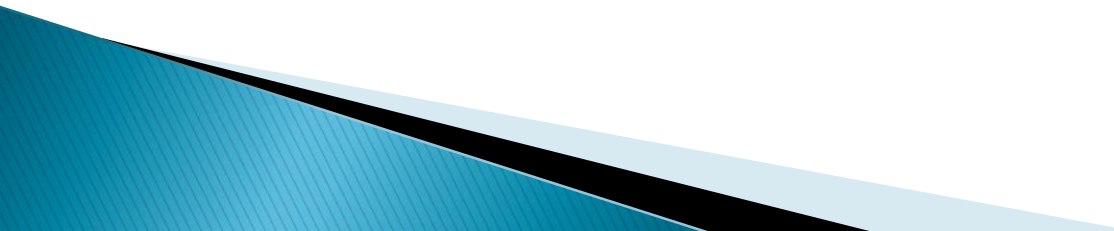




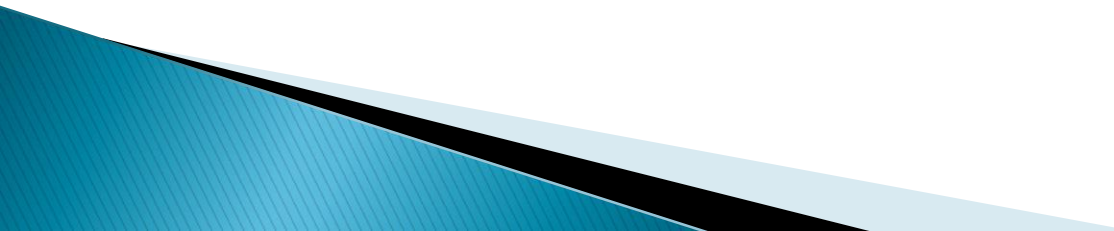
FY 23/24 Category C1

GRANT REIMBURSEMENT TRAINING PRESENTATION

Agenda

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

What's New/Reminders

- ▶ New Website
 - ▶ Virtual Programming – no longer reimbursable
 - ▶ Reference the Reimbursement Guidelines (grantee toolkit)
 - ▶ Utilize Brand Standards Manual for logo usage (grantee toolkit)
 - ▶ Reimbursements must be submitted no later than 60 days after the event
 - ▶ Gather payment & supporting documentation throughout the year
 - ▶ Program and budget amendments must be submitted no later than 6/28/24 and prior to submitting a reimbursement
 - ▶ Final reimbursement due no later than 9/6/24
 - ▶ Credit – Cultural Council and County logos must be present on all grantee websites
 - ▶ 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: Artistic or Technical**

- Holiday, PTO, personal, bereavement, sick hours are not reimbursable and must be excluded

▶ **OPS: Artistic**

- 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**

- Include executed contracts with scope of work & invoices
- Contracts must be signed & dated in all places by all parties

▶ **OPS: Other**

▶ **Space Rental**

▶ **Marketing/Advertising**

- Website/Facebook/Social Media. If an ad does not have the required logos, you must provide a screenshot of a visible and clickable link that sends the viewer to the grantee landing page where logos are present. Include the landing page with logos also.
- Submit screenshots of social media or website ads from the time the ads were posted or when the ad(s) were running.

▶ **Travel/Supplies/Other**

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 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 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.
- ▶ When ad invoices list multiple expenses (i.e. Facebook, PB Post), you must provide the ad for each expense line item.
- ▶ Expenses over \$5,000 require a contract
- ▶ Tear sheets are acceptable
- ▶ Do not staple or double side documents & highlight in yellow only
- ▶ Documents need to be legible
- ▶ Logos must be in the correct size and order
- ▶ 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

▶ 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

1856
DATE: 10/22/2019
PNC BANK
\$ 800.00
DOLLARS
2 SIGNATURES REQUIRED

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

Business Checking Plus
PNC Bank
For the Period 10/01/2019 to 10/31/2019
Primary Account Number: [Redacted]
Page 1 of 3
Organization Name: [Redacted]
Number of enclosures: 0
For 24-hour banking sign on to PNC Bank Online Banking on pnc.com
FREE Online Bill Pay

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


Business Checking Plus
For 24-hour account information, sign-on to pnc.com/mybusiness/
For the Period 10/01/2019 to 10/31/2019
Primary Account Number: [Redacted]
Page 3 of 3
Business Checking Plus Account Number: [Redacted]

