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## FY25 COCA Grant Programs Application

### How to Complete this Application

This application is connected to the account that started the application. You have the option to invite collaborators ([see instructions here \(https://submittable.help/en/articles/3654810-inviting-collaborators-on-submissions-and-additional-forms\)](https://submittable.help/en/articles/3654810-inviting-collaborators-on-submissions-and-additional-forms)). However, only the account that started the application can submit.

If you scroll to the bottom of the page, you will see a "Save Draft" button that you can use to save your work ([see instructions here \(https://submittable.help/en/articles/904868-how-can-i-return-to-a-saved-draft\)](https://submittable.help/en/articles/904868-how-can-i-return-to-a-saved-draft)). However, COCA staff **strongly recommends** saving a copy of your work outside of the Submittable system.

COCA staff cannot view your application until your application is submitted. COCA staff also cannot make changes to your application on your behalf.

### Overview of FY25 COCA Grant Programs

This application will cover all grant programs offered by COCA in FY25: the Cultural Grant, Cultural Tourism Marketing Grant and the City Grant. Applicants can apply to one, two or all three grant opportunities. Here is a quick summary of the different grant programs.

#### Cultural Grant

The Cultural Grant funds programming expenses. Applicant programming must meet at least one of the following goals:

1. Offer arts, history, or cultural programs with exemplary standards and objectives.
2. Provide educational opportunities in arts, culture, and/or history for young people or adults.
3. Serve a special or diverse population or need, fill a unique niche or engage the community in the creative or artistic process.

Funds for the Cultural Grant come from Leon County's Tourist Development Tax (TDT) revenue. Therefore, applicants must also meet all of the following expectations:

1. In addition to arts and culture, **the applicant must have as one of its main purposes the attraction of tourists**, as evidenced by the promotion of the activity, service, venue, or event to tourists.
2. Applicant must clearly identify public relations/promotional/marketing tactics used to reach visitors outside of Leon County.
3. Applicant must have a marketing plan that clearly indicates out-of-market advertising or promotion.
4. Applicant must track and report the number of out-of-county visitors served by the grant-funded programs.

In this grant program, an organization's maximum allowable request will depend on their type (non-profit versus state entity) and their allowable operating income from the previous fiscal year. (See pages XX-YY in the Guidelines to calculate your request.)

### **Cultural Tourism Marketing Grant**

Applicants who meet all the Cultural Grant requirements may request an addition \$3,000 to support out-of-county marketing and promotion of arts and cultural programs. Funds for this grant also come from Leon County's Tourist Development Tax revenue.

### **City Grant**

The City Grant funds programming expenses. Applicant programming must meet at least one of the following goals:

1. Offer arts, history, or cultural programs with exemplary standards and objectives.
2. Provide educational opportunities in arts, culture, and/or history for young people or adults.
3. Serve a special or diverse population or need, fill a unique niche or engage the community in the creative or artistic process.

Unlike the Cultural Grant and the Cultural Tourism Marketing Grant, funds for the City Grant come from the City of Tallahassee's General Revenue fund. Therefore, applicants must also meet the following expectations:

1. Applicants must track and report the number of Leon County and/or Tallahassee residents served by programs.
2. Applicant programming should align with one or more of the following City of Tallahassee priorities (see pages XX-YY of the Guidelines): economic development; impact on poverty; public safety, and; quality of life.

An organization can request up to \$10,000 to support local arts programs. Funding for this grant depends on the City budget. The City budget may not be determined until after the panel meeting.

**Please select the grant programs from which you would like to request funding.**

- Cultural Grant
- Cultural Tourism Marketing Grant
- City Grant

If you select all three options, you will be requesting:

- An amount from the Cultural Grant that depends on your allowable operating income from your last completed fiscal year;
- Up to \$3,000 from the Cultural Tourism Marketing Grant; and
- Up to \$10,000 from the City Grant.

If funded, your award for each grant will depend on:

- The score your application receives at the panel;
- Availability of each type of funding (TDT and General Revenue, respectively)

## Basic Information

**Organization Name (official IRS name) \***

**DBA or Department/Program Name**

Only state partners are required to have a department or program name.

**Address \***

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Your organization must be registered in Leon County/City of Tallahassee to be eligible for COCA grant programs. If applicable, this address must match your registration in Sunbiz.

**Organization website \***

If you do not have a website, please include your social media page.

