



WELCOME!

City of Coral Gables
Cultural Development Board
FY2024-2025 Cultural Grant
Webinar

Our time today



Introductions



Coral Gables Chamber of Commerce



Arts & Business Council



Important Dates



Cultural Grant Overview



Application on-line process



Questions



CORAL GABLES
CITY COMMISSION



CULTURAL DEVELOPMENT BOARD

Appointed by the Coral Gables
City Commission



CULTURAL GRANT PROGRAM OBJECTIVE

Visual & Performing Arts

History

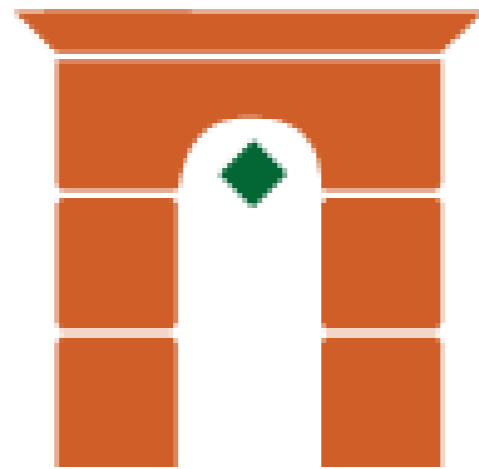
Historic Preservation

Folk Life

International Cultural Exchange

Literary Arts

Media Arts



**CORAL GABLES
CHAMBER OF COMMERCE**

Developing Business ♦ Building Community



Arts & Business
Council OF MIAMI




#CoralGablesArts

performances • museums • film • events



IMPORTANT DUE DATES

- **Eligibility** Friday, April 12 at 5:00 pm EST
- **Consultation** Friday, April 19 at 5:00 pm EST
- **Application** Friday, May 3 at 5:00 pm EST
- **Review & Scoring** Monday, June 3 at 9:00 am EST
- **Commission Approval**, Summer
- **Checks Issued**, Fall



CORAL GABLES
CULTURAL GRANT WEBSITE

www.coralgables.com/culturalgrants

Cultural Grants

Introduction

The City of Coral Gables Cultural invites eligible non-profit organizations to present meaningful cultural experiences for the betterment of the quality of life in Coral Gables. Cultural experiences are those that address the visual and performing arts, history, historic preservation, folk life, international cultural exchange, and the literary and media arts.

Media Notices

Are you a cultural partner with the city? City cultural connections and organizations can submit their events to be placed on the community calendar. [Submit media notices for cultural art organizations.](#)

Cultural Grant Application

A Cultural Grant Workshop is held annually. **Attendance or viewing of the Webinar is required to apply for grant funds.** [Cultural Grants Webinar Public Notice.](#)



Dates

- **Webinar:** Occurred on Thursday, April 4, 2024 at 2 p.m. EST
- **Eligibility Deadline:** Friday, April 12, 2024 at 5 p.m. EST.
- **Application Deadline** (Must have passed eligibility): Friday, May 3, 2024 at 5 p.m. EST.
- **Cultural Grant Application Review and Scoring Meeting:** Monday, June 3 at 9 a.m. EST.
 - [Zoom Link](#)
 - Meeting ID: 88687811677

View Grant Resources

— Resources

- [Cultural Grant Guidelines FY 2024-2025](#)
- [Cultural Grant Webinar PowerPoint FY2024-2025](#)
- [Cultural Grant Webinar FY2024-2025](#)
- [Eligibility Certification](#)
- [City logo for a cultural arts organization's promotional materials](#)
- [Paperchase](#)



View Grant Resources

– Resources

- [Cultural Grant Guidelines FY 2024-2025](#)
- [Cultural Grant Webinar PowerPoint FY2024-2025](#)
- [Cultural Grant Webinar FY2024-2025](#)
- [Eligibility Certification](#)
- [City logo for a cultural arts organization's promotional materials](#)
- [Paperchase](#)



Grant Portal Login

If your organization has previously applied, please do NOT create a new organization account and follow the prompts to the right of the Login page.



REMINDER

Read the Guidelines prior to applying. The Guidelines are available on the website and through the online grant portal.

Note: this webinar and PowerPoint are not a substitute for reading and understanding the Guidelines.

