



# FY23 Cultural Grant Round 2- City Funding Program Guidelines

*Administered by the Council on Culture & Arts (COCA), on behalf of the City of Tallahassee & Leon County*



Questions?

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Book a 30-minute consultation <https://calendly.com/hillarycrawford/30min>

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COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

## About COCA

COCA, the Council on Culture & Arts, is a non-profit organization that serves as the facilitator and voice for the arts and cultural industry in Florida's capital area. COCA's mission is to serve and support the community by promoting and advocating for arts and culture in Florida's capital region. We play a dual role: providing resources and promoting the arts and culture to citizens and visitors.

Designated to serve as the local arts agency for Tallahassee and Leon County, COCA is the capital area's only umbrella agency for arts and culture, and works with and for those who produce, invest in, and enjoy the arts and culture in the area.

COCA is not a government entity but works together with city, county, state, and local school districts as their cultural industry partner.

COCA designs and administers grant programs under contract with the City and County and in annual collaboration with a community task force and citizen review panel.

COCA staff is available to assist you at any stage of the application process. Please email Hillary Crawford, Grants Manager, at [hillary@tallahasseearts.org](mailto:hillary@tallahasseearts.org) to discuss eligibility requirements, schedule a technical consultation, or ask questions about completing your application.

## COCA Services

Want to know more about COCA's many other programs that support our local cultural partners? Visit [www.TallahasseeArts.org](http://www.TallahasseeArts.org). While you are exploring the COCA site, make sure you sign up for the COCA Classifieds email, which goes out on Thursdays to over 9,000 subscribers. Learn about funding sources, professional development, calls to artists of all disciplines, job opportunities, and more.

Grantees will also want to check out COCA's Marketing Resources and Media Guide at <https://www.tallahasseearts.org/media-guide/>.

Do not forget to post your events on [www.TallahasseeArts.org](http://www.TallahasseeArts.org) for inclusion in our Tallahassee Arts Guide "This Week" email of arts, culture, and heritage events that is sent to over 14,000 weekly recipients. We also produce a monthly art education e-newsletter. Sign up for all of COCA's e-newsletters at <https://www.tallahasseearts.org/newsletters/>

COCA staff will provide individual consultations on marketing, organizational, and programming strategies. For more information visit - <https://www.tallahasseearts.org/about-coca/coca-staff-and-board/> or call 850-224-2500 for more information.

## Cultural Grant – FY23 Round 2- City Funding Timeline

- November 3, 2022 – Cultural Grant – Round 2- City Funding Applications & Guidelines available, Application Portal Opens
- November 9, 2022 – Grant Application Webinar
- December 8, 2022 – Application Deadline FY23 Cultural Grant (CG)  
*COCA staff is not available to assist with grant applications outside of normal business hours (Monday – Friday, 9 AM – 5 PM). Please do not wait until the last day to begin your application. Late applications will not be accepted.*
- January 11, 2023 – CG Round 2 Panel Review Meeting
- January 19, 2023 – COCA Board Reviews & Funding Recommendations
- February 2023 – Payments disbursed
- May 1, 2023 – Interim Reports Due
- September 30, 2023 – Grant Period Ends
- October 30, 2023 – Final Reports Due

The grant period for this program is October 1, 2022 – September 30, 2023. Grantees will be able to reimburse approved expenses expended within this period.

\* FY23 payments will not be dispersed until FY22 grant files are closed.

## About COCA's Cultural Grant Program

Please review all the following information carefully. COCA offers a grants workshop, free virtual consultations as questions arise, and we provide technical consultations to help you check your final draft for any errors up until one week prior to the final deadline. All consultations will be held virtually. If you have never participated in this grant program, we urge you to contact us immediately so that we can orient you to the process.

For questions, email COCA's Grants Manager, Hillary Crawford, at [hillary@tallahasseearts.org](mailto:hillary@tallahasseearts.org). Grant forms must be accessed through COCA's grant portal - <https://tallahasseearts.submittable.com/submit>. Please consult the Grant Program Timeline (p. 5) for important dates.

### Where Do the Funds Come From?

Round 2- City Funding of FY23 Cultural Grants will be funded through a one-time appropriation of City funds. The intent of this round is to allow funding for programs and projects that are not eligible to receive Tourist Development Tax (TDT) funds. Recipients will have demonstrated dedication to creating broader public access, benefit, and participation in arts and cultural activities in our community, enhancing both quality of life and our local economy.

