

FY 23/24 Application Training



**Cultural
Council**
FOR PALM BEACH COUNTY

**Cultural Development Fund for
Small & Emerging Cultural Orgs
CATEGORY CI**

Agenda

- **The Basics**
- **The Eligibility Requirements**
- **The Application**
- **The Budget Worksheet**
- **The Grant Review Process**

Category CI Basics

- **The CI Grant Program is County funded and established to invest in cultural activities in Palm Beach County**
- **The funds come from Ad Valorem dollars (subject to change)**
- **The Grant Period: October 1, 2023 to September 30, 2024**
- **Application Deadline: July 14, 2023 @ 11:59pm**

Category CI Basics

Eligibility Requirements

- **Nonprofit cultural organizations**
- **Nonprofit community-based non-cultural organizations planning a cultural project**
- **Rural municipalities (REDI)- Bell Glade, Pahokee and South Bay**
- **Budget Size – Minimum of \$25,000 in Operating Revenue**

Category CI Basics

Types of Cultural Programs

- **Outreach with enhanced and/or expanded cultural activities to communities of color**
- **Arts Education and Arts Integration using innovative strategies for children and youth**

Category CI Basics

How are grant funds awarded?

- **The Category CI grant is a reimbursement-based grant**
- **Grantee organizations are required to expend their funds first and then provide documentation to receive reimbursement**
- **Grantee organizations must have sufficient funds in place to pay for expenses**

Eligibility & Funding Levels

NONPROFIT *CULTURAL* ORGANIZATIONS

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

NONPROFIT *NON-CULTURAL* ORGANIZATIONS

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

Matching Funds

Nonprofit *Cultural* Organizations

\$1:1 cash match that equals or exceeds the requested amount

Nonprofit *Non-Cultural* Organizations

\$2:1 cash match that equals or exceeds the requested amount

Additional Eligibility Requirements

- Programs and org located in PBC
- At least one year in operation
- 501(c)3 or 501(c)4 designation
- ½ board in PBC
- Cash match

GuideStar Requirement

GuideStar is the world's largest source of information on nonprofit organizations

Applicants must create an account on [guidestar.org](https://www.guidestar.org)

Grant Exclusions

- **No overdue reports**
- **No competing Tourist Development Fund grant applications**
- **No units of government**
- **No re-granting**
- **No unit of school or school foundation**

Scoring Rubric

Applications are evaluated in the following areas:

Cultural Excellence - 35 points

Impact on Community - 35 points

Ability to carry out Program – 30 points

Applicants must receive a minimum average of 75 points to be considered for funding.

The Application



Before you begin the online application

- *Read the FY2023-2024 Application Guidelines First!*
- Application Guidelines available in the Application Toolkit <https://www.palmbeachculture.com/our-impact/grant-programs/small-or-emerging-organizations/>

GRANT PROGRAMS

For over 30 years, the Cultural Council has actively promoted cultural development in Palm Beach County and South Florida by providing services and funding to cultural organizations and artists. We provide services through two primary avenues:

- Grants made through a competitive process to organizations of all sizes
- Grants and awards made through a competitive process to individual artists or by nomination

Application Assistance Workshops

The Grants Department holds a variety of workshops and training throughout the year. You can check out the Grants Calendar for upcoming trainings. If you don't see what you are interested in, or have any questions please contact Jan Rodusky at (561) 471-1513 or grants@palmbeachculture.com

Grants Resources

- [Grants Calendar](#)
- [Training Webinars](#)
- [Required Logos and Usage Guidelines for Grantees](#)
- [Average Daily Hotel Room Rates](#)
- [Grants Program Review Panel Nomination Form](#)
- [Grant Application FAQs](#)

GRANT PROGRAMS



Tourist Development Fund for Cultural Tourism - Category B

Funded by bed tax revenues, this program supports Palm Beach County nonprofit arts and cultural organizations with annual operating revenues of at least 1.175 million.



Tourist Development Fund for Cultural Marketing - Category CII

Funded by bed tax revenues, this program supports Palm Beach County non-profit arts and cultural organizations with annual operating revenues between \$200,000 and \$1,174,999.



Cultural Development Fund: Small or Emerging Organizations (Category C-I)

Funded by the County Commission, this program provides resources to small, stable organizations or new, emerging organizations to preserve cultural heritages and expand cultural opportunities for children and youth.

CATEGORY C-I GRANTS

Cultural Development Fund: Small or Emerging Organizations (Cat. C-I)

The Cultural Development Fund for Small or Emerging Cultural Organizations is an annual grant program open to nonprofit cultural organizations with operating revenues of at least \$25,000. The grant program is designed to preserve cultural heritages and traditions through the arts, significantly advance cultural opportunities for children and youth, and to create opportunities for Palm Beach County residents to experience culturally diverse, innovative and excellent cultural programs and projects. Small organizations that are stable are encouraged to apply as well as emerging organizations that have the potential to grow into future mid-sized organizations.

First time applicants and individuals new to the grant process must contact staff and attend a mandatory workshop for training and technical assistance prior to completing the application.

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](#)

HOW TO APPLY

The FY2023/2024 application for The Cultural Development Fund for Small or Emerging Cultural Organizations, Category CI is available online. **The deadline for application submissions is July 14, 2023.** Please be sure to read the Application Guidelines in the Application Toolkit before you begin your application. **An application training will be held onsite at the Cultural Council on Friday, June 23, at 2 p.m.** RSVP to grants@palmbeachculture.com. When you are ready to apply, please select the grants portal button to begin the application process.

[GRANTS CALENDAR](#)

 [GRANTS PORTAL !\[\]\(4f2c4dafe2b36117690cbd57dfbd3413_img.jpg\)](#)

Create New Account



Logon Page

Email Address*

Password*

Log On

Create New Account



[Forgot your Password?](#)

Welcome to the Cultural Council for Palm Beach County's online grant portal.

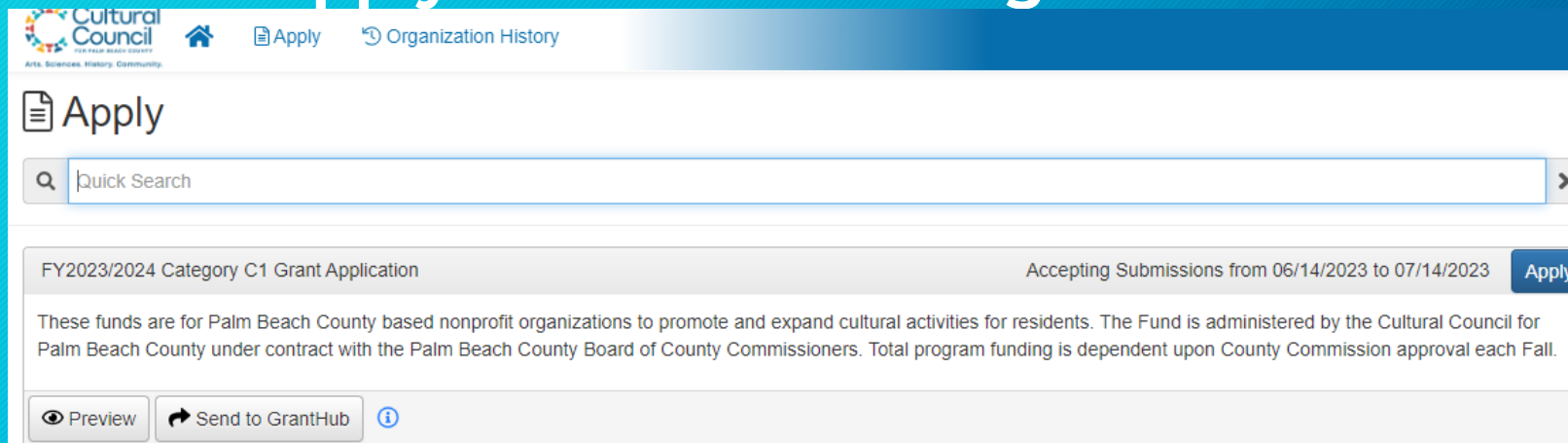
New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. Your email address serves as your ID. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, **DO NOT** create a new account. Please contact our Grants Director Vicky Jackson, at 561.214.8087 to receive your username and password.

How to Apply

- Step 1 - click on the “Apply” button at the top of the applicant dashboard
- Step 2 – all open grant applications will be listed. Look for the grant application listing for Category C1 “FY2023-FY2024 Category C1 Grant Application”
- Click on the “Apply” button to the right



The screenshot shows the Cultural Council website interface. At the top, there is a navigation bar with the Cultural Council logo (Arts, Sciences, History, Community) and a home icon. Below the logo, there are two buttons: 'Apply' and 'Organization History'. The main content area is titled 'Apply' and features a search bar labeled 'Quick Search'. Below the search bar, there is a list of grant applications. The first application is 'FY2023/2024 Category C1 Grant Application', which is currently accepting submissions from 06/14/2023 to 07/14/2023. To the right of this application title is a blue 'Apply' button, which is highlighted by a red arrow. Below the application title, there is a paragraph of text: 'These funds are for Palm Beach County based nonprofit organizations to promote and expand cultural activities for residents. The Fund is administered by the Cultural Council for Palm Beach County under contract with the Palm Beach County Board of County Commissioners. Total program funding is dependent upon County Commission approval each Fall.' At the bottom of the application card, there are three buttons: 'Preview', 'Send to GrantHub', and an information icon.

Application

   Public Profile


 Question List

Contact: Ms. Wendy Demogirl

123 Grant Street
Lake Worth, FL 33460

555-555-5555

wendy@demoorg.com


 If your organization information does not appear correct, please click the edit (pencil) icon.

Organization: Demo Org

123 Grant Street
Lake Worth, FL 33460

555-555-5555

12-3456789

 Fields with an asterisk (*) are required.

> Project & Organization Overview

> Details of Organization/Program/Project

> Financial Information

> Document Uploads

> Optional Supporting Documents and Video Links

Save Application

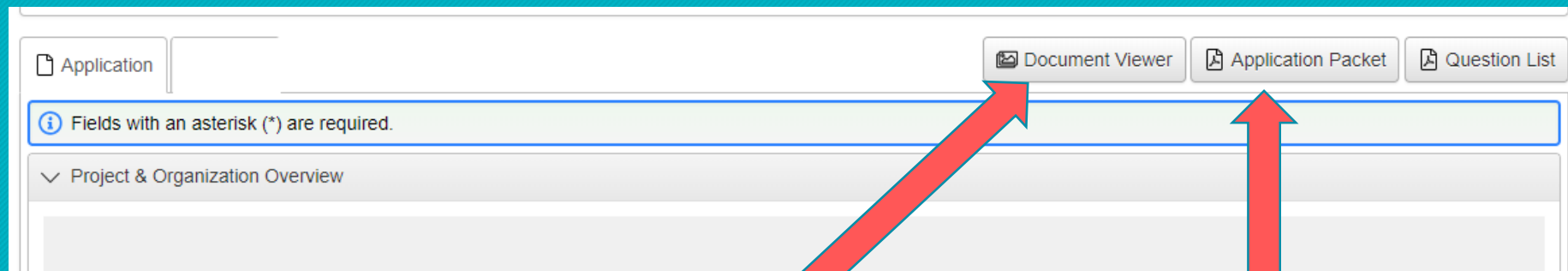
Submit Application

You can print out a complete question list before you start.

When you click on a question group – the section expands.

You can save and return as often as you like. **SAVE OFTEN!** No edits after you submit.

Print your Application



**Look at
uploaded
documents**

**Print and save your
application**

The Budget Exhibit B Workbook (B1, B2, B3)

Download and Complete
Excel doc before financial
section of application

	FY 2023/2024 - CATEGORY C1						Exhibit B-1
	APPLICATION INCOME/EXPENSE BUDGET						
Applicant Name:							
Projected Program Budget Detail: October 1, 2023 to September 30, 2024	Allocation of Category C1 Program Grant Funds (Equals Grant request)	Other Program Funds (Include program matching funds)	Total Program Budget (ALL Exhibit A Expense/Income) [C= A + B]	All Other Organizational Operating Expense and Income	Total Organizational Operating Budget [E=C+D]	% of Total	In-kind Support** (Amount included in total of E)
Expenses	(A)	(B)	(C)	(D)	(E)	(F) %	(G)
Personnel: <i>Administration</i>	N/A		-		-	-	
Personnel: <i>Artistic or Technical only</i>			-		-	-	
Outside Professional Services:			-		-	-	
Outside Professional Services: <i>Marketing/PR</i>			-		-	-	
Outside Professional Services: <i>Other</i>			-		-	-	
Space Rental for Program			-		-	-	
Rent/Mortgage	N/A		-		-	-	
Marketing/Advertising			-		-	-	
Travel/Supplies/Other			-		-	-	
Remaining Operating Expenses	N/A		-		-	-	
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -
*(Total Expenses in each column above must equal Total Revenues in same column below, Budgets must be balanced)							
Revenue (Income)							
Admissions (Tickets/Subscriptions)					-	-	
Membership Revenue					-	-	
Contracted Services Revenue					-	-	
Other Revenue					-	-	
Corporate Contributions					-	-	
Foundation Grants					-	-	
Other Private Support					-	-	
Government Grants (Federal)					-	-	
Government Grants (State)					-	-	
Government Grants (Local)					-	-	
This Grant Request (CCPBC)			-		-	-	
Applicant Cash-Budget Shortfall/(Surplus)***					-	-	
TOTAL REVENUE			\$ -	\$ -	\$ -	100%	\$ -
*(If any amounts appear on this line, then your income/expenses are out of balance, please correct)			\$ -	\$ -	\$ -	proof	\$ -
** Please provide In-Kind explanation on sheet B-2		***Please Provide Budget Shortfall/Surplus Explanation on Sheet B-3					

Exhibit B-2

Category C-1, In-Kind Support Explanation	
Attachment to Exhibit B-1	
Applicant Name:	
Personnel: Administration: N/A	In declaring In-Kind Support, please describe your in-Kind Support here:
Note: Neither volunteer hours nor donated salaries are not recognized as "In-Kind"	
Personnel: Artistic or Technical only: N/A	
Note: Neither volunteer hours nor donated salaries are not recognized as "In-Kind"	
Outside Professional Services: Artistic/Technical:	
Outside Professional Services: Marketing/PR:	
Outside Professional Services: Other:	
Space Rental for Program:	
Rent/Mortgage:	
Marketing/Advertising:	
Travel/Supplies/Other:	
Remaining Operating Expenses:	

Exhibit B-3

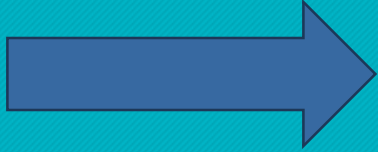
Shortfall Explanation:									
If Income/Expenses will result in a net shortfall (loss) , please provide a short explanation of the source of funds (listed under "Applicant Cash") that will be used to cover that shortfall.									
Surplus Explanation:									
If Income/Expenses will result in a net surplus , please provide a short explanation of the planned use of those funds.									

Tell Your Story

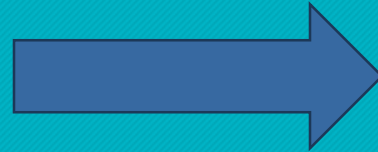
- **Follow the Application Guidelines – keep the rubric in mind**
- **Write your story as if you're telling it for the first time to a stranger**
- **Write your story emphasizing the outreach and impact your programs have in the community**
- **Have someone else review your application**

The Review Process

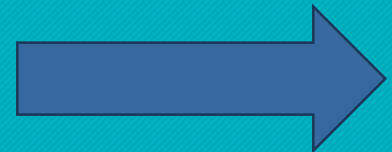
Staff Review



Panel Review



Panel Interview



Grant Award Requirements

- **If you are funded, you must maintain the following requirements to stay in “Good Standing”**
- **Understand the Allowable and Disallowable Expenses**
- **Maintain Current Authorized Signatory on www.Sunbiz.com**
- **Submit Reimbursements 60 days after the event**
- **Complete Final Reports by deadlines**
- **Use required logos (Cultural Council & Palm Beach County)**

Questions?

Grants Team:

Vicky Jackson, Director of Grants

561-214-8087

vjackson@palmbeachculture.com

Stephanie Issac, Grants Assistant

561-472 -3342

sissac@palmbeachculture.com