

Application Guidelines
Cultural Council of Indian River County
Florida Arts License Plate Funds Regranting Program
2010 Cycle

Updated: June 2, 2010

1. Overview

The Cultural Council of Indian River County has developed this re-granting program for Florida Arts License Plate funds. On a bi-annual basis, this program distributes funds organizations that are dedicated to increasing access to, benefit from, and participation in, arts and cultural activities.

2. Funding Guidelines:

These grant requests should be for special projects and programs. These projects and programs should be financially feasible, independent of general operating expenses. Grant funding may be used only for those programs or purposes specified in the application and approved by the Grant Review Panel. Any changes in grant application subsequent to the submittal deadline, and up to the time of the Panel review meeting may be provided in writing, or verbally presented to the Panel at the meeting.

Note: If an applicant fails to implement the program for which funding was received, that application shall refund the grant monies back to the Cultural Council.

Items that are considered “ Non-Allowable” for grant funding are:

- Any expense relating to administrative functions of an organization including: marketing, fundraising, volunteer management and other overhead expenses.
- Expenses incurred outside grant period.
- Private entertainment, food, beverages, plaques, awards or scholarships.
- Contributions or donations.
- Grant writing expenses.
- Capital Projects or building projects.
- Operating expenses
- Projects that do not pay artists at professional or union scales
- Bad debt
- Projects restricted to private participation
- Re-granting
- Operation of privately owned facilities (e.g. studios)

3. Eligibility

Any Indian River County cultural organization, educational institution or other organization with nonprofit status may apply for funding for culturally related projects. Each applicant may submit one proposal. Program must be held in Indian River County.

4. Amount of Funding

The Board of Directors has allocated \$5,000 to be disbursed to projects by September 30, 2010. License plate funds are not intended to be used as the sole source of funding on projects of a continuing nature. The allocation to each project will be based on the merit of the application and project objectives. Three awards in the amounts of \$2500, \$1500 & \$1000 will be made.

5. The Grant Review Panel

In order to implement the granting program, the Cultural Council Board of Directors will appoint two directors to co-chair this process. They will also ask for volunteers to serve on a peer review panel to read and score the applications. The panel will be comprised of members of the CCIRC Board of Directors; members of the Cultural Advisory Committee or other interested community members. No more than 5, no fewer than 3.

The Executive Director of the Cultural Council will serve in an advisory capacity to the Panel, and will not be a voting member.

In assembling panel members, consideration shall be given to geographic representation, minority representation, professional experience and diverse aesthetic, institutional and cultural viewpoints. All panelists must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in F.S. Section 286.012.

All Panel proceedings will be open to the public. Applicants attending panel meetings will not be allowed to comment during meetings until the final review meeting, at which time each applicant will be scheduled for a three-minute update to present any new information that is not included in the grant. Panel members will also ask questions regarding the application at that time. Demonstrations of program content and performances will not be permitted.

6. Application Evaluation Criteria

Priority will be given to applications which:

- Submit a fiscally sound proposal.
- Propose a cultural project, event or program.
- Support programs that reach underserved populations (those with limited access to arts and cultural offerings.)
- Have an impact by improving the community through culture.

7. Approval and Funds Availability

Projects approved for grant funding must be within the grant cycle of October 1, 2010 – September 30, 2011. Funds awarded will be disbursed within 10 days of CCIRC Board approval of grant review panel's recommendations.

8. Application Instructions

Application forms must be typed or printed neatly. Guidelines and forms will be distributed at the Cultural Advisory Committee Meetings, on the Cultural Council Website (www.cultural-council.org) and via email per specific request. All files are in Microsoft Word. **Applications are due by 5 p.m. on August 31, 2010 and should be mailed or delivered to:**

Cultural Council of Indian River County
2036 14th Avenue, # 103
Vero Beach, Florida 32960

Submit one (1) original and 6 copies of the application form.

Cultural Council Application Form – Arts License Plate Program- June 2010

Name of Applicant & Organization, if applicable:

Organization’s Mission Statement:

Title of Project:

Date(s) of event or completion of project:

Location of project:

Amount Requested for Project:

Project/Program Budget Information:

Income		Expenses	
Item Description	Amount	Item Description	Amount
INCOME TOTAL		EXPENSE TOTAL	

200-word description of project:

Goals, Measurable Objectives and Activities of Project:

Supporting Materials Please list & number materials:

Authorized Signature

Printed Name

Title

Date

Phone:

Email:

APPLICATION CHECKLIST

- _____ Application is typed or printed neatly.
- _____ One original and six copies of this application form.
- _____ IRS 501 (3) (C) designation letter
- _____ Mission Statement included
- _____ All questions are answered completely
- _____ Application is signed by an authorized individual
- _____ Budget is accurate and double checked
- _____ Supporting materials are identified and included

Questions regarding this application form and the Florida Arts License Plate Funds Regranting Program should be directed to the Cultural Council office at 772-770-4857.

Applications must be received in the office of the Cultural Council no later than

5:00 p.m. on Tuesday, August 31, 2010.

Faxed or electronic copies of applications will not be accepted.

**Cultural Council of Indian River County
2036 14th Ave., Suite 103
Vero Beach, FL.32960**