



GRANT APPLICATION INSTRUCTION BOOKLET

Dear Applicant and Member of the Miami-Dade Arts Community,

FUNDING ARTS NETWORK (FAN) is a not-for-profit organization dedicated to the cultural enrichment of Miami Dade County residents. FAN provides funds through grant support to visual and performing arts organizations.

- This Grant Application Instruction Booklet contains criteria for eligibility and funding, a description of the screening and selection process, instructions for completing the application, and answers to frequently asked questions.
- Funding Arts Network accepts applications through SmarterSelect.com, an online application service. Each applicant will establish an account and can then proceed to the application. This account will be available throughout the grant cycle for which you are applying.

You must submit the application by the deadline posted on the FAN website.

FAN looks forward to receiving your application.

Sincerely,

Beverly Greenberg and Terry Kaplan
Vice Presidents - Grants

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FUNDING ARTS NETWORK CHECKLIST

You must submit:

A completed Funding Arts Network Grant Application 2021-2022, via the SmarterSelect portal, which is accessed via a link on the FAN website, <https://fundingartsnetwork.org/home/grants/>.

Application Guidelines:

Please follow the directions found on the SmarterSelect portal for completing the application. Print or download a copy of your completed application for your records.

Required Documents:

Organizations must make sure the following documents are included in their applications:

- Applicant's logo in .jpg format
- Image related to program in .jpg format
- Current letter from the Florida Department of Agriculture and Consumer Services
- Current Corporate Annual Report
- IRS 501(c)(3) Determination Letter
- Key staff and artist biographies/resumes
- Board of Directors List and amount of total board contributions to applicant
- Financial information (forms are available on SmarterSelect)
- 3 hard copies of the application, including the Financial Information, mailed to FAN and postmarked by the application deadline

Application Tips:

Review this Grant Application Instruction Booklet to confirm your organization's eligibility to apply.

READ ENTIRE APPLICATION CAREFULLY.

All requested information and documents are required for timely submission.

Late submissions and incomplete applications will not be accepted.

2021-2022 FAN Grants Eligibility Requirements

Grant Eligibility

Organizations must:

1. Be a visual or performing arts organization or a division or unit primarily engaged in the presentation of visual or performing arts programs to the public and that maintains its principal office in Miami-Dade County.
2. Be an active, not-for-profit, Florida corporation in good standing or be a division or unit of a not-for-profit Florida Corporation in good standing, public entity, college or university in which that division or unit is administratively and programmatically distinct with its own mission, staff and budget.
3. Be tax-exempt under section 501(c)(3) of the Internal Revenue Code for at least 36 months prior to the submission of the application and have completed at least 36 months of operations presenting visual or performing arts programs to the public in Miami-Dade County.
4. Be currently registered with the Florida Department of Agriculture and Consumer Services to solicit contributions unless the exempt organization falls under the categories listed in §496.403 of the Florida Statutes (e.g., educational institution).
5. Request funding for a program that reflects your primary mission and will take place in Miami-Dade County during the FAN funding cycle, between July 1 and June 30th.
6. May NOT be a student visual or performing arts organization below the graduate level.
7. The program may NOT consist primarily of non-professional artists or performers.
8. Not illegally limit participation in the proposed project/program, or any other of its programs or activities, on the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation.

Special Considerations:

- If the applicant is an identifiable component of an umbrella organization (e.g. university, cultural organization), the umbrella organization may not also be an applicant in this grant cycle.
- If the program is a collaborative effort among two or more organizations, the lead organization must submit the application, meet the eligibility requirements and be the funding recipient.
- FAN will not fund any production/exhibit that has been presented by your organization in Miami-Dade within 5 years prior to the current FAN funding cycle unless the program is substantially different from prior presentations.
- If your proposed program begins before or extends beyond FAN's funding period of July 1st through June 30th, FAN will only fund that portion that occurs during the funding period.

FUNDING CRITERIA for VISUAL and PERFORMING ARTS GRANTS

FUNDING ARTS NETWORK is dedicated to the cultural enrichment of Miami-Dade County by supporting the PROGRAMS of visual and performing arts organizations. FAN's goal is to fund creative and innovative performances, productions, and exhibitions that will stimulate the minds and capture the imaginations of our community's diverse audiences. FAN encourages the development of new projects and programs that engage audiences and heighten their appreciation of the arts.