Checks and Substitute Checks				* Gap in check sequence			
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	077151920
10/24	1854 *	800.00	079980304	10/25	1858	50.00	072564146

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

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/

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/

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:



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



Cultural Council Website is your Main Resource:

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

Category CI:

<https://www.palmbeachculture.com/our-impact/grant-programs/small-or-emerging-organizations/>



Getting Familiar with the Toolkit



Forms needed to complete a reimbursement packet found here

Grantee Toolkit

1. Executive Summary FY23/24
2. Reimbursement Guidelines FY23/24
3. Reimbursement Cover Sheet FY23/24
4. Summary of Expenses FY23/24 | Summary of Expenses for Salaried Employees
5. Program Amendment FY23/24
6. Budget Amendment FY23/24
7. Time Sheet | Hourly Rate Calculator
8. Mileage Log 2023
9. FY22/23 Final Report Income/Expense Exhibit B
10. Exhibit B-1 (Contract)
11. Brand Standards Manual FY23/24

Forms

Acct # 0001-743-7136-8201

Cultural Council of Palm Beach County
Reimbursement Cover Sheet
Category C1 Grant - FY 2023/24

Organization: _____ Contract R#: R2023-1267

Mail Check to: _____

City, State, Zip Code: _____

Grant Contact: _____ Phone #: _____

E-Mail: _____

SUBMIT: 1. This Cover Sheet 2. Category Summary of Expense Form(s) 3. All required backup Documentation

Allowable Expense Budget Categories	Approved Grant Budget*	Total Prior Requests	Current Request	Total Requests to Date	Balance Remaining
Personnel: <i>Artistic/Technical</i>				\$ -	\$ -
Outside Professional Services: <i>Artistic</i>				\$ -	\$ -
Outside Professional Services: <i>Marketing/PR</i>				\$ -	\$ -
Outside Professional Services: <i>Other</i>				\$ -	\$ -
Space Rental for Program				\$ -	\$ -
Marketing/Advertising				\$ -	\$ -
Travel/Supplies/Other				\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

Proof

CERTIFICATION: 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 # _____

Executive Director or Chief Financial Officer Signature _____ *Date* _____

*These are the amounts listed in the organization's contract or that have previously been approved via a program/budget amendment

For Cultural Council Office Use Only

Invoice CI-24- _____ Batch # _____ Received by CC on: _____

FY 24 Award: \$ _____ Amount Approved: \$ _____

Prior Balance: \$ _____ New Balance: \$ _____

Reviewed by: _____

Grants Director/Date _____ **Chief Financial Officer/Date** _____ **President & CEO/Date** _____

Approved by: _____

OFMB Director:

_____ **Sherry Brown (Signature)** _____ **Date** _____

Cultural Council for Palm Beach County 601 Lake Avenue Lake Worth Beach, FL 33460



Contract # is R2023-1267

CULTURAL DEVELOPMENT FUND
CATEGORY CI - 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 CI Budget Amendment
FY 2023/24

Organization:		Contract R #: R2023-1267
Address:		
City, State, Zip Code:		
Contact:		Phone #:

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>Artistic or Technical</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
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00

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.

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

For Cultural Council Office Use Only

Received:	(Date)	File Updated:	(Date)
Reviewed By:		Approved by:	
<i>Grants Director/Date</i>		<i>Chief Financial Officer/Date</i>	<i>President & CEO/Date</i>
Cultural Council for Palm Beach County	601 Lake Avenue, Lake Worth Beach, FL 33460	(561) 471-2901	

Cultural Council for Palm Beach County
Category CI Program Amendment
FY 2023/24

Organization:	Contract R # R2023-1267
Address:	
City, State, Zip Code:	
Contact:	

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.

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

For Cultural Council Office Use Only

Received: _____	(Date)	File Updated: _____	(Date)
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Reviewed By:	Approved by:
---------------------	---------------------

<i>Grants Director/Date</i>	<i>Chief Financial Officer/Date</i>	<i>President & CEO/Date</i>
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REQUIRED LOGOS

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

- Both (2) Logos required
- Easily Legible
- Same proportion for both



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
 - “Sponsored in part by the Palm Beach County Board of County Commissioners and the Cultural Council for Palm Beach County”

Don't forget!

List all your organizations programs/events on the Cultural Council Website:

http://events.palmbeachculture.com/page/submit_event

List each event separately



Remember Check the Guidelines First!

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

sissac@palmbeachculture.com

(561) 472-3342

jcrewe@palmbeachculture.com

(561)472-3347

