



# **GRANT GUIDELINES**

**2010 - 2011**

**APPLICATION DEADLINE**

**APPLICATIONS MUST BE POSTMARKED**

**NO LATER THAN**

**NOVEMBER 20, 2009**

[www.fundingartsnetwork.org](http://www.fundingartsnetwork.org)



Dear Member of the Miami-Dade Arts Community,

**FUNDING ARTS NETWORK** is dedicated to the cultural enrichment of Miami-Dade County residents by providing funding for programs presented to the public by local visual and performing arts organizations. Our funding pool is created by member contributions. Each member's entire annual contribution is allocated towards funding our grants.

These Grant Guidelines are to assist you in preparing a Grant Application for our consideration. Please review the entire packet carefully and make sure you follow the instructions. Some of the information has changed from previous years.

These Grant Guidelines contain:

- Eligibility Criteria
- Information regarding Community Arts Groups
- Funding criteria
- Instructions for completing the application
- Instructions for assembling the Grant Application
- Mailing instructions
- A description of the screening and selection process
- Procedures for grantees
- Answers to frequently asked questions

We look forward to receiving your application.

Sincerely,

Terry Schechter, President

Wendy Lapidus, Vice-President, Grants

[www.fundingartsnetwork.org](http://www.fundingartsnetwork.org)



## INFORMATION FOR APPLICANTS

**APPLICATION DEADLINE: NOVEMBER 20, 2009**

### ELIGIBILITY CRITERIA FOR APPLICANT ORGANIZATIONS

- Be a visual or performing arts organization whose primary mission is presenting dance, theater, music or visual arts programs to the public.
- Have its principal office in Miami-Dade County or its principal office in South Florida *and* an office in Miami-Dade County
- Be an active, not-for-profit Florida Corporation or a division or unit of such in good standing  
or  
Be a division or unit of a public entity, public college or university in which that division or unit is administratively and programmatically distinct with its own staff and budget.
- If applying in the dance, music, theater or visual arts categories, be tax-exempt under the Internal Revenue Code (IRS) for at least thirty-six months and have completed at least thirty-six months of operations presenting visual or performing arts programs to the public in Miami-Dade County;
- If applying in the community arts category, see page 3 for requirements and eligibility criteria.
- Be currently registered with the Florida Department of Agriculture and Consumer Affairs to solicit contributions unless the organization falls under the exempted categories listed in s. 496.403 of the Florida Statutes (e.g., educational institution).
- Request funding for a program which reflects its primary mission and area of focus and will take place in Miami- Dade County between July 1, 2010 and June 30, 2011.

### Special Considerations:

- If the applicant is an identifiable component of an umbrella organization (e.g. university, cultural organization) the umbrella organization may not be an applicant in this grant cycle.
- If the project is a collaborative effort among two or more organizations, the lead organization must submit the application, meet the eligibility requirements and be the funding recipient.

## **COMMUNITY ARTS GROUPS**

FAN has established a separate funding category for community arts organizations. These are groups whose programs reflect a specific racial or ethnic heritage in which they are grounded. An Applicant may apply for this grant category if its annual budget is \$250,000 or less and if it meets all eligibility criteria listed below. The maximum grant request under this special category is \$5,000.

### **ELIGIBILITY CRITERIA FOR COMMUNITY ARTS GROUP CATEGORY**

- Have as its primary mission presenting visual or performing arts programs to the general public that reflect a distinct racial or ethnic heritage.
- Have its principal office in Miami-Dade County.
- Be an active, not-for profit, Florida-corporation (or a division or unit of such) in good standing, or be a division or unit of a public entity or college or university.
- Be tax-exempt under the Internal Revenue Code at the time of application.
- Have completed at least twenty-four months of operations presenting visual or performing arts programs reflective of a distinct racial, ethnic or cultural heritage to the public.
- Be currently registered with the Florida Department of Agriculture and Consumer Affairs to solicit contributions unless the organization falls under the exempted categories listed in s. 496.403 of the Florida Statutes (e.g. educational institution)
- Never have received a grant from FAN (although a group might have applied before under another category)
- Have a budget that does not exceed \$250,000.
- Request funding for a program within its primary mission and focus that reflects a specific racial or ethnic heritage and that will take place between July 1, 2010 and June 30, 2011.

**FUNDING CRITERIA:**

**FUNDING ARTS NETWORK** is dedicated to the cultural enrichment of Miami-Dade County by supporting visual and performing arts organizations. Our goal is to fund creative and innovative performances, productions, and exhibitions that will capture the minds and imaginations of our community’s diverse audiences. We encourage the development of projects and programs that engage audiences and heighten their appreciation of the arts.

If your proposed program begins before or extends beyond our funding period of July 1, 2010, through June 30, 2011, please note. We will not fund a single production/exhibit that has been presented in Miami-Dade prior to July 1, 2010. If your application is not for a single production/exhibit, we will consider funding that portion presented between July 1, 2010 and June 30, 2011

The “Projected Budget-Expenses” form included in the application lists the categories of expenses **FUNDING ARTS NETWORK** will fund. Items which are shaded out **will not** be funded by FAN.

**Additionally FUNDING ARTS NETWORK will not fund:**

- financing costs
- operating deficits
- pass-through funding
- capital expansion
- fundraising activities
- tickets
- conferences, lectures or seminars
- conventions
- workshops
- training
- master classes
- student-based recitals, performances, or exhibitions below the graduate level
- school- or camp-based performances/exhibits
- scholarships
- competitions
- street fair events
- living expenses
- travel, hotel, or food expenses
- expenses not directly attributable to the proposed program

**FUNDING ARTS NETWORK** provides grants to small, mid-sized, and large performing and visual arts organizations. Each applicant may submit only one proposal.

Amount requested shall be for \$2,500 or more, in accordance with the following chart, except for those applying for Community Arts Group grant (see below)

Maximum amounts are to be based on applicant’s average *cash* (not in-kind) budget in the past three fiscal years.

<b>AVERAGE CASH BUDGET</b>	<b>MAXIMUM REQUEST</b>
Up to \$ 100,000	\$ 5,000
Up to 250,000	7,500
Up to 500,000	10,000
Up to 1,000,000	15,000
Up to 3,000,000	25,000
Over 3,000,000	30,000

The **Community Arts Group** organizations are only eligible for grants up to \$5,000.

**FUNDING ARTS NETWORK** reserves the right to award grants in amounts less than those requested.

## INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

### GENERAL INSTRUCTIONS:

1. The **Proposal** must be printed on the application form. The application form is available electronically. Applicants must use a 9-point or larger, font. The application form is produced in Arial 9 point.
2. Do not exceed the space allotted for each question.
3. Do not add additional pages (except where it is specifically requested).
4. Applicants should keep a copy of the completed application for their records.
5. Grant applications and supporting materials will not be returned to applicants.

### GRANT APPLICATION FORMAT:

The Grant Application consists of the *Proposal* (five pages) and *Attachments* (A through H).

### PROPOSAL:

- The **Fact Sheet** (one page containing 18 items) asks for general information about the organization and the proposed project. The signature of the Executive Director and the name of the Proposal Contact Person are required. The latter may be asked to provide additional information and, therefore, should be the person with immediate responsibility for the project.
- The **Proposal Summary** (two pages containing 11 items) requires descriptions of the applicant organization and project proposal. **The description of the proposed program you provide in Item 5(A) as well as portions of item 10 will be the actual description used in the ballot sent to our membership so please be concise.**
- When describing your proposed program in item 5, please make us aware if your program or parts of it are not confirmed by stating that they are under consideration or are subject to change. We must be notified immediately when a change to your proposed program is made.
- If your proposed program is presented in Miami-Dade and venues outside Miami-Dade, apply only for that portion which takes place in Miami-Dade.

The **Projected Budget** (two pages - Projected Budget Expenses and Projected Budget Income) requires all expenses and income items for the proposed program. Include only those amounts directly attributable to that program.

### INSTRUCTIONS AND DEFINITIONS FOR COMPLETING PROJECTED BUDGET

#### Instructions:

- 1) The expense items for which an applicant is requesting a **FUNDING ARTS NETWORK** grant must be listed in the appropriate column. Funding will **not** be provided for items "shaded out" on the application. If an item does not exist, **do not** create it.
- 2) Use "NA" for categories in cash and in-kind that do not apply.
- 3) Use the blank lines to designate income and expenses items in your budget that are not delineated on the forms.
- 4) If your application is not a single production/exhibition and a portion of it begins prior to July 1, 2010 or ends after June 30, 2011, only include in the Proposed Budget that portion which takes place between those dates.
- 5) If your program is presented in Miami-Dade and venues outside Miami-Dade, only show the Miami-Dade portion of the budget the "Funding Arts Network, Amount of Request" column on the Projected Budget - Expenses page.

**Definitions:**

- **Administrative Personnel:** That portion of the remuneration of employees on the applicant's payroll (executive and supervisory, program directors, managing directors, business managers, clerical staff, ushers, security, box office, etc.) directly attributable to the project.
- **Annual Fund Donations:** That portion of annual fundraising efforts that will be applied to the proposed project.
- **Applicant Cash:** Funds from applicant's present or anticipated resources that will be applied to the proposed project.
- **Artistic Staff:** That portion of the remuneration of employees on applicant's payroll (artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, actors, dancers, singers, musicians, etc.) directly attributable to the proposed project.
- **Busing:** Movement of audiences or performers.
- **Equipment:** All items in excess of \$500 with an expected useful life of at least one year.
- **Fundraising Events:** Revenues from fundraising events specifically held for the proposed project.
- **Grant Writing:** That portion of the remuneration to an employee or outside consultant for the preparation of this and other grant applications specifically associated with the proposed project.
- **In-Kind Contributions:** All non-cash contributions provided for the proposed project. The basis for valuation of these contributions must be the fair market value and be documented.
- **Office:** That portion of the applicant's office rental expense directly related to the proposed project.
- **Outside Artistic and Technical Fees:** That portion of the remuneration provided to individuals in the categories described in **Artistic Staff** or **Technical/Productions Staff** who are not normally on the payroll of the applicant.
- **Outside Honoraria:** Hotel expenses, travel expenses, meal allowances, etc. provided to outside artistic and technical personnel associated with the proposed project.
- **Performance Fees:** Revenues derived from fees earned through the sale of services to other organizations, e.g., workshop presentations, performances where remuneration is not direct ticket sales, etc.
- **Program Materials:** Items to be purchased for use during the proposed project that cost less than \$500 and have a useful life of less than one year.
- **Program-Related Sales:** Income generated from non-ticket sales, e.g. program sales, advertising, parking, t-shirts, posters, etc.
- **Venue Rent:** The payments for use of theaters, auditoriums, etc. directly related to the proposed project.
- **Public Relations/Marketing:** All expenses for publicity and promotion, such as newspaper advertising, printing, brochure productions, fliers, posters, etc., directly related to the proposed project.
- **Technical/Production Staff:** That portion of the remuneration of employees on the applicant's payroll (technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, exhibit preparers and installers, etc.) directly attributable to the proposed project.
- **Travel:** Travel by individuals in connection with the project, either within or outside Miami-Dade County.
- **Trucking and Hauling:** Trucking, shipping or hauling directly related to the proposed project.
- **Utilities:** Electricity, gas, telephone and/or water expenses directly related to the proposed project.

## **ATTACHMENTS A through H**

- **Attachment A – Confirmation Checklist, Website address, & Mission Statement**
  - 1) Confirmation that the applicant and the proposal meet **FUNDING ARTS NETWORK**'s eligibility requirements. Confirmation Checklist marked **Attachment A** provided with application.
  - 2) Please include your Website address so we can create a hot link to your organization from the FAN Website if your program is funded by FAN.
  - 3) Attach a photocopy of your organization's mission statement from your corporate documents.
  
- **Attachment B - IRS Determination**

Most recent letter from the Internal Revenue Service determining the organization's tax-exempt status under the Internal Revenue Code and a statement as to any changes in the organization since the letter was issued **or** a statement that applicant is part of a local public college or university.
  
- **Attachment C - Corporate Annual Report & Department of Agriculture Letter**
  - 1) A copy of 2009 Florida Corporate Annual Report or a statement that applicant is part of a public college or university.
  - 2) A copy of 2010 Florida Department of Agriculture permission to solicit funds or a statement that applicant is part of a local college or university.
  
- **Attachment D – 990 Tax Return**

Latest 990 tax return, including Schedule A. If the submitted 990 is not the current year's, attach explanatory statement, and send a copy of the current year's 990 when it is filed with the IRS.
  
- **Attachment E – Board of Directors / Trustees**
  - 1) List of the Board of Directors including addresses, telephone numbers, business affiliations.
  - 2) At bottom of Attachment show the total financial contribution made by the board and the number of board members who contributed to that total.
  
- **Attachment F – Financial Statement**
  - 1) Current financial statement of applicant. Use Form provided with application.
  - 2) Applicants that have annual audited reports must submit the most recent report.
  
- **Attachment G – Current Budget & Statement of Position**
  - 1) Current year's budget
  - 2) Applicants that have a pro forma statement of position must submit the most recent one.
  
- **Attachment H – Resumes / Job descriptions**

Resumes of artistic personnel involved in the proposed project. List of key staff members and their job descriptions.

## HOW TO ASSEMBLE THE GRANT APPLICATION PACKAGE

If you have received **FUNDING ARTS NETWORK'S** application and information via e-mail, you already have it in Word format. If you obtained the application on our website it is in .pdf format and you can request it in Word format by email.

Please request tabs from **FAN** for use in assembling your proposal. Such requests must be received by e-mail, telephone or fax before November 6, 2009.

### **For Tabs or Grant Application in MS Word format, contact:**

Vice President, Grants, Wendy Lapidus  
Phone: 305-663-7366, Fax: 305-663-6672  
Email: VPGrants@fundingartsnetwork.org

The Grant Application should be *spiral bound*. Use *clear plastic* for the front and back covers. Type the title of your proposal program on your organization's letterhead stationery and use that as a cover page. Assemble the contents in the following order:

#### **Proposal**

- Fact Sheet
- Proposal Summary (2 pages)
- Projected Budget - Expenses
- Projected Budget - Income

**Attachments A - H** in alphabetical order divided by tabs

#### **COPIES / MATERIALS REQUIRED**

- Four (4) complete sets (one original and three copies) of the spiral-bound Proposal and Attachments A-H. NOTE: Three sets of tabs are provided when you request them. The "original" set should be spiral-bound and submitted **without** the tabs, as it will be retained for our records.
- Twelve (12) copies of the Proposal (pages 1- 5 in numerical order). Please staple each copy in the upper left-hand corner. Please do not bind, add covers, or place in folders.
- A CD or diskette containing, in .jpeg format, three images (preferably in color); two which are representative of your organization (e.g., a prior program or exhibit or of the proposed program) and one which contains your logo. Please include a description of the images. These images may be used by **FUNDING ARTS NETWORK** if you are awarded a grant award in 2010. Please place the CD or diskette in a separate envelope (clearly marked with the organization's name) within the application package.

Please place a rubber band around the entire package before mailing.

Please include your webpage address on Attachment A to the application. It will allow a link to your website if you are selected as a grantee.

**OPTIONAL** One (1) item of support material clearly marked with the applicant's name may also be submitted:

Dance: DVD of performing group  
Music: audio tape of performer(s)  
Theater: DVD of performers or excerpt from work  
Visual Arts: DVD or photographs of artist(s)' work.

**It is not the policy of FUNDING ARTS NETWORK to return any material submitted.**

## **APPLICATION DEADLINE**

**Applications must be postmarked by November 20, 2009 in order to be considered.**

**PLEASE NOTE: Incomplete grant applications will not be considered by the Screening Committee.**

## **MAILING INSTRUCTIONS**

Mail completed application packages to:

**FUNDING ARTS NETWORK**

**Attn: VP GRANTS**

**Post Office Box 331864**

**Miami, Florida 33233-1864**

*Funding Arts Network will not accept fax or electronic applications.*

## GENERAL INFORMATION

### SCREENING AND SELECTION PROCESS:

Members of the FUNDING ARTS NETWORK Screening Committee are subject to a rigorous conflict of interest policy to protect the neutrality of the process and are trained by FAN in evaluation procedures and criteria.

The committee is organized into screening teams by discipline: dance, theater, music, and visual arts. These teams, acting as fact-finders for the Screening Committee, review applications and evaluate the proposals for program quality, artistic merit, budget feasibility, community impact and innovation. They also review the organization for administrative strength and experience, fiscal responsibility, and board support. Team members contact applicants to arrange interviews and on-site visits. The teams submit their recommendations to the entire Screening Committee.

Screening Committee recommendations are confirmed by the Board and voted upon by the entire membership. Ballots are sent to an independent accounting firm for tallying. Grant awardees are notified in April and announced at the May, 2010 awards luncheon.

### GRANT AWARD

When a grant is awarded, **FUNDING ARTS NETWORK** enters into a contract with each grantee to provide funds, up to the awarded amount, for specific items in the proposal. Funds are advanced upon our receipt of invoices received by the grantee and a report that explains the expenses as they relate to the grant award. **10% of the grant award will be withheld pending our receipt of each grantee's Final Report.** Within 30 days of program completion, grantee must submit any unpaid invoices and a Final Report about the program with copies of all paid invoices for expenses that we funded. Once a Final Report is received, the balance of the grant award will be paid.

If your proposed program was not confirmed or was subject to change at the time you submitted your application, you must make the Vice President, Grants aware of **any changes as soon as possible and prior to** the presentation of the program. Changes to the scope of the program, number of performances/exhibitions, dates, or audience size may result in a proportional reduction of the grant. It is particularly important that the program take place within the contracted funding period. (July 1, 2010- June 30, 2011.)

### FREQUENTLY ASKED QUESTIONS

- **Our performances are really multi-disciplinary. We present musical theater works, but we also have a major dance component and use the visual arts as an integral part of our work. In what category shall we apply?**

*Select as your category the discipline that you consider to be the most important focus of the program for which you request funding.*

- **We are a not-for-profit cultural organization. Although our primary mission is not presenting programs in the performing or visual arts, we have decided to present such a program next year. Would we be eligible for a grant?**

*No, however, you might suggest to the presenting group that it apply to us for a grant, if it meets the eligibility requirements.*

- **If the target audience is school children, may the program be provided at one school only?**

*No. We wish to expand the exposure of school children to the performing and visual arts. Consequently, we seek broader availability for our funded programs.*

- **After we have submitted an application, may we modify it?**

*Modifications will be considered until January 1, 2010 Contact VP Grants*

## FREQUENTLY ASKED QUESTIONS (continued)

- **After we have been awarded a grant, may we substitute performers, change the content of the program, dates or location of the event?**
  - *Any deviation from the approved project requires the prior written consent of the FAN President and Vice President for Grants.*
  - *If the program content, artist, or artistic group is the foundation of the proposal and that is what you want to change, we would withhold funding. Only minor substitutions may be acceptable. For example, if a member of an orchestra or theater company leaves the group or is ill, substitution may be possible. Similarly, the substitution of one piece of music for another in a concert performance may be possible*
  - *Changing dates or venues may be acceptable, if the changes do not move the performance dates outside the funding period (July 1, 2010 - June 30, 2011) and the new venue will accommodate the same target and size audience.*
  - *Holding previews/ mini-performances/ demonstrations/ excerpts/ open rehearsals/ readings in lieu of the proposed program to keep within the funding period is not acceptable.*
  - *If a program is reduced in scope, or number of performances, funding will generally be done on a proportional basis. For example, if you have received funding for a film festival with 10 films and the festival will only present 5 films, you will only receive 50% funding.*

### FOR FURTHER ASSISTANCE CONTACT:

#### Vice President, Grants

Wendy Lapidus

Phone: 305-663-7366

Fax: 305-663-6672

[VPGrants@fundingartsnetwork.org](mailto:VPGrants@fundingartsnetwork.org)

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