

CULTURAL TOURISM PROGRAM

2009 - 2010

GUIDELINES AND APPLICATION



***Orange County is rich in art, culture, history and heritage.
We have a rich and diverse array of festivals, museums, performing arts organizations,
historic sites and public art. We have stories to share and to celebrate.
Visitors seek a diverse travel experience that includes culture and heritage activities as
well as dining out, shopping, having fun and experiencing a “sense of place.”***

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INTRODUCTION & CONTACT INFORMATION

CULTURAL TOURISM PROGRAM

The Orange County Arts & Cultural Affairs Advisory Council (ACAAC) was created to advise the Board of County Commissioners on investing three percent of the first four cents from a local option tourist developmental tax on occupied transient lodging sales, i.e., hotels/motels, campgrounds, etc.

The Arts & Cultural Affairs Advisory Council Mission: *To elevate the status of Central Florida's arts and culture to that befitting a world-class community.*

ACAAC cultural tourism funds are intended to:

- A) Enhance the Orlando arts brand and cultural identity
- B) Reward Quality
- C) Promote Tourism.

Each application will be evaluated against established criteria and historic precedent. The number and extent of these allocations will be dependent upon the availability of the designated funds. Ideally, the allocations recommended to the Board of County Commissioners (BCC) regarding distribution for cultural tourism projects will eventually be returned through an increase in transient lodging sales and tourist development tax generated from those sales.

To receive Cultural Tourism Program funding an event must qualify under the following section of Florida Statute Chapter 125:

To promote¹ and advertise tourism² in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall 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.

Questions regarding the Program and Eligibility

Terry Olson
Arts & Cultural Affairs
Orange County
P.O. Box 1393
Orlando, FL 32802-1393

407.836.5540
Terry.Olson@ocfl.net

Questions regarding the Program, Eligibility and Technology (Online Application)

Trudy Wild
United Arts of Central Florida
2450 Maitland Center Parkway, Ste 201
Maitland, FL 32751-4140

407.628.0333 x23
Trudy@UnitedArts.cc

¹ Promotion: Chapter 125.0140 (2) (b) – For purposes of this section: "Promotion" means marketing or advertising designed to increase tourist-related business activities.

² Tourist: Chapter 125.0140 (2) (b) – For purposes of this section: "Tourist" means a person who participates in trade or recreational activities outside the county of his or her permanent residence or who rents or leases transient accommodations as described in paragraph (3)(a).

TIMELINE

2009 - 2010 Cultural Tourism Program

*Workshops will be held to share the program overview, any new information and online application procedures. Applicants are **not required** to attend one of the workshops, or to set up an appointment with Arts & Cultural Affairs or United Arts staff in order to apply. A translator will be available at the workshops (Spanish language).*

Cultural Tourism Program workshops (please check Website for updates):

Wed., May 6, 2009

Workshop 5:30 – 6:45 pm
RSVP by 5/1 to Trudy@UnitedArts.cc.
Location: United Arts of Central Florida (phone: 407.628.0333)
2450 Maitland Center Parkway, Suite 201, Maitland

Wed., May 13, 2009

Workshop 3:30 – 4:45 pm
RSVP by 5/8 to Trudy@UnitedArts.cc.
Location: Garden Theatre (phone: 407.877.4736)
160 W Plant St, Winter Garden

Thurs., June 4, 2009

Workshop 9:00 – 11:00 am
RSVP by 6/11 to Trudy@UnitedArts.cc.
Location: Orange County Internal Operation Center
(407.836.5540)
450 E South St, Orlando

Mon., June 15, 2009

Early Review Deadline (optional) – if you would like Arts & Cultural Affairs or United Arts staff to review your application materials and make recommendations, send your narrative and/or attachments in an e-mail to Terry.Olson@ocfl.net or Trudy@UnitedArts.cc.

June 29 – July 6, 2009

United Arts' office closed: *Due to budget reductions, the United Arts offices will be closed and all staff will be on unpaid leave from June 29 - July 3. We will be closed on Monday, July 6 in observance of the 4th of July holiday, returning on Tuesday, July 7. If you have questions about your grant application, you can leave a message via phone or email, and we will contact you on July 7.*

Mon., August 3, 2009

5:00 pm: Deadline for online submission of application.

LATE OR INCOMPLETE APPLICATIONS, OR MATERIALS SUBMITTED THROUGH OTHER MEANS THAN THE ONLINE APPLICATION, WILL NOT BE CONSIDERED.

* Workshops will offer information about the following grant programs: Arts & Cultural Affairs, Cultural Tourism Program Funding (ACA-CT), City of Orlando's Mayor's Matching Grants (MMG), and United Arts' Organizational Project Grants (OPG).

| | |
|--------------------------------------|---|
| Thurs., August 20, 2009 | 8:30 am: Applications released to panel |
| Thurs., September 17, 2009 | 8:30 am-noon: Review Panel discussion* and scoring of applications (*including questions of applicants, if requested by the panel). |
| Mon., September 21, 2009 | Final scores and ranking released (not subject to change). |
| Thurs., September 24, 2009 | 8:30 - 10 am: Arts & Cultural Affairs Advisory Council meets to approve funding recommendations. |
| October, 2009 | Recommendations to Board of County Commissioners for approval. |
| November, 2009 | Mandatory contract meeting of grantees; award letters (date to be determined). |
| January, 2010 | Funds available from fiscal agent United Arts; contingent upon receipt of funding from Orange County and required documentation. |
| Nov. 1, 2009 – April 30, 2011 | Project period |

ELIGIBILITY

ELIGIBLE APPLICANTS

- Nonprofit arts and cultural organizations and museums
- Units of government
- Nonprofit schools

GENERAL CRITERIA

Organizations must have a demonstrated, successful history of service in and to Orange County, and must:

- Provide a feasible work-plan and timetable for the proposed project.
- Provide a feasible budget to achieve the goals of the proposed project that includes a dollar-for-dollar match for the grant. Orange County funds may not be used to match TDT dollars.
- Provide a project or activity that will be accessible and promoted to the general public.
- Participate in a methodologically sound evaluation plan that includes measurement of numbers of out-of-county visitors attracted, estimated economic impact (ancillary spending estimates, etc.) and, if applicable, a plan for documentation of room nights (attested to by hotels/motels used).
- The project or event must be physically located in Orange County and of benefit to Orange County businesses and/or residents and/or visitors.
- Amount requested from the ACAAC shall not exceed 50 percent of total project costs.