**Grant Contact \***

First Name

Last Name

**Grant Contact Email \***

**Grant Contact Phone Number \*****Authorizing Official \***

First Name

Last Name

**Authorizing Official Email \*****Authorized Official Phone Number \***

## Basic Eligibility

All applicants to COCA programs must meet the following criteria:

1. Applicants must be either:

- a not-for-profit Florida corporation with at least 60% of operating cash budget originating from earned income and classified by the IRS as a 501(c)3, subclass "public charity," or;
- 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.

2. Applicant's mission must be to produce or promote arts and/or history programming.

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

4. Applicant must present or produce programs/activities/events in Tallahassee/Leon County.

5. Applicant must have a professional staff. (Staff can be paid or volunteer, but should be regularly available during normal business hours.)

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. These programs should:

- Offer arts, history, or cultural programs with exemplary standards and objectives.
- Provide educational opportunities in arts, culture, and/or history for young people or adults.
- Serve a special or diverse population or need, fill a unique niche or engage the community in the creative or artistic process.

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).

### 1. Is your organization:

- A not-for-profit Florida corporation with at least 60% of your operating cash budget originating from earned income and classified by the IRS as a 501(c)3, subclass "public charity?"
- 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?
- Neither.

For more information on "60% of your operating cash budget originating from earned income," see page XX of the Guidelines.

If you proceed with the application, the "Operating Revenue" section will automatically calculate whether at least 60% of your operating cash originates from earned income.

### Employer Identification Number \*

XX-XXXXXXX

### Unique Entity Identifier

XXXXXXXXXXXXXX

### 2. What is the mission and purpose of your organization? \*

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Limit: 100 words

This should be based on your organization's written mission statement.

### 3.a. Date of Incorporation/Founding \*



### 3.b. Number of years doing business in Leon County as a cultural organization \*

### 4. Does your organization present or produce programs/activities/events in Tallahassee/Leon County?

Yes

No

**5. Identify your organization's key personnel (paid or volunteer). Include titles, bios, and briefly describe responsibilities for each position. Participating artists may be included. \***

**B I U** [List Icon] [List Icon] [Quote Icon] [Link Icon]

[Empty text area with scrollbars]

Limit: 500 words

**6. List your organization's board of directors and summarize their responsibilities to your organization. \***

**B I U** [List Icon] [List Icon] [Quote Icon] [Link Icon]

[Empty text area with scrollbars]

Limit: 500 words

- A description of your board type (policy, governing, etc.) and meeting schedule
- Professional affiliations of each member
- By-law requirements for any member

**7. Describe the sources, types, and levels of community support received by your organization. \***

**B I U** [List Icon] [List Icon] [Quote Icon] [Link Icon]

[Empty text area with scrollbars]

Limit: 500 words

Include collaborative partnerships, revenue, and efforts to sustain or increase this support.



**8. Provide an overview of your organization's year-round cultural programming. \***

**B I U** [List Icons] [Quote Icon] [Link Icon]

[Empty text area with scrollbars]

Limit: 1500 words

Applicant must produce arts or cultural programs that are regularly available to the public throughout the year. An organization whose mission is to produce seasonal or otherwise individual events or festivals does not qualify to apply for these grants.

**8.a. Describe your organization's efforts to inclusively serve a special population or need, fill a unique niche, or provide programming to an underserved area. \***

**B I U** [List Icons] [Quote Icon] [Link Icon]

[Empty text area with scrollbars]

Limit: 500 words

Include in your answer:

- How your facilities, programs, and events are accessible to persons with disabilities and other special populations
- How you engage members of the community in the creative and/or artist process
- Past and planned efforts to broaden outreach and increase involvement across ability, age, economic status, and gender
- How these efforts relate to your particular artistic/cultural discipline

**8.b. Describe your organization's efforts to highlight cultural diversity and inclusion. Explain how these efforts provide distinctive arts, history, and cultural offerings. \***

**B I U** [List Icons] [Quote Icon] [Link Icon]

[Empty text area]

Limit: 500 words

Include in your answer:

- How your organization serves culturally diverse constituents
- The current demographic composition of your board, staff, volunteer pool, and audience
- Past and planned efforts to broaden outreach and increase involvement across ethnicity
- How these efforts relate to your particular artistic/cultural discipline

### 8.c. Please provide your organization's DEI statement.

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Limit: 300 words

### 9. Please describe your organization's methods of tracking attendance and participation for your programs and/or facility.

Limit: 500 characters

### 10. How does your organization provide for accessibility for people with disabilities, including compliance with the Americans with Disabilities Act (ADA?) \*

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Limit: 1500 words

# Organization Budget

## Last Completed Fiscal Year End Date \*

Each organization's fiscal year end date can be different. Some organizations use the calendar year (January 1 - December 30), the state of Florida's fiscal year (July 1 - June 30) or the federal fiscal year (October 1 - September 30).

