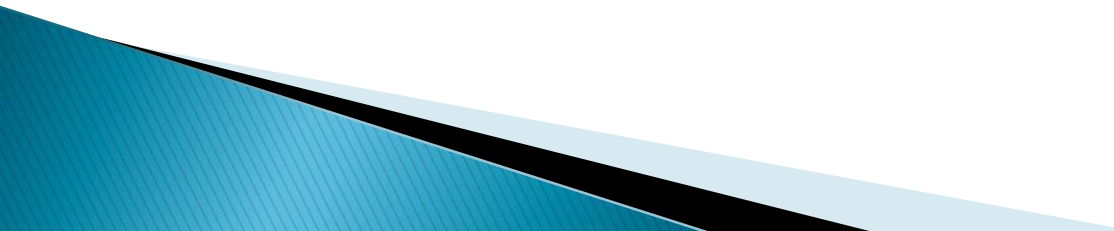


**Cultural  
Council**  
FOR PALM BEACH COUNTY

**FY 23/24**

**Grant Reimbursement Training Presentation  
Category B and C-II**

# AGENDA

- ▶ What's New/Updates
  - ▶ Things to Note for Expense Categories
  - ▶ Grantee Toolkit
  - ▶ Forms
- 

# What's New/Reminders

- ▶ New Website
- ▶ Virtual Programming – no longer reimbursable
- ▶ Travel/Supplies/Other – no longer a budgeted line item
- ▶ Co-op marketing opportunities – [www.palmbeachculture.com/coop](http://www.palmbeachculture.com/coop)
- ▶ Reference Reimbursement Guidelines when completing a reimbursement request
- ▶ Utilize Brand Standards Manual for logo usage, i.e. logo size, logo order etc. (grantee toolkit)
- ▶ Reimbursements must be submitted quarterly – contractual obligation
- ▶ Gather payment & supporting documentation throughout the year
- ▶ One point of contact at cultural organization that works with other departments to gather documentation for reimbursement
- ▶ Program and budget amendments must be submitted no later than 6/28/24 for consideration and prior to submitting a reimbursement
- ▶ Credit – Cultural Council, TDC and County logos must be present on all grantee websites and all marketing materials that are being requested for reimbursement
- ▶ Please alert us to any contact or address changes
- ▶ **Reimbursements that require major corrections will be returned to the grantee and a corrected reimbursement will need to be submitted to the Cultural Council**

# Things to note for expense categories

- ▶ **Personnel: Marketing** (p.6)
  - Holiday, PTO, personal, bereavement, sick hours are not reimbursable and must be excluded. Requests start 10/1
- ▶ **OPS: Artistic** (p.6)
  - Include executed contracts with scope of work & invoices
  - Contracts must be signed & dated in all places by all parties
  - Include any exhibits and addendums stated in contract
- ▶ **OPS: Marketing/PR** (p.6)
  - Include executed contracts with scope of work & invoices
  - Contracts must be signed & dated in all places by all parties
- ▶ **OPS: Other** (p.6)
- ▶ **Space Rental** (p.6)
- ▶ **Marketing/Advertising** (pp. 7-8)
  - Website/Facebook/Social Media. If a digital ad does not have the required logos, you must provide a screenshot of a visible and clickable link in the ad that sends the viewer to the grantee landing page where logos are present. In addition, include the landing page with logos.
  - Submit screenshots of social media or website ads from the time the ads were posted or when the ad(s) were running.

# Things to note continued

- ▶ Every expense you submit must be tied to an approved program on your exhibit A, in your executed contract. If not, you must submit a program amendment.
- ▶ Do not submit drop box, YouTube or other links as samples of work. Screenshots must be included with approved program clearly listed and required logos for each expense submitted.
- ▶ Submit multiple copies of a document if it is supporting multiple expenses (i.e. bank statement showing cleared checks for various expenses throughout the reimbursement).
- ▶ When the payment amount is higher than invoice amount, you must provide supporting documentation (i.e. include check register listing all expenses paid for with the check or include additional invoices paid for with the check)
- ▶ Utilize the space on the summary of expenses sheet to describe the expense, as invoices often don't provide detail linking the expense to the approved program. Make sure data entered on the sheet matches supporting documentation(i.e. invoice dates)
- ▶ When invoices list multiple expenses (i.e. Facebook, PB Post), you must provide the ad/back-up for each of the expenses listed that you are looking for reimbursement on.
- ▶ Expenses over \$5,000 require a contract
- ▶ Tear sheets are acceptable
- ▶ Advertisements must have a date
- ▶ Do not staple or double side documents & highlight in yellow only. Documents need to be legible.
- ▶ Logos must be in the correct order and size
- ▶ If you have expenses that are unusual or complex, please provide an explanation sheet to avoid any confusion and to keep the reimbursement review moving.

# Samples of acceptable back-up documentation

## ▶ Online Cleared Check

 PNC Online Banking

Date	Description	Amount	Account
01/22/2021	Check 5054	\$300.00	[REDACTED]

This is an image of a check, [substitute check](#), or deposit ticket. Refer to your posted transactions to verify the status of the item. For more information about image delivery [click here](#) or to speak with a representative call: 1-888-PNC-BANK (1-888-762-2265) Monday - Friday: 7 a.m. - 10 p.m. ET, Saturday & Sunday: 8 a.m. - 5 p.m. ET.

ORIGINAL DOCUMENT HAS A SECURITY VOID BACKGROUND PANTOGRAPH, MICROPRINTED BORDER - SEE REVERSE SIDE FOR COMPLETE SECURITY FEATURES

[REDACTED] PNC BANK 005054  
63-8419/2670

DATE 1/13/2021

PAY TO THE ORDER OF [REDACTED] \$ \*\*300.00

Three Hundred and 00/100\*\*\*\*\*

[REDACTED]

MEMO: [REDACTED]

[REDACTED]

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS AND RED IMAGE DISAPPEARS WITH HEAT.

# Sample - Copy of check & bank statement showing when check cleared

1. Copy of the written Check

2. Front page of Bank Statement reflecting the banking institution, org name, account number and banking period at the top

3. The transaction page of the bank statement highlighting the cleared check


Checks and Substitute Checks											
Checks and Substitute Checks						* Gap in check sequence					
Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
10/15	1851 *	75.00	076127033	10/25	1857	200.00	077151020	10/25	1859	100.00	071880003
10/24	1854 *	800.00	070998000	10/25	1858	50.00	072564146				

Other Deductions			
Date posted	Amount	Transaction description	Reference number
10/07	56.98		

# Sample - Facebook Ad with Link to Landing Page

facebook.com/palmbeachculture




Cultural Council for Palm Beach County  
@palmbeachculture

- Home
- Events
- Live
- Community
- About
- Fundraisers
- Videos
- Photos
- Groups
- Posts

Like Share ...

**Cultural Council for Palm Beach County**  
September 29 at 8:35 AM

"Through my art I share my experience and my passion for the soul of Peru" says Valerie Collins Stanescu, whose exhibition "The Spirit of Peru" is on display in our Donald M. Ephraim Family Gallery from October 1 to November 6. Learn more about the exhibit: <https://bit.ly/3yGtpn5>



PALMBEACHCULTURE.COM  
**Current & Upcoming Gallery Exhibitions | Cultural Council for Palm Beach County**

8

Like Comment Share



# Sample - Facebook Ad Landing Page #1

[palmbeachculture.com/artist-community/current-gallery-exhibitions/](https://palmbeachculture.com/artist-community/current-gallery-exhibitions/)

THINGS TO DO

SUPPORT THE COUNCIL

ARTIST COMMUNITY

PARTNER RESOURCES

ABOUT US



Exhibitions Sponsored by:



CONNECT WITH THE CULTURAL COUNCIL [f](#) [t](#) [@](#)




# Sample - Facebook Ad Landing Page #2

[palmbeachculture.com/artist-community/current-gallery-exhibitions/](http://palmbeachculture.com/artist-community/current-gallery-exhibitions/)

THINGS TO DO SUPPORT THE COUNCIL ARTIST COMMUNITY PARTNER RESOURCES ABOUT US


## DONALD M. EPHRAIM FAMILY GALLERY



**Valerie Collins Stanesco: The Spirit of Peru**  
Exhibition: October 1 - November 6, 2021



"Born and raised in Peru, yet forced to leave the country due to political unrest, I've always missed my country and the beautiful people I left behind. Their respect for home, family, name, and tradition is their long-lasting culture. Division of wealth continues there and is now becoming prominent worldwide. Upon my return, I traveled through the Andes and looked into the eyes of the children, and others. I felt their strife and struggles, their love and beauty, and their hopes and dreams. Through my art I share my experience and my passion for the soul of Peru."

Exhibitions Sponsored by:



CULTURE BUILDS FLORIDA  
FLORIDA DEPARTMENT OF STATE  
DIVISION OF ARTS & CULTURE

CONNECT WITH THE CULTURAL COUNCIL f t @



Cultural Council THE PALM BEACHES CULTURE BUILDS FLORIDA

# Cultural Council Website is your Main Resource:

<https://www.palmbeachculture.com/our-impact/grant-programs/>

- ▶ Category B:

- ▶ <https://www.palmbeachculture.com/our-impact/grant-programs/cultural-tourism-category-b/>



- ▶ Category C-II:

- ▶ <https://www.palmbeachculture.com/our-impact/grant-programs/cultural-marketing-category-cii/>



# Getting Familiar with the Grantee Toolkit

## Required Logos and Usage Guidelines for Grantees »

All Cultural Council for Palm Beach County grant recipient organizations are required to use the appropriate logos as detailed in their respective reimbursement guidelines, and must follow usage guidelines in the Cultural Council's Brand Standards Manual for Grant Recipients. [Download logos and usage guidelines here »](#)

\*To request any forms in a different format, or if you have specific questions about this grant program, please contact the Cultural Council Grants Department: [grants@palmbeachculture.com](mailto:grants@palmbeachculture.com) | (561) 214-8087



## 6. Application Training Presentation

GRANTS CALENDAR

GRANTS PORTAL

## Grantee Toolkit

1. FY23/24 Exhibit B (Contract)
2. Reimbursement Guidelines FY22/23
3. Reimbursement Cover Sheet FY23/24
4. Summary of Expenses FY23/24
5. Program Amendment Request FY23/24
6. Budget Amendment Request FY23/24
7. Employee Payroll Worksheet:  
Bi-Weekly | Semi-Monthly | Part-Time
8. Mileage Reimbursement Form (2023)
9. FY22/23 Final Report Income/Expense Exhibit B
10. Executive Summary FY22/23
11. Brand Standards Manual FY22/23
12. Reimbursement Training Presentation FY22/23
13. Contract Renewal Training Presentation FY23/24

# Forms

Acct # 1455-710-7014-8201					
<b>Cultural Council for Palm Beach County</b>					
<b>Reimbursement Cover Sheet</b>					
<b>Category B Grant - FY 2023/24</b>					
Organization:				Contract R#:	
Mail Check to:				Vendor #:	
City, State, Zip Code:				Insurance Expires:	
Grant Contact:			Phone #:		
E-Mail:		Total Marketing Dollars (Spent to Date):			
<b>SUBMIT: 1. This Cover Sheet 2. Category Summary of Expense Form(s) 3. All required backup Documentation</b>					
Allowable Expense Budget Categories	Approved Grant Budget*	Total Prior Requests	Current Request	Total Requests to Date	Balance Remaining
Personnel:Marketing (50% of allowable)				\$ -	\$ -
Outside Professional Services: Artistic				\$ -	\$ -
Outside Professional Services: Marketing/PR				\$ -	\$ -
Outside Professional Services: Other				\$ -	\$ -
Space Rental for Program				\$ -	\$ -
Marketing/Advertising				\$ -	\$ -
Travel/Supplies/Other				\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<small>Proof</small>					
<b>CERTIFICATION:</b> I certify that the ALL information in this request is true and correct to the best of my knowledge.					
Typed Name and Title				Fed. ID #	
<b>Executive Director or Chief Financial Officer Signature</b>				<b>Date</b>	
<small>(Sign in Blue Ink Only)</small>					
<small>*These are the amounts listed in the organization's contract or that have previously been approved via a program/budget amendment</small>					
<b>For Cultural Council Office Use Only</b>					
Invoice B-24:	Batch #			Received by CC on:	
FY 24 Award: \$				Amount Approved: \$	
Prior Balance: \$				New Balance: \$	
<b>Reviewed by:</b>					
<b>Grants Director/Date</b>		<b>Chief Financial Officer/Date</b>		<b>President &amp; CEO/Date</b>	
<b>Approved by:</b>					
<b>TDC (Signature)/Date</b>			<b>TDC (Signature)/Date</b>		
Cultural Council for Palm Beach County		601 Lake Avenue		Lake Worth Beach, FL 33460	

**CULTURAL TOURISM DEVELOPMENT FUND**  
**CATEGORY B - FY 23/24 GRANT REIMBURSEMENT REQUEST**  
**Category Summary of Expenses**

ORGANIZATION NAME	DATE
EXPENSE CATEGORY	PAGE(S): 1 of 1

Item #	Date of Invoice/ Event	Invoice Number	*C (x)	Payee	Purpose: Briefly describe expense and include name of program from Exhibit A	Check #/ (EFT/ACH)	Amount
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**EXPENSE TOTAL(S) THIS PAGE** \$ -

**TOTAL EXPENSES** for all pages Submitted FOR THIS CATEGORY (enter AMOUNT on page 1 only--leave other pages blank)\*\*

**TOTAL AMOUNT REQUESTED FOR CATEGORY** (will match request amount on cover sheet)

\*C = Contract, mark with x if applicable.      \*\* Amount will match or exceed current category request amount listed on cover sheet

**FOR CULTURAL COUNCIL OFFICE USE ONLY**

**APPROVED PAYMENT AMOUNT/THIS PAGE ONLY** \$

**TOTAL APPROVED PAYMENT AMOUNT FOR CATEGORY/CATEGORY TOTAL THIS REQUEST** \$

**Cultural Council for Palm Beach County  
Category B Budget Amendment  
FY 2023/24**

<b>Organization:</b>	<b>Contract R #</b>
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Contact:</b>	

Enter the allocations of your Contractual Budget as well as the line item(s) being increased and/or decreased.

Allowable Expense Budget Categories	Current Contractual Program Budget	Budget Increase	Budget Decrease	Adjusted Budget
Personnel: <i>Marketing</i>				\$0.00
Outside Professional Services: <i>Artistic</i>				\$0.00
Outside Professional Services: <i>Marketing/PR</i>				\$0.00
Outside Professional Services: <i>Other</i>				\$0.00
Space Rental for Program				\$0.00
Marketing/Advertising				\$0.00
Travel/Supplies/Other				\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Provide a brief explanation below, describing the reason(s) for your budget change(s):

**CERTIFICATION:** I certify that the information in this request is true and correct to the best of my knowledge.

<i>Executive Director or CFO Signature</i>	<i>Date</i>
<small>(Sign in blue ink only)</small>	

For Cultural Council Office Use Only	
Received: _____ (Date)	File Updated: _____ (Date)

**Reviewed By:**

<i>Grants Director/Date</i>	<i>Chief Financial Officer/Date</i>	<i>President &amp; CEO/Date</i>
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**Approved by:**

<i>TDC (Signature)/Date</i>	<i>TDC (Signature)/Date</i>
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**Cultural Council for Palm Beach County  
Category B Program Amendment  
FY 2023/24**

<b>Organization:</b>	<b>Contract R #</b>
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Contact:</b>	

Provide a detailed explanation below, specifying the reason(s) for your program change(s):

**CERTIFICATION:** I certify that the information in this request is true and correct to the best of my knowledge.

<b>Executive Director or CFO Signature</b>	<b>Date</b>
<small>(Sign in Blue Ink only)</small>	

For Cultural Council Office Use Only	
Received: _____ (Date)	File Updated: _____ (Date)

**Reviewed By:**

<i>Grants Director/Date</i>	<i>Chief Financial Officer/Date</i>	<i>President &amp; CEO/Date</i>
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**Approved by:**

<i>TDC (Signature)/Date</i>	<i>TDC (Signature)/Date</i>
-----------------------------	-----------------------------



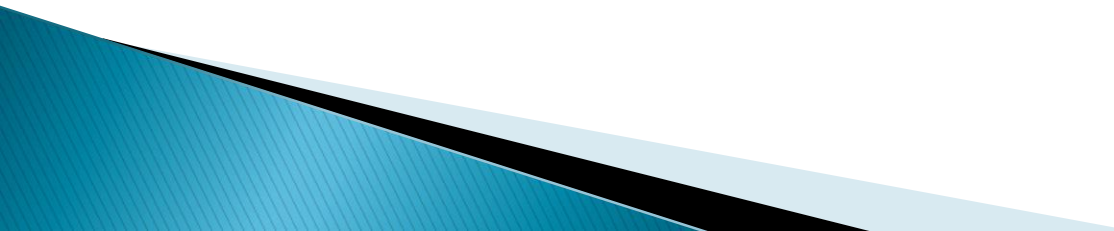
# REQUIRED LOGOS (3)

<https://www.palmbeachculture.com/our-impact/grant-programs/cultural-council-and-palm-beach-county-logos/>



*Per branding guidelines, logos cannot be smaller than .25" in height*

# Logo Usage & Taglines

- ▶ When participating in co-op advertising programs with the Cultural Council, logos are not necessary or required. The Council will handle all logo requirements in the branding of the co-op section
  - ▶ Refer to the reimbursement guidelines for radio & TV tagline usage for in-county and out-of-county
- 

# Don't forget

List all your organizations program/events on Cultural Council Website:

[http://events.palmbeachculture.com/page/submit\\_event](http://events.palmbeachculture.com/page/submit_event)

List each event separately



# **Remember Check the Reimbursement & Branding Guidelines First!**

For all other questions, please contact  
Stephanie Issac or Julian Crewe

[sissac@palmbeachculture.com](mailto:sissac@palmbeachculture.com)

(561) 472-3342

[jcrewe@palmbeachculture.com](mailto:jcrewe@palmbeachculture.com)

(561)472-3347