UNALLOWABLE EXPENSES

Grant funds may not be spent on:

- General operating or administrative costs not specifically identified with the project;
- Out-of-county staff travel;
- Mortgage payments;
- Past due debts, contingencies, fines and penalties, interest;
- Space rental, improvement or maintenance not specifically identified with the project;
- Private entertainment, food and beverages, including alcohol;
- Lobbying expenses or political activities;
- Advertising that does not mention the specific project activities or omits required logos;
- Activities that are restricted to an organization's membership or other private or exclusive participation;
- Prizes or awards;
- Contributions and donations;
- Endowment contributions; and
- Any other expenses not specifically identified with the project.

FUNDING & GRANT PERIOD

REQUEST CATEGORIES

- Applicants may apply for a Large Request, for \$75,001 to \$150,000.
- Applicants may apply for a Medium Request, for \$40,001 to \$75,000.
- Applicants may apply for a Small Request, for up to \$40,000. Minimum score for this Request level is 75.

The amount of the total Cultural Tourism Program Funding, will be determined upon confirmation from the Office of Management & Budget, and approval by the ACAAC.

Applicant organizations may submit only one application to the Cultural Tourism Program each year and must choose between a Large, Medium or Small Request application.

MATCHING FUNDS

- **All proposals are subject to the dollar-for-dollar match.** (Amount requested from the ACAAC shall not exceed 50 percent of total project costs.)
- **Additional match requirements are based on the request amount, as detailed below.** Note: For additional match, the following revenue sources are not allowable as matching funds: project revenue, i.e., admissions income; Orange County funding; and United Arts General Operating Support Grants.

1. Request for \$1 - \$40,000

Does not have additional match requirements; however projects with a strong show of matching donations specifically for this project will receive a higher score. (In-kind may not exceed 50% of the match amount.)

2. Request for \$40,001 - \$75,000

Requires cash and in-kind match equal to the amount requested. Matching money must be from donations and grants specifically for this project. (In-kind may not exceed 25% of the match amount. At least 75% cash match.)

3. Request for \$75,001 - \$150,000

Requires **cash match equal to the amount requested.** Matching money must be from donations and grants specifically for this project. (No in-kind allowed as match. At least 100% cash match.)

RESTRICTIONS

1. The Arts & Cultural Affairs Advisory office shall not accept two or more applications under a single application deadline, for the same organization, project, site, or phase. City governments may submit applications for their Arts & Cultural Affairs Advisory offices or departments that are separate and distinct budgetary units provided the applications do not address the same organization, project, site, or phase.
2. Funds used as match for one Arts & Cultural Affairs office grant may not be used as match for other Arts & Cultural Affairs office grants or other Orange County grants.
3. Administrative Compliance Policy: Applications will not be accepted from applicants that have

overdue reports on prior grants. Funding will be withheld if the applicant has not submitted required reports or met all of the administrative requirements for previously awarded grants. Compliance concerns must be resolved in order to request payment or for an application to be considered for funding in any Arts & Cultural Affairs program. Grant review panels will be advised of grantee compliance to help evaluate administrative ability.

GRANT PERIOD

- Grant Period: All projects³ must be initiated after November 1, 2009 and the amount awarded must be fully obligated or expended by April 30, 2011.
- Project Duration: (as requested in the application) project duration must begin and complete within the grant period. The project duration period includes any planning stages, fundraising, project readiness, the event itself, and any after-event close-out, including all financial accounting, evaluations, outcome measurement, etc. The project duration must end within three months after the actual event end date.
- Event Date(s): The project's actual event date(s) must fall within your stated project duration. This includes the actual event dates of performances, exhibit run, festival dates, opening and closing night events, etc.).

³ DEFINITION: The "project" for which you apply may be a phase of a larger undertaking. Include information on total undertaking but can apply only for the phase occurring during grant period.

APPLICATION, REVIEW & EVALUATION

WORKSHOPS

Workshops will be held to share the program overview, any new information and online application procedures. Applicants are **not required** to attend one of the following workshops (RSVP), or to set up an appointment with Arts & Cultural Affairs or United Arts staff in order to apply. If desired, appointments must be set prior to **Friday, November 7**). A translator will be available at the workshops (Spanish language).

EARLY REVIEW (OPTIONAL)

If you'd like Arts & Cultural Affairs or United Arts staff to review your application narrative or other sections, you must submit them in advance of the deadline in an e-mail (to Terry.Olson@ocfl.net or Trudy@UnitedArts.cc) by Monday, June 15. Staff will review to determine if the proposed application would meet the basic technical requirements to be evaluated by the panel. The application will not receive a qualitative evaluation of the proposal. Input will be returned to the applicant by June 30 so that final application may be submitted online by the final deadline of Monday, August 3, 2009.

PLEASE NOTE: Staff can only review applications prior to submission through the e-granting system. Once you have submitted your application, we will no longer be able to update or replace documents unless the Arts & Cultural Affairs office requests such information.

APPLICATION DEADLINE & INSTRUCTIONS

See Online Application How-To within these guidelines.

REVIEW PROCESS

Staff Review

Once final applications are submitted, United Arts staff will check each application for technical eligibility. Staff does not provide subjective evaluations or comments on the content or quality of any grant application – that is the role of the Review Panel of the Advisory Council.

Panel Review

A Review Panel of at least nine advisory council members will review applications competitively in open, posted sessions, which all applicants are strongly encouraged to attend. During the Review Panel discussion on Thursday, September 17, 2009, applicants should be available in order to respond to questions from panelists; no presentations are otherwise permitted.

Lobbying

A lobbying blackout period shall commence upon submission of application until the Board of County Commissioners approves the funding recommendation of the Arts & Cultural Affairs Council.

Scores

Grants are highly competitive; not all projects of merit will be funded. Olympic scoring will be used. All applications must receive an average score (after the elimination of the highest and lowest scores) of at least 80 points* to be eligible for funding.

***Note: Applications in the small request category are eligible for funding with a score of 75 points or above; subject to ranking and availability of funding pool.**

Final scores will be determined by the Review Panel members by Friday, September 18, 2009 at noon the day after the public review meeting, and will be posted on Monday, September 21, 2009 by the close of business, on the County Web site: www.ocfl.net/arts.

FUNDING RECOMMENDATIONS

Full funding is awarded, according to rank of score, unless the pool has a remaining balance less than the next full request amount (in which case the panel can determine if the award should be granted as a partial request or held for another use). A partial award of less than 90% of your request will require a revised narrative on the scope of the project and a revised budget, prior to acceptance.