### Who Decides Who Gets Funded?

COCA staff members do not make recommendations for who gets funded. Volunteer citizen panelists are recruited to independently review and score each eligible application and make recommendations for funding. The panel meeting where those recommendations are announced is open to the public and you are encouraged to attend. The meeting is attended by a COCA Board Member who does not score the grant proposals or make any recommendations for funding. Before the recommendations are presented to the City Commission, the COCA Board of Directors votes to adopt them and to ensure that all the rules were followed.

## Grant Program Mission and Scope

The mission of COCA's Cultural Grant Program is to serve and support the community of non-profit arts and cultural organizations within the City of Tallahassee through program funding that creates broader public access, benefit, and participation in arts and cultural activities in our community, enhancing both quality of life and our local economy.

Additionally, an applicant's programming must meet at least one of the following goals:

- offer arts, history, or cultural programs with exemplary standards and objectives.

*The grant program seeks to fund programming that enriches the community with attention to the highest standards and objectives within a cultural discipline.*

- provide educational opportunities in arts, culture, and/or history for young people or adults.

*The grant program seeks to fund programming that features learning opportunities for young and/or life-long learners.*

- serves a special or diverse population or need, fills a unique niche, or engages the community in the creative or artistic process.

*The grant program seeks to fund programming that offers a unique service in arts, culture, and history not otherwise provided in the community; programs that provide distinctive arts, history, and cultural offerings; programs that highlight cultural diversity and/or access for persons with disabilities; programs that bring arts, cultural and historic exhibits, or events to underserved areas; programs that engage members of the community in the creative and/or artistic process.*

## Promotion

COCA can help your efforts in promoting your programs and events via radio, television, newspapers, information bureaus, magazines, or online with our Media Guide and other resources. Our Media Guide is regularly updated and expanded to reflect the ever-changing media climate, expose new publicity trends, identify regional resources, and assist you with your marketing efforts. Included in this section are marketing handouts from COCA and Visit Tallahassee that can be used to help promote your events. Visit <https://www.tallahasseearts.org/media-guide/> to view the Media Guide and other COCA marketing resources.

Suggested ideas to promote tourism include:

- Use COCA's Media Guide (linked above) to include regional media when submitting press releases
- Use event calendars in Tallahassee and Leon County, as well as those in surrounding counties
- Use social media platforms that can extend your reach outside of our local area
- Include logos and links to COCA's Tallahassee Arts Guide [www.TallahasseeArts.org](http://www.TallahasseeArts.org) on your website(s)
- Include the Visit Tallahassee website [www.VisitTallahassee.com](http://www.VisitTallahassee.com) in your organization's website, so visitors can look for hotel and dining ideas
- Use trade publications where appropriate to promote and market your local activities
- Update your listings in local visitor's guides
- Provide promotional materials to Visit Tallahassee and COCA
- Use COCA's Promotional Resources <https://www.tallahasseearts.org/classified/toolkits-promotional-resources/>



## Eligibility

To be eligible to apply for funding, your organization must meet the following requirements:

### 1. Applicants must be either:

- a. a not-for-profit Florida corporation with at least 60% of your operating cash\* budget originating from earned income and classified by the IRS (Internal Revenue Service) as a 501(c)3, sub-class “public charity”. COCA will confirm not-for-profit status with the IRS and/or the Florida Division of Corporations. If we cannot confirm your status, you will be asked to provide proof of current not-for-profit status.

OR

- b. a department, museum, or other organization working under the FEID number of a part of the State of Florida, Florida State University, Florida A&M University, or Tallahassee Community College If you qualify under this provision, you must apply as a State Partner.

*“Operating cash” refers to expenses related to day-to-day operations. It includes programs, overhead and administration, but not capital campaigns, endowment funds, cash reserves, or contingency funds.*

*“Earned income” shall include admissions, contracted services, corporate contributions, sponsorships, foundation grants, competitive government grants from federal, state, city, or county governments, including TDC and CHSP (Community Human Services Partnership) grants. **Earned income does not include operating cash from government sources such as government-paid staff and expenses, and government contracts.***

*An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization is not eligible to apply if the affiliated organization submits its own application. This prohibition applies even if each organization has its own 501©3 status. For example, the “Angels for The Theatre” may not apply if the “The Theatre” applies.*