## Operating Revenue for Nonprofits \*



	A	B	C	D
1	<b>Earned Revenue</b>	<b>Last Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Next Fiscal Year</b>
2	<b>1. Admissions</b>			
3	<b>a. Paid Individual Admissions (walk-in)</b>			
4	<b>b. Paid Memberships</b>			
5	<b>Total Paid Admissions</b>	<b>0</b>	<b>0</b>	<b>0</b>
6				
7	<b>2. Contracted Services</b>			

Your Cultural Grant request is based on your organization's previous fiscal year. These should be your actual expenses and should be similar to your 990. Current and Next fiscal year can be your anticipated budget. Enter numbers only, don't add dollar signs. If your organization's fiscal year ends on 12/31:

- Your last completed fiscal year is the period of January 2023 - December 2023.
- Your current fiscal year is the period of January 2024 - December 2024.
- Your next fiscal year is the period of January 2025 - December 2025.

If your organization's fiscal year ends on 6/30:

- Your last completed fiscal year is the period of July 2022 - June 2023.
- Your current fiscal year is the period of July 2023 - June 2024.
- Your next fiscal year is the period of July 2024 - June 2025.

If your organization's fiscal year ends on 9/30:

- Your last completed fiscal year is the period of October 2022 - September 2023.
- Your current fiscal year is the period of October 2023 - September 2024.
- Your next fiscal year is the period of October 2024 - September 2025.

Your in-kind is capped at no more than 15% of your allowable operating income. The form will confirm this for you in column B, row 54.

At least 60% of your operating cash must originate from earned income. The form will confirm this for you on column B, row 59.

### **Please confirm the Allowable Operating Income for the Last Fiscal Year \***

\$  USD

This will be #10, "Subtotal (Allowable operating income)" or line 58.

### **Please confirm your maximum request in the Cultural Grant Program. \***

\$  USD

The "Operating Revenue" form should calculate this for you automatically in line 65. If you encounter an error, use this chart instead:

- If your allowable operating income in your last completed fiscal year was less than \$50,000, you can request 50% of your allowable operating income up to \$14,000.
- If your allowable operating income in your last completed fiscal year was between \$50,000 and \$499,000, you can request 20% of your allowable operating income up to \$40,000.

- If your allowable operating income in your last completed fiscal year was between \$500,000 and \$1,499,000, you can request 10% of your allowable operating income up to \$90,000.
- If your allowable operating income in your last completed fiscal year was \$1,500,000 or above, you can request 10% of your allowable operating income up to \$200,000.

### Operating Expenses \*



	A	B	C	D
1	Expenses	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
2	13. Personnel (include salary, taxes & benefits)			
3	a. Administrative			
4	b. Artistic/Programming			
5	c. Technical			
6	Total Personnel	0	0	0
7				

As with the Operating Revenue, use your organization's fiscal year. Last year will be actual numbers and should be similar to your 990. Current and Next fiscal year numbers can be budgeted. Enter numbers only, do not include \$.

**Please confirm the Total Operating Expenses for the Last Fiscal Year \***

\$  USD

This will be #23, "Total Operating Expenses" or line 48.

**Explain any special fiscal circumstances that may exist for your organization. \***

**B I U** [List Icons] [Quote Icon] [Link Icon]

[Empty text area with scrollbars]

Limit: 300 words

Include any changes in annual operations, reasons for any deficits, and resolution strategies. Panelists may ask for additional information about major discrepancies between your expenses and revenue, or about discrepancies between your revenue and your 990.

## Program Information

**Program Name \***

[Empty text input field]

**Program Summary \***

**B I U** [List Icons] [Quote Icon] [Link Icon]

[Empty text area with scrollbars]

Limit: 100 words

This information will be included in the grant awards presented to the COCA Board of Directors, the City, and the Tourist Development Council.

### Describe the program for which you are requesting funding. \*

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Limit: 1500 words

If you are requesting the Cultural Grant and the City Grant for different programmatic activities, note that here.

Include and letter the following in your response:

1. Relevance to the organization's mission
2. Scope of program and timelines
3. Number of events and expected participation and/or attendance. Include participant fees and how special or diverse populations or underserved communities will be served
4. Goals and anticipate outcomes
5. Program evaluation/measurement (*milestones for attendance/participation, enrollment or sales figures, independent third-party review, audience/member surveys or focus groups, etc.*)
6. Other information for the panelists to use in evaluating your programs

## Impact Survey

Please complete this section using data from your organization's most recently completed fiscal year. When necessary, please estimate.