Funding recommendations will be presented to the ACAAC for approval, and finalized after October 1, 2009 pending approval by the Board of County Commissioners. The notification of approval will be made by e-mail by early November 2009.

All applicants receiving funding will be issued a contract by United Arts of Central Florida, acting as fiscal agent for Orange County for the Grant Period beginning November 1, 2009. As fiscal agent, project management and disbursements will be provided through United Arts from that point forward.

Funding will be available after December 1, 2009, contingent on receipt of TDT funding by United Arts, and satisfactory completion of required disbursement documentation by the grantee.

REQUIREMENTS AFTER THE GRANT

If a grant is awarded, recipients shall enter into a contractual grant award agreement with Orange County through its fiscal agent, United Arts of Central Florida, which specifies the applicant's responsibilities. The applicant shall comply with the administrative and accounting requirements set forth in the grant award agreement, which include but are not limited to:

RECORD-KEEPING

Each grantee shall maintain an accounting system that provides for a complete record of the use of all grant and matching funds. Grant funds must be tracked and recorded separately from other revenue sources.

1. Grantees shall maintain records for a period of five (5) years from the final payment, and shall make such records available for inspection during normal business hours at the request of Orange County, the Orange County Comptroller, United Arts, or any designee of the County.

REQUIRED REPORTS

All grant recipients will be required to submit reports periodically, as requested, with a final report due 60 days after completion of the project. Details of report requirements will be listed in the award contract.

CHANGES IN PROJECT SCOPE OR BUDGET

Grant recipients must submit a written request asking permission to make any changes of more than 10% in the scope of the budget, or in the scope of the program or project, which deviate from the awarded project, as contained in the contract. No changes can be made without **prior** written approval from the Orange County Arts & Cultural Affairs Office.

ENCUMBRANCES AND EXPENDITURES

Grant recipients must encumber (contract for) all County dollars prior to April 30, 2011. County funds may not be encumbered prior to the signing of the Grant Award Agreement by all parties. County funds may not be used to reimburse the grantee for any activity that occurs prior to the contract having been signed by all parties.

ACKNOWLEDGEMENT

The contract will require acknowledgement (designated logos and verbiage) of Orange County Government to be included in publications and printed materials for funded projects, as follows: "This project is funded in part by Orange County Government through the Arts & Cultural Affairs Program."

The digital logo is available at the Orange County Website: www.orangecountyfl.net, or via link to http://orangecountyfl.net/Dept/County_Admin/Arts/images/LeaperColor.jpg.

AUDIENCE RESEARCH/DATA COLLECTION

All organizations receiving Cultural Tourism Program funding must conduct audience research as directed by Orange County Arts & Cultural Affairs and facilitated through United Arts. United Arts will prepare an audience research plan each year, to gather attendance and spending data from each funded organization's event, and provide a research analysis on each event using a professional market research company. The results will be reported in an individual analysis for each organization and the results (from all events completed by May 31, 2009) will be

compiled for a presentation to the Council, in an annual report of the events' measurable outcomes, including statistics relevant to out-of-county visitors and economic impact. For those events not concluded by May 31, 2009, the annual presentation will be revised once the remainder of the funded projects, and the related research, has been completed.

United Arts will develop a survey instrument, required forms for organization and event information, and will coordinate data collection in cooperation with each of the funded events' designated staff or volunteer representative(s). Each organization will assist with the data collection to provide the quota of survey responses and complete the required event attendance information. Details of the process will be shared with all organizations in a research meeting to be conducted in November.

The development of the professional market survey and the audience research analyses will be coordinated through United Arts, and related expenses will be paid through United Arts via agreement with Orange County Arts & Cultural Affairs. Implementation of the survey distribution and collection, as well as reporting requirements related to the research, will be the responsibility of each organization accepting a Cultural Tourism grant.

In the event that any organization is funded less than \$10,000, the organization_ will work with United Arts to determine the most feasible approach to provide audience research and data collection.

INSURANCE REQUIREMENTS

All applicant organizations that receive Cultural Tourism Program Funding will be required to provide a Certificate of Insurance listing United Arts as the Certificate Holder, proving current coverage before the first disbursement can be made. Certificate will show the following types and limits of coverage:

- Commercial General Liability, \$1,000,000;
- Commercial Automobile Liability, \$500,000;
- Workers' Compensation and Employer's Liability, as required by State of Florida law;
- Employee Dishonesty/Crime Insurance, equal or greater than half of the amount of the Orange County Cultural Tourism Program Funding.

Compliance requirements, types and limits of coverage will be detailed in the award agreement. *The required insurance coverage and limits must remain current throughout the term of the award agreement.*

For those organizations with an operating budget of less than \$100,000, and that do not maintain policies that meet the limits of coverage listed above, a written request may be submitted for reduction or waiver. Request for reduction or waiver does not ensure approval or exemption from requirements.

NONDISCRIMINATION

Grantees agree to provide activities/programs without regard to race, color, creed, sex, age, national origin, disability or marital status, and remain in compliance with Title VII of the 1964 Civil Rights Act as amended, and any and all other applicable federal, state or local laws, rules or regulations. See appendix for information on compliance with the Americans with Disabilities Act.

ONLINE APPLICATION HOW-TO

Application Deadline

The online application must be completed *and submitted* electronically **by 5:00 pm on Monday, August 3, 2009.**

No paper application submissions will be accepted. The application link is online at www.UnitedArts.cc (click on Grants on the left, then County Cultural Grants on the right). We strongly recommend that you familiarize yourself with the e-granting process well in advance of the deadline. Please contact United Arts Grants Department if you need technical assistance, at 407.628.0333 x23 or x32, or EGranting@UnitedArts.cc.



Applications submitted become property of Orange County Arts & Cultural Affairs and may be distributed to the public upon request.

Please note the following requirements:

- The application and all required attachments must be completed in English.
- Font used on all attachments must be no smaller than Times New Roman 12-point type, Arial 11-point, or comparable size.
- Use capital letters only for clarity, and occasional emphasis, not for complete sections of narrative in the application.

WHAT YOU'LL NEED:

- An e-mail address
- Internet access
 - The documents on the checklist (at the end of these guidelines) prepared and saved on your computer or disk/CD/other media. Maximum size for all attachments combined is 50 MB, and no single attachment may exceed 10 MB.

STEPS THROUGH THE APPLICATION:

- 1. Read the guidelines thoroughly.**
- 2. Compose the answers to the project description and project narrative** (found within the Online Application Contents, which follow these steps) in a word processing program (such as Microsoft Word). Check the length of your narrative answers (not including the questions) to fit within the maximum of eleven pages, at font comparable to 11 or 12 point Arial or Times New Roman (or 36,300 characters not including spaces).
- 3. Download Forms A & B**
 - a. Type www.UnitedArts.cc into Internet browser, click "Grants" on the left then "County Cultural Grants" on the right.
 - b. Click on link to download Forms A & B.
 - c. Save the forms on your computer so you can fill them out and upload them to your application.
 - d. Fill out the forms. (The online application, on pages two and five, requests dollar amounts that must be drawn from the forms).

4. **Assemble all required documents** as listed on the final page of the online application or on the checklist within the guidelines.
- a. **Formats** – Each document must be in one of the following document formats: Adobe Acrobat (PDF), GIF, HTML, JPEG, Microsoft Word (.doc only), Microsoft Excel (.xls only), Microsoft Powerpoint (.ppt only), Rich Text Format (RTF), or Tagged Image File Format (TIFF). Contact Mary at 407.628.0333 x32 if a document you wish to submit is not in one of these formats. If you scan documents, use Acrobat or an image program (JPG, TIFF, etc.); scans into Microsoft Word do not work well. When scanning documents longer than one page, use Acrobat or another program that allows multiple pages. **FOUR LETTER EXTENSIONS (except .tiff) ARE NOT ACCEPTED** (for example, in Word, you may only submit documents whose filenames end in .doc - .docx and .docm will not be viewed). Upload Excel forms in Excel format (don't convert them into PDF or JPG).
 - b. **Size** - Each document must be no more than 10 MB (10,000 KB) in size; larger documents cannot be downloaded by the panel and will not be reviewed. Options to reduce size for large documents: print and re-scan at a lower resolution, or if in Adobe Acrobat Professional, use "Reduce File Size" in File menu. The total size of all documents must be no more than 50 MB (50,000 KB) in size. Note: if you cannot reduce the size of an attachment to within 10 MB, please request assistance from United Arts; do not attach multiple separate partial PDFs or JPGs of a single document.
 - c. **Total size of all documents** - Maximum size for all attachments combined is 50 MB.
 - d. **File names** - NAME EACH FILE as follows:
 Organization Acronym +
 Two-Digit Number of Attachment +
 Title of Attachment

*Example: Storybook Theatre may name Form A:
 ST01FormA.doc.*

*Example: Storybook Theatre may name their financials:
 ST10Audit 2007-08.pdf.*

Organization acronym must be no more than five letters. Two-digit number of attachment can be found on the checklist, or on the dropdown menu on the final page of the application, where you will upload your attachments. The title of attachment can be abbreviated as desired. Please use the same organization acronym for every file.

- e. **Sort order** - When attached to the application, the documents will automatically sort in alphanumeric order, first by attachment type (which you select within the dropdown list), then by filename. If you are uploading more than one document for an attachment type (e.g., support materials), and you wish the documents to appear in a certain order, add to the two-digit number a letter (14a, 14b, 14c, etc.). *Example: Storybook Theatre may name three support materials documents as follows: ST14aBrochure2008.pdf, ST14bOrlandoSentinel.xls, ST14cNYTimesFeb21.pdf.*

5. Begin application

- a. The link for the online application is on the same Web page as the forms. Click on the appropriate link for the application ("Begin application"; afterwards, you will use

- the “Continue application (log in)” link).
- b. The account login page will appear. The first time, you will set up an account by entering your email address and a password of your choosing (write these down; anyone who works on your application will need to have them. United Arts has no access to passwords, so if you lose yours, you will have to click the “Forgot Your Password?” link for an email reminder).
EMAIL: _____
PASSWORD: _____
 - c. The first page you will see is an eligibility quiz; answer questions to pass and enter the application (this only determines partial eligibility).

6. Save the application

- a. Save often, using the steps below, to avoid losing information if your Internet service disconnects.
- b. Scroll to the bottom of the page and click the “Save and Finish Later” button.
- c. Your account summary page will appear, with a list of “Open” and “Submitted” applications. The current application will appear as a link within the “Open” list. Click it to return to the application.
- d. “Save and finish later” will always take you to your account summary page.
- e. To return to your application later (press “Save and Finish Later” before leaving the application!), go to the United Arts website (click on Grants on the left, then County Cultural Grants on the right) and use the “Continue application (log in)” link. This will take you to your account summary page.

7. Fill out the application

- a. The application is five pages (four pages of questions, and one page for attachment upload). All pages must be completed. Applications without attachments will not be accepted.
- b. Required fields: These are marked with a red star at the left side of the field. You will not be able to submit your application until you fill in each of these fields.
- c. You can leave the online application and return to it at any time via the United Arts Web site (www.UnitedArts.cc). Click on Grants on the left, County Cultural Grants on the right, then scroll down to the “Continue application (log in)” link.

8. Attach documents

- a. **Upload method** - Use the pull-down menu at the bottom of the page to specify the title of the attachment, then press the browse button to navigate in your computer files to the relevant document, and press the "upload" button.
- b. **Total size of uploads** - The page will reload with a red bar at the top showing the number of attachments you've uploaded, and the size of each (compared to the total remaining file size that you can upload - the total limit for all documents is 50 MB). You can remove a document if you need to change it, or upload any new documents, up until the time you submit your application.
- c. **Order of uploads** - You can upload the documents in any order. When the application arrives at United Arts, the documents will automatically sort in alphanumeric order, first by attachment type (which you select within the drop-down list), then by filename.
- d. **Required documents** - These are marked “(Required)” in the drop-down list of attachments (final page of the application). You will not be able to submit your application until you attach each of these documents.

9. Get help, if needed

- a. **Computer/internet/scanner usage:** Limited, appointment-basis only access available at United Arts before July 15. See Technical Resources page for other options. Note: United Arts is closed June 29 – July 6 (see timeline in the front of these guidelines for details).
- b. **Technical support:** contact United Arts using “contact us” link or the e-mails or phone numbers listed at the bottom of every online application page.

