



## FAN 2019-2020 GRANT APPLICATION INFORMATION

**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 high quality, creative performances, productions, and exhibitions that will capture the minds and imaginations of our community’s diverse audiences.

The FAN Grant Application procedure is a TWO STEP process. The first step will determine whether the organization and the proposed program will be eligible to complete the application for a 2019-20 FAN grant.

<b>STEP I. PRELIMINARY PROPOSAL</b>	<p><i>To begin the application process, complete the two-page Preliminary Proposal form and email with your mission statement as it appears on your website to <a href="mailto:VPGrants@fundingartsnetwork.org">VPGrants@fundingartsnetwork.org</a> by <b>5 pm EST, September 28, 2018</b>.</i></p> <p style="text-align: center;"><i>Please read all of the eligibility requirements prior to applying.</i></p>
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<b>STEP II. GRANT APPLICATION</b>	<p><i>Your organization will be notified by <b>October 18, 2018</b> if it may submit the second part of the application process. Please do not submit for this step without notification from FAN.</i></p>
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Please note:

1. If your proposed program begins before or extends beyond our funding period of **July 1, 2019 through June 30, 2020**, we will only fund that portion that occurs during the funding period.
2. We will not fund any production/exhibit that has been presented by your organization in Miami-Dade within 5 years prior to our funding cycle.
3. FAN is under no obligation to fund a proposal.

### ELIGIBILITY CRITERIA FOR APPLICANT ORGANIZATIONS

- Be a visual or performing arts organization or a division or unit **primarily** engaged in the presentation of visual or performing arts programs to the public.
- Have its principal office in Miami-Dade County.
- Be an active, not-for-profit Florida Corporation in good standing or be a division or unit of a not-for-profit Florida Corporation in good standing or a public entity, college or university in which that division or unit is administratively and programmatically distinct with its own mission, staff and budget.
- Be tax-exempt under the Internal Revenue Code (IRS) for at least thirty-six months prior to the application and have completed at least thirty-six months of operations presenting visual or performing arts programs to the public in Miami–Dade County.
- 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, etc.).

- Request funding for a program that reflects your primary mission and will take place in Miami- Dade County during the FAN funding cycle, between **July 1, 2019** and **June 30, 2020**.
- May **not** be a student visual or performing arts organization below the graduate level. (Please see funding restrictions below.)

### Special Considerations:

- If the applicant is an identifiable component of an umbrella organization (e.g. university, cultural organization, etc.,) the umbrella organization may not also be an applicant in this grant cycle.
- If the program 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.

### 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
- radio or television stations

## HOW TO APPLY FOR FUNDING

### STEP I. Preliminary Proposal (Deadline 5 pm EST, September 28, 2018)

The first step in submitting a funding request is to complete the two-page Step 1 form summarizing your proposed program including your mission statement as it appears on your website. Please email this in word format to [vpgrants@fundingartsnetwork.org](mailto:vpgrants@fundingartsnetwork.org). We will send you an email acknowledgment that your message was received.

**STEP II. Submission of a full Grant Application (Deadline 5 pm EST, January 4, 2019)** Your organization will be notified if it may submit the full grant application. We will contact you via email with an attached 2019-2020 Step II grant application and guidelines. Materials submitted in the proposal process become the property of Funding Arts Network and will not be returned.

**FAN NOT REVIEW INCOMPLETE APPLICATIONS nor PROVIDE APPLICANTS AN OPPORTUNITY TO RESEND WITH COMPLETED INFORMATION**

**PROPOSAL REVIEW AND FUNDING DETERMINATION**

All Step II applications will be reviewed by FAN members with final decisions by vote of the entire FAN membership.

**FAN WILL AWARD UP TO 25 GRANTS:**

Each applicant may submit only one proposal.

Amount requested shall be for a minimum of **\$5,000** and not to exceed **\$25,000**.

Amounts requested are to be based on applicant’s cash budget (not in-kind) for the previous fiscal year.

<b>AVERAGE CASH BUDGET</b>		<b>MAXIMUM GRANT AWARDED</b>
Up to	\$500,000	\$10,000
Up to	\$1,000,000	\$15,000
Above	\$1,000,000	\$25,000

The minimum grant awarded will be \$5000 and the maximum grant awarded will be \$25,000.

FAN is under no obligation to fund a proposal.

FAN VP Grants will contact Step II applicants and will notify all of the final decision in April, 2019. Our **23rd Annual Grant Awards Luncheon** will take place on **Tuesday, May 7, 2019**.