



**SEMINOLE CULTURAL ARTS COUNCIL
(SCAC)
2016-2017 GRANT
GUIDELINES AND APPLICATION**

Seminole Cultural Arts Council (SCAC)

P.O. Box 28, Sanford, FL 32772-0028

230 East First Street, Sanford, FL 32771

Phone: 407-302-1099

Email: info@seminoleculturalarts.org

www.seminoleculturalarts.org

Seminole Cultural Arts Council (SCAC) 2016-2017 Grants Guidelines & Application

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SCAC Grant Program Overview

Formed in 1994, the Seminole Cultural Arts Council (SCAC) is a registered 501(c)(3) nonprofit organization and a member of the Florida Association of Local Arts Agencies and ACE (Arts for a Complete Education). SCAC is a catalyst for the preservation of local cultural and historic heritage, including performing, literary, and visual arts and sciences, and serves to sustain, develop, and advance the cultural life of Seminole County.

In 1995, the Seminole County Board of Commissioners designated SCAC as the official recipient of the Florida ARTS license plate funds. Through the Division of Cultural Affairs, State of Florida and Florida's Department of Motor Vehicles, \$20 from each special "State of the Arts" license tag purchased by Seminole County residents goes toward a grant fund that supports the arts in Seminole County. SCAC is the designated not-for-profit organization that distributes the license plate funds for Seminole County through this granting process. Since SCAC was formed, more than \$350,000 in grants has been awarded.

2016-2017 SCAC GRANT GUIDELINES

Grant Period October 1, 2016 through September 30, 2017

- **Workshop Attendance:**

Workshop attendance is strongly encouraged to be aware of the requirements of the application process. Those who cannot attend the scheduled workshop on Thursday, May 12th are asked to call or email SCAC to set up an appointment to discuss the program.

- **Narrative:**

Applicants are required to use this template of narrative questions to a maximum of eight (8) typed pages using Times New Roman 12 pt or Arial 11 pt font.

- **Final Grant Reports:**

The Final Grant Report Form may be found at the end of the Grant Application. It must be submitted to SCAC no later than sixty (60) days after the end date of the project. Please Note: If your organization received SCAC grant funding for 2015-16, you must include copies of that Final Grant Report with this grant application. The review panel will not consider the new application if this information has been omitted.

- **Seminole Cultural Arts Council (SCAC) Membership Required:**

All grant recipients must be current members or become members of SCAC prior to the award of their grant funding. Applicants should attach a copy of their cancelled check or method of payment for membership dues.

- **Late and Incomplete Applications:**

Late and incomplete applications will not be considered. No additional materials may be submitted after the deadline unless requested by SCAC.

- **Important Dates:**

Thursday, May 12 SCAC Grant Writing Workshop 3:00-5:00 PM
RSVP by 5/11/16 to 407-302-1099 or info@seminoleculturalarts.org
Location - Seminole County Extension Auditorium, 250 County Home Rd., Sanford FL 32773 (off US Hwy. 17-92)

Friday, August 5 **Application Deadline**
Completed applications must either be hand-delivered by 12:00 PM on 8/5/16 to the SCAC office, 230 E 1st Street, Sanford FL 32771 or must be postmarked by 8/5/16 and mailed to 230 E 1st Street, Sanford, FL 32771.

Friday, August 19 Grant Review Panel open meeting to review applications 3:00–5:00 PM.
All applicants are strongly encouraged to be present. Please inform SCAC if you are unable to attend, 407-302-1099, or, info@seminoleculturalarts.org.
Location - Seminole County Extension Auditorium, 250 County Home Rd., Sanford FL 32773 (off US Hwy. 17-92)

Monday, August 22 Award/denial letters are sent to applicants.

Thursday, October 1 Checks are mailed to grant recipients.

SCAC Grant Categories

Maximum grant request \$2,000 for all categories

CATEGORY I: CULTURAL/HISTORICAL ORGANIZATION

Funds are to be used for activities in Seminole County and sponsored by Seminole County cultural/historical organizations.

CATEGORY II: EDUCATION/EDUCATIONAL OUTREACH

Funds are to be used for cultural activities in or by Seminole County educational institutions, including Special Arts, Cultural Enhancement Programs and At-risk Youth.

CATEGORY III: COMMUNITY OUTREACH

Funds are to be used for cultural programs in the Seminole County community. This category is meant to serve traditionally non-cultural groups sponsoring or producing a cultural/historical project, including Boys and Girls Clubs, Concert Series, Senior Programs, YMCA of Seminole County and Juvenile Justice Programs. Note: Organizations applying under Category III need not be arts-affiliated, but the project must be of an artistic or cultural nature.

CATEGORY IV: INDIVIDUAL

Funds are to be used by an individual for a specific historic heritage, cultural or arts project in Seminole County, whether literary, visual arts and sciences, or performing arts.

Grant Eligibility

Organizations may submit only one Grant Application per year. Unused funds from successfully awarded grant monies cannot be carried over into your next fiscal year and must be returned to SCAC. All SCAC funds must be spent between October 1, 2016 and September 30, 2017. Grant funding is not automatically renewed. Organizations or individuals must re-apply for funding each new fiscal year.

- (1) Organization must have completed at least one year of operation within Seminole County as a designated 501(c) (3) not-for-profit organization and must have been in business at least one year.
- (2) Funds must be used for programs or special projects that are artistic/cultural in nature (including: historic preservation/restoration; arts in education; music; dance; folk arts; humanities; literature; film/video/media; theater and musical theater; visual arts; the collection or exhibition of historical, archeological, scientific, or ethnic artifacts, handiwork or objects).
- (3) Funds must be expended on program/project direct costs. Grants may not be used as general operating support.
- (4) Programs/projects must take place in Seminole County, Florida.
- (5) Applicants previously funded through SCAC must be in compliance with the terms of their grant award agreement(s), including submission of the Final Grant Report.
- (6) All publicity for organizations receiving funding from SCAC shall include the following statement: ***“Funded in part by the Seminole Cultural Arts Council, Inc. (SCAC)”***.
- (7) Applicant organizations are to maintain current accurate time records and receipts stating the actual value of in-kind contributions on file and available for audit.
- (8) The organization must comply with Americans with Disabilities Act standards as it relates to persons with disabilities, and may not discriminate on the basis of age, race, color, religion ancestry, national origin, handicap, sexual orientation, marital status, gender or gender identity in any program or activities (e.g. hiring practices, board, audience, or volunteer participation).
- (9) Grant funds may not be used for any expenses not specifically identified with the grant request.

Review and Evaluation Process

SCAC Grants Review Panel - Open Meeting:

An open panel meeting will be held on Friday, August 19, 2016 at 3:00 PM to publicly discuss the grant applications. Applicants will have opportunity to briefly update the panel on occurrences since the grant application, and to answer any questions the panel may have that might affect their scoring.

Evaluation Criteria:

The Grant application will be evaluated in the following areas, with a maximum of 20 points.

Project Quality (50%) - 10 points

- Project description
- Merit of the project
- Project mission and goals
- Community need for services
- Uniqueness of project
- Qualifications, background and expertise of the professionals involved, if applicable.

Planning and Implementation (30%) - 6 points

- Strong planning with collaborating agencies, artists and/or other professionals, if applicable
- Endorsement from other agencies, artists and/or other professionals, if applicable
- Efforts to involve a diversity of participants, including persons or groups not ordinarily participating in cultural activities
- Impact of program/project
- Effective project evaluation plan
- Marketing strategy
- Evidence of administrative capacity to implement the proposed project.

Budget (20%) - 4 points

- Appropriateness of project costs
- Accuracy of submitted budget.

Tips

- Provide a project timeline.
- List goals, objectives and methods.
- Explain marketing efforts and successes in reaching/serving diverse audiences.
- Be concise, be specific and say what is important.
- Keep it current. Focus on the specific project.
- Provide details and compelling facts emphasizing what distinguishes the program.
- Provide complete and accurate budget forms.
- Provide a letter or other document from the President or Executive Director of your organization authorizing solicitation of grant funds and collateral, if applicable.
- Provide Letters of Support/Endorsements or letters referencing collaborations (maximum of 6).

Application Instructions

Grant forms are available for download as PDF documents at www.seminoleculturalarts.org. If your organization requires that grant documents be in Microsoft Word format, please contact the SCAC office.

Application Organization/Presentation:

Provide one (1) original (signed in blue ink) and six (6) complete copies for panel members, for a total of 7. Use only soft-sided 3-ring binders. Do not use hard-sided binders, paperclips, staples, or binder clips.