10. Submit your application

- a. Submit your online application, using the steps below, well in advance of the deadline of 5 pm, to ensure that computer issues do not prevent you from applying.
- b. Press the Review & Submit button at the bottom of the final page of the application.
- c. Your application will appear all in one page; review your answers, and the list of uploaded documents, then press Submit.
 - i. If you did not fill out one of the required fields, the red star will convert into a red arrow. You must fill out this field before continuing. When complete, press the Update button at the bottom of the page, then begin step c again.
 - ii. If you did not attach one of the required attachments, the attachment title will be listed at the top of the page. You must attach this document (scroll to the bottom of the page for the attachment section) before continuing. When complete, press the Update button at the bottom of the page, then begin step c again.
- d. Your account summary page will appear. To verify that your application arrived at United Arts, check that your application is now listed under “Submitted” applications, not “Open” applications. *As the 5:00 pm deadline approaches, if your internet connection is slow, and your account summary page does not appear automatically, notify United Arts – your application has not yet been submitted.* **IF YOUR APPLICATION IS NOT FULLY SUBMITTED BY THE DEADLINE, THE ONLINE SYSTEM WILL DELETE IT.**
- e. Print out or save the final online application, and keep a digital or hard copy of all attachments for your records.

TECHNOLOGY RESOURCES

Applicants without adequate computer systems, scanning equipment, or Internet access are encouraged to work with a board member, sponsor, collaborating partner or friend to complete the grant application (see below for ideas). Applicants without other avenues to computer access may request to use computers and equipment at the office of Arts & Cultural Affairs or at United Arts on an appointment-basis only on weekdays prior to **July 15**. Space is extremely limited, so please make an appointment as early as possible. Note: United Arts is closed June 29 – July 6 (see timeline in the front of these guidelines for details).

PLEASE NOTE: PRICES MAY VARY BY LOCATION OR BY JOB.

Computer and internet usage

- Ask your Board members with businesses.
- Use your public library (library card usually required).
- *Fedex/Kinko's Office* (407.677.9950, 2145 Aloma Ave, Winter Park; www.fedex.com) - \$0.20 per minute.

Scanning documents

- Ask your Board members with businesses.
- *Fedex/Kinko's Office* (407.677.9950, 2145 Aloma Ave, Winter Park; www.fedex.com) - \$0.99 per page (B&W). Bring a CD to save the file, or you can buy a CD in the store.
- *Office Depot* (407.644.1218, 501 N. Orlando Ave, Winter Park). \$2.99 for scanning first page, and \$0.25 each additional page. CD is included in the cost.
- *Office Max* (407.830.8900, 153 E. State Road 436, Fern Park). \$1.99 per page scanned, then \$10 to burn to CD.

Links to download programs

Adobe Acrobat Reader: <http://www.adobe.com/products/acrobat/readstep2.html>

Zip Utilities: www.download.com: enter "zip" in the search box.

ONLINE APPLICATION CONTENTS

Page 1: Contact Information & Certification

The online application, page 1, will ask you for the basic details listed below. Note: contact and project information may be made available to the press if awarded.

Organization Name

Legal Name, if different

Mailing Address: Street or PO Box

City

State

Mailing Zip Code

Physical Street Address (if different)

City

State

Organization Location (County-City)

Physical Zip Code

Web site

Primary Contact for Project (Authorized to engage contract on behalf of the organization)

Name (Prefix, First Name, Middle Initial, Last Name, Suffix); Title; Phone; Fax; E-mail

Person Preparing / Submitting this Application

Name (Prefix, First Name, Middle Initial, Last Name, Suffix); Title; Phone; Fax; E-mail

Fiscal Agent Contact Information (if applicable)

Name (Prefix, First Name, Middle Initial, Last Name, Suffix); Title; Phone; Fax; E-mail

Organization Name; Street Address; City, State; Zip Code

Additional Contact(s) for Project

Name (Prefix, First Name, Middle Name, Last Name, Suffix); Title; Phone; Fax; E-mail

Certification (checkbox): Submission of this funding proposal is authorized by our organization's Board of Directors. The applicant organization understands that should the requested funding be made, the applicant organization will furnish a report showing how funds were spent and that the funds were spent solely for the purposes for which the funding was sought. The applicant organization understands that it will be expected to accept the terms and conditions set out by Orange County and/or its fiscal agent. We certify that to the best of our knowledge, the statements contained in this application are true, correct and complete.

ONLINE APPLICATION CONTENTS

Page 2: Basic Organization & Project Information

The online application, page 2, will ask you for the basic details listed below. Use the definitions in the Glossary Part One.

Basic Organization Information

Year Organization Founded

Mission Statement of Your Organization

Organization's Total Operating Budget for 2009-2010 (or related fiscal year) – Expenses for the proposed project plus all other expenses during the year within which proposed project will take place (not including capital expenses).

Basic Project Information

PROJECT TITLE (10 WORDS MAXIMUM) Please do not use all caps.

BRIEF PROJECT SUMMARY

(75 WORDS MAXIMUM) This will be a brief summary of the PROJECT NARRATIVE. Please do not use all caps. Please be as complete and concise as possible as this synopsis will be published should the project be recommended to the Board of County Commissioners. *****Please be sure to include in your project narrative responses any pertinent project scope information, in the appropriate section.*****

Fill out Form A – Project Budget Summary, then input the following field:

Line G - Request Amount

To which fund are you applying (choose one): Large Request (\$75,001 - \$150,000); Medium Request (\$40,001 – 75,000); or Small Request (\$40,000 or less)

If you attended a workshop on this program, or met with Arts & Cultural Affairs or United Arts staff about this program, in 2009, please enter the date. (This was not required for application.)

Project Duration (must be within Project Period of Nov. 1, 2009 to April 30, 2011; and end date no later than two (2) months after actual event date concludes):

Start Date (for planning, promotions, etc. – earliest start date Nov. 1, 2009)

End Date (final wrap-up completed – no later than April 30, 2011 or 60 days after last event date, whichever comes first)

Actual Event Dates (Start Date, End Date)

Event Attendance and Spending (see definitions in Glossary Part One):

Last Similar Event

Name of last similar event

Dates of last similar event

Total Attendance

Unique Attendees

Incremental Visitors

Projections for Proposed Project

Estimated Total Attendance

Estimated Unique Attendees

Estimated Incremental Visitors

Estimated Total Spending

ONLINE APPLICATION CONTENTS

Page 3: Project Narrative

The online application, page 3, will ask you the narrative questions listed below. Use the definitions in the Glossary Part One.

ELEVEN PAGE MAXIMUM: The following narrative MAY NOT be more than 36,300 characters (not counting spaces) or eleven pages in total (minimum 1" margins and font size similar to Arial 11 pt or Times New Roman 12 pt) – panelists will not be shown any information exceeding this maximum. Please formulate your answers on a word processing document (then cut and paste into the online application) to ensure the maximum eleven pages requirement is not exceeded.

Bulleted/numbered, concise points are preferred. Note: bullets and numbering will cut and paste correctly into the online application (only one level of bullets or numbers), but Word tables and Excel rows/columns will not – please do not use them. Also, bullets must be standard (round and black), or your narrative will corrupt during submission of the online application.

Panelists will refer to Brief Project Summary, Forms A & B, and Marketing Budget to further determine the reliability and viability of the answers to these questions.

Evaluation Section 1: ENHANCE THE ORLANDO ARTS BRAND (40 Points)

Interpretation and Uniqueness (20 points)

- Compare your project in terms of its relation to the type and quality of offerings in the same discipline/genre in the community and elsewhere (region, nation, international).
- Identify how you will make your project engaging to attendees.
- Identify how you will ensure your project/presentation/interpretation enhances the Orlando arts brand and cultural identity.
- Explain in detail what is new or innovative about your project.

Community & Economic Impact (20 points)

- Identify the overall economic impact goals of your project. Not all projects will share the same economic indicators or goals, e.g., extending a tourist season, more hotel rooms booked, however, all projects will be expected to demonstrate quantifiable economic impact as to attendee visitation and spending, and/or increase of cultural awareness of the Orlando area.
- Describe how the project will improve exposure and involvement of the area's residents & visitors to valuable cultural experiences.

Evaluation Section 2: REWARD QUALITY (35 Points)

Project Readiness (15 points)

- Describe the status of your project and your organization's capacity for immediate action if selected. Provide evidence of successful service to and/or projects in Orange County.

- If the project is to be continued, outline the plan for its continuing sustenance.
- Describe key staff and partners involved in the project, their qualifications and their responsibilities and past relevant experience.

Collaborative Partnerships (10 points)

- Identify programmatic partnerships that will participate in the development and execution of your project. A collaborative partner is an entity that has a material part in the programming of the project. This is not sponsorship, nor providing funds or promotion, but providing content in connection with the event – a collaboration where the talents and resources of each partner are utilized and each organization achieves something for their mission by the collaboration.
- Outline how you plan to keep all project partners involved in the project.

NOTE: Each partner organization must submit a letter endorsing the project and providing specific project support activities, including the financial resources they are putting toward their part of the programming collaboration. (Partnering organizations' letters may be provided in Attachment 11.)

Educational Program (10 points)

- Describe whether the project has a meaningful arts/cultural education component for youth or adults. This is instructive or interpretive programming in addition to attending the actual artistic experience.
- State its goals and objectives.
- Identify any strategies to reach under-served populations.

Evaluation Section 3: PROMOTE TOURISM (25 Points)

Marketing Plan (25 points)

- Outline the marketing plan for your project. Include a timeline summary.
- Describe targeted tourism markets by geographics, demographics, and psychographics.
- Timeline - Provide a reasonable timeline for your project, with specific detail for your marketing plan. It is understood that some projects, especially those that involve motor coach groups will require a longer time period to market before economic impact results are seen. If this is the case for your project, be sure to show evidence of long-term planning.
- Outline your tourism goals for the project and for major visitor services in your proposed region, e.g., retail, restaurant, visitor centers, number of hotel rooms, etc.
- Describe system of measuring outcomes, i.e., Out-of-Town Visitors, plan for evaluating marketing plan's successes, or failures;
- Describe ability to implement audience research, including plans for staff/volunteer facilitation, as directed by United Arts. This includes mechanism to provide attendance figures and zip codes, distribute and collect surveys, assign staff or volunteer to serve as your organization's liaison for research with United Arts, etc.
- Note: A separate, itemized marketing budget must be provided with your application, as Attachment 4.

ONLINE APPLICATION CONTENTS

Page 4: Fields from Financial Forms

The online application, page 4, will ask you for the basic details listed below. Use the definitions in the Glossary Part Two.

Fill out Form A – Project Budget Summary, then input the following fields:

Marketing (Cash)

Line A: Total Cash Expense

Line B: Total In-Kind

Line D: Allowable Match Subtotal

Line H: Total Project Income

Fill out Form B – Detail of Matching Funds, then input the following fields:

Total Confirmed Cash Match

Total Unconfirmed Cash Match

Total Confirmed In-Kind Match

Total Unconfirmed In-Kind Match

ONLINE APPLICATION CONTENTS
Page 5: Attachments
Checklist of Forms & Required Documents

- All of the following items must be saved on your computer or other media (and named as requested in the online application instructions) to be attached digitally to your online application.
- Be sure your organization name is also included on every attachment.
- Application must be complete when submitted. Materials will not be accepted after the Final Deadline unless specifically requested by the Arts & Cultural Affairs Advisory Council.
- Font must be Times New Roman 12-point type, Arial 11-point, or comparable size.

| Documents to Prepare | Ready to Attach? |
|--|-------------------------|
| 1. Form A - Project Budget Summary - on form provided | |
| 2. Project Budget Detail – follow budget categories as on Form A; tie totals to Form A. | |
| 3. Form B - Detail of Matching Funds - on form provided | |
| 4. Itemized Marketing Budget that Supports the Narrative re: Marketing Plan | |
| 5. Optional: Explanatory Notes, Not to Exceed Four (4) Pages, regarding the financial forms (Forms A, A-Detail, B, and/or Marketing Budget). | |
| 6. Current Annual Report to State of Florida - As a legally incorporated Florida nonprofit, you are required to file an annual report (previously called Uniform Business Report [UBR]) with the State of Florida. Provide a copy of your current annual report filing, or that of your fiscal agent. | |
| 7. Optional: Charity Registration Letter | |
| 8. List of current officers and board members | |
| 9. Organization chart | |
| 10. Financial statements – If the applicant's budget (unrestricted operating revenue for the most recently completed fiscal year) is: <ul style="list-style-type: none"> • <i>\$600,000 or greater</i>, submit an independent, certified audit for the applicant's most recently completed fiscal year. • <i>Between \$250,001 and \$600,000</i>, submit either an independent certified audit or review for the applicant's most recently completed fiscal year. • <i>Less than \$250,000</i>, submit an independent certified audit or review or include year-end financial statements signed by organization's treasurer or accountant for the applicant's most recently completed fiscal year. If the financial statements above are NOT available at the time of application: <ul style="list-style-type: none"> • Include an explanation of why, when you will be able to provide them, and submit either the review or audit from the past fiscal year's financial statements, or self-reported financial statements. | |
| 11. Letter(s) from collaborative partners - endorsing the project and providing specific project support activities, as detailed in narrative. | |
| 12. Matching funds confirmation letters and any other support materials, as listed on Form B - Detail of Matching Funds (attachment 3). | |
| 13. Most recent Form IRS Form 990, Form 990-EZ or Form 990-N (2007 or 2008 depending on your fiscal year end), as required by law. All pages of the form are required. If 2007 or 2008 is not available, submit most recent Form 990 and IRS letter approving extension, if any, and explanation. | |
| 14. Support materials (optional) - Documents that may be referenced within the application, such as supplemental or expanded budgets, flyers, brochures, newspaper articles, etc. The panel is under no obligation to review this section. | |

PROJECT BUDGET SUMMARY

Refer to Glossary Part Two for definitions of terms.

This form is also available in Microsoft Excel format.

Provide Budget Detail on separate sheet(s) following budget categories as on Form A.

Organization Name _____

Include percentages for each line item.

| EXPENSES | Cash Expenses | In-Kind Gifts |
|------------------------------------|---------------|---------------|
| Personnel – Administrative | \$ _____ % | \$ _____ % |
| Personnel – Artistic | \$ _____ % | \$ _____ % |
| Personnel – Technical/Production | \$ _____ % | \$ _____ % |
| Outside Artistic Fees and Services | \$ _____ % | \$ _____ % |
| Outside Other Fees and Services | \$ _____ % | \$ _____ % |
| Space Rental | \$ _____ % | \$ _____ % |
| Travel | \$ _____ % | \$ _____ % |
| Marketing | \$ _____ % | \$ _____ % |
| Remaining Operating Expenses | \$ _____ % | \$ _____ % |
| Capital Expense | \$ _____ % | \$ _____ % |
| A. TOTAL CASH EXPENSE | \$ _____ % | |
| B. TOTAL IN-KIND | \$ _____ % | \$ _____ % |
| C. GRAND TOTAL EXPENSES (A+B) | \$ _____ 100% | |

| INCOME | Cash Income (Match) | (Not for Match) |
|--|------------------------|-----------------|
| Admissions | | 1) \$ _____ % |
| Contracted Services Revenue | | 2) \$ _____ % |
| Other Revenue | | 3) \$ _____ % |
| Corporate Support | 4) \$ _____ % | |
| Foundation Support | 5) \$ _____ % | |
| Other Private Support | 6) \$ _____ % | |
| United Arts Org. Project Grant* | 7) \$ _____ % | |
| Government Support – Federal | 8) \$ _____ % | |
| Government Support – State | 9) \$ _____ % | |
| Government Support – County (not Orange) | 10) \$ _____ % | |
| Government Support – City | 11) \$ _____ % | |
| Applicant Cash | 12) \$ _____ % | |
| D. Allowable Match Subtotal (sum of lines 4 - 12) (include details on next page) | \$ _____ % | |
| E. Total In-Kind (same as Line B) | \$ _____ % | |
| F. Subtotal (lines 1, 2, 3, D and E) | \$ _____ % | |
| G. Requested from Orange County TDT (May be no more than 50% of line C, or H) | \$ _____ % | |
| H. TOTAL PROJECT INCOME (must equal C) | \$ _____ 100% | |

* Includes Organizational Project Grant funding designated specifically for this project. No portion of United Arts General Operating Support Grant may be included.

DETAIL OF MATCHING FUNDS

This form is also available in Microsoft Excel format.

Organization Name _____

Indicate matching funds and status (confirmed or not confirmed).

CASH MATCH

| Confirmed | Unconfirmed | Source | (Name of Company or Individual) |
|------------------------------|-------------|-------------------------------|---------------------------------|
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ + \$ _____ = | | _____ Total Cash Match | |

IN-KIND MATCH

| Confirmed | Unconfirmed | Service/Source | Affiliation |
|------------------------------|-------------|----------------------------------|-------------|
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ | \$ _____ | _____ | _____ |
| \$ _____ + \$ _____ = | | _____ Total In-Kind Match | |

GLOSSARY PART ONE

GENERAL TERMS

Terms are listed in order as they appear in the application and forms.

The National Standard for Arts Information Exchange defines items of information and specifies reports to be used by public arts agencies in their information and reporting systems. Orange County is conforming to the National Standard by using these definitions in its programs. The following terms, used in the arts grant management reporting system, are defined here to assist applicants completing the grant application forms.

Nonprofit: Any corporation registered with the State of Florida as a nonprofit corporation.

Collaborative Partner: An entity that has a material part in the programming of the project.

Project: The activity for which funding is being sought. This may be one aspect of an event or the entire event. It may be only one phase of a larger undertaking.

Total Attendance: The total of the number of all tickets sold plus all the free admissions to all separate functions that are an integral part of an event or project. (For example, if there are performances on three nights and a workshop one afternoon and an awards luncheon, the total attendance would be the sum of all the people who came to the first night's performance, plus all the people who came to the second night's performance, plus all the people who came to the third night's performance, plus all the people who attended the workshop plus all the people who attended the awards luncheon.)

Unique Attendance: A person who attends one or more of the functions at an event. (For example, a single person might attend all three nights of performances and make it to the workshop and the awards luncheon, but they would still only be ONE unique attendee. Their attendance at the five functions would have added five to the total attendance but only one to the number of unique attendees.)

Incremental Visitor: A person who resides outside the Orlando Metropolitan Service Area (Lake, Orange, Osceola and Seminole counties) and attends one or more of the functions at an event, who would not be visiting the area if not for that event taking place.

Operating Budget: The amount of an organization's Total Operating Budget, not including capital expenses (including this proposed project plus all other expenses during the year).

Demographics: reflects age, income, race/ethnicity, presence of children in the household, education and gender.

Geographics: reflects where the attendee resides; categories used in research for events:

- local (within 4-county Orlando MSA [metropolitan service area]);
- out of town (OOT) (Florida residents outside the local area)
- out of state (national, outside the state of Florida)
- out of the country (international)

Psychographics: segmentation according to lifestyle; including media preferences, buying patterns of attendees (prizm system, acorn, etc.).

GLOSSARY PART TWO BUDGET TERMS

CASH EXPENDITURES

Personnel - Administrative: Payments for salaries, wages, fees, and benefits specifically identified with the project, for executive and supervisory administrative staff, program directors, managing directors, business managers, press and agents, fund raisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

Personnel - Artistic: Payments for salaries, wages, fees, and benefits specifically identified with the project, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel - Technical/Production: Payments for employee salaries, wages, and benefits specifically identified with the project, for technical management and staff such as technical directors; wardrobe, lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparators and installers, etc.

Outside Artistic Fees and Services: Payments to firms or persons for the services of individuals who are not normally considered employees of the Applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

Outside other Fees and Services: Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of the Applicant, but consultants or the employees of other organizations, whose services are specifically identified with the project.

Space Rental: Payments specifically identified with the project for rental of office, rehearsal, theater, hall, gallery, and other such spaces.

Travel: All costs for travel directly related to the travel of an individual or individuals and specifically identified with the project. For transportation not connected with travel of personnel, see "Remaining Operating Expenses." Include fares, hotel, and other lodging expenses, food, taxis, gratuities, per-diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Remaining Operating Expenses."

Marketing: All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under "Personnel", or "Outside Professional Services". Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, fliers, and posters, and space rental when directly connected to promotion, publicity, or advertising.

Remaining "Operating" Expenses: All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, electricity, telephone and utilities, storage, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under "Travel".

IN-KIND CONTRIBUTIONS

All non-cash contributions provided to the grantee and other non-federal parties. These contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services directly benefiting and specifically identifiable to the project. The basis for the valuation of personal services, material, equipment, building and land must be fair market value and be documented. This includes all such goods and services provided the grantee by a third party in lieu of a cash role.

In calculating the fair-market value of in-kind services, the time of a volunteer should be calculated at the Federal minimum wage unless the volunteer is professionally skilled in the work he/she is providing (such as a photographer donating photography or a CPA providing a pro bono audit). In this case, the wage rate the individual is normally paid (or the amount the company he/she works for would normally charge) may be indicated. All in-kind services must be documented for final reports and should not be inflated.

CASH REVENUES

Admissions: Revenue derived from the sales of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project.

Contracted Services Revenue: Revenue derived from fees earned through sale of services (other than this grant request). Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

Other Revenue: Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Corporate Support: Cash support derived from contributions given for this project (other than this grant request) by business, corporations and corporate foundations or a proportionate share of such contributions allocated to this project.

Foundation Support: Cash support derived from grants given for this project (other than this grant request) by private foundation, or a proportionate share of such grants allocated to this project.

Other Private Support: Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include contributions from individuals, gross proceeds from fundraising events and United Arts Organizational Project Grant funds.

Government Support-Federal: Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project.

Government Support-State: Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortia of state agencies, or a proportionate share of such grants or appropriations allocated to this project.

Government Support-County: Cash support derived from grants or appropriations given for this project (other than this grant request) by county governments OTHER THAN ORANGE. Orange County funds may NOT be used to match this grant request, but should be noted in budget detail.

Government Support-City: Cash support derived from grants or appropriations given for this project (other than this grant request) by city government agencies, or a proportionate share of such grants or appropriations allocated to this project.

Applicant Cash: Funds from the Applicant's present and/or anticipated resources that the Applicant plans to provide to the proposed project.

OTHER TERMS

Affiliation: (on Form B, Detail of Matching Funds); relation to your organization, e.g., volunteer, media service, etc.

APPENDIX 1

Compliance with Americans with Disabilities Act

ACCESS REQUIREMENTS

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified disabled individual in the United States, as defined in Section 7(6), shall, solely by reason of his/her handicap (disability), be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

In addition, the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), State and local government services (Title II), and places of public accommodation and commercial facilities (Title III).

Regardless of federal funding requirements, all Arts & Cultural Affairs Advisory Council grant award agreements state that "all acts to be performed in conjunction with this agreement shall be performed in strict conformity with all applicable laws of the State of Florida." This includes compliance with Chapter 553, Florida Statutes, BUILDING CONSTRUCTION STANDARDS, Part V, Accessibility by Handicapped Persons. This statute formally incorporates into the laws of Florida the accessibility requirements of the American with Disabilities Act of 1990.

Important: Applicants must review both the compliance mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 for information regarding facility accessibility. Call the Architectural and Transportation Barriers Compliance Board for assistance at 1 (800) 872-2253 (voice) and 1 (800) 993-2822 (TTY). The National Endowment for the Arts can also be contacted for information; at their Office of AccessAbility, 1 (202) 682-5532. Request their up-dated Design or Accessibility Handbook.* This handbook provides helpful information regarding compliance with federal laws; HOWEVER, there are instances where Florida State law prescribes access measures that exceed the federal standards. In case of conflict between state and federal standards, the applicant must comply with the more stringent requirement. For information on the state standards, please contact the Florida Department of Community Affairs or your local Center for Independent Living.

* The Design for Accessibility Handbook is available on the Web at:
<http://www.arts.gov/pub/pubAccess.html>.

AMERICANS WITH DISABILITIES PHYSICAL AND COMMUNICATION GUIDELINES

PHYSICAL ACCESS refers to, but is not limited to, the following:

- Ramp access or elevators to the office, performances, exhibitions, or presentation areas for persons using wheelchairs;
- Restroom facilities with grab bars and door widths to accommodate persons using wheelchairs;
- Parking facilities.

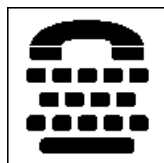
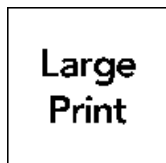
Applicants with historic properties and groups with limited financial resources must also meet ADA requirements. The particular situation of these organizations is recognized and any special provisions towards full access should be carefully described in the Program Narrative.

COMMUNICATIONS ACCESS refers to, but is not limited to, the following:

- Sign language interpreters;
- Assistive listening devices;
- Telecommunications devices (TDD, TTY);
- Audio description of programs (i.e., theatre or the visual arts);
- Braille or large-print publications.

Every applicant should conduct an evaluation of its policies, practices, and programs to ensure that people with disabilities have equal physical and communications access. People with disabilities and organizations representing them should participate in the evaluation process. Additionally, applicants planning capital projects to improve physical accessibility may be eligible to apply for funds from the Cultural Facilities Program.

The Arts & Cultural Affairs Advisory Council encourages the use of disability symbols in your publications to highlight access accommodations. Here are some examples:



LARGE PRINT

ACCESSIBILITY

TTY

SIGN LANGUAGE

For an evaluation checklist or a complete list of disability symbols or additional information on ADA compliance, contact the Arts & Cultural Affairs office.