*Fundraising organizations affiliated with state supported cultural organizations, such as Friends of, Foundations, Citizens Support Organizations, and K-12 schools themselves are not eligible to apply for this grant. Instead, the state-supported cultural organization itself, including college or university schools, departments, or other officially recognized entities, may be eligible to apply for a grant under the special designation of State Partner (see above).*

### 2. Applicant must have arts and/or history programming as its primary purpose.

*The broad range of activities funded by this grant includes visual, performing, and literary arts, arts education, historic destinations, media arts, and museums. (State of Florida, Division of Arts & Culture Eligibility statement re: Museums To be an eligible museum, the organization must be open to the public for at least 180 days each year, own or utilize works of art, historical artifacts, or other tangible objects, whether animate or inanimate; care for these works of art, historical artifacts, or other tangible objects; exhibit these works of art, historical artifacts, or other tangible objects to the public on a regular schedule.)*

*Even if an organization presents occasional arts or history programming, if its mission is not primarily arts and/or history, then funding should be sought elsewhere. This includes organizations with civic, educational, social service, environmental, health-related, religious, political, journalistic, athletic, or multifaceted missions.*

**3. Applicant must have completed at least one fiscal year of programming in your discipline.**

*“Programming” refers to public events and activities, not simply fundraising activities.*

**4. Applicant must present or produce programs/activities/events (either in-person or hybrid) in the City of Tallahassee. (See map)**

**5. Applicant must have a professional staff.**

*May be paid or volunteer, if staff members are qualified, competent, and regularly available during normal business hours to administer a grant.*

**6. Applicant must have a governing Board of Directors that meets regularly and operates under a set of by-laws.**

**7. Applicant must be able to demonstrate the receipt of community support through subscriptions, memberships, earned income, foundation grants, and/or other private fundraising (including in-kind support).**

**8. Applicant must produce arts or cultural programs that are regularly available to the public throughout the year.**

*Note: An organization whose mission is to produce seasonal events or festivals does not qualify to apply for this grant.*

**9. Applicant must have documented statistics on attendance and participation for your programs and/or facility (paid or free) that represent a broad community impact.**

**10. Applicant must be committed to and have a plan in place to provide for accessibility for people with disabilities, including compliance with the Americans with Disabilities Act (ADA).**

**11. Applicant must track and report the number of residents served by programs.**

**12. Applicants receiving funds from CHSP (Community Human Services Partnership) or the CRA (Community Redevelopment Agency), **WILL NOT** be eligible to receive support for the same project or program through COCA’s Cultural Grant Program during the same grant year.**

Organizations will complete an eligibility quiz in COCA's online grant portal. Organizations that meet the requirements listed above will be taken to the application form. If you have questions regarding eligibility, email COCA's Grants Manager, Hillary Crawford, at [hillary@tallahasseearts.org](mailto:hillary@tallahasseearts.org)

### Request Amount

Regardless of budget size, all applicants will be able to request up to \$10,000 to support community arts programs. The request may not exceed 50% of the program budget. Applicants receiving Cultural Grant funds from Round 1 –TDT Funding may not request any expenditures included in that application.

### How Do I Apply?

If you meet the requirements listed on pgs. 9-11, then you are eligible to apply. If you do not meet these requirements, please do not apply for a grant.

1. Read the instructions and tips for each section. Before you begin your application, it is important to know:
  - how much funding you can apply for?
  - how you can and cannot spend grant funds.
  - when you can spend the grant funds.
  - what rules you are going to have to agree to.
  - how your application is going to be scored
2. Complete your grant application.

Each section has its own instructions; please read and follow these instructions carefully. There are tips in each section to assist you as well.

All applications must be submitted through COCA's online grant portal at <https://tallahasseearts.submittable.com/submit>.

COCA offers technical assistance to all interested applicants. If you would like to have your draft application reviewed before submission, please do so at least one week before the deadline. New applicants are **required** to set up a consultation.

The application deadline is Thursday, December 8, 2022, at 11:59 PM. Please note that COCA staff will be unavailable to provide support outside of our normal business hours, Monday – Friday 9 am – 5 pm.

Late applications will not be accepted under any circumstances. If you have difficulties with the submission of an electronic application, please email [hillary@tallahasseearts.org](mailto:hillary@tallahasseearts.org)

## How Can Grant Funds Be Spent?

There may only be one application per year for funds to benefit any single organization.