Collate original and copies in the following order:

- Cover Page with Requesting Organization, Project Title, Grant Category, and Contact Person
- I. General Information Form
- II. Narrative
- III. Project Budget
- IV. Certification
- Attachments/Support Materials in the order listed below (include support materials with each copy).
- Final Grant Report (to be submitted no later than sixty (60) days after the project end date).

Required Attachments/Support Materials: (Compile in the order described below and include in the Attachments/Support Materials section.)

1. Letter or other document authorizing solicitation of grant funds. This provides an excellent opportunity to summarize how the grant will benefit the organization and further objectives; explain or clarify particular points of interest that may not have been directly addressed in the application; serve as a general introduction to the organization and the proposal; and provide additional information that will lend support to the grant proposal (Schools/School-Related Organizations must have a letter of authorization from the School Principal.)
2. 501(c)(3) Determination Letter from IRS (Optional for Schools/School-Related Organizations. Not applicable for Individuals.)
3. SCAC grant recipients for 2015-16 must include copies of their Final Grant Report along with photographs of the program or project in a form that can be used in advertising and promotion.
4. All applicants, including SCAC grant recipients for 2015-16, must show proof of SCAC membership.
5. Documentation of programming – newsletters, brochures, photos, newspaper articles, etc. (maximum of 3). Note: Projects previously completed with SCAC Grant funds must include the phrase “*Funded in part by the Seminole Cultural Arts Council (SCAC), Inc.*”
6. Letters of Support/Endorsements, letters referencing planned collaborations (maximum of 6).

Reminder:

Completed applications shall be hand-delivered by 12:00 PM on Friday, August 5, 2016 to the SCAC office, 230 E 1st St., Sanford FL 32771 or postmarked by August 5, 2016 and mailed to Seminole Cultural Arts Council, 230 E 1st Street, Sanford FL 32771.

Grant application packages will not be accepted via email or fax.

SEMINOLE CULTURAL ARTS (SCAC) FY 2016-2017 GRANT APPLICATION

I. General Information

(1) Name of Organization _____

(2) Name of Event/Project _____

(3) Grant Contact Person _____

(4) Complete Street Address of Organization
Street _____

City _____ Zip _____

Phone: _____ FAX: _____

(5) Email Address of Organization _____

(6) Email Address of Grant Contact Person _____

(7) Organization's Chief Official: _____

Title: _____

Phone: _____ FAX: _____

(8) Headquarters of Organization (Address, if different from #4)

(9) Grant Category: I Cultural/Historical Organization II Education/Education Outreach
 III Community Outreach IV Individual

(10) Federal Employer ID# for 501(c)3 nonprofit organizations _____

(11) Amount Requested \$ _____

(12) Event/Project Beginning Date: _____ Ending Date: _____

(13) Have you ever applied for a SCAC Grant before? YES NO

If yes, when? _____ (If yes, copies of Final Grant Report Forms for 2015-16 grant recipients and proof of SCAC membership shall be included with Required Support Material in this application. Applicants should attach a copy of cancelled check or payment method for membership dues. Photographs of the program or project will be required and must be submitted in a form which may be used in advertising and promotion.)

II. Narrative:

It is required for this application that you type your responses to these questions using this format. You may use more or less space for each response, however, you must not exceed a maximum of eight (8) typed pages in fonts Arial 11 pt. or Times New Roman 12 pt. with 1-inch margins. Responses should be numbered and clearly labeled.

Project Quality (50%) 10 points

- 1. Project Title** (10 words maximum that clearly identify what your project involves):

- 2. Brief Project Summary** (50 words maximum):

- 3. Full Project Description** (What is/are the goal(s)? Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Describe the relationship between the organization's mission and goals, and the project's goals and activities. List exhibits, performances, concerts, or refer to a schedule included in your support materials. List who will perform/direct/curate/etc.):

- 4. Merit of Project** (Explain the merit or potential for programmatic and/or administrative growth):

- 5. Organization Mission Statement:**

- 6. Organization History** (one-page maximum):

- 7. Describe the community need for the project** (How will it enhance/showcase the arts in Seminole County?):

- 8. Describe the uniqueness of the project:**

- 9. Bios of key artistic personnel involved with project (staff or consultants).** Bios should be limited to one or two paragraphs and should support the qualifications, background and expertise needed to implement the proposed project:

Planning and Implementation (30%) 6 points

- 10. What is the time frame for the program/project?**

- 11. Collaborative Planning** (Explain planning for this project with collaborating agencies, artists, and/or other professionals, if applicable. For additional support, you may wish to include letters in your support materials referencing these collaborations which should be specific to the project for which you are applying:

12. Endorsements (Identify endorsing organizations, artists and/or other professionals, if applicable, and quote their endorsements. Endorsements are defined as positive statements you have received from others *in writing* about your organization or its past or present work. For additional support, you may wish to include examples of these letters in your support materials):

13. Outreach (Describe your efforts to involve a diversity of participants, including persons or groups not ordinarily participating in cultural activities):

14. Impact of Program/project (What is the number of individuals expected to directly benefit? What is the number of visual, performing or literary artists and/or historians participating in this project, both volunteer and professional? What is the number of performances and/or activities associated with the project?):

15. Evaluation (Describe evaluation plans for this project or show evaluation tools. If you've conducted evaluations in the past, what have you learned and applied to program plans? If you will use surveys, you may wish to provide a sample survey in the support materials):

16. Marketing (What is your organization's marketing plan for this project?):

17. How will you increase recognition for Arts License Plates and the Seminole Cultural Arts Council? (SCAC's ability to continue granting funds depends on the proceeds from sales of arts license plates. For this reason, recognition of support is important. Please explain how you would help to foster increased sales of arts license plates):

18. Names and Affiliations of Officers and Board of Directors (Optional for Schools/School- Related Organizations):

Budget (20%) 4 points

19. Fiscal Management (Explain the appropriateness of costs on the project budget. Does the budget support all aspects needed to implement the proposed project? Are the amounts reasonable based on prior year expenses and revenues, and considering new resources or increased costs? List the average number of audience members attending paid performances or activities, if applicable. List the average number of audience members attending free performances or activities, if applicable):

20. Monitoring Expenses (How will your organization monitor expenditures?):

III. Project Budget

BUDGET OVERVIEW

- Provide information regarding sources of income and revenue for the project that will help the Grant Review Committee understand the financial viability of your project.
- Complete detailed income and expenses in the tables in the following pages. Add lines to the tables as needed.

PROJECT INCOME DETAILS

- Do not include income from this grant request.
- Secured income is that which is already in-hand.
- Unsecured or estimated income is that which has been pledged but not received, ticket sales to be realized, or are being negotiated with a contributor.
- Earned income consists of payment or promise to pay which obligates the organization to provide a service or other value to the payer.
- In-kind contributions represent goods and/or services to be used or sold in the accomplishment of the organization's mission, and may include materials, equipment or property.

Secured Income Source Name	Cash \$ Amount	In-Kind \$ Value	Other (specify \$ value)	Total
Secured Income Source Total				①

Unsecured or Estimated Income Source Name	Cash \$ Amount	In-Kind \$ Value	Other (specify \$ value)	Total
Unsecured or Estimated Income Source Total				②

Enter Secured Source Income Total	①
Enter Unsecured or Estimated Income Total	②
Income TOTAL	③

GRANT REQUEST DETAILS

State the grant amount being requested and describe how SCAC Grant funds would be used. Be specific:

Expenditure	Amount
Grant Request Amount TOTAL	④

PROJECT EXPENSES

- Personnel-Administrative, Artistic, Technical or Production (salaries, wages or fees)
- Space Rental (theater, hall, gallery, rehearsal venue, storage; applicable costs of telephone, utilities)
- Travel (tolls, food, mileage, gratuities, hauling)
- Marketing-Publicity/Promotion (newspapers, radio/television advertising, posters, printing, mailings)
- Other Operating (scripts, scores, insurance fees, supplies, equipment rental, sets, props).

Expense Description	Amount
Expense TOTAL	⑤

FINANCIAL SUMMARY TOTAL

Enter Income Total	③
Enter Expense Total	⑤
Subtract Expense Total from Income Total (This is the Project Pre- Grant Total)	⑥
Enter Grant Request Amount Total	④
Add Project Pre-Grant Total ⑥ + Grant Request Amount Total ④	
ESTIMATED PROJECT FINANCIAL BALANCE TOTAL	⑦

IV. CERTIFICATION - Authorizing Official

I have reviewed this application for funds from the Seminole Cultural Arts Council for FY 2016-17. I am in full agreement with the information contained herein. I am authorized to submit this application and certify that the organization meets all eligibility requirements as described in the grant guidelines and that all information contained within this application is true to the best of my knowledge.