FUNDING ARTS NETWORK provides grant support to small, mid-sized, and large professional performing and visual arts organizations. Each applicant organization may submit only one application for a single proposal.

FUNDING ARTS NETWORK will NOT fund:

- financial costs
- operating deficits
- pass-through funding
- capital expansion
- fundraising activities
- tickets
- conferences, lectures or seminars
- conventions
- workshops
- training
- master classes
- living expenses
- programs primarily of non-professional artists and performers
- student recitals, performances or exhibitions below the graduate level
- school or camp performances/ exhibits
- scholarships
- competitions
- street fair events
- travel, hotel or food expenses
- expenses not directly attributable to the proposed program

FAN will not fund any production/exhibit that has been presented by your organization in Miami-Dade County within 5 years prior to the current FAN funding cycle unless the program is substantially different from prior presentations.

If your proposed program begins before or extends beyond FAN's funding period, FAN will only fund that portion that occurs during the funding period.

FREQUENTLY ASKED QUESTIONS

- Where does Funding Arts Network acquire its funds for grants?

The funding pool is created by member contributions.

ELIGIBILITY REQUIREMENTS

- Our program will begin in the winter of FAN's funding cycle and finish in the fall of the next funding cycle. May we apply?

Yes, but FAN will only consider funding that portion presented during the FAN funding cycle (July 1 – June 30). When preparing the Financial Information, you should request funds only for the portion to be presented during the eligible grant period.

- What do you consider a visual or performing arts organization?

An organization whose mission is to offer programs in one of the following disciplines for which FAN accepts applications: Dance, Theater, Music, and Visual Arts (including film).

- Our performances are really multi-disciplinary. We present musical theater works, but we also have a major dance component and use the visual arts as an integral part of our work. What should we do?

Select as your category ONE discipline that you consider to be the most important focus of the program for which you request funding.

- May we request funding in an arts area that is not part of our mission, for example, a visual arts organization applying for a concert series, or a music presenter applying for a visual arts exhibition?

No. Your grant request must be in the area of your mission. However, funding is available for programs which are multi-disciplinary provided that one of the disciplines within the program for which funding is being sought is within the discipline stated in your mission statement.

- We are a not-for-profit organization. Although our primary mission is not presenting programs in the performing or visual arts, we have decided to present such a program next year. Would we be eligible for a grant?

No. You will be ineligible because your organization is not primarily involved in presenting visual or performing arts programs. However, you might suggest to the performing or visual arts group that it apply to us for a grant, if eligibility requirements are met.

GRANTS ADMINISTRATION

- What happens if we are awarded a grant?

Funding Arts Network will enter into a contract with your organization to provide funds, up to the awarded amount, for specific items in your proposal. It will disburse funds on the presentation of a Payment Request Form supported by copies of invoices. FAN will withhold 10% of the funded amount until the submission of a Final Request Form. All requests except for the Final Request must be for no less than \$2,500.

- May we substitute performers, change program, or the dates or location of the event?

FAN has the discretion to approve certain changes to the program as described in the application. A change, even if approved, may result in a reduction of the grant. Any deviation from the approved project requires **the prior written consent** of the Grants Manager at grantsmanager@fundingartsnetwork.org.

Detailed instructions on how to receive grant funds
and deal with changes will be provided in the grant contract packets.

SCREENING AND SELECTION PROCESS

The application process is competitive. Applicants are reviewed and evaluated by FAN Screening Teams under the direction of the Vice Presidents - Grants. Applicants are evaluated on a number of factors including program quality, innovation, and the applicant's fiscal and administrative health.

Screening Teams contact eligible applicants to arrange interviews virtually or, when possible, in person. Interviews and site visits are critical to the review process. Screening Teams make funding recommendations based on a rigorous review of the grant applications and personal interviews.

All members of **FUNDING ARTS NETWORK** have an opportunity to read about and vote on grant applications. Grant awards are announced soon after votes are confirmed.

INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL INSTRUCTIONS:

Use **only** the 2021-2022 FAN Application form found on the SmarterSelect portal. You can access SmarterSelect via a link on FAN's website at <https://fundingartsnetwork.org/home/grants/>.

The applicant will establish a free account and can then proceed to the application. This account will be available throughout the grant cycle.