All funds must be spent within the grant activity period of October 1 through September 30. Funds that are not spent within this period (or for the specific programs and expenses described in your application) are subject to repayment.

Applicants will detail how grant funds, if awarded, will be used to support and/or promote one of the organization's programs, publications, events, or other public activities.

All events and activities funded by this grant must be for the public and not be intended for an exclusive target group only. Any fees charged to participate should be reasonable and not so high as to effectively exclude a large group of people.

## Allowable Expenses

All grant fund expenses must be **directly** related to programs creating broader public access, benefit, and participation in arts and cultural activities in our community, enhancing both quality of life and our local economy.

Examples of expenses that may be allowable include, but are not limited to:

- **Personnel: Administrative, Artistic/Programmatic, and Technical/Production** – May be used to fund salaries, wages, fees, and benefits to people considered permanent employees of your organization (full or part-time). Include payroll taxes, benefits, and other related expenses here. You may prorate an individual's personnel expenses over multiple line items if he/she performs multiple roles. Personnel responsible for history programming should be included under "Personnel-Artistic/Programmatic." (*Note: These are generally individuals who receive a W-2 at year-end.*)
- **Outside Fees & Services: Artistic** – Payments to firms or persons for the services of individuals who are not normally considered employees of applicant but consultants or employees of other organizations whose services are specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities. (*Note: These are generally contracted firms or individuals who receive a 1099 at year-end.*)
- **Outside Fees & Services: Other** – Payments to firms or persons for services of individuals who are not normally considered employees of "applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project. Include accountant, lawyer, consultants, marketing firm etc.). (*Note: These are generally contracted firms or individuals who receive a 1099 at year-end.*)
- **Exhibit/Production/Event Expenses** – Costs directly related to the production of the event. Includes exhibit rentals; royalties; printing and graphic design; exhibit costs; sets and costumes; lumber, supplies and equipment; postage and freight.

- **Educational Programs & Materials** – Costs directly related to educational programs, including materials. Programs must be open to the public. Report all personnel, outside fees & services, facilities, travel, and marketing/promotion under those corresponding line items. Report any remaining expenses directly related to your programs here.
- **Project Space Rental** – Payment specifically identified with the project for rental of rehearsal, theatre, hall, gallery, and other such spaces. If applicant owns the building, space rental expenses are not allowed.
- **Travel** – Limited to travel costs to individuals providing outside contractual service. This may include contracted artists or technicians. Include housing costs for these individuals in this category. Travel expense for ongoing personnel is not allowed.
- **Marketing/Promotion** – Costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms defined as “personnel” or “outside professional services.” Include costs for newspaper, radio, and television advertising; printing, and mailing of brochures, flyers, and posters; space rental when directly connected to promotion, publicity, or advertising. Items purchased for merchandising or resale are not allowable.
- **Project Materials and Supplies** – All eligible expenses not entered in other categories and specifically identified with the project. Include consumable office supplies, postage, equipment rentals/purchase, supplies/materials, and insurance.

#### Non-Allowable Expenses

Grant funds may not be used for general overhead that is unrelated to programming and/or promotion (i.e., financial audit, board retreats, decorating the facility, etc.)

Grant funds may not be used for capital expenses. For the purposes of this grant, capital expenses include building projects, acquisitions, renovations, land acquisition, and other permanent improvements to physical plants (i.e., new roof, air conditioning systems, security fence, lighting grids). Capital expenses also include the purchase of equipment that is not related to the production of events or exhibits.

*For example, a projector for closed captioning, stage lights, film projector, artwork for a permanent collection, or interpretive items for an exhibit are allowable. A copy machine or a delivery van is not.*

#### Other Non-Allowable Expenses

- Expenses incurred or obligated outside of the grant period.
- Any costs not directly related to programming and promotion.
- Bad debts, contingencies, fines and penalties, interest, and other financial costs.
- Mortgage payments.
- Operation of privately-owned facilities (i.e., studios, homes).
- Private or exclusive entertainment (i.e., parties, receptions or benefits that are not open and accessible to the public).

- Food and beverages (including alcohol).
- Cash reserves.
- Contributions and donations
- Endowment.
- Fellowships/scholarships.
- Fundraising
- Re-granting.
- Third-party grant administration (indirect costs).
- Attendance at conferences and seminars.
- Staff Travel.
- Plaques and awards.
- Religious programs.
- Lobbying or attempting to influence federal, state, or local legislation or any other expenditure not authorized by Chapter 112 of the Florida Statutes.
- The City of Tallahassee discourages line-item requests if you are eligible to apply to this grant program or others.

## How Are Applications Reviewed?

COCA staff will review all applications to confirm eligibility to the goals of the Cultural Grant Program. All eligible applications will be forwarded to the panel for review.

### Panel Review Process

COCA uses a citizen review panel process, like both the State and NEA (National Endowment for the Arts) grant programs, to make recommendations for funding. Panels are composed of non-profit businesspeople, community leaders, artists, educators, experts in cultural disciplines and others as deemed appropriate for review criteria. COCA accepts nominations for panelists year-round by COCA. A link to the panelist nomination form is on pg. 24.

In appointing panel members, COCA considers geographic representation, minority representation, professional acumen, objectivity, 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.

Panelists must recuse themselves from the discussion and scoring of any application from an organization in which they:

- serve as a board or staff member.
- serve as a key volunteer.
- Staff and Board members of COCA (as well as their spouses) and/or any applicant organization will be ineligible to serve as a voting panelist for the Cultural Grant Program.

Applicants attending panel meetings will be available to answer questions asked by panel members but may not elaborate on their grant beyond those questions. Applicants may respond to all questions and comments from panel members during the review meeting. All panel proceedings are open to the public.

A member of the COCA Board of Directors will attend each panel meeting but does not review or score the applications. Members of COCA's staff will be present to provide technical assistance.

COCA staff will report the panel's recommendations to the COCA Board of Directors for review and approval before forwarding them to the City Commission.

The COCA Board is authorized to amend such recommendations based on current information not made available to the panel. Examples of the types of current information that may prompt such amendment include, but are not limited to:

- a panelist conflict of interest not disclosed at the panel meeting.
- misinformation presented at the panel meeting by someone other than a designated applicant representative.
- COCA staff error discovered after the panel meeting.
- bankruptcy or other fiscal concerns.
- or changes in the applicant's staff or operations that would impair implementation of the proposed grant activity.

COCA will notify applicants of the outcome of the grants review and approval process. No award is final, however, until the City and County Commissions approve their annual budgets. Funding for this grant program is contingent upon City and County budgets and tax collections.

## Scoring Criteria

### Organizational Capacity (up to 40 points):

- The organization's planning shows realistic and appropriate future programming plans.
- This organization's artistic, education, and/or administrative personnel (paid or volunteer) can conduct its programs effectively.
- The applicant has demonstrated support for the organization through other sources of funding, volunteer efforts, program partnerships, and documented participation data.
- The applicant exhibits sound fiscal management and administration as evidenced by the grant's narrative and the organization's past and current operating budget.

### Program Evaluation (up to 40 points):

- Whether serving a large constituency, a special or diverse population or fulfilling a unique niche, this program's impact on and/or service to the community is an effective use of

public funding.

- This program reflects the mission of the organization.
- The scope of this program is feasible to implement in timeline provided and resources allocated (facilities, staff/volunteers, funding, etc.).
- This program serves an appropriate number of people for the amount requested (considering special, diverse, underserved population it targets or unique niche it fills).
- This program serves an appropriate number of people for the amount requested (considering special, diverse, underserved population it targets or unique niche it fills).
- There are clearly articulated goals and useful methods of evaluating and documenting the success of this program (that extends beyond attendance figures).

### Community Impact (up to 20 points)

The application aligns with one or more of the following City Priorities:

- **Economic Development** – According to the 2015 [Arts & Economic Prosperity 5](#) study conducted by COCA with Americans for the arts, the nonprofit arts and culture sector is a significant industry in Leon County—one that generates \$201.9 million in total economic activity. This spending—\$100.5 million by nonprofit arts and cultural organizations and an additional \$101.4 million in event-related spending by their audiences—supports 7,161 full-time equivalent jobs, generates \$125.7 million in household income to residents, and delivers \$26.6 million in local and state government revenue.
- **Impact on Poverty** – The Florida Chamber’s [Florida Prosperity Project](#) has defined the Root Causes of Poverty. Several of them are impacted directly by arts and culture:
  - **Lack of employment opportunities** – According to a report from [the National Governors’ Association](#) - For at-risk youth, that segment of society most likely to suffer from limited lifetime productivity, the arts contribute to lower recidivism rates; increased self-esteem; the acquisition of job skills; and the development of much needed creative thinking, problem solving and communications skills. Involvement in the arts is one avenue by which at-risk youth can acquire the various competencies necessary to become economically self-sufficient over the long term, rather than becoming a financial strain on their states and communities.
  - **Inequities in education & workforce development** - According to Americans for the Arts’ Arts + Social Impact Explorer Employers rank study in the arts as second (following self-employment experience) as an indicator of the kind of creativity they are looking for in employees.
  - **Unsafe environments** – According to the University of Pennsylvania’s [Social Impact of the Arts Project](#), lower- income neighborhoods with higher cultural assets show less child abuse and neglect investigations (14 percent), obesity (5 percent), and serious crime (18 percent). Kids from those communities



also scored 18 percent higher in English Language Arts and Math exams than their peers.

- Lack of recognition and access within a community -According to American’s for the Arts’ [Arts & Social Impact Explorer](#) - A variety of research shows that common cultural history, whether hip hop, community murals, or immigrant heritage and craft, can provide unity in community dialogues about housing preservation that celebrates an area’s unique culture and reflects the needs and values of all who live there.
- **Public Safety** – According to Americans for the Arts’ [Arts & Social Impact Explorer](#) - Arts participation correlates with lower rates of juvenile delinquency and truancy, and cultural resources are linked to better health, schooling, and security. Arts also help maintain racial and economic diversity and lower rates of racial harassment.
- **Quality of Life** - According to the [Creating Healthy Communities: Arts + Public Health in America initiative](#), the arts can be especially beneficial for public health in five key areas: collective trauma, racism, mental health, social exclusion and isolation, and chronic disease.

### Funding Formula

Below are examples of the funding formulas used to determine the potential maximum funding for requests. Keep in mind, these formulas are guidelines, not guarantees. COCA’s Board of Directors has sole and final discretion to set funding formulas to be applied consistently based on the grant panel scoring.

Total Score	Maximum Funding
90 – 100	100% of request
80 – 89.9	90% of request
70 – 79.9	80% of request

Applications scoring less than 70 will not be eligible for funding. When determining the final scores for funding purposes, numbers will be rounded to one decimal place only and not to the whole number. For example, 91.9 will not be rounded to 92.

## Funding Order

Priority funding will be given to organizations not awarded funds in Round 1- TDT Funding, minority organizations\*, and underserved organizations+. After these organizations have been funded, the following organization will be ranked in order of score and funding will continue until the funds are exhausted. If there are more funds available than the total request, any remaining funds will be reallocated to FY24.

*\*For this program, a minority organization is composed of at least 51% persons who are Asian-Indian, Asian-Pacific, Black, Hispanic, and Native American. This includes staff, board, artists, and volunteers. Gender is not considered a minority for the purposes of this program.*

*+For this program, an organization is underserved if it has an annual operating budget of \$150,000 or less.*

## Reconsideration of Scoring Request

Any applicant wishing to request reconsideration of its score must submit a written and signed request for reconsideration to the COCA Board of Directors within 72 hours (3 business days) after the verified scores are announced via email by COCA Staff. Timely requests for reconsideration will be forwarded by the Chair of COCA's Board of Directors to the full scoring panel, which will review the request(s) and announce its final, unappealable decision at a public meeting within approximately seven (7) days, but no more than fourteen (14) days, following the submission of the request. In addition, suggestions regarding the grant program's policies and guidelines are welcomed year-round. The grant program is reviewed annually with the collaboration of a public task force and all applicants are encouraged to participate in the process.

## Important Information for All Applicants

### After Award Approval

Once COCA has received a signed contract from an approved applicant, processing of the grant award begins. The award is paid out in multiple installments after receipt of the signed grant contract.

**Grantees who have not executed their grant contract within 90 days of receipt risk forfeiture of grant funds.**

### Grant Period

All grant funds must be spent between 10/1/22 and 9/30/23. There can be only one application per grant period for funds to benefit any single organization.

### Non-Discrimination

By submitting this application, applicants agree they do not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.).
- On the grounds of disability, in accordance with Section 504 of the Rehabilitation Act of 1973

(29U.S.C. 794) and the Americans with Disabilities Act of 1990 (“ADA”) (42 U.S.C. 12101-12213).

- Based on age, in accordance with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.).
- Based on sex, in any education program or activity, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.).
- Based on sexual orientation or gender identity in accordance with the City of Tallahassee’s Anti-Discrimination and Anti-Harassment Policies and Procedures.

Should there be a discrimination concern regarding a grantee, a copy of COCA’s Civil Rights Complaint Policy is available upon request.

For further information and copies of the non-discrimination regulations identified above, contact the National Endowment for the Arts’ Office of Civil Rights at 202/6825454 or 202/682-5695 Voice/T.T., or link to them through their web site at [www.arts.gov](http://www.arts.gov). COCA will also gladly help with accessibility planning. Email Hillary Crawford, [hillary@tallahasseearts.org](mailto:hillary@tallahasseearts.org) to arrange a consultation.

### **Intellectual Property Rights**

It is the responsibility of applicants to hold the rights for any intellectual property (scripts, images, music, etc.) used in programs funded by this grant.

### **Funding Recognition**

COCA grantees are required to include the COCA logo, the City of Tallahassee logo, and the combined Leon County-Visit Tallahassee logo on grant-related visual marketing materials (online, print, and media) developed for the funded program. To see logo guidelines, visit <https://www.tallahasseearts.org/services/grant-programs/>.

Whenever you include online funding recognition (on your organization's website and email marketing for example), the City of Tallahassee logo should be linked to [www.Talgov.com](http://www.Talgov.com), the combined Leon County-Visit Tallahassee logo should be linked to [www.VisitTallahassee.com](http://www.VisitTallahassee.com) and the COCA logo should be linked to [www.TallahasseeArts.org](http://www.TallahasseeArts.org) whenever possible. Grant-related marketing materials MUST be submitted to Communications & Marketing Manager, Samantha Sumler at [samantha@tallahasseearts.org](mailto:samantha@tallahasseearts.org) for approval prior to the publication, dissemination, or release of marketing materials.

Grantees are encouraged to submit their marketing materials before a new fiscal year begins, as they may be able to get annual approval for certain types of collateral (such as posters or emails), if the subsequent logo use is identical. Please note: Grantees that have been funded for the current fiscal year and anticipate funding for the subsequent fiscal year are encouraged to continue following the recognition policy described above when promoting their upcoming season or programs for a new fiscal year. Inclusion of logos is necessary when recognizing support of sponsors and should appear on most if not all marketing materials. This is not required where space is limited and there is no reasonable space to provide recognition for sponsors.

Wherever other sponsors for your grant program are included, COCA, City of Tallahassee, and Leon County-Visit Tallahassee, and logos should also be included. For ease of use, a “combination logo” of COCA/City/County/Visit Tallahassee may be used on all print media. However, the combination logo may not be used for online funding recognition, as online funding recognition must include individual logos with hyperlinks to the appropriate agency. If COCA notifies a grantee of a failure to properly acknowledge COCA, the City of Tallahassee, and Leon County-Visit Tallahassee in any of their grant-related marketing/promotional materials during the grant cycle, and then the grantee fails to correct the issue, that grantee will have 5 points deducted from the next grant application the organization submits to COCA. Our government partners are dedicated to supporting worthwhile local events through grant programs and other promotional opportunities but reserve the right to reduce or eliminate grant funding for organizations that do not comply with grant recognition policies.

Grantees are required to submit copies of proof of grant acknowledgment at the time of the final report.

### **Changes to Programs**

Grant funds may be used only for those programs or purposes specified in the application, reviewed by the grant panel, and approved by the COCA Board. Any significant changes in a grantee organization or its programs (i.e., budget, schedule, scope, personnel, etc.) must be submitted as a proposed amendment at the time the changes take place, and approved in advance in writing to COCA, before grant funds may be utilized by grantee.

### **Grant Reports**

Each grant recipient will be required to submit one interim report and one final report of all funds disbursed to their organization using forms provided by COCA. The report will include Programming Documentation, Expenditure Log, and, upon request, Proof of Payment. The report will also include proof of Logo Recognition. Grantees are also required to report demographic information related to their project or program. See pg. 5 for specific deadlines. Grant Report Forms will be completed in COCA’s online grant portal – <https://tallahasseearts.submittable.com/submit>

An applicant must demonstrate that they:

- implemented the program(s) for which they received funding
- spent the grant funds on allowable expenses and as indicated in their application
- spent all grant funds within the grant activity period

Failure to do so, or failure to do so in a timely manner, will require the applicant to fully repay any funds received and become ineligible for future funding.

Grantees who fail to submit reports at the appropriate deadline may be ineligible for the following grant cycle of the Cultural Grant. In extreme/unusual circumstances, an organization may request an

extension from COCA.

## Application

### Basic Information

- Organization Name (official IRS)
- DBA or Department/Program Name (State Partners)
- Address
- Organization Website or social media page
- Federal Tax ID
- Date of Incorporation/Founding
- Number of years doing business in Tallahassee as a cultural organization
- Grant Contact (optional - Marketing Contact and Authorized Official Contact)
- State Partner – request or upload letter of support from parent institution

### Organization Information

- Mission and purpose of organization
- Overview of organization's current and upcoming programs, activities, and services.
- List of organization's board of directors and a summary of their responsibilities to the organization.
- Identify organization's key personnel (paid or volunteer). Include titles, bios, and briefly describe responsibilities for each position. Participating artist may be included.
- Describe the sources, types, and levels of community support received by your organization.
- Explain any special fiscal circumstances that may exist for your organization.
- Describe your organization's efforts to inclusively serve a special population or need, fill a unique niche, or provide programming to an underserved area.
- Optional upload: DEI policy statement.

### Program Information

- Program Name.
- Proposal Summary.
- Describe the program for which you are requesting funding.

### Budget Information

- Operating Budget (last completed fiscal year, current year, and next year).
- Grant Request Detail (shows allocation of COCA grant funds).

### Impact Survey

- Provides impact numbers based on your last complete fiscal year.

## COVID-19 Impact

- Provides information about the impact of COVID-19 on your organization.

## Supplemental and Contingent Items

You may include any supplemental material that you feel will be helpful to panelists in evaluating the overall quality and impact of your organization. Please focus on quality and material that helps to tell your story, particularly as related to the programs for which you are requesting funding. You may upload up to 6 items of supplemental materials (no more than 24 individual pages). Title each item and upload as separate items. The intent of limiting the number of support materials is to help the grant panelists review an appropriate number of materials, with a consistent number provided from each applicant.

Supplemental material might include programs, catalogs, publicity material, artist work samples, press coverage, photographs, audio-visual material, organizational chart, brief history of the organization, etc. Panelists will not be able to review audio-visual materials at the panel meeting.

Supplemental material may also include:

- Recent support letters: Correspondence from people who benefit directly from programs related to your proposal (participants, students, audience members, etc.), and/or letters of support from collaborating organizations or individuals showing evidence of support. Limited to 4 pages. *Please note letters from public officials are not useful unless the officials are personally familiar with your organization. To avoid the appearance of a conflict of interest, no support correspondence should be included that is written by COCA staff or board members, or City or County employees (see <https://tallahasseearts.org/about-coca/coca-staff> for a current list). If so, those letters will be removed from your application prior to panel review.*
- List of productions, exhibitions, concerts, and/or publications your organization has recently produced/presented. *Consider including the total attendance/participation figures for each event (audience, artists, and volunteers). To calculate these numbers, you may use “instances of participation” – each visit to your facility by a single person (i.e., multiple visits count as multiple instances of participation).*

Contingent Items (Please include the following items, if applicable)

- Partnership acknowledgment. Required only if your funding proposal is contingent on the participation of key partner(s). Documentation can include through letters, emails, or signed contracts. *(For example, Puppetry Tallahassee will team with ABC Gallery to host nationally known artist Julie Taymor for a local exhibit and performance. Without a commitment from ABC Gallery and confirmed interest from Julie Taymor’s agent, the proposal is not viable.)*
- Letter of support from the Agency Head, Division Director, Dean, Department Chair, or University Supervising Official of the applicant. **Required of State Partner applicants only.**

## **Grant Panelist Nomination**

COCA's ability to recruit qualified and objective reviewers depends on your recommendations. COCA accepts nominations year-round for consideration during the appointment process. Current, electronic copies of all forms are available on COCA's website at

<https://www.tallahasseearts.org/services/grant-programs/>



Prepared by



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This publication is available in alternate formats upon request. Please contact [hillary@tallahasseearts.org](mailto:hillary@tallahasseearts.org) for more information.

*COCA is sponsored in part by the City of Tallahassee, Leon County, the State of Florida, Department of State, Division of Arts and Culture, the Florida Council on Arts and Culture, and the National Endowment for the Arts.*

