



Arts. Sciences. History. Community.

**Cultural Development Fund:  
Small or Emerging Organizations, Community Cultural Projects**

**2024-2025 Application Guidelines**

**INTRODUCTION**

In 1998, the Palm Beach Board of County Commissioners designated funding to finance cultural activities throughout the County. These funds are for Palm Beach County based nonprofit organizations to promote and expand cultural activities for residents. The Fund is designated Category CI. The Cultural Council for Palm Beach County administers the Category CI program under contract with the Board of County Commissioners. Total program funding is dependent upon County Commission approval each fall.

**GRANT DEADLINES**

Applications for 2024-25 funding will be accepted through July 12, 2024. All granted funds must be expended by September 8, 2025. Your program must take place after you receive your award but before September 8, 2025.

**HOW TO APPLY**

Applications will be accepted online only. A link to the online application system "Grant Portal" is provided on the Council's website Category CI web page: <https://www.grantinterface.com/Home/Logon?urlkey=ccpbc>

**MISSION**

The grant program is designed to preserve cultural heritages and traditions through the arts, advance cultural opportunities for children and youth, and to create opportunities for Palm Beach County residents to experience culturally diverse, innovative cultural programs and projects.

**OBJECTIVE**

The objective of this grant program is to provide financial support for the creation and delivery of engaging cultural programs and projects. Additionally, the program aims to build the capacity of small and emerging organizations.

## **ELIGIBLE ORGANIZATIONS**

The grant program is open to:

- Nonprofit cultural organizations
- Nonprofit community-based non-cultural organizations planning a cultural project
- Rural municipalities (as defined by REDI)

### **Nonprofit Cultural Organizations**

Definition: A “**cultural organization**” is defined as a nonprofit organization whose primary mission and more than **75%** of its annual operating expenses are dedicated to cultural activities: the arts, literature, history, or science.

### **Nonprofit Community-Based Organizations planning a Cultural Project**

Definition: A “**community-based non-cultural organization**” is defined as a nonprofit organization with programs based in underserved or ethnically diverse areas or neighborhoods of Palm Beach County, whose primary mission and general operating budget is NOT dedicated to arts and culture, but other causes such as health, social welfare, housing and rehabilitation. Cultural projects include: the arts, literature, history, or science. See complete definition of ‘cultural project’ in definitions in the Application Toolkit on the Cultural Council website.

### **Rural Municipalities**

Definition: A “**rural municipality**” is defined by the Rural Economic Development Initiative (REDI) to include only Belle Glade, Pahokee and South Bay in Palm Beach County. Partnerships with cultural organizations and/or professional artists and artists associations are highly encouraged that seek to increase the quality of the cultural experience for participants.

## **ELIGIBLE PROGRAMS AND CULTURAL PROJECTS**

Definition: A “**cultural program**” is defined as performances, festivals, exhibitions and/or education planned, produced, presented and promoted involving the arts, literature, history, or science.

Definition: A “**cultural project**” is defined as performances, festivals, exhibitions, and/or arts and cultural education involving the arts, literature, history, or science, planned, produced, and presented by the organization that includes outreach to communities of color residing in the County, and/or serves County children and youth using innovative strategies in arts education or arts integration.

## **METHOD**

This grant program is reimbursement-based. Recipients of the grant will make expenditures in the areas of artist fees, production expenses, exhibition costs, educational and/or marketing expenses and then submit receipts to be reimbursed for allowable expenses. See Reimbursement Guidelines for

allowable and disallowable expenses in the Grantee Toolkit on the Cultural Council website.

**FUNDING LEVELS:**

**Funding For Cultural Organizations**

Organizations that meet the criteria defined above as “cultural” may request funding based on operating revenues (including in-kind support) for the last completed fiscal year as verified by the IRS Form 990 and/or the organization’s financial documents. There are three levels of funding:

Level	Operating Revenue	Maximum Grant Request
I	\$25,000 - \$100,000	\$5,000
II	\$100,001 - \$200,000	\$10,000
III	\$200,001 and above	\$15,000

**Funding for Non-Cultural Organizations and REDI Defined Municipalities**

Organizations that meet the criteria defined above as “non-cultural” may request funding based on operating revenues for the last completed fiscal year as verified by the IRS Form 990 and/or the organization’s financial documents. There are three levels of funding:

Level	Operating Revenue	Maximum Grant Request
I	\$50,000 - \$200,000	\$5,000
II	\$200,001 - \$500,000	\$10,000
III*	\$500,001 – \$1,000,000	\$10,000

**\*Level Three:** In this level of funding, less than 25% of the organization’s match can be from salaries. Because of their REDI designation, the cities of Belle Glade, Pahokee and South Bay may apply at this funding level to support new cultural projects in their communities or to expand and/or add new components of cultural projects already in existence.

**MATCH REQUIREMENT**

All nonprofit organizations that apply for this grant must provide matching dollars for the proposed program or project. Matching funds may be cash or in-kind, subject to review. **In-Kind Support:** Paid or given in goods, commodities, or services instead of money. NOTE: do not include hours worked by volunteers as in-kind support. In-Kind support should be recorded both as revenue and as an expense in the application budget section. Additional documents may be requested.

**Match Requirement for Cultural Organizations**

Cultural organizations must show a \$1:1 match that equals the requested grant amount. For every dollar that is requested from the Cultural Council, the

organization must show an equal or greater amount of revenue coming from another source. For example, if an organization requests \$5,000, the total budget for the funded program should be at least \$10,000.

### **Match Requirement for Non-Cultural Organizations and REDI Defined Municipalities**

Non-cultural organizations must show a \$2:1 match for the requested grant amount. For every dollar that is requested from the Cultural Council, the organization must show two dollars or more coming from another revenue source. For example, if an organization requests \$5,000, the total budget for the funded program should be at least \$15,000.

### **DEADLINES**

The deadline for applications is **July 12, 2024** for the grant period beginning October 1, 2024 and ending September 30, 2025. Organizations may only submit one application for the grant period and cannot apply to other Cultural Council organizational grant programs during the same grant period. Applications must be submitted and funding awarded by the panel prior to the start of the funded project.

### **GRANT REQUIREMENTS**

- 1 Location: primary location of organization is in Palm Beach County.
- 2 Years in Operation: at least one year in operation as a nonprofit organization in Palm Beach County.
- 3 Register with Guidestar and have documented Internal Revenue Service nonprofit, tax-exempt status 501(c)(3) or 501(c)(4).
- 4 Provide proof of person(s) authorized to sign contracts by submitting information from the Florida Department of State, Division of Corporations found at [www.sunbiz.org](http://www.sunbiz.org). Include registration copy, board resolution or other evidentiary documents in the online application.
- 5 Include Current State of Florida Solicitation from the Department of Agriculture - enter license number in the online application.
- 6 Propose an eligible cultural program or cultural project, which must take place in Palm Beach County. The organization must produce and present their own cultural program or cultural project.
- 7 Board of Directors: have a Board of Directors composed of at least one-half Palm Beach County residents, meeting on a regular basis.
- 8 Operating revenue: eligible cultural organizations must have a minimum of \$25,000 in operating revenue. Eligible non-cultural organizations must

have a minimum of \$50,000 in operating revenue and must not exceed \$1 million in operating revenue.

- 9 Cash Match: Provide a program budget inclusive of the required cash match.

### **GRANT EXCLUSIONS**

1. Overdue Reports: Applications will not be accepted from organizations that have outstanding overdue reports on prior Cultural Council grants. Compliance issues must be resolved in order for an application to be considered for funding.
2. Competing Grant Applications: Applications will not be accepted from organizations who have applied for a Tourist Development Fund for Cultural Tourism or Tourist Development Fund for Cultural Marketing in the same fiscal year; or are receiving Cultural Tourism Development Fund grant money in the same year.
3. Unit of Government: Applications will not be accepted from organizations that are units of county or municipal government such as public schools, library systems, city special events departments and like entities. The only exceptions are rural municipalities as defined by the Rural Economic Development Initiative (REDI).
4. Re-Granting: Applications will not be accepted for organizations to provide grants to individuals or organizations. Scholarships to youth for the purpose of arts and cultural education are acceptable.
5. Unit of School or School Foundation: Applications will not be accepted from public or private schools, or school foundations.

### **GRANT REVIEW CRITERIA**

#### **(1) Cultural and artistic excellence and merit of program:**

Creative and well-planned cultural activities and/or events combined with the talent, skill, and knowledge to produce quality results.

*This is determined by program description, resumes of artists and/or cultural instructors and/or cultural staff, quality of support materials, etc.*

**Maximum 35 points**

#### **(2) Impact on the Community:**

Ability to add value to the quality of life for Palm Beach County residents; Organization has demonstrated its planned activities address a need in the community; Ability to reach and serve target audience.

*This is determined by the organization’s ability to reach its target audience with an intention of diversity, inclusion, and social equity in the participants, expected outcomes, and marketing or PR efforts if appropriate.*

**Maximum 35 points**

**(3) Ability to carry out program or project:**

Administrative and fiscal ability, strength of budget, diverse revenue streams, strength of collaborations, potential for long-term stability.

*This is determined by financial information, staff and volunteer resumes, support letters, board of directors, history of organization.*

**Maximum 30 points**

**RUBRIC VALUATION**

VALUE	DESCRIPTION	SCORE
Excellent	Strongly demonstrates public value of arts and culture. Merits investment of Palm Beach County funding.	88-100
Good	Satisfactorily demonstrates public value of arts and culture. Merits investment of Palm Beach County funding	75-87
Fair	Does not sufficiently demonstrate public value of arts and culture. Does not merit investment of Palm Beach County funding	61-74
Weak	Makes an incomplete or inadequate case for the public value of arts and culture. Does not merit investment of Palm Beach County funding. Information is confusing, unclear and lacks specific details.	0-60

**(1) Maximum 35 points for Cultural and artistic excellence and merit of program:**

Panelists will consider the following information when evaluating for Cultural Excellence.

Excellent 32-35 points	Good 28-31 Points	Fair 22-27 Points	Weak 0-21 points
Two year history of cultural exhibits, programs and/or productions clearly reflects excellence.	Two year history of cultural exhibits, programs and/or productions reflects excellence.	Less than two year history of cultural exhibits, programs describes excellence.	The history of cultural exhibits and programs is omitted from proposal.
Mission statement clearly describes organization and	Mission statement describes organization and	Mission statement describes organization and	Mission statement does not clearly describe

programs/activities fully support the mission.	programs/activities fully support the mission.	programs/activities do not fully support the mission.	organization and programs/ activities do not fully support the mission.
The program sustains and advances the cultural form and mission while making it available to a wider, more diverse audience.	The program sustains and advances the cultural form and mission while making it available to a wide audience.	The program sustains the cultural form and mission while making it available to a wide audience.	The program does not sustain the cultural form and mission. There is no evidence of a diverse audience.
Specific efforts are clearly demonstrated to expand the field or discipline in which it specializes.	Specific efforts are demonstrated to expand the field or discipline in which it specializes.	Unclear and confusing efforts are demonstrated to expand the field or discipline in which it specializes.	No efforts are demonstrated to expand the field or discipline in which it specializes.

**(2) Maximum 35 points for Impact on the Community:**

Panelists will consider the following information when evaluating Impact on the Community:

Excellent 32-35 points	Good 28-31 Points	Fair 22-27 Points	Weak 0-21 points
Well-defined explanation of how the program addresses the community needs, including an intention of diversity, inclusion, and social equity.	Explanation of how the program addresses a community need.	Confusing explanation of how the program addresses a community need.	Undefined or lack of explanation of how the program addresses a community need.
Well-defined expected outcomes, including targets and indicators.	Defined expected outcomes. Lacking detail about targets and indicators.	Confusing Community target population, expected outcomes, outcome targets and outcome indicators.	Undefined or lack of community target population, expected outcomes, outcome targets and outcome indicators.
Clear strategy to monitor and evaluate the program with measurable goals.	Strategy to monitor and evaluate the program.	Confusing strategy to monitor and evaluate the program.	Undefined or lack of strategy to monitor and evaluate the program.

**(3) Maximum 30 points for Ability to carry out program or project:**

Panelists will consider the following information when evaluating ability to carry out the program or project:

Excellent 27-30 points	Good 24-26 Points	Fair 19-23 Points	Weak 0-18 points
There is clear evidence that the organization is following best practices in governance, operations and program implementation.	There is clear evidence that the organization is following some best practices in governance, operations and program implementation.	There is little evidence that the organization is following best practices in governance, operations and program implementation.	There is no evidence that the organization is following best practices in governance, operations and program implementation.

**REIMBURSEMENT GUIDELINES**

Organizations approved for funding will receive grant dollars through a reimbursement process as expenses occur beginning October 1, 2024 and ending September 8, 2025. *The grantee should have sufficient funds in place to pay for expenses and provide required proof of payment before submitting for reimbursement.* **The reimbursement process can take 45-60 days before payment is available.** Reimbursement Guidelines will be published in the Grantee Toolkit on the Category CI webpage.

**Allowable Expenses:**

Allowable expenses that may qualify for reimbursement include, but are not limited to, the following:

1. Artists and other fees directly related to program/festival.
2. Marketing expenses directly related to the program, including outside professional marketing services.
3. Production and technical expenses directly related to the program.
4. Space rental directly related to the program.
5. Advertising and printing costs directly related to the program.
6. Materials/Supplies/Artists Travel directly related to the program.
7. Pre-payments made prior to the grant period for allowable expenses directly related to program occurring during the grant period, deposits required by contracts, or if there is a savings resulted, services are essential to the program or goods or services are available only if advance payment is made.



## **Disallowable Expenses**

Expenses that do not qualify for reimbursement include, but are not limited to, the following:

1. General operating or administrative expenses, including travel, salaries, and benefits not related to the program.
2. Rent of building, renovation, or remodeling of facilities.
3. Purchase of permanent equipment, including musical instruments.
4. Program publications which include solicited advertising.
5. Advertising and/or public relations items which do not mention the specific program.
6. Advertising/printing expenses which omit the Cultural Council and County Logos and/or recognition.
7. Food expenses.
8. Payments to students.
9. Any awards, prizes, or contributions.
10. Other non-program related expenses.

## **Application Exhibits**

The Application Exhibits B1 –B3, Projected Program Budget Workbook is downloadable from the Application Toolkit on the website. Note that in-kind revenue must be described on sheet 2 of the budget workbook and any surplus/shortfall on sheet 3.

## **Contractual Documentation**

1. Authorized Signatory – Provide proof of person(s) authorized to sign contracts by submitting information from the Florida Department of State, Division of Corporations found at [www.sunbiz.org](http://www.sunbiz.org). Include registration copy, board resolution or other evidentiary documents.
2. Current State of Florida Solicitation License from the Department of Agriculture. Enter the license number in the application.
3. The organization's most recent IRS form 990. An auditor's compilation or review will be acceptable in the place of the 990.
4. Financial Statements, Balance Sheet and Profit and Loss Statements approved and signed by the board treasurer for the most recent fiscal year. Upload all financials as one PDF. The Council may request additional documentation upon review.
5. If the organization had an operating deficit in the last completed fiscal year, please provide a Management Deficit Reduction Plan, signed by the Executive Director and the Board Treasurer.
6. If the organization's most recent completed fiscal year shows an operating budget decrease of greater than 25% from the prior year, please provide an explanation letter signed by the Board Treasurer.

## **Supplemental Materials – Optional**

- One letter of support
- One of the following: An annual report; program brochure; or a review

- Additional supporting documents or photos (Limit 5)– brochures, reviews, links to videos, etc.

## **APPLICATION TRAINING**

An application training presentation will be delivered at 10 a.m. on June 18, 2024. Please RSVP to [jcrewe@palmbeachculture.com](mailto:jcrewe@palmbeachculture.com). While attending the training is not required, it is highly recommended.

## **FOR MORE INFORMATION**

Contact:

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