QUESTIONS? – CCATHERS@CORALGABLES.COM

Add to Contacts / Address
Book:



administrator@grantinterface.com



ccathers@coralgables.com

COMMUNICATION

GRANT CATEGORIES

Coral Gables Core Organizations (CGC)

- Organization has physical address in Coral Gables
- Annual budget over \$500,000
- Present year-round cultural performances, exhibitions or presentation of art in Coral Gables
- Enhance the cultural vitality of the City of Coral Gables
- Maximum Grant Request: \$15,000



Coral Gables Cultural Programs (CGP)

- Cultural series & events presented in Coral Gables
- Maximum Grant Request: \$10,000



ELIGIBILITY

ELIGIBILITY & REQUIREMENTS

REFER TO
GUIDELINES FOR
COMPLETE LIST

- Program/Project must take place in Coral Gables
- Applicant has attended/watched the grant webinar with certification submitted
- Organization is legally incorporated as a non-profit
- Federal non-profit status is in good standing
- 2-year record of presenting year-round cultural programming
- Most recent Final Report is submitted by the deadline
- Interim Final Report is submitted for current fiscal year
- Program/Project does not include a fundraising component

REQUIRED DOCUMENTS



501 (C)(3)



Form 990

W-9

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

calendar year, or tax year beginning _____, 2005, and ending _____

Please use IRS label or print or type. See Specific Instructions.	C Name of organization	D Employer identification number
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite	E Telephone number ()
	City or town, state or country, and ZIP + 4	F Accounting method: <input type="checkbox"/> Other (specify)

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Website: ▶ _____

J Organization type (check only one) ▶ 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Check here ▶ if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if the organization chooses to file a return, be

H and I are not applicable to sect
H(a) Is this a group return for affil
H(b) If "Yes," enter number of affil
H(c) Are all affiliates included?
(If "No," attach a list. See ins
H(d) Is this a separate return filed by
organization covered by a group



REQUIRED DOCUMENTS

- Resume/CV of ED and person administering the grant
- Board of Directors list
- Funding History / Financial Support
- Organization and Program/Project budgets
- IRS non-profit status determination or affirmation
- Non-profit Corporation Annual Report
- IRS 990, 990-N, or audited budget if religious organization
- Letters of Commitment from venues and collaborators – NOT letters of support



Supplier Services

Instructions and the benefits of becoming a supplier with the City of Coral Gables.

[Supplier Registration Portal](#)



IMPORTANT NEWS

The City of Coral Gables Finance/Procurement Division is excited to announce an important change. The city is moving to a new Enterprise Resource Planning (ERP) system in the next few months and an important part of the change includes our vendors and suppliers.

The new system will be INFOR and includes a **Supplier Portal** that will allow our customers to register to conduct business with the city, view and participate in upcoming solicitation events, and update their profiles and other important information.


This new change will require that **ALL current and potential vendors/suppliers register in the new Supplier Portal** in order to continue to do business with the city regarding payments and responding to sourcing events (informal/formal quotes, bids, and proposals).

The new portal is now available **starting March 1, 2023** at coralgables.com/supplierregistrationportal.

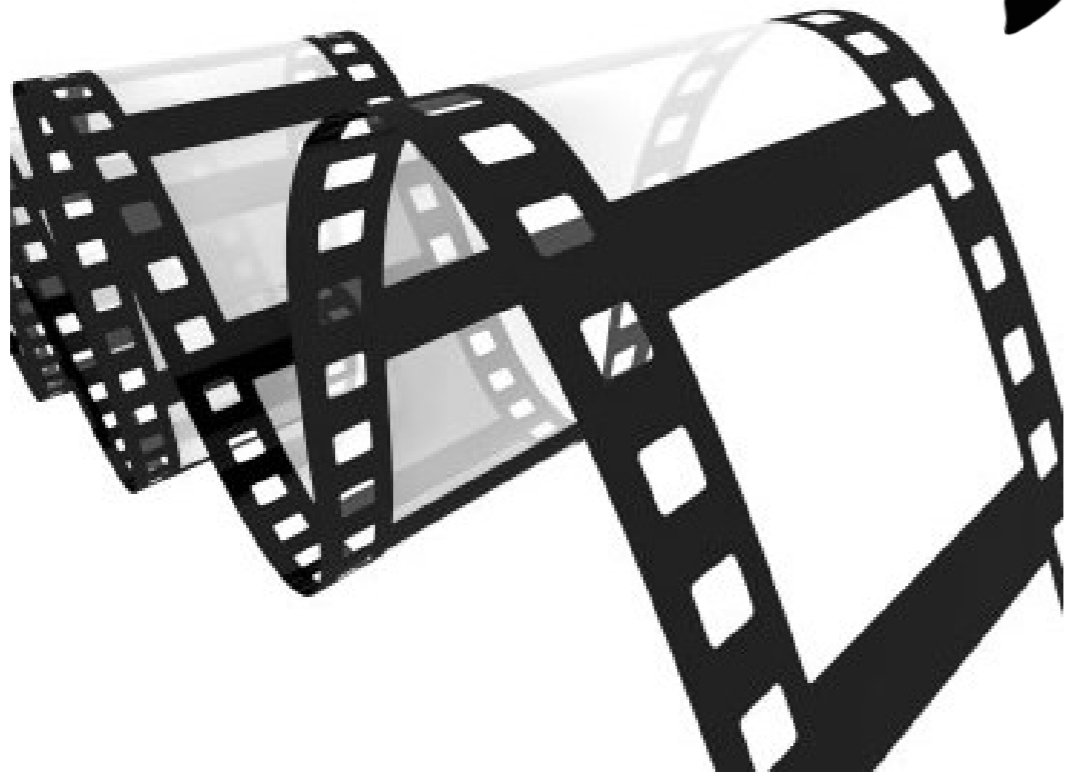
Contact us

 Procurement@coralgables.com

How to find us

 2800 S.W. 72nd Avenue
Coral Gables, FL 33134

GRANT EXPENDITURES



ALLOWABLE GRANT EXPENDITURES

REFER TO
GUIDELINES FOR
COMPLETE LIST

- ▶ Artistic Fees
- ▶ Direct Program Costs
- ▶ Equipment Rental
- ▶ Supplies/Materials
- ▶ Marketing/Publicity
- ▶ Printing and Publications
- ▶ Space Rental
- ▶ Transportation within Miami-Dade County
- ▶ Transportation for outside visiting artists
- ▶ Restrictions – Refer to Guidelines

RESTRICTED GRANT EXPENDITURES

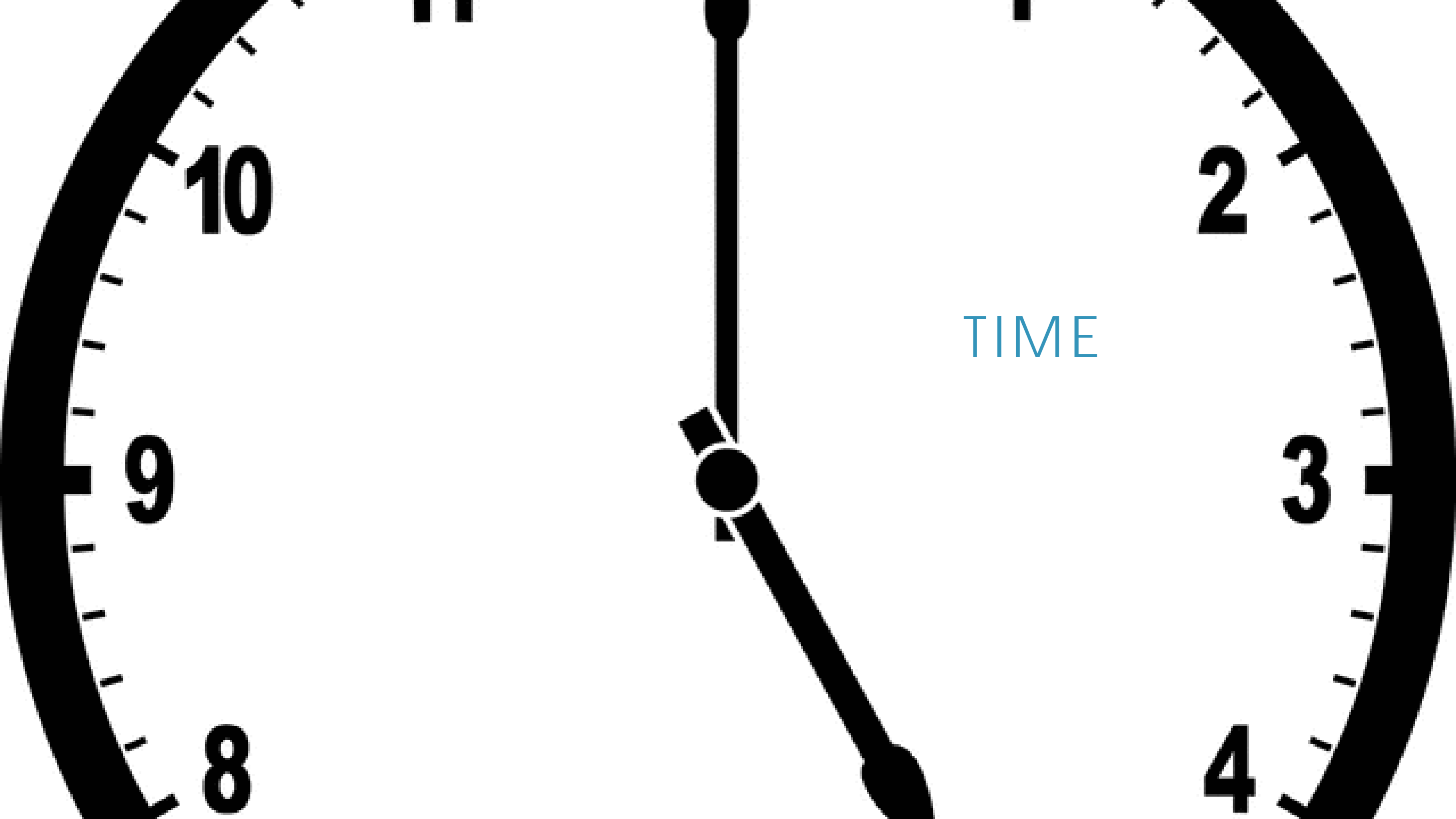
REFER TO
GUIDELINES FOR
COMPLETE LIST

- ▶ Proposal preparation
- ▶ Expenses outside of the fiscal year
- ▶ Compensation of forfeited revenue
- ▶ Capital improvements & equipment
- ▶ Debt reduction
- ▶ Staff travel outside of MDC
- ▶ Social/Fundraising events
- ▶ Hospitality costs
- ▶ Prizes, awards, plaques, scholarships
- ▶ Classes, Master Classes, After-school programs, Camps
- ▶ **Additional Restrictions** – Refer to Guidelines



HELPFUL HINTS

- ▶ The Application saves as you go
- ▶ Create a word document first, then copy & paste into the application
- ▶ Downloads will take a moment, be patient
- ▶ Please DO NOT USE ALL CAPS
- ▶ Please do not repeat information
- ▶ Be specific, clear, and concise
- ▶ Assume panelists know nothing about your organization
- ▶ Use support materials from within the past two years



10

2

9

3

8

4

TIME

TIME TO SUBMIT

Allow time to submit application – 72 hours (3 days) in advance

If application doesn't submit

The last auto-saved time is noted on the application

Refresh screen

Log off and Log back in

Restart





EVALUATION CRITERIA & SCORING

- Program/Project Excellence - 20 Points
- Artistic Excellence - 10 Points
- Organization & Management Capacity - 20 Points
- Outreach & Community Partnerships - 10 Points
- Marketing - 20 Points
- Outcomes - 10 Points
- Finances & Budget Accountability - 10 Points

EVALUATION

Rubric used to support fair and consistent scoring

High & Low scores are dropped

80 point minimum score

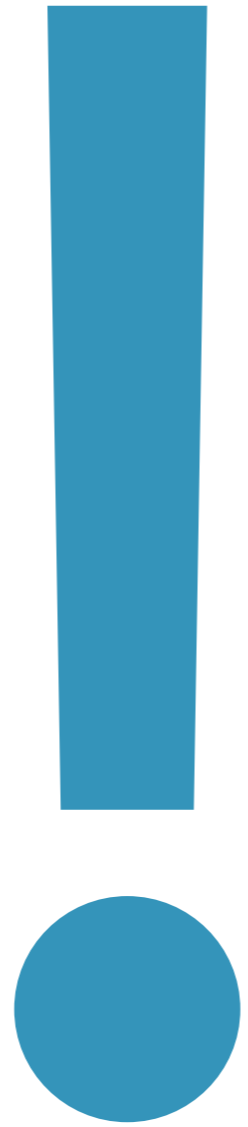
A multiplier is used

Board members must be present to verify their scores

EVALUATION PROCESS – SCORING RUBRIC

Overall consideration for the applications:

Value	Description	Score
Excellent	Strongly demonstrates public value of arts and culture.	92 – 100
Good	Satisfactorily demonstrates public value of arts and culture.	80 – 91
Fair	Does not sufficiently demonstrate public value of arts and culture.	61 -79
Weak	Makes an incomplete and/or inadequate case for the public value of arts and culture. Information is confusing, unclear, and lacks specific details.	0 - 60



IMPORTANT NOTES

- ▶ **No Event Should be Dependent on City funding**
- ▶ **Budget requires a minimum one to one match of the grant award**
- ▶ Cultural Grant funding distribution is not confirmed until approved by the City Commission
- ▶ Cultural Grant funds are not confirmed until approval of the annual budget



IMPORTANT NOTES (more)

- ▶ Letters of Commitment are required
(not Letters of Support)
- ▶ Changes to grant-funded programs must
be approved

IMPORTANT NOTES (and these)

- ▶ Festivals* are not eligible; however, non-profit performance groups may apply on their own behalf

- ▶ Consultation – Complete draft & Budget Forms
 - First time applicants
 - Previously disqualified applicants
 - If more than 3 years since applying

- ▶ Technical Review

- ▶ Interim Final Report due by Application Deadline

NEW!!!

- ▶ Provide Non-profit Corporation Annual Report
- ▶ Minimum one-to-one cash match
- ▶ Broad social media marketing outside of organization
 - ✓ GMCVB
 - ✓ Eventbrite
 - ✓ The New Tropic
 - ✓ Culture Owl
 - ✓ Send Media Notices through Cultural Grant webpage



BONUS POINTS

+5

Organization's principal address is
in Coral Gables
verified in Sunbiz

+5

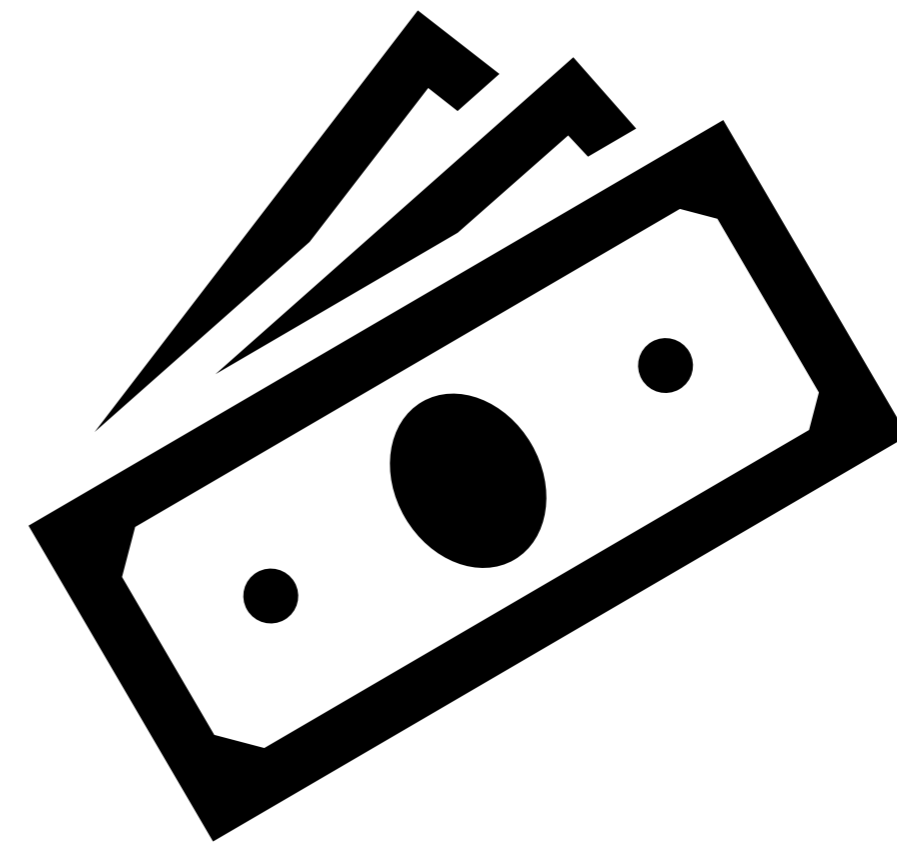
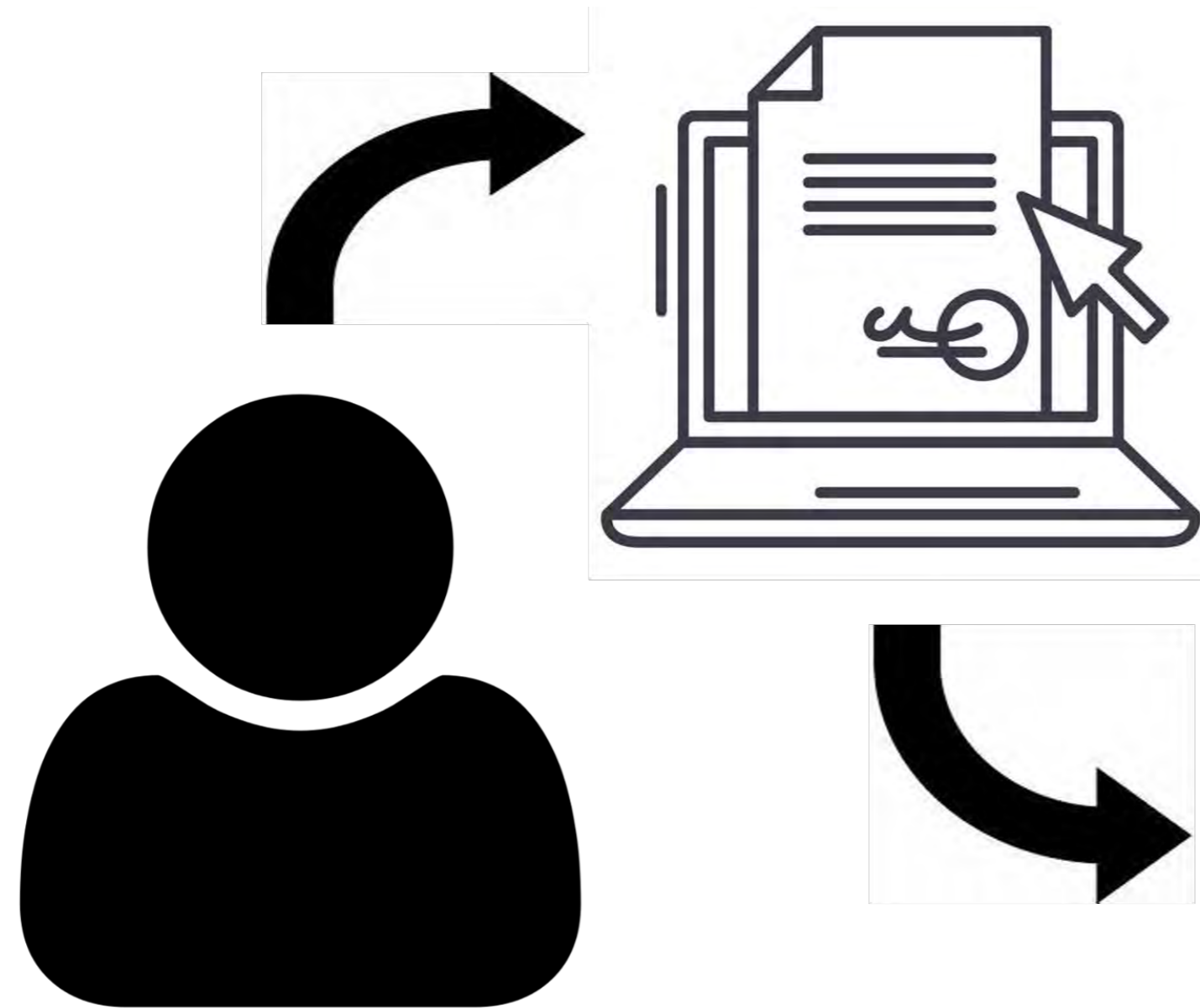
Event is free to the public


+2

Organization's Operating Budget is
\$50,000 or less
verified by tax records



Application Process





CORAL GABLES
CULTURAL GRANT WEBSITE

www.coralgables.com/culturalgrants

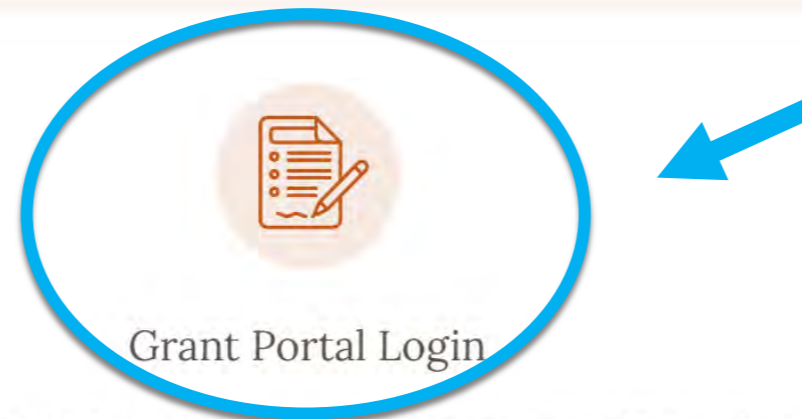


Important Dates

- **Webinar:** Thursday, April 4, 2024 at 2 p.m. EST
 - [Zoom link](#)
 - Meeting ID: 835 1148 1523
- **Eligibility Deadline:** Friday, April 12, 2024 at 5 p.m. EST.
- **Application Deadline** (Must have passed eligibility): Friday, May 3, 2024 at 5 p.m. EST.
- **Cultural Grant Application Review and Scoring Meeting:** *Tentative*, Tuesday, June 11, 2024 at 9 a.m. EST.

Please find resources below. [Media notices for cultural art organizations may be sent here.](#)

+ Resources



Grant Portal Login

If your organization has previously applied, please do NOT create a new organization account and follow the prompts to the right of the Login page.



CORAL GABLES

THE CITY BEAUTIFUL

Logon

Email Address*

ccathers@coralgables.com

Password*

.....

Log On

Create New Account

[Forgot your Password?](#)

Create New Account ONLY if the ORGANIZATION has NEVER created an account.

Email ccathers@coralgables.com if:

- **You have an email on file and are Changing Organizations**
- **The Organization has applied previously, and you need to be added as a Contact**

Welcome to the City of Coral Gable's online portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Need Help?

View Video Tutorial 1: [Site Access & Account Creation](#) (3 minutes)

View Video Tutorial 2: [Applying](#) (5 minutes)

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Catherine Cathers, at ccathers@coralgables.com.

To preview current opportunities without creating an account please [click here](#).

Applicant Log-in & Apply

- ▶ Previous Applicants:
Use existing Login email and Password
If you forgot your password, Click “Forgot your Password?”
- ▶ New Applicants:
Create New Account
- ▶ Organizations should have ONE account only

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾



Apply

Organization History

Fax to File

Applicant Dashboard

Public Profile

Applicant:

Ms. Bee Awesome
bee@ArtsR4U.org
123-456-7890
123 xyz lane
Coral Gables, FL 12345



Organization:

ArtsR4U
00-1234567
123-456-7890
123 xyz lane
Coral Gables, FL 12345

Contact Email History

If your organization information does not appear correct, please click the edit (pencil) icon.

Active Requests 0

Historical Requests 1

You do not have any Active Requests. Click [Apply](#) to begin the application process.

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Catherine Cathers ▾

Apply

Role (Applicant) ▾

Apply

FY2023-24 City of Coral Gables Cultural Grant

Accepting Submissions from 04/06/2023 to 04/28/2023



[Please click here to review the full Guidelines before applying.](#)

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

ELIGIBILITY DEADLINE: FRIDAY, APRIL 14, 2023 AT 5:00 P.M.

APPLICATION DEADLINE: FRIDAY, APRIL 28, 2023 AT 5:00 P.M.

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 the 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.

APPLICANT DASHBOARD & WORKFLOW



Coral Gables

Catherine Cathers ▾

[Home](#) [APPLY](#) [ORGANIZATION HISTORY](#)

ROLE (APPLICANT) ▾

LOI

[Public Profile](#) [Copy Candid Profile](#)

Process: FY2024-25 City of Coral Gables Cultural Grant

[Return to LOI Submitted](#)

[Contact Info](#) [Request](#) [Documents 0](#)

Applicant:
Ms Catherine Cathers
ccathers@coralgables.com
555-555-5555
555
City of Coral Gables, FL 55555

Organization:
ArtsR4U
00-1234567
123-456-7890
123 xyz lane
Coral Gables, FL 12345

[Contact Email History](#)

[LOI](#)


[Question List](#) [⋮](#)

i Due by 04/12/2024 05:00 PM EDT.

i Fields with an asterisk (*) are required.

ELIGIBILITY



 Due by 04/12/2024 05:00 PM EDT.

[Abandon Request](#)

[Save LOI](#)

[Submit LOI](#)

Submit

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾



Apply

Organization History

Fax to File

Confirmation Page

✔ Your LOI has been submitted.

Continue

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Catherine Cathers ▾

[Home](#) [APPLY](#) [ORGANIZATION HISTORY](#)

ROLE (APPLICANT) ▾

Applicant Dashboard

ArtsR4U

Active Requests **1**

Historical Requests **0**

∨ I Love This Place!

Process: FY2024-25 City of Coral Gables Cultural Grant

LOI	Submitted	04/09/2024
Decision	Undecided	

[View LOI](#)

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Catherine Cathers ▾

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ROLE (APPLICANT) ▾

LOI

c. [Public Profile](#)

Collaborate 0

I Love This Place!

Process: FY2024-25 City of Coral Gables Cultural Grant

[Return to LOI Submitted](#)

Contact Info **Request** Documents 0

Applicant:
Ms Catherine Cathers
ccathers@coralgables.com
555-555-5555
555
City of Coral Gables, FL 55555

[Contact Email History](#)

Organization:
[ArtsR4U](#)
00-1234567
123-456-7890
123 xyz lane
Coral Gables, FL 12345

LOI

LOI Packet

Question List

Fields with an asterisk (*) are required.

ELIGIBILITY

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Catherine Cathers ▾



APPLY

ORGANIZATION HISTORY

ROLE (APPLICANT) ▾

LOI

I Love This Place!

Process: FY2024-25 City of Coral Gables Cultural Grant

Public Profile

Collaborate **0**

[Return to LOI Submitted](#)

Contact Info

Request

Documents **0**

Current Status: LOI Submitted

Stage	Status	Initial Submission	Last Modified
LOI	Submitted	04/09/2024	04/09/2024

LOI

LOI Packet

Question List



Fields with an asterisk (*) are required.

ELIGIBILITY

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Catherine Cathers ▾

[Home](#) [APPLY](#) [ORGANIZATION HISTORY](#)

ROLE (APPLICANT) ▾

Applicant Dashboard

ArtsR4U

Active Requests **1**

Historical Requests **0**

∨ I Love This Place!

Process: FY2024-25 City of Coral Gables Cultural Grant

LOI

Submitted

[View LOI](#)

Decision


Undecided

APPLICANT DASHBOARD & WORKFLOW


CORAL GABLES
THE CITY BEAUTIFUL

City of Coral Gables

Bee Awesome -

 [Apply](#) [Organization History](#) [Fax to File](#)

Organization Summary

 Public Profile

ArtsR4U

ArtsR4U

Organization Info

Request History

Contacts

Documents **0**

ArtsR4U
123 xyz lane
Coral Gables, FL 12345

Primary Contact: Bee Awesome

Website:

Telephone Number: 123-456-7890

Organization Email:

Last Updated:

Edit

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾

- Home
- Apply
- Organization History
- Fax to File

Organization Summary

Public Profile

ArtsR4U

ArtsR4U

- Organization Info
- Request History
- Contacts
- Documents **0**

DATE	PROCESS	PROJECT	TYPE	STATUS	GRANTED	PAID
04/08/2021	FY2021-22 City of Coral Gables Cultural Grant	You Are Here	N/A	LOI Submitted	\$0.00	\$0.00
04/01/2020	FY2020-21 City of Coral Gables Cultural Grant	Awesome Arts Project	N/A	Abandoned	\$0.00	\$0.00
Totals:					\$0.00	\$0.00

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

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Apply

Organization History

Fax to File

Request Summary

You Are Here

Process: City of Coral Gables Cultural Grant

Contact Info

Request

Current Status: LOI Submitted

STAGE	STATUS	INITIAL SUBMISSION	LAST MODIFIED
LOI	Submitted	04/08/2021	

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome -



Apply

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Fax to File

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Coral Gables, FL 12345



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Active Requests **1**

Historical Requests **1**

✓ You Are Here

Process: FY

Coral Gables Cultural Grant

LOI
Application
Decision

Submitted
Assigned
Undecided

Due by

5:00 PM EDT

[View LOI](#)
[Edit Application](#)

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾



Apply

Organization History

Fax to File



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

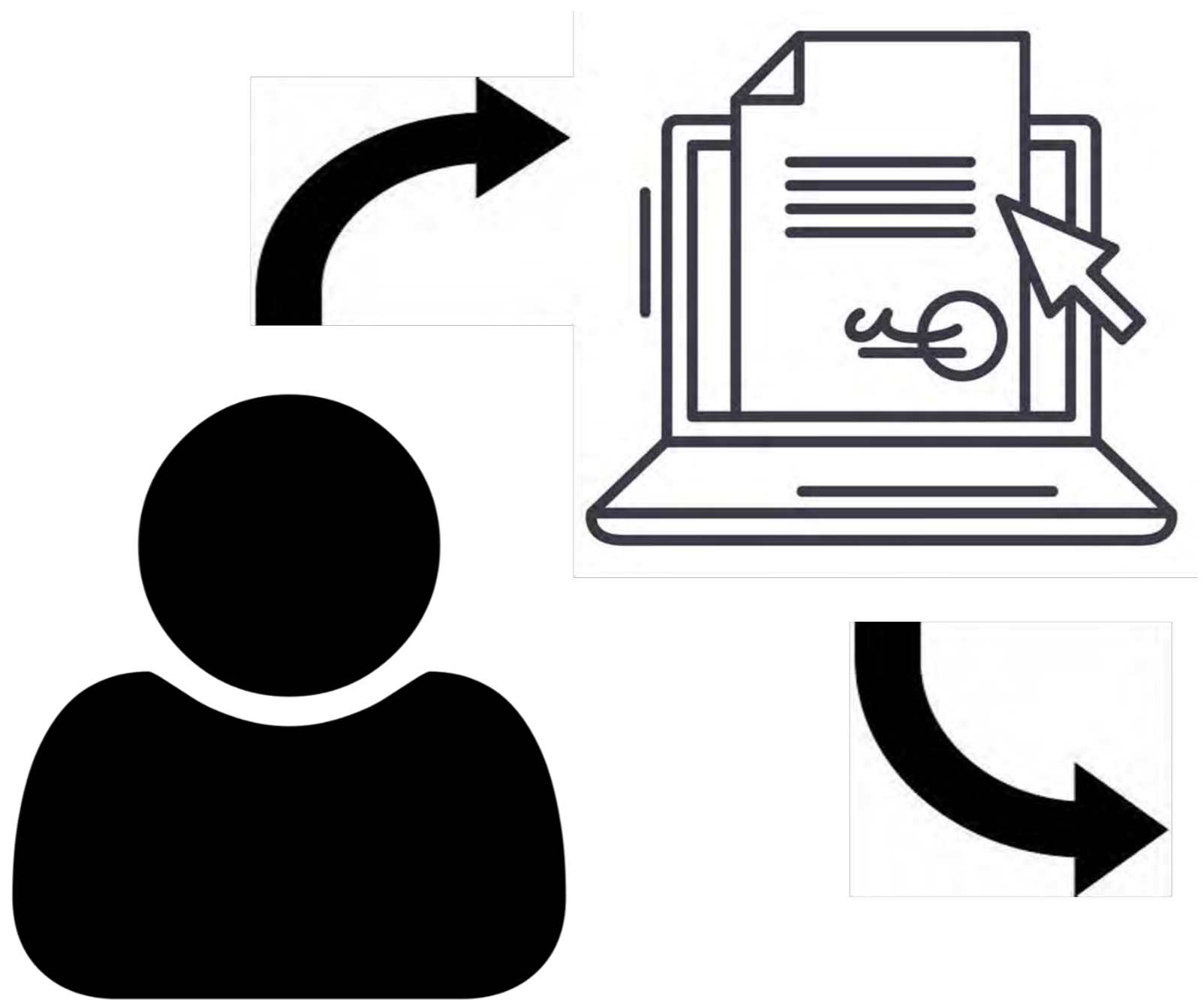
i Due by 05:00 PM EDT.

Save Application

Submit Application



Submit



Add to Contacts / Address
Book:



administrator@grantinterface.com



ccathers@coralgables.com

COMMUNICATION



APPLY

www.coralgables.com/culturalgrants

QUESTIONS



THANK YOU!

WWW.CORALGABLES.COM/CULTURALGRANTS
CCATHERS@CORALGABLES.COM

**CORAL
GABLES**
THE CITY BEAUTIFUL