**Total Number of Organization's FTE jobs (paid positions) FTE= Full Time Equivalent (e.g. 1 full time = 2 part time = 4 quarter time employees) \***

**Total Number of Organization's Volunteers \***

**Total Number of Organization's Volunteer Hours \***

**Total Value of Organization's In-Kind Donations \***

\$  USD

**Total of Organization's Annual Attendance \***

**Total Visitors from Outside Leon County \***

**Please select one of the options below \***

- My organization does have a method of tracking visitors from outside Leon County.
- My organization does not have a method of tracking visitors from outside Leon County.

**Is arts education part of your ongoing programming? \***

- Yes
- No

**Supplemental Materials**



Choose File

Select up to 6 files to attach. No files have been attached yet. You may add 6 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png, .avi, .mov, .mp4, .mpg, .wmv, .ppt, .pptx

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.
- Recent support letters: Correspondence from people who benefit directly from programs related to your proposal (participants, students, audience members, tourists, tourism partners, etc.) and/or letters of support from collaborating organizations or individuals showing evidence of support. Limited to four 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 (see <https://coca.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.)*

# Tourism Funding

**How does your program attract tourists and/or lengthen tourist stays in Leon County \***

**B I U** [List Bullets] [List Numbered] [Quote] [Link]

[Empty text input area with a scroll bar on the right]

Limit: 500 words

Include the following:

- Partnerships with other organizations
- Promotional efforts designed specifically to impact tourism
- Projected tourist participation and attendance
- Impact on tourism and how your organization raises the overall awareness of Leon County as a desirable place to visit

**Please indicate the out of County geographic markets you will be targeting \***

- Surrounding Areas (100-mile radius – includes NW Florida, South Alabama, and South Georgia)
- Miami – Ft. Lauderdale
- Atlanta
- Orlando
- Jacksonville
- Tampa Bay Area
- Panama City – Destin
- Pensacola – Mobile
- Other

**Please indicate the marketing tactics you will employ \***

- Audio/Visual Communications - TV
- Audio/Visual Communications - Radio
- Audio/Visual Communications - Streaming Services

- Digital Marketing - E-Calendars/E-Mail/E-Newsletters
- Digital Marketing - Website Ads and Banners
- Digital Marketing - Social Media Channels
- Digital Marketing - Other
- Print Publications - Newspapers/Magazines
- Print Publications - Catalogs/Pamphlets/ Brochures
- Print Publications - Postcards/Flyers/Posters/Playbills/Announcements
- Print Publications - Other
- Staff implemented Marketing/PR/Promotional Plan
- Visual Displays - Banners/Flags
- Visual Displays - Kiosk/Marquee/Lobby Displays
- Visual Displays -Billboards
- Visual Displays - Other

**Please upload a copy of your marketing plan**

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

**Please describe your method(s) for tracking out of county visitors \***

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# Community

**Please check all that apply to your organization. \***

- BIPOC-Centered Organization
- My total earned income in my last completed fiscal year is less than \$150,000
- I am ineligible to receive TDT funds (i.e., my organization does not have the attraction of tourists as its main purpose, in addition to arts and culture)
- None of the above

**! The "Please check all that apply to your organization." field is required.**

Priority funding will be given to BIPOC and underserved organizations, and organizations ineligible to receive TDT funds.

To qualify as a BIPOC organization, your organization should be composed of at least 51% persons who identify as Black, Native American, Native Hawaiian, Alaskan Native, Desi, Asian, Pacific Islander, Chicanx or Latinx. Your answers in the "Basic Eligibility" section should reflect your answer here.

**Please select the following city priorities that align with your programming (Check all that apply) \***

- Economic Development - To advance the City of Tallahassee as a competitive, innovative, and sustainable regional economic hub.
- Impact on Poverty - To be a leading community partner that actively connects residents to resources that remove economic and social barriers.
- Public Safety - To be a safe, resilient, and inclusive community.

Quality of Life - To be a creative and inclusive community with beautiful public spaces that protect and promote resources and culture.

