



Grant Guidelines and Application Overview

State of the Arts
Opportunity Grants
2019/2020

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Program Calendar

Tuesday, July 9, 2019, 9:30 – 11am
Grants Workshop, Sarasota (Center for Arts and Humanity)

Wednesday, July 10, 2019, 10 – 11:30am
Grants Workshop, Venice (Gulf Coast Community Foundation)

Thursday, July 11, 2019
Grant application Open

Monday, Sept. 9, 2019, 5 p.m.
Grant application Deadline

Tuesday, September 17 – 11, 2019
Grant panel review

Wednesday, September 18, 2019
Alliance Board approves panel recommendations

Friday, September 20, 2019
Grantees notified

Monday, Oct. 21, 2019
Celebration of the Arts – Grants Awarded

Contact Us

General Information: 941-365-5118 ext. 313

E-mail: operations@sarasotaarts.org
(please include "Opportunity Grant" in the subject line)

Application: <https://form.jotform.com/71198425075157>

PROGRAM DESCRIPTION

The Arts and Cultural Alliance has established this grant program to provide assistance to Sarasota County nonprofit organizations for artistic *projects*. The funding for this grant is from the Florida Arts License Plates in Sarasota County and other funds. This State of the Arts Opportunity Grant is intended for organizations that do not qualify or did not receive a Tourist Development Cultural/Arts Grant.

The State of the Arts Opportunity Grant program is designed to assist nonprofit arts/cultural organizations in Sarasota County through monetary awards. The program provides support for the organization's *projects* that demonstrate artistic merit, community involvement and administrative competence.

The State of the Arts Opportunity Grant program provides grants of up to \$5,000 per application. Grant funds will be released on the following schedule:

- Upon approval of the grant request by the Board of Directors of the Arts and Cultural Alliance: 75%
- Upon receipt and approval of the Final Report on the project: 25%

ELIGIBILITY

1. An applicant organization is not eligible for Opportunity Grant Funds in the same year that it receives Tourist Development Tax Funds from Sarasota County.
2. The primary mission of applicant organizations must be cultural/artistic presenters, exhibitions, or arts education.
3. The applicant must be based in Sarasota County and have a 501(c) (3) IRS designation.
4. The applicant must be a member of the Arts and Cultural Alliance
5. Project must be less than 12 months in duration and take place between October 1, 2019, and September 30, 2020.
6. An organization is restricted to one application with one project per year.
7. Organizational support groups and guilds may not apply on their own behalf.
8. Grant requests are limited to 50% of the project expense budget.
9. **Allowable reimbursable expense categories:**

- Artists' salaries and fees
- Production or exhibition expenses
- Marketing
- Office equipment, computers, software, and other capital items that increase organizational capacity

10. Non-Allowable expense categories:

- Fellowships/scholarships
- Touring of exhibitions or performances outside of Sarasota County
- Reduction of existing deficits
- Payroll taxes, pension, or fringe benefits
- New construction and/or renovation

- Entertainment expenses
- Travel not related to the project
- Fundraising
- Occupancy expenses, including utilities and telephone
- In-kind, non-cash items should **not** be included in the budget

GRANT PROCESS

Applicants are invited to attend **Grant Workshop** to learn more specifically about the grant program and to ask questions about the application and evaluation process. All applicants, including returning applicants, are strongly encouraged to attend a Workshop. The dates for these workshops are on Page 2 of this packet.

- Workshop registrations is at: <https://form.jotform.com/81656170544155>
- Complete and submit the online application by the deadline, Monday, September 9, 2019, 5p.m.
- Alliance staff are available to answer technical questions.
- A review panel considers and scores each application and supporting materials
- Recommendations of the panel are reviewed for final approval by the Alliance Board of Directors.
- Applicants will be notified by mail of the final status of their grant request.
- Grants will be awarded at the Celebration of the Arts, at which grantees will receive the first 75% of the grant funds awarded.
- The remaining 25% of the funding will be provided only after the applicant has successfully executed a Final Report that is both correct and complete.

Work Samples

Applicants are limited to 5 pieces of supporting documentation. Text and images should be uploaded as .pdf files not to exceed 2MB in size. Audio or video samples (max. 5 minutes total) should be online with a link provided in the application.

Review Criteria

Granting decisions will be based on:

- Artistic merit
- Community involvement (including accessibility and diversity)
- Administrative competence

Review

Reviewers will evaluate applications on the basis of the submitted material. An independent peer panel is convened to review the applications. The panel is composed of arts/cultural professionals representing diverse perspectives. Funding recommendations made by the review panels are presented to the Arts and Cultural Alliance board for the final award decision.

Final Report

Final reports are submitted online: <https://form.jotform.com/81625055344151>

Acceptance of the Final Report initiates payment of the remaining 25% of your grant award.

If the Final Report is not received by Wednesday, October 30, 2020, the remaining balance will be considered forfeited and that sum will be "rolled over" into program funds for the following grant cycle.

The online final report includes:

- Completed Project Budget "Actual" column submitted with the grant application.
- Description of the work supported by this funding, including comments about the artistic value of the work presented.
- Provide copies of published reviews (online, or in newspapers, etc.)
- Provide samples of how the Arts and Cultural Alliance of Sarasota County was credited as a funder in the program guide, website listings, advertisements, or other published settings.

Opportunity Grant Application (template)

Grant must be completed and submitted online at <https://form.jotform.com/71198425075157>

- Organization *
- Primary Contact *
- E-mail *
- Address *
- Phone Number *
- Area Code Phone Number

Eligibility

- Date Organization Formed *
- Date of 501(c)3 *
- FEIN/TAX ID *
- Member of the Arts and Cultural Alliance Yes/No
- Please upload a copy of your organization's IRS determination letter. (pdf) *
- Upload your most recent IRS 990 (pdf). *
- Please upload a list of your Board of Directors including Name, Address, and Occupation (pdf).*

Application

- Mission Statement * (300 word maximum)
- Website *
- Organization History * (1000 word maximum)
- Proposed Project Summary — Describe your project. Include the extent of community involvement and the impact this grant will have on your organization. Emphasize your artistic merit, community involvement, and give examples of your administrative competence. * (3300 word maximum – it is neither necessary nor desirable to fill the word limit)

Budget

- Upload Organization Budget and Project Budget using the Budge Template available at <https://sarasotaarts.org/programs/grants/opportunity-grants/> *
- Optional - notes or explanation for Project or Organization Budget (2500 word maximum)

Supporting Documents

- Up to five samples may be either an uploaded pdf or jpg file (2MB max) or a link to an audio/video sample (3 minutes max)

Signature

Scoring Guide

Scoring Guide Opportunity Grants

Please substantiate quantitative scores with detailed feedback in the space provided below.

Applicant Organization:

Scoring Dimension	Criteria	Points
Artistic merit (7 pts)	Degree of Artistic Merit and impact of proposed project	
Community involvement (2 pts)	Accessibility to the public, connection to community, and aesthetic enhancement in the community	
Administrative competence (2 pts)	Project feasibility and organizational competence	
	Total Score	

Comments: