



Arts and Cultural Alliance  
of Sarasota County

*Grant Guidelines*  
*2021/2022*

John Ringling Towers Fund  
**Historic Preservation Award**

# Contents

Program Description p. 3  
Eligibility p. 3  
Grant Process p. 4  
Apply p. 5  
Scoring Guide p. 6  
Final Report – Online Submission p. 7  
Application template p. 8

# Program Calendar

**Tuesday, July 20, 2021 at 10:30 AM**  
Virtual Information Session via Zoom

**Wednesday, July 21, 2021**  
Grant application Open

**Friday, Sept. 10, 2021 at 5:00 PM**  
Grant application Deadline

**Monday, Sept. 13 - Friday, Sept. 17, 2021**  
Grant panel meet and review applications

**Wednesday, September 22, 2021**  
Arts & Cultural Alliance Board approves grants

**Friday, September 24, 2021**  
Applicants notified

# Contact

General Information: 941-365-5118 ext. 313

E-mail: [operations@sarasotaarts.org](mailto:operations@sarasotaarts.org) (please type in the subject line “JRTF grant”)

Application: <https://form.jotform.com/211515601950144>

# Program Description

The Arts and Cultural Alliance of Sarasota County established this program to provide direct assistance to Sarasota County not-for-profit organizations working on significant historic preservation projects.

This program is designed to support projects that express and maintain the spirit of the John Ringling Towers. This fund is managed by Arts and Cultural Alliance of Sarasota County, the Gulf Coast Community Foundation, and the Community Foundation of Sarasota.

Historic Preservation Grants will be given to not-for-profit organizations or governmental agencies located in Sarasota County, to be used for historic rehabilitation, including capital (bricks and mortar), preventive maintenance projects or national register designations.

The John Ringling Historic Preservation Program provides grants of up to \$3,000 for historic preservation projects. The number of awards will vary according to the number of applications reviewed, the recommendations of the panel and the funds available.

## Eligibility

- Not-for-profit organization
- Located in Sarasota County
- Member of the Arts and Cultural Alliance
- Projects in progress are acceptable.

# 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/211515601950144>
- Applications will be available online July 21, 2021. Complete and submit the online application by the deadline, Friday, September 10, 2021.
- 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.

# Apply

Top tips:

- 1) Attend a Grant Workshop (dates on page 2)
- 2) Review the Scoring Guide that will be used to evaluate your application. If your proposal does not seem to “match” what is being measured on the Score Sheet, you may be better served to seek funding through other grant programs. If your proposal does look like a natural match with the Score Sheet, focus on demonstrating excellence in every area that is evaluated. Likewise, avoid addressing too many elements of your proposal that are *not* covered in the Score Sheet.
- 3) Review the grant application and prepare necessary materials. You cannot save an application in process, so it is important to have the materials ready to upload. It is also easier to edit text responses in a word processing program and copy and paste material into the form.
- 4) Prepare PDF versions of the required project photograph and other documents in advance. Make sure that the file size of each document is less than 2MB.
- 5) Focus on how the grant will “make a difference” if you are awarded funds. Grant funds are scarce. Therefore, funders want every dollar awarded to be *significant*. Explain how the grant will enable something special to happen that simply would not happen without this specific grant award.

*The Arts and Cultural Alliance of Sarasota County reserves the right to revise the Guidelines and Application form. Application formats may not be altered or manipulated in any way. Funding for this grant program is contingent on approval of applicable budgets.*

# Scoring Guide

**Scoring Guide**

**John Ringling Towers Fund – Historic Preservation Awards**

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

Applicant Organization:

Scoring Dimension	Criteria	Points
Historic Merit (7 pts)	Degree of Historic Merit and impact of proposed project	
Accessibility (2 pts)	Accessibility to the public, strong connection to community outreach and aesthetic enhancement in the community	
Feasibility (1 pt)	Project feasibility and organizational competence	
<b>Total Score</b>		

**Comments:**

# Final Report

Final Reports are submitted online at: <https://form.jotform.com/211515270463145>

The Final Report is due 30 days after the completion of the project but no later than October 28, 2022. Acceptance of the Final Report initiates payment of the remaining 25% of your grant award.

If the final report is not submitted by the October 28 deadline, the remaining balance will be considered forfeited and that sum will be “rolled over” into program funds for the following grant cycle. The online report will require you to:

- Provide the Grant Number assigned in your award letter in the Final Report
- Describe how the funds were used to advance your historic preservation goals for the project.
- Provide copies of any media coverage of the project (online, or in newspapers, etc.)
- Provide samples of how the Arts and Cultural Alliance of Sarasota County and the John Ringling Towers Fund was credited as a funder in the applicant’s website listings, advertisements, or other published settings.
- Complete the Actual Budget column in the Budget Template submitted with your application. Explain variances greater than 15% from the proposed project budget.

# John Ringling Tower Fund

## Historical Preservation Application (Template)

- 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 words)
- Website \*
- Proposed Project Summary — Describe your project including how the grant will be used and a timetable or work plan. \* (2000 words) (it is neither necessary or desirable to use the entire word limit if it is not required)
- Historic Significance \* (1000 words)
- Sustainability - discuss in-kind support or other grants or funding sources. If the project is ongoing, describe a plan for future funding. \* (1000 words)

### Budget

- Upload Project Budget using the Budget Template available at <https://sarasotaarts.org/programs/grants/john-ringling-tower-fund/> \*
- Optional - notes or explanation for Project or Organization Budget (1000 words)

### Supporting Documents

- Include at least one photograph of the project and other documents that explain the project. (jpg or pdf) (Provide links to audio/video files, do not upload)