**Please describe how your program impacts economic development in Tallahassee. \***

Limit: 300 words

**Please describe how your program impacts poverty in Tallahassee. \***

Limit: 300 words

**Please describe how your program impacts public safety in Tallahassee. \***

Limit: 300 words

**Please describe how your program impacts the quality of life in Tallahassee. \***

Limit: 300 words

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## Funding Request

### Grant Funds Request Detail



	A	B	C	D
1		Cultural Grant	Cultural Tourism Marketing Grant	City Grant
2	1. Personnel			
3	a. Administrative			
4	b. Artistic/Programmatic			
5	c. Technical/Production			
6				
	2. Outside Fees			

Please fill out this table to request funding in all relevant grant programs. Please give a brief description of the expenses for each fund requested; COCA staff needs to determine that each expense is allowable and the panelists need to determine that each expense is competitive. For Cultural Tourism Marketing Grant expenses only, please indicate the specific out-of-county geographic area targeted by each marketing expense.

Only include expenses related to your grant-funded programming and promotion. See pages XX-YY of the Guidelines for examples of allowable expenses.

Non-allowable expenses include:

- General overhead unrelated to programming and/or promotion (i.e., financial audit, board retreats, decorating the facility, etc.)
- Capital expenses (i.e., building projects, acquisitions, renovations, land acquisition or other permanent improvements to physical plants)
- Equipment not related to the production of events or exhibits
- Expenses incurred or obligated outside of the grant period (October 1, 2024 - September 30, 2025)
- 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

**Please confirm your Cultural Grant request.**

This should equal column B, row 44 of the "Grant Funds Request Detail" table.  
If you do not wish to request the Cultural Grant, please enter "0."

**Please confirm your Cultural Tourism Marketing Grant request.**

This should equal column C, row 44 of the "Grant Funds Request Detail" table.  
If you do not wish to request the Cultural Tourism Marketing Grant, please enter "0."

**Please confirm your City Grant request.**

This should equal column D, row 44 of the "Grant Funds Request Detail" table.  
If you do not wish to request the City Grant, please enter "0."

# Bicentennial

**The City of Tallahassee and Leon County will celebrate its Bicentennial in 2024. This provides an opportunity to engage the community in the rich history of Tallahassee and Leon County over the past 200 years and the vision of the community in years to come. The Bicentennial is envisioned to be a community-wide celebration that not only engages all segments of the community but shares residents' experiences and stories of Tallahassee and Leon County from their unique perspective. If you are planning to incorporate the Bicentennial into your programs in 2024, please explain how.**

Participation in the Tallahassee Bicentennial is not required. This question will not be scored by panelists.

# Certification

I hereby attest that all information in this application is factual, including all attachments and supporting materials. I also attest that my organization meets the eligibility criteria and will abide by all legal, financial, and reporting requirements, including interim and final reports, for all grants received from COCA on behalf of Leon County and/or the City of Tallahassee. (See grant guidelines for details on non-discrimination, intellectual property rights, funding recognition, changes to programs, and grant reporting.) By applying for a COCA Cultural Grant, my organization consents to examine and audit our financial records by Leon County, the City of Tallahassee, and/or COCA. My organization understands and agrees to the payment schedule for grant awards. To the best of my knowledge, I certify that my organization's facilities and programs are accessible to persons with disabilities as required by all applicable sections of the Americans with Disabilities Act (ADA)



Please check the box if you agree to the above listed terms. \*

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## What Happens Now?

- COCA staff review - [DATE] - [DATE]

Your application will be reviewed by COCA staff. COCA staff will confirm that your application meets the basic eligibility criteria for the relevant grant programs, that your request amount(s) are appropriate and that your expenses are allowable. COCA staff may contact you for revision or clarification; please be available by email or phone.

- Leon County TDT Eligibility Verification - [DATE] - [DATE]

[How do we want to phrase this?]

- Applicant Revision Deadline - [DATE]

[How do we want to phrase this?]

- Secondary Leon County Eligibility Verification Results - [DATE]

[How do we want to phrase this?]

- Panel Review Meeting - [DATE]

The panel meeting is a public meeting held over Zoom. Panelists are allowed to ask questions of applicants, so applicants are strongly encouraged to attend. Your scores at the panel determine your funding amount. For more information, see page XX of the Guidelines.

At the panel meeting, COCA staff will present a ranked list. The City of Tallahassee budget may not be finalized as of the panel meeting. All awards are subject to funds availability.

- Grant year begins - October 1, 2024

If you did not receive grant funding for FY24, your FY25 contract can be executed for the period October 1.

- FY24 Final Reports - October 31, 2024

If you received grant funding in FY24, your FY24 final report must be submitted and approved by COCA staff before your contract for FY25 can be executed.

**Save Draft**

**Submit Form**