

*City of Palm Coast*  
*Cultural Arts Financial Assistance Grant Program*

**Grant Timeline:**

July 11, 2018, 6pm	Workshop and distribution of grant application
July 12, 2018, 10am	Grant application available on-line and opening of grant cycle
August 17, 2018, 4pm	Applications due from requesting organizations
September 12, 2018, 5:30pm	Applications reviewed for eligibility by Leisure Services Advisory Committee
October 9 or 23, 2018	Recommendation for funding presented to City Council

**Notification:** 2-3 weeks prior to the grant workshop, notification begins to former grant recipients as well as general notification to the community. We will send notices to all past grant recipients via email and USPS. We will also place a notification in the Palm Coast Observer and send out a news release to local media contacts.

**Grant Workshop:** Implemented several years ago, the purpose of the workshop is to educate the applicant on the proper way to complete the grant application and to educate those in attendance on additional sources of funding that may be available to their organization. This workshop is led by a member of our Leisure Services Advisory Committee (LSAC).

Participants will be given a hard copy of the grant application and we will discuss the grant timeline. We will discuss and highlight the grant timeline and formal process.

**Online Application:** The application becomes available, on-line, the day after the workshop. We open the grant period for approximately 4-6 weeks. We prefer that that applications be submitted electronically but we will still accept hard copies of applications.

**Application Review:** It is the responsibility of the Sr. Staff Assistant, or in their absence, the Parks & Recreation Director, to review each application packet for completeness (per checklist). Therefore, those accepting application packets must ensure that these applications are placed in the correct folder for review. These completed applications are then sent to the members of LSAC upon completion of the grant cycle.

LSAC is to review (at home) the applications to determine eligibility only, per the criteria. At the September LSAC meeting the committee goes through each individual application to discuss the application and whether or not they are eligible. They then make a motion and vote. Grant applicants are encouraged to attend this meeting. The recommendation of LSAC is then

presented to City Council at a workshop meeting in October with formal action by City Council at the following business meeting.

**After Grant Notification:** Eligible organizations will be notified, by the Director of Parks & Recreation, after formal action has been taken by City Council. They will receive the following information via email:

“As a follow-up to the City of Palm Coast Cultural Arts Assistance Grants, the attached recommendation from the Leisure Services Advisory Board (LSAC) and Parks & Recreation, was presented to City Council at their business meeting of Tuesday, October ???. City Council approved the recommendation as presented.

Recipients will next hear from our Purchasing & Contracts Division regarding the formal Agreement. As part of that Agreement, organizations are required to recognize the City of Palm Coast as a financial sponsor of the funded event(s). To request use of the City logo please visit: <http://www.palmcoastgov.com/government/city-manager/logo-request>

If organizations would like to list their event on the City’s Community Calendar, information can be submitted at: <http://www.palmcoastgov.com/calendars/event-request>”