



CITY OF PALM COAST
REQUEST FOR CULTURAL ARTS FINANCIAL ASSISTANCE
Guidelines

Cultural arts often serve to explain and understand the world in which we live. They are used to encourage creativity through thoughts, ideas and actions. As such, Cultural Arts will be defined as an activity, event or program that is open to the public and whose purpose is to:

1. Educate the public on the unique characteristics of a defined cultural group.
 2. Introduce a distinct, traditional activity, event or program of a defined cultural group.
 3. Promote the arts and art appreciation through various media including but not limited to: literature, dance, film, visual arts, graphic arts, musical arts, theater arts, etc.
 4. Present a new cultural activity, event or program to the community.
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SECTION I - Application Procedure

Cultural arts organizations desirous of applying for a City of Palm Coast Cultural Arts Financial Assistance Grant must follow the procedure outlined below:

Organizations that receive \$3,000 or more through any single or combination of City of Palm Coast funding for the current fiscal year are not eligible for additional funds through the Cultural Arts Assistance Grant.

Grant recipients must participate in at least one community event hosted by the City of Palm Coast. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation.

Please note: Not all grant requests may be funded.

- A. The City of Palm Coast Cultural Arts Financial Assistance **Matching** Grant program is intended to provide funding for cultural arts programs and/or events that are conducted in the City of Palm Coast by a City based organization.

Maximum annual matching grant request is \$3,000. The grant award will not exceed 80% of the total program cost with a maximum grant award of \$3,000 (Total grants funds available dependent upon approved fiscal year budget of the City of Palm Coast)

<u>If Program Cost is</u>	<u>Then Grant Funding will be</u>	<u>Grantee Share</u>
\$5,000	80% of program cost up to a maximum of \$3,000	20% of program cost or balance required to fund the program

Organizations may submit one (1) request for financial assistance per year.

- B. Completed Application form must be submitted with the following documentation:
1. Cover letter, preferably on the organization's letterhead
 2. Completed Request for Cultural Arts Financial Assistance Application with signature of Executive Director in blue ink.
 3. IRS Determination Letter (highlight effective date)

4. Completed Budget Form
5. Most recent IRS 990 Form or organization audit report
6. Complete roster of Board of Directors, as referenced in Section III-D – Eligibility
7. Support materials such as resumes, marketing plan, brochures, community feedback, surveys etc.

SECTION II – Submittal of Application & Deadline

A. Completed applications must be submitted to:

*Palm Coast Parks & Recreation Department
305 Palm Coast Parkway NE
Palm Coast, Florida 32137*

B. In our efforts to reduce paper, completed applications can be accepted via;

Email parkandrecreation@palmcoastgov.com
Computer Disk
Zip Drive

C. Completed applications must be received at the above address by:

4:00 p.m., Wednesday, August 17, 2018

Incomplete applications or applications not received by the deadline will not be eligible for consideration.

SECTION III – Eligibility

- A. Requesting organizations submitting an application must be based in the City of Palm Coast.
- B. Programs under consideration for funding must begin on or after October 1 and end on or before September 30 of each fiscal year.
- C. Requesting organizations must be qualified as tax exempt under 26 USC 501(c) (3) and contributions to the agency must be tax deductible pursuant to 26 USC 170. (Agency must submit a copy of the IRS Determination Letter). Visit the following website for information on obtaining a 501(c) (3): www.irs.gov/charities/charitable/index.html
- D. Requesting organizations must be governed by an active, responsible governing body whose members have no material conflict of interest and all of which serve without compensation.

Requesting organizations must provide a list of the members of the governing body, preferably on organization letterhead, including names, addresses and the nature of each members participation in the organization.

- E. The City of Palm Coast will only fund cultural arts programs which are open to the general public and are to be held in the **City of Palm Coast**.
- F. Funded organizations must acknowledge and recognize, in writing and in all marketing materials, the City of Palm Coast for support of their event(s) funded in whole or in part by the Cultural Arts Grant. All materials with this acknowledgment and recognition of support must be submitted to the Parks & Recreation Department for record keeping purposes.

SECTION IV - Funding Availability, Requirements and Request Limitations

- A. Allocation of funding for distribution through the Cultural Arts Financial Assistance Grant program is appropriated during the City of Palm Coast yearly budgeting process. The total amount allocated may be viewed in the City of Palm Coast 2013-2014 approved budget.
- B. Requests for funding cannot exceed the maximum allowed as stated in Section I-Application Procedure.
- C. The Cultural Arts Financial Assistance Grant program is a competitive grant program. Not all applications/request may be funded.
- D. Allocation of funds are distributed to eligible organizations on a percentage basis. The percentage is calculated by dividing the grant funds available by the total amount of the requests submitted. Eligible organizations will receive that percentage of their request not to exceed 80% of the program cost and not to exceed the maximum grant allowance of \$3,000
- E. Funds may only be used for Allowable Expenses as defined in Section V of this document.
- F. Grant distribution will be paid post event. Payment Request Form (for disbursement) must include receipts for purchase of Allowable Expenses and copies of the marketing materials used to advertise/promote the event that lists the City of Palm Coast as an event sponsor.
- G. Grant recipients must participate in at least one community event hosted by the City of Palm Coast. Grant recipients will be contacted by the Event Coordinator to discuss specifics related to participation.

SECTION V – Allowable Expenses

Allowable expenses must be:

- A. Directly related to the program being considered for grant funding. Ten percent (10%) of the grant funding received must be used for marketing of the funded program. Verification must be provided when requesting reimbursement of program expenditures.
- B. Specifically and clearly detailed in the program budget
- C. Incurred and paid within the grant start and end dates (begin on or after October 1 and end on or before September 30 of the fiscal year.)

Only allowable expenses may be included in the program budget. The grantee may be asked to provide documentation such as canceled checks, paid invoices, or other financial documents verifying grant related expenses.

Spending grant funds on expenses that have not been approved, even if directly related to the program or project, may be disallowed and could result in a request for the return of grant funds.

SECTION VI – Non-Allowable Expenses

No grant funds may be used towards:

- A. Operating expenditures such as organization staff salaries, phone, utilities, office supplies, equipment costing over \$1,000, property improvements, fixtures, building maintenance, space rental, and other overhead or indirect costs.

- B. Major or Emergency Replacement – Non-recurring or emergency replacement of roofs, boilers, motors, ranges, plumbing, musical instruments, etc.
- C. Obsolescence/Renovation – Improvement of outmoded facilities such as substitutions for items that can no longer be used because of code, laws, or advance standards or techniques which make mandatory the use of new facilities or appurtenances to properly carry on work.
- D. Building, renovation, or remodeling of facilities. Capital expenditures (includes acquisitions, building projects, and renovations)
- E. Expenses incurred or obligated before October 1, 2014 or after September 30, 2015
- F. Lobbying or attempting to influence federal, state, or local legislation
- G. Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes, and other financial costs
- H. Private entertainment, food, and beverages
- I. Plaques, awards, and scholarships
- J. Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, or marital status
- K. Re-Granting by using grant monies to underwrite grant programs or individual grants within one’s own organization or another organization
- L. Contributions and donations
- M. Mortgage payments

SECTION VII – Review and Recommendation

Applications will be reviewed by the Leisure Services Advisory Committee on Wednesday, September 12, 2018 at 5:30 pm in the Palm Coast Community Center for determination of eligibility. This is a public meeting.

The Leisure Services Advisory Committee will submit their approved recommendation to the Palm Coast City Council for final approval. Meeting dates to be determined.

Questions regarding the review process should be addressed to:

Alex Boyer, Director
 Parks and Recreation Department
 305 Palm Coast Parkway NE
 Palm Coast, Florida 32137

Phone: 386-986-2323
 Fax: 386-986-2470
 E-mail: aboyer@palmcoastgov.com

SECTION VIII – After Award of a Cultural Arts Financial Assistance Grant

Funded Organizations will be contacted by the City of Palm Coast Contract Manager.

The Contract Manager will forward to each funded organization the formal Agreement, the Request for Funds Form, the End of Event Reporting Form and the Request to Use City Logo Form. The Agreement must be signed by an authorized agent of the funded organization and returned to the Contract Manager prior to submittal of the Request for Funds form.

The Request for Funds Form and the End of Event Reporting Form, accompanied by promotional materials used stating support/funding by the City of Palm Coast, must be completed and returned to the Contract Manager within 30 days from the conclusion of the funded event, but no later than September 30 of the fiscal year. For example those receiving funds for Fiscal Year 2019-2020 must complete and submit the End of Event Reporting form no later than September 30, 2020.

Organizations must submit the required End of Event Reporting Form and promotional materials prior to consideration of future funding of a Cultural Arts Financial Assistance Grant.



**CITY OF PALM COAST
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Application**

ORGANIZATION NAME: _____

Has the Organization received \$3,000 or more funding from the City of Palm Coast for current fiscal year?

Yes No

If Yes, organization is **not eligible** for additional funds through this grant application.

If No, continue with application process below.

PROGRAM TO BE CONSIDERED FOR FUNDING: _____

HOW MANY TIMES HAS THIS PROGRAM BEEN PRESENTED TO THE PUBLIC? _____

Total Program Cost: _____

Grant Request (Maximum Request \$3,000): _____

Name & Title of the Person completing application: _____

Organization address: _____

Phone: _____ **Fax:** _____ **E -Mail:** _____

Was the above listed organization a recipient of Cultural Arts Financial Assistance in 2018-2019? _____

If yes, what was the grant amount received and the final cost of the program funded: _____

On a separate page, (organization letterhead) respond to each question. All submissions must be typed.


1. Describe the purpose of the organization.
2. Describe the program being considered for funding and its purpose. Include event date(s), description, location and anticipated attendance at each presentation. Explain why the program being offered is important to Palm Coast residents and visitors.
3. If awarded, describe how the City of Palm Coast’s financial assistance will be used and why funding from the City is essential for development of the program.

Signature

Print Name

Title

Date

 PALM COAST <i>Find Your Florida</i>	City of Palm Coast		
	Cultural Arts Financial Assistance Grant		
	Budget Worksheet		
Organization Name			
Federal ID Number (FEIN)			
Fiscal Year End			
Program Name:			
	This Request	Total Program Budget	Total Organization Budget
Income			
Government Grants			
Foundation and Corporate Grants			
Admission Fees			
Contributions from Individuals			
Membership Income			
Fundraising			
Earned Income			
Interest Income			
Other Income			
Total Income	0	0	0
Personnel Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Total Personnel Costs	0	0	0
Operating Expenses			
Bank/Investment Fees			
Depreciation Expense			
Equipment Rental & Maintenance			
Food Costs			
Fundraising/Development Expenses			
Insurance Expense			
Marketing/Advertising			
Postage and Delivery			
Professional Development			
Professional Fees			
Rent and Occupancy			
Supplies and Materials			
Telephone Expense			
Travel Expense			
Other Expense 1			
Other Expense 2			
Miscellaneous Expenses			
Total Operational Costs	0	0	0
Total Expenses	0	0	0