Applicants should keep a copy of the completed application for their records.

SUBMISSION INSTRUCTIONS

Submit an electronic application (including support materials) via SmarterSelect, which can be accessed at the FAN Website www.fundingartsnetwork.org/grants, and mail 3 hard copies of the Application and Financial Information to:

VP - Grants
Funding Arts Network
P.O. Box 331864
Miami, FL 33233-1864

Applications must be sent by U.S. Mail. You must use USPS tracking

APPLICATION DEADLINE

MONDAY, JANUARY 25, 2021

5 P.M. EST

Applications must be received online and postmarked
by this deadline in order to be considered.

**FAN will not consider late or incomplete grant applications
or those which do not follow these guidelines.**

FURTHER INFORMATION

To ask questions regarding eligibility or the preparation of your application, please contact vpgrants@fundingartsnetwork.org

GRANT APPLICATION FORMAT

The 2021-2022 Grant Application consists of requested information concerning the **Program Proposal** as well as the **Required Documents**.

Program Proposal:

Applicant Information asks for general information about the organization and the proposed project. The Board President or Executive Director must give final approval. The name of the Proposal Contact Person is required. The latter may be asked for clarification, and therefore should be the person with IMMEDIATE RESPONSIBILITY for the project (**not** the grant writer.)

Mission Statement requires the Mission Statement of the organization as it appears on the organization's website.

Project/Program Information requires specific information and brief descriptions of the project proposal.

Organizational Budget requires completing the 2021-2022 FAN Budget Forms for your organization's general operating budget, showing actual income and expenses for its current fiscal year.

Program Budget requires projected revenues and expenses for the project - not the organization.

Instructions and Definitions for Completing Proposed Budget:

The expense items for which an applicant is requesting a FAN grant must be listed in the appropriate row/column. If a line item does not exist, do not create one. Use "NA" for categories in cash and in-kind that do not apply.

HELPFUL DEFINITIONS:

Administrative Personnel: That portion of the remuneration of employees on the applicant's payroll (executive and supervisory, program directors, managing directors, business managers, clerical staff, ushers, security, box office, etc.) directly attributable to the project.

Admissions/Ticket Sales: Revenue earned from public attendance at exhibitions or performances.

Annual Fund Donations: That portion of annual fundraising efforts that will be applied to the proposed program.

Applicant Cash: Funds from applicant's present or anticipated cash resources (e.g., loans, endowment funds, cash surpluses, etc.) which will be applied to the proposed project.

Artistic Staff: That portion of the remuneration of employees on applicant's payroll (artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, actors, dancers, singers, musicians, etc.) directly attributable to the proposed project.

Equipment Purchase or Rental: Do not include equipment rental that is included as part of the rental agreement for the performance venue.

Fundraising Events: Revenues from fundraising events specifically held for the proposed project.

In-Kind Contributions: All non-cash contributions provided for the proposed project. The basis for valuation of these contributions must be the fair market value and be documented.

Office: That portion of the applicant's office rental expense directly related to the proposed project.

Other Earned Revenue: Revenues derived from fees earned through the sale of services to individuals or other organizations (e.g., workshop presentations, class tuitions, performances where remuneration is not direct ticket sales, etc.).

Outside Artistic and Technical Fees: That portion of the remuneration provided to individuals in the categories described above who are not normally on the payroll of the applicant.

Performance Fees: Revenues derived from fees earned through the sales of services to other organizations, e.g. workshop presentations, performances where remuneration is not direct sales, etc.

Program Materials: Items to be purchased for use during the proposed project that cost less than \$500 and have a useful life of less than one year (e.g., office supplies, sheet music, sets, props, exhibition materials, costumes, etc.)

Program-Related Sales: Income generated from non-ticket sales (e.g., program sales, advertising, parking, t-shirts, posters, etc.)

Venue Rent: The payments for use of theaters, auditoriums, etc., directly related to the proposed project.

Public Relations/Marketing: All expenses for publicity and promotion, such as newspaper advertising, printing, social media directly attributable to the proposed project

Technical/Production Staff: That portion of the remuneration of employees on the applicant's payroll (e.g., technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, exhibit preparers and installers, etc.) directly attributable to the proposed project.

Trucking and Hauling: This includes trucking, shipping, or hauling items or equipment in the project.