

City of St. Petersburg

Arts and Culture Grant

Program Guidelines • 2018 - 2019 • General Support Grant

.....
St. Petersburg Arts Advisory Committee Staff

Wayne David Atherholt, *Director, Mayor’s Office of Cultural Affairs* •

Lynn Goodwin, *Coordinator, Mayor’s Office of Cultural Affairs*

For assistance please contact:

Lynn Goodwin, 727-892-5370 or Lynn.Goodwin@StPete.org
.....

Purpose

The Arts and Culture Grants are intended to provide operating funds to eligible organizations that contribute to the artistic vitality of the St. Petersburg community and its varied citizenry. The Arts and Culture Grants, along with supporting established organizations, will encourage the fostering of new or emerging art expressions and the preservation of diversity throughout the City of St. Petersburg.

Eligibility Requirements

Organizations applying to the City for funding shall:

- Be registered with the Florida Secretary of State as a non-profit organization
- Be a Tax Exempt 501(c)3 or 501(c)4 organization
- Be in existence and providing services to the residents of the City for at least one year from the date of registration with the Secretary of State, which is completed prior to July of current year
- Have no outstanding debts to the City of St Petersburg; unless prior payment arrangements are in place and are current.
- The organization must:
 - (i) present arts/cultural programming, performances, or exhibitions **primarily for the benefit of St. Petersburg citizens;**
 - (ii) have a history, science, or children’s museum that provides on-going arts/cultural programming, performances, or exhibitions **primarily for the benefit of St. Petersburg citizens;** or
 - (iii) be a non-profit organization that (1) has a facility specifically dedicated to the Arts and Culture Programming Unit and have at least one paid full-time permanent staff dedicated to that Arts and Culture Programming Unit and (2) presents arts/cultural programming **primarily for the benefit of St. Petersburg citizens** on an on-going, year-round basis for which the Arts and Culture Programming Unit has actual operations in excess of \$100,000 for the most recently completed fiscal year at the time of the application.

Second year option

Organizations that were successfully funded in the prior fiscal year and whose grants scored a 90 or above are eligible for a second year option grant update without having to submit a complete application packet. This is optional and your score from the prior year will be used in the funding calculations for the current year.

You must submit to the Mayor's Office of Cultural Affairs a letter stating that your application from the prior fiscal year is true and correct and that you wish for your score to be used for funding in FY17. You will be required to submit current year financials (the same documents that you would have to submit with the grant under Required Financial Statements) and a one page update on your organization along with a current Certificate of Insurance. This is due to the Office of Cultural Affairs under the same deadline requirements for the Technical Review. If this is incomplete you will be advised under the same guidelines as the Technical Review and have until full grant applications are due to submit a revised packet.

You will be ineligible for second year option if you do not qualify for a grant (i.e. owe the City of St. Petersburg money, your IRS determination has been revoked, etc.).

Funding Policies

Arts and Culture Grants will provide funding to assist underwriting general allowable operating expenses of art/cultural organizations during the specified fiscal year. Applications will be accepted annually.

Grant Request Limits

Operating budget thresholds are determined by actual (cash) operating revenues for the most recently completed fiscal year. Non-profit organizations that are not primarily arts/cultural organizations must base the grant request level on the actual operations expenses of the last completed fiscal year of the Arts and Culture Programming Unit within the larger parent organization.

Funding Level

Level 3. Organizations with budgets of \$500,000 or more are eligible to receive up to \$20,000

Level 2. Organizations with budgets of \$150,000 to \$499,999 are eligible to receive up to \$14,000

Level 1. Organizations with budgets of 149,999 or less are eligible to receive up to \$6,000 or a maximum of 10% of the most completed fiscal year's operating budget.

The amount of each category award will be determined by the Arts Advisory Committee following the final budget allocation determined by City Council in September 2016. The Arts Advisory Committee's award and funding recommendations are subject to City Council approval.

Allowable Costs

Grant funds may be expended for the purposes of activities that occur or are obligated within the grant period of October 1, 2018 – September 19, 2019, and they are solely for the purpose of the operating expense(s) and can readily be identified as such.

Examples include

- Salary support
- Marketing (promotion and publicity)
- Production costs
- Publications
- Artistic salaries and/or consultant fees including travel expenses
- Honoraria
- Equipment rental and expendable materials
- Non-expendable equipment up to \$1,000

Non-Allowable Costs

Grant funds may not be used for the following:

- Expenses incurred or obligated prior to or after the grant period
- Lobbying or attempting to influence federal, state or local legislation
- Contributions or donations
- Bad debts, contingencies, fines, penalties, interest or other financial costs of litigation
- Private entertainment, food/beverages, plaques, awards, or scholarships
- Projects which are restricted to private or exclusive participation
- Benefits and projects planned primarily for fundraising purposes
- Projects to reduce existing deficits
- Re-granting
- Capital expenditures including acquisitions, building projects or renovations
- Non-expendable equipment over \$1,000

Application Review Timeline and Process

April 10, 2018 at 4:00 p.m. • Grant Workshop

St. Petersburg City Hall • Room 100 • 175 5th Street North

(Applicant organizations are strongly encouraged to attend as grants have changed since last year and are now submitted online)

Technical Review deadline is June 1, 2018 at 12:00 pm (noon) with responses due back to participants by June 7, 2018. It is strongly recommended you participate in the Technical Review or risk being made ineligible due to a technical error or omission on your part. Failure to submit a complete grant with all required documentation will result in ineligibility and your grant will not be forwarded for consideration. Once submitted, unless there is a technicality such as a missing attachment, your grant will be considered submitted. There will not be an opportunity to make changes once submitted with the exception of any noted technical omissions.

June 13, 2018 at 4:30 p.m. • Application Deadline

All grants must be submitted via the online system by this date and time. Applications received after this time will not be forwarded for consideration.

June 15, 2018 – July 10, 2017 • Staff Review of Grant Applications

Staff reviews applications and submits to Arts Advisory Committee

August 8, 2018 at 10:00 a.m. • Arts and Culture Grant Panel Review of Applications / Scores

St. Petersburg City Hall • Room 100 • 175 5th Street North

(Applicant organizations are strongly encouraged to attend given that panelist scores may reflect panel questions and applicant answers given during the process)

October 4, 2018 at 8:30 a.m. • City Council Meeting

City Council approves Arts Advisory Committee Recommendations

October 22-26, 2018 • Contracts available for signatures 9 a.m. to 4 p.m. by appointment only (Lynn Goodwin 727-892-5370)

St. Petersburg City Hall • Mayor's Office of Cultural Affairs • 175 5th Street North, 1st Floor

Note: Grant-funded activities cannot begin before October 1, 2018 or extend beyond September 18, 2019

Arts and Culture Grant Panel Review / Scoring

Eligible grant applications are distributed to the Arts and Culture Grant Panel acting as a subcommittee of the Advisory Committee. The Arts and Culture Grant Panel will review eligible applications, score and make final funding recommendations. The Panel will review and score applications of Level 1 organizations (Operating budgets below \$150,000) first, as one group and in the order of which the application was received. Level 2 and 3 applications will then be reviewed as one group and in the order of which the application was received.

The Arts and Culture Grant Panel meeting on August 2nd is open to the public. Applicants will be invited to answer questions posed by panelists before their score is given by the panelists. Therefore, applicant organizations are strongly encouraged to attend given that panelist scores may reflect panel questions and applicant answers given during the process.

Scoring and Allocation of Awards

The Arts and Culture Grant Panel will evaluate applications and recommend a score for each application. After panel review and discussion final scores will be averaged. Applications must achieve an average point score of 80.0 of a possible 100 points to be eligible for funding. We strongly encourage applicants to download and view the Scoring Rubric that panelists will be using. This may be downloaded at:

http://www.stpete.org/assistance/grants_and_contracts/internal_grants_program.php

The average score will then be converted into a three digit percentage and multiplied by the award category to calculate the potential grant award. In the case where there are not enough funds or additional funds after the potential awards have been calculated, the panel will decide how to calculate the reduction or increase of the potential awards.

Evaluation Criteria

This year the City of St. Petersburg grant application is nearly identical to the State of Florida's Division of Cultural Affairs grant application. The city strongly encourages applicants to apply to the State of Florida for additional funding. It is for this reason that the city made its application nearly identical to the state's application.

Completing the Application

Level 1: <https://form.jotform.com/70405762208149>

Level 2 & 3: <https://form.jotform.com/70405057667155>

Required Uploads

IRS Letter of Tax Exemption

Certificate of Insurance – must be current at time of application submission naming the City of St. Petersburg as additional insured.

List of current board members with addresses, phone numbers and affiliations

Financial Statements:

Most recently filed 990 / 990-EZ / 990-N Year 2015

Statement of Position (Balance Sheet) – Most recently ended fiscal year 2016

Statement of Activities (Income Statement) – Most recently ended fiscal year 2015

and if Applicable

Most Recent Audited Financial Statements

List of upcoming season – performances, exhibitions, etc. with dates and venues

List of past season – performances, exhibitions, etc. with dates and venues

Optional Support Materials

Support materials may be considered in the panel review and scoring so including them is highly recommended but is not required. We encourage all applicants to submit support materials.

Support materials may include, but are not limited to:

- a letter from the Executive Director;
- brochures, programs, catalogs, photographs or other printed materials (include those with accessibility symbols);
- materials crediting the City of St. Petersburg for recent grants;
- recent support letters or reviews;
- long range plan or status report;
- organizational chart;
- list of current board members;
- detail about in-kind; and
- video or audio work samples.

You may submit any combination of support materials. For example, you could submit:

- an organization chart;
- 2 video excerpts (less than 10 minutes each);
- 3 support letters;
- detail about in-kind;
- a long range plan;
- 2 reviews;
- a concert program; and
- an example of a study material.

Please submit only high quality materials that support your application and only as many as you need. Required attachments do not count towards the 10 file upload limit.

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 and Size

Panelists are not required to own specific software and the Division makes no guarantee that panelists will be able to view your digital materials. To increase the chances of file compatibility, make sure files are in one of the following formats:

- .pdf, .txt (documents)
- .jpg, .gif, .pdf (images)
- .mp3 (audio excerpts)
- .mp4, .mov (video excerpts)

MAXIMUM FILE SIZE: 2 mg