

FY2022-23 City of Coral Gables Cultural Grant

City of Coral Gables

APPLICATION

Please

<http://www.coralgables.com/Modules/ShowDocument.aspx?documentid=17875><http://www.coralgables.com/Modules/ShowDocument.aspx?documentid=17875>click here to review the full guidelines.

The City of Coral Gables reserves the right to revise information published in these Guidelines and Application.

**All applicants that want to collaborate on their grant can use the new collaborator feature*

Collaborator feature

Collaborator Video Tutorial (2 minutes long)

Collaborator Written Tutorial

INFORMATION

CONTACT:

For questions and assistance regarding the Cultural Grants program, please contact:

Catherine Cathers, Arts & Culture Specialist, Historical Resources & Cultural Arts Dept.

Email

Phone (305) 460-5094

Cultural Grant webpage

DEADLINE: FRIDAY, APRIL 1, 2022 AT 5:00 P.M.

ACCESSIBILITY:

It is the policy of the City of Coral Gables to comply with all of the requirements of the Americans with Disabilities Act. To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any City-sponsored program or

meeting, please <mailto:relejabarreira@coralgables.com> email Raquel Elejabarrieta or call (305) 722-8686 five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service.)

OBJECTIVE:

The City of Coral Gables Cultural Development Board has been appointed to assist the Coral Gables City Commission in distributing certain monies to worthy nonprofit organizations that produce meaningful cultural experiences for the betterment of the quality of life in City.

Cultural experiences are those that address one or more of the following: the visual and performing arts, history, historic preservation, folk life, international cultural exchange, and the literary and media arts. Cultural experiences do not include non-cultural events such as athletic, drug-prevention or safety programs. Funded programming must take place within the City of Coral Gables and be open and accessible to the public.

NO EVENT SHOULD BE DEPENDENT ON CITY FUNDING.

AWARDS ARE DISCRETIONARY AND NOT AUTOMATIC.

The Cultural Development Board reserves the right to move an organization's application to another category.

SISTER CITY PROGRAMS/PROJECTS:

Programs/Projects involving a Coral Gables Sister City must obtain approval from the City's International Affairs Coordinating Council prior to applying. To request this approval, contact Leticia Perez in the Economic Development Department at 305-460-8704 or via email.

Sister City Program Approval

File Size Limit: 1 MB

SUBMITTAL & REVIEW:

Organizations are encouraged to complete the application process at least 72 hours in advance of the application deadline to ensure successful submittal. Please note staff is available to consult with applicants prior to the Consultation deadline, provided a complete draft and budget forms have been submitted.

A consultation is required for all new applicants, those who were previously disqualified, and applicants who have not applied in more than 3 years.

To make an appointment, email Catherine Cathers.

CITY LOGO

City Logo Black jpg

City Logo 2 Color jpg

If another format is needed, please email or contact our office at 305-460-5093.
Please note that the City Seal is not an acceptable logo.

PROGRAM/PROJECT INFORMATION

Presenting Organization Commonly Known As or dba*

Please enter the name commonly used by your organization

Character Limit: 60

Applicant History*

Are you a new applicant?

Choices

Yes

No

Program/Project Title*

Character Limit: 100

Grant Category

Please check the Grant Category that you are applying under.

Choices

Coral Gables Based Cultural Organization (CGB)

Cultural Program (CP)

Mission Statement*

What is your organization's mission?

If applying under a fiscal sponsor, please include the fiscal sponsor's mission and the presenting organization's mission.

Character Limit: 2000

Program/Project Goals & Objectives*

LIST the program/project's Goals and measurable Objectives.

Goals: Wide-ranging statements of the outcome you wish the project to achieve - the vision.

This should reflect the organization's mission.

Objective: Specific results demonstrating progress toward achieving the Goals.

Character Limit: 2000

Program/Project Description*

Write a concise program/project description, including artists and activities. Begin with: "Funds are requested to support . . ."

Please indicate if program/project is not confirmed. If not, include a proposed confirmation timeline.

Character Limit: 2000

Minimum Ticket Prices*

Enter lowest ticket price that is not free. If only presenting free events, enter "0".

Character Limit: 20

Maximum Ticket Price*

If only presenting free events, enter "0".

Character Limit: 20

ARTISTIC PERSONNEL

Key Artistic Personnel*

List the Key Artistic Personnel associated with the program/project, including a **brief** biography and specific role.

Please indicate if artists are not confirmed. If not, include a confirmation timeline.

Character Limit: 3000

PROGRAM/PROJECT DATES

Program/Project Dates & Description

Enter the dates and description of all programs/projects in Coral Gables for which funding is requested. Events must occur within the Fiscal Year of this grant application, between October 1 and September 30.

Please enter each event below in date order.

If there are more than 5 events, and for CGB applicants, please enter information in the first set and upload a word or excel document for the entire series or season schedule.

Date 1*

Character Limit: 10

Title 1*

Character Limit: 250

Admission fee 1*

Character Limit: 20

Brief Description 1*

Character Limit: 500

Date 2

Character Limit: 10

Title 2

Character Limit: 250

Admission fee 2

Character Limit: 20

Brief Description 2

Character Limit: 500

Date 3

Character Limit: 10

Title 3

Character Limit: 250

Admission fee 3

Character Limit: 20

Brief Description 3

Character Limit: 500

Date 4

Character Limit: 10

Title 4

Character Limit: 250

Admission fee 4

Character Limit: 20

Brief Description 4

Character Limit: 500

Date 5

Character Limit: 10

Title 5

Character Limit: 250

Admission fee 5

Character Limit: 20

Brief Description 5

Character Limit: 500

Series or Season Schedule

File Size Limit: 1 MB

VENUE

Enter all venues where program/projects in Coral Gables will take place, starting with the primary venue first.

Venue Name 1(Primary)*

Character Limit: 100

Venue Address 1*

Character Limit: 100

Venue Capacity 1*

Character Limit: 6

Venue Name 2

Character Limit: 100

Venue Address 2

Character Limit: 100

Venue Capacity 2

Character Limit: 10

Venue Name 3

Character Limit: 100

Venue Address 3

Character Limit: 100

Venue Capacity 3

Character Limit: 10

ADMINISTRATION

Key Employees*

List your key employees (up to 3), their area of expertise, roles and responsibility.

Character Limit: 2000

Resume/CV of Key Personnel*

Upload Resume/CV of Executive Director (ED) or equivalent and Resume/CV of person responsible for administering the grant. If these are the same person, attach only one. Please combine into one file.

File Size Limit: 1 MB

Board of Directors*

Attach Board of Directors list.

Include: Name, Board position, employment or community position, and number of years serving on the Board.

File Size Limit: 1 MB

Contribution Policy:*

Does your Board have an in-kind or cash contribution policy?

Choices

- Yes
- No

Contribution Policy Description

If yes, please describe

Character Limit: 500

Have you or a member of your organization attended Arts & Business Council workshops or events?*

Choices

- Yes
- No

If Yes, please state the workshop/event title(s) and date(s)

Character Limit: 250

OUTREACH & COMMUNITY PARTNERSHIPS

Target Audience*

Briefly describe the target audience for the proposed program/project, then list the following action items and achievements:

Action items - what needs to be done to achieve the target audience

Achievements - measurable outcomes

Example:

Target Audience is elementary school children

Action 1 - Performances scheduled at 4:00 p.m. on Sundays

Achievement 1 -- 50% of audience is elementary school children

Character Limit: 1000

Partnerships*

List groups or businesses in Coral Gables the organization collaborates and partners with, then list the following action items and achievements:

Action items - what activities need to take place to define the collaboration(s) and/or partnership(s).

Achievements - measurable outcomes

Character Limit: 1000

Cultural and Economic Development*

Describe how your organization supports the cultural and economic development of Coral Gables by listing the following action items and achievements:

Action items - activities the organization does to support the cultural and economic development of Coral Gables.

Achievements - measurable outcomes

Character Limit: 1000

Diversity*

Describe how your organization addresses diversity in programming and audience development by listing the following action items and achievements:

Action items - activities the organization does to address diversity in programming and audience development.

Achievements - measurable objectives

Character Limit: 1000

MARKETING

How much will be spent in each medium to support your program/project?

Print*

Character Limit: 20

Television*

Character Limit: 20

Radio*

Character Limit: 20

Direct Mail*

Character Limit: 20

Website(s)*

Character Limit: 20

Social Media*

Character Limit: 20

Indicate if you have a presence on the following social media platforms & enter the number of followers/friends.

