligibility Determination

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, and
- Request Amount too high.

Division staff will communicate with 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

Once eligibility is confirmed by Division staff, the applications will be made available to the review panel. Panelists must have expertise in the arts and culture field.

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 Zoom links available on the Division's website calendar. 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 or a Division staff member. 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, and
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; and
    - 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 can amend panel recommendations based on new or existing information about the applicant or panel proceedings.

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

- failure to meet all of the requirements listed in this document for applicant eligibility;
- noncompliance with administrative requirements of previous grants,
- bankruptcy or other fiscal concerns, or
- changes in the applicant's staff that would impair implementation of the proposed grant activity.

Council Recommendations

The Florida Council on Arts and Culture develops the list of General Program Support applications recommended for funding consideration in accordance with section 265.286(3), *Florida Statutes*. The list will be based on the Council's review of panel recommendations.

1. Applications will initially be ordered by average score (highest to lowest);
2. Applications with a tied average score will be ordered using the average points scored on each criterion in the following order:
    1. Quality of Offerings
    2. Reach and Impact
    3. Track Record
    4. History and Heritage Promotion.
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).
4. The Council shall organize the list based upon applicant characteristics including discipline, location, or other characteristics determined and voted upon by the Council.

This list will be submitted to the Secretary of State for review and submission to the legislature.

Funding

Subject to legislative appropriation the Florida Council on Arts and Culture's list of recommendations reviewed by the Secretary of State will be funded pursuant to legislative appropriation or proviso. Not all applications will be funded.

The Department of State's Legislative Budget Request will include the Secretary of State's reviewed list of General Program Support applications. The Legislature may use this list to appropriate an amount in accordance with section 265.286(3), *Florida Statutes*.

If grant funds are returned to the Division, the Division shall award such funds to the next grant organization on the Secretary's list of reviewed applicants.

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 www.dosgrants.com:

#	Title	Form #	Effective Date
1	Grant Application, General Program Support and Specific Cultural Projects	CA2E145	11/2025
2	Grant Award Agreement	CA2E142	11/2025
3	Final Grant Report	CA2E004	11/2025

Single Audit Act

All grant award recipients are required to complete a Single Audit Act certification form annually 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 to meet the required cost share or match for federal funding from the National Endowment for the Arts (NEA) State Partnership Award and as such are considered NEA subawards. 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 "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. The General Program Support CSFA number is 45.061.

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 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 arts and cultural grant funding and on matters pertaining to arts and culture in Florida.

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. Cultural events 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.

Deliverable - The quantifiable goods or services that must be provided to receive payment. Each deliverable must correspond 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 (265.283, *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 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 distributed; do not 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.

Noncompliance - The grant recipient is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, state and federal laws.

Non-profit – An organization that is 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.

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. This definition includes 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 and instructors 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, and 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, and puppeteers.

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

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. This definition does not include corporate, foundation or government contributions and grants. It does include gross proceeds from fund-raising events.

Professional Artist - An artist who:

- is recognized as a professional by his or her peers (artists working in the same artistic tradition),
- has specialized training in the artistic field (not necessarily in academic institutions),
- shows significant commitment to his or her art practice,
- has a history of professional public presentation, publication, or being engaged with a practice in a public context, and
- may be at an emerging or established stage in their career.
- is practicing in any of the various creative arts (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, and puppeteers.)

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 the 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. Public entities are not eligible to apply to the Arts in Education General Program Support 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 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 fully 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 other 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. This definition includes 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), including sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, and foreign government support.

Revenue: Other - Revenue derived from sources other than those listed above, including catalog sales, advertising space in programs, gift shop income, concessions, parking, and investment income.

Rural Economic Development Initiative - (REDI) was established to better serve **Florida's economically distressed rural communities** by providing a more focused and coordinated effort among state and regional agencies that provide programs and services for rural areas.

You can find more information and a list of economically distressed counties and communities at https://floridajobs.org/community-planning-and-development/community-partnerships/rural-economic-development-initiative.

School-based Cultural Events - Cultural events that directly involve the participation of a PreK-12 school, including school field trips to arts organizations, performances or workshops which take 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.

Scope of Work - A description of the specific work to be performed under the grant agreement 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 - The geographic area from which regular client/program participants are drawn, 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) ofthe Internal Revenue Code of 1954, as amended. Staff will verify tax-exempt status.

Total Fund Revenue - 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.

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** ". . . 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," 265.283 FS.

The Traditional Arts discipline includes many forms and processes of expression, including performing traditions in music, dance and drama, traditional storytelling and other verbal arts, traditional crafts, visual arts, and architecture.

Note: The Traditional Arts discipline is NOT intended for programming that focuses primarily on research for scholarly purpose only or historical presentations.

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

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.fl.gov/cultural.

For more information about the General Program Support Grant, contact the program manager responsible for your proposal type and discipline at: dos.fl.gov/cultural/about-us/staff-listing.