

# Quincy Main Street, Inc.

**Project Title:** Quincy Porchfest General Program Support

**Grant Number:** 22.c.ps.180.260

## A. Cover Page Page 1 of 12

### Guidelines

Please read the current Guidelines prior to starting the application: 2021-2022 General Program Support Grant Guidelines

### Application Type

**Proposal Type:** Discipline-Based

**Funding Category:** Level 1

**Discipline:** Sponsor/Presenter

**Proposal Title:** Quincy Porchfest General Program Support

## B. Contacts (Applicant Information) Page 2 of 12

### Applicant Information

- a. **Organization Name:** Quincy Main Street, Inc. 
- b. **FEID:** 47-1878928
- c. **Phone number:** 850.662.1812
- d. **Principal Address:** 104-A N. Adams St Quincy, 32351
- e. **Mailing Address:** P.O. Box 728 Quincy, 32353
- f. **Website:** [www.quincymainstreet.org](http://www.quincymainstreet.org)
- g. **Organization Type:** Nonprofit Organization
- h. **Organization Category:** Other
- i. **County:** Gadsden
- j. **DUNS number:** 081217553
- k. **Fiscal Year End Date:** 12/30

### 1. Grant Contact \*

**First Name**

Dawn

**Last Name**

McMillan

**Phone**

850.228.8758

**Email**

[info@quincymainstreet.org](mailto:info@quincymainstreet.org)

### 2. Additional Contact \*

**First Name**

Penny

**Last Name**

O'Connell

**Phone**

850.508.6412

**Email**

penny@quincymainstreet.org

**3. Authorized Official \***

**First Name**

Penny

**Last Name**

O'Connell

**Phone**

850.662.1812

**Email**

info@quincymainstreet.org

**4. National Endowment for the Arts Descriptors**

**4.1. Applicant Status**

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Organization - Nonprofit

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**4.2. Institution Type**

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Community Service Organization

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**4.3. Applicant Discipline**

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Music

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**5. Department Name Multipurpose Institutions only (universities, cities, colleges, counties, etc.)**

## C. Eligibility Page 3 of 12

### 1. What is the legal status of the applicant? \*

- Public Entity
- Nonprofit, Tax-Exempt
- Solo or Individual artists or unincorporated performing company
- Other (not an eligible response)

### 2. Are proposed activities accessible to all members of the public? \*

- Yes (required for eligibility)
- No

### 3. Do proposed activities occur between 7/1/2021 - 6/30/2022? \*

- Yes (required for eligibility)
- No

### 4. How many years of completed programming does the applicant have? \*

- Less than 1 year (not eligible)
- 1-2 years (required for eligibility for GPS and SCP)
- 3 or more years (required minimum to request more than \$50,000 in GPS)

# D. Excellence Page 4 of 12

## 1. Applicant Mission Statement - (Maximum characters 500.) \*

The mission of Quincy Main Street is to bring together individuals and businesses to preserve, revitalize and improve Quincy's historic downtown for citizens and visitors alike. Our purpose is to preserve the rich and diverse culture of the South while enriching our community with sponsored activities and business development.

Our vision is a revitalized and vibrant Quincy downtown district, a destination and center of commercial, cultural, civic and social life.

## 2. Proposal Description

Describe the project or program for which you are requesting funding. Include goals, fully measurable objectives, activities, partnerships/collaborations, and a timeline. If you are an LAA or SSO, please include a statement that describes the services provided to your audience (including membership) and how those services are provided.

### 2.1. Goals, Objectives, and Activities - (Maximum characters 5000.)

**Goals:** Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Goals can be listed in priority order and ranked.

**Objectives:** Specific, measurable ends that are achievable within a time frame and mark progress towards achieving goals.

**Activities:** These are the specific activities that achieve the objectives.

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#### HISTORY OF QUINCY PORCHFEST

Quincy Porchfest is a free music festival held in the historic downtown district of Quincy, Florida. It is modeled after Porchfests held across the United States and in Canada, the first being held in Ithaca, New York in 2007. Quincy Porchfest, founded in 2012 by local drummer Walter Kelleher, was the first festival of its kind held in the State of Florida.

Now in its 8<sup>th</sup> year, the festival is organized and managed by Quincy Main Street, Inc. with minimal funding and all volunteer staffing. Homeowners and businesses freely donate their front porches or other space. Currently the musicians volunteer their time, talent, and pay their own travel expenses.

#### GOALS

The main goal of Porchfest is to bring musicians and neighborhoods together to celebrate and build community. The family-friendly festival takes musical performance out of the traditional concert hall and into the neighborhoods, bringing musical talent to both educate and entertain the people of Quincy, a rural, underserved, ethnically and culturally diverse community with a majority African-American and a growing Hispanic population.

At a time when music and art education is being cut from public school curriculum, Quincy Porchfest introduces musical performance to the underserved community. Tallahassee musician Yazzid Johnson brings a variety of percussion instruments and teaches the basics of Afro-Latin rhythm to all ages and skill levels in a drum circle. Damfino's Café sets up "Karaoke with Fred" in front of their restaurant inviting all ages to sign along.

Another goal of Porchfest is to increase the number visitors to the festival through enhanced advertising, boosting the local economy and introducing them to the assets of this beautiful, historic town.