Facebook:*

Choices

Yes

No

Facebook Page URL Address

Character Limit: 2000

Number of Facebook Followers/Friends

Character Limit: 250

Twitter:*

Choices

Yes

No

Twitter Name

Character Limit: 2000

Number of Twitter Followers/Friends

Character Limit: 250

Instagram*

Choices

Yes

No

Instagram Name

Character Limit: 2000

Number of Instagram Followers/Friends

Character Limit: 250

Database:*

Do you have an active list of subscribers and attendees?

Choices

Yes

No

Number of Subscribers and Attendees:

If yes, how many?

Character Limit: 250

Website Support*

How will your website support your project?

Character Limit: 1500

Publicity*

Describe the publicity plan to support the program/project. If you have a plan as a stand-alone document, you may attach it below and answer "See attached Plan."

Character Limit: 3000

Publicity Plan

File Size Limit: 1 MB

Support Material*

Upload up to 3 pages front and back (6 total) of support materials. Material may include program covers/inserts, press releases, press coverage, etc.

File Size Limit: 3 MB

MEASURABLE OUTCOMES

Number of Events*

Enter the number of proposed events in Coral Gables that will be funded through this grant.

Character Limit: 5

Number of Free Events*

Character Limit: 5

Number of Ticketed (paid) Events*

Character Limit: 5

Average attendance per program/project*

Character Limit: 10

Projected total attendance*

Character Limit: 10

Program/Project Success*

Describe the program/project's success by listing the following action items and achievements:

Action items - activities needed to ensure the program/project's success.

Achievements - measurable objectives

Character Limit: 1000

FINANCE & BUDGET INFORMATION

Grant Amount Requested*

Character Limit: 20

Most Recently Awarded Coral Gables Cultural Development Grant

Enter Fiscal Year of most recently awarded Coral Gables Cultural Development Grant.

Please use using the format: **FY2021-22**

Character Limit: 9

Amount Received

Enter the amount received from your most recently awarded Coral Gables Cultural Development Grant.

Character Limit: 20

Funding History*

Download this template and list all grants to your organization, including those from the City of Coral Gables, awarded over the past three years.

Upload the completed document.

File Size Limit: 1 MB

Organizational Operating Expense & Funds, three year period*

Download this template and re-upload the completed document.

File Size Limit: 1 MB

Total Applicant Operating Budget (Organizational Expense & Funds)

This figure is transferred from the eligibility form and cannot be changed.

Character Limit: 20

Program/Project Expense & Funds

List all PROGRAM/PROJECT related expenses and funds. Round amounts to the nearest dollar. Provide an additional sheet with an itemized budget for any items in the "Other Costs/Other Funds" category above \$5,000.

NOTE: Total expenses and funds must equal.

For tracking and report purposes, field entries need to match the figures entered on the downloaded forms; note, not all items from the forms are being requested.

CGB Category applicants enter "N/A" in text fields and "0" in currency fields.

FY2022-23 Total Coral Gables Program/Project Expense Budget*

Download this template and re-upload the completed document.

CGB Category applicants enter "N/A", all other categories leave this box blank.

Character Limit: 3 | File Size Limit: 1 MB

All values MUST match their corresponding figure in the budget template.

Personnel - Administrative*

Character Limit: 20

Personnel - Artistic*

Character Limit: 20

Marketing/Publicity*

Character Limit: 20

Printing*

Character Limit: 20

Hotels/Meals*

Character Limit: 20

Equipment rental*

Character Limit: 20

Space Rental*

Character Limit: 20

Insurance*

Character Limit: 20

Utilities*

Character Limit: 20

City Permit Fees and other costs/fees paid to the City*

Character Limit: 20

Supplies/Materials*

Character Limit: 20

TOTAL ALL EXPENSES:*

Must be equal to Total Program/Project All Funds.

Character Limit: 20

FY2022-23 Total Coral Gables Program/Project Fund Budget*

Download this template and re-upload the completed document.

CGB Category applicants enter "N/A", all other categories leave this box blank.

Character Limit: 3 | File Size Limit: 1 MB

Projected Admission Price*

Character Limit: 20

Contracted Services*

Character Limit: 20

Corporate Support*

Character Limit: 20

Foundation Support*

Character Limit: 20

Private/Individual Support*

Character Limit: 20

Government Grants - Federal*

Character Limit: 20

Government Grants - State*

Character Limit: 20

Government Grants - Local*

Character Limit: 20

Applicant Cash on Hand*

Character Limit: 20

TOTAL ALL FUNDS:*

Must be equal to Total Program/Project All Expenses.

Character Limit: 20

Other Costs / Other Funds

File Size Limit: 2 MB

In-Kind Contributions*

Enter the total value of all in-kind contributions. In-kind contributions are the documented fair market value of non-cash contributions provided to the grantee by third parties which consist of real property or the value of goods and services. Provide a list of all in-kind donations even if over 25%.

Character Limit: 20

In-Kind Contribution Itemization*

Enter or attach an In-Kind Contribution itemized list. Enter N/A if there are no In-Kind Contributions.

Character Limit: 1500

In-Kind Contribution Itemization

File Size Limit: 1 MB

Financial Support*

Download this template and list funding for this program/project, both requested (pending) and received (secure), from other sources.

Upload the completed document.

File Size Limit: 1 MB

DOCUMENT UPLOADS

Federal IRS Not for Profit Designation*

IRS Determination: Upload a copy of the organization's IRS 501(c)(3) or 501(c)(4) Final Determination letter if received within the past two years.

If IRS Determination is over 2 years: Confirm IRS Affirmation in GuideStar or attach IRS Affirmation letter issued within the past two years.

File Size Limit: 1 MB

IRS 990 or 990-N*

Upload the organization's most recently submitted IRS form 990 or form 990-N (if revenues less than \$50,000). if you're a religious organization, upload the most recent audited budget performed by an independent CPA for the last completed fiscal year.

File Size Limit: 3 MB

Letters of Commitment

Upload letters of commitment from **partner venues & organizations** as noted in the application.
Please do NOT enter letters of support.

File Size Limit: 3 MB

ATTACHMENT CHECKLIST

Checklist for Attachments

Please confirm that the following documents have been completed and uploaded per the application requirements:

Choices

Resume/CV of Key Personnel
 Board of Directors List
 Support Materials
 Funding History
 Organization Expense & Funds
 Program/Project Expenses
 Program/Project Funds
 Financial Support
 IRS Not for Profit Designation
 IRS 990, 990-N, or most recent audit if a religious organization
 Letters of Venue Commitment

CERTIFICATION/SIGNATURE

Please read and acknowledge the following statements.

Final Report is required*

An Interim or Final Report is required by the grant application deadline for the following fiscal year. The Final Report form is accessible to grantees following their executed grant agreement and receipt of grant funds. Failure to file an Interim or Final Report on or before the deadline this year of 5 p.m. EST on April 1, 2022 for previously received Coral Gables grant funds, will result in the organization's not being eligible for FY 2022-23 funding.

Choices

I have read and understand this condition

Funded activities*

Funded activities must take place within the City's fiscal year for which they are approved (October 1 - September 30). All funding recommendations are contingent upon approval of the

current fiscal year budget by the City Commission, and are subject to the availability of funds. Current fiscal year grant awards will be available for release during that fiscal year.

Choices

I have read and understand this condition

Grant funds not encumbered*

Grant funds not encumbered (contracted for) by the end of the City's fiscal year in which they were awarded, or for which a project extension has not been approved, shall revert to the City within that fiscal year.

Choices

I have read and understand this condition

Equal access and equal opportunity in employment and services*

All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation or physical ability, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act(ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973, and Miami-Dade County ordinances No. 97-170, § 1, 2-25-97 and No. 98-17 § 1, 12-1-98.

Choices

I have read and understand this condition

Credit line in all promotional and marketing materials*

The Grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, news and press releases, public service announcements, broadcast media, event programs, and publications: **"With the support of the City of Coral Gables."** The grantee must also use the City's approved logo in any printed program funded by the grant, marketing and publicity materials whenever possible. Please call the Historical Resources and Cultural Arts Department to request an electronic logo file. Please note that the City of Coral Gables seal is not an acceptable logo.

Choices

I have read and understand this condition

Previously funded applicants*

Previously funded applicants and all grantees are required to recognize and acknowledge City's grant support in a manner commensurate with all contributors and sponsors of its activities at comparable dollar levels.

Choices

I have read and understand

I certify that all information contained in this application and attachments is true and accurate. Under penalty of perjury, I declare that I have read the foregoing document and that the facts stated in it are true. Further, I acknowledge that I am subject to the City's False Claims Ordinance (Ch. 39, City of Coral Gables Code).

ELECTRONIC SIGNATURE:*

Please use the Collaborator feature to match the name with the signature. Typing in a name for someone other than yourself will result in the application being rejected.

Character Limit: 250

NAME:*

Character Limit: 250

TITLE:*

Character Limit: 250

DATE:*

Character Limit: 10

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.