TREASURER _____

Signature

Printed Name _____

Date _____

2016-17 Seminole Cultural Arts Council Grant Check List

- _____ One original Grant Application (identified on front cover as “Original”. Original requires signatures in blue ink and six (6) copies for a total of 7. Application is not complete without these copies.
- _____ Requesting Organization is in compliance with Eligibility Requirements.
- _____ Cover Page including Requesting Organization, Project Title, Grant Category, and Contact Person.

Forms

- _____ Completed I. General Information Form
- _____ Completed II. Narrative
- _____ Completed III. Project Budget
- _____ Completed and Signed IV. Certification
- _____ Final Grant Report (to be submitted no later than sixty (60) days after the project end date).

Required Support Material

- _____ Letter or other document authorizing solicitation of grant funds. (Schools/School-Related Organizations must have an authorization letter from School Principal).
- _____ 501(c)(3) Determination Letter from IRS (optional for Schools/School-Related Organizations).
- _____ SCAC grant recipients for 2015-16 must include a copy of their Final Grant Report.
- _____ SCAC grant recipients for 2015-16 must include documentation of their membership in the SCAC.
- _____ Documentation of programming: newsletters, brochures, photos, newspaper articles (maximum of 3).

Optional Support Material

- _____ Letters of Support/Endorsements, letters referencing planned collaborations (limit of 6).

REMINDER:

Completed applications must be hand delivered by 12:00 PM on Friday, August 5, 2016 to the SCAC office, 230 E 1st St., Sanford FL 32771, or postmarked by August 5, 2016 and mailed to Seminole Cultural Arts Council, 230 E 1st Street, Sanford FL 32771.

Application packages will not be accepted via email or fax.



**SEMINOLE CULTURAL ARTS COUNCIL (SCAC)
GRANT FINAL REPORT FORM
FY 2016-2017**

Mail to: Seminole Cultural Arts Council (SCAC)
P.O. Box 28
Sanford, FL 32772-0028

You must return this Final Grant Report Form to SCAC no later than sixty (60) days after the completion of your project. Failure to do so will deem your organization ineligible for future grants from the SCAC. Final Grant Report must include photographs of the progress or end product of your program or project in a form which can be used in advertising and promotion.

Organization: _____

Project Title: _____

Grant Category: _____

Grant Amount Funded: _____

Organization Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Person: _____

Phone: _____ **Fax:** _____ **Email:** _____

Please provide complete and accurate answers to the following:

1. Date project began: _____ **Date project ended:** _____

2. Total Cost of Project: \$ _____ **Amount of Grant Award:** \$ _____
(Please Note: Any unused grant funds must be returned to SCAC)

3. Did you have to change any aspect of the project as originally designed?
___ YES ___ NO If Yes, briefly explain.

4. Did the project start on the date projected in the proposal?
___ YES ___ NO If No, briefly explain.

5. Do you plan to repeat this project or continue it in some modified version?
___ YES ___ NO If Yes, when? _____
If No, briefly explain.

6. Briefly describe your project - What did you do? When did you do it? Where did you do it? (Use an attached sheet if more space is needed.)

7. Briefly explain the organization's use of the grant monies for programs, projects, other activities funded, and summarize the impact of this grant to the organization. (Use an attached sheet if more space is needed).

8. Briefly describe your marketing strategy.

9. How did your organization promote State of the Arts License Plates? Does your organization want information about the "State of the Arts" license plates? YES NO

10. How many individuals benefited from this project? _____

**11. What was the attendance at the grant project? (If applicable).
Paid admissions _____ + Complimentary admissions _____ = Total _____**

12. Support Materials: You must attach support materials and submit them with this Grant Final Report. Include copies of reviews, articles, brochures, programs, support letters, etc. (Please Note: Credit to the Seminole Cultural Arts Council must be reflected in your support materials.)

13. Provide verification of your SCAC Membership.

I certify that the above information presents an accurate and complete description of the grant activity within the report dates shown above.

Signature of Authorizing Official

Date

Printed Name of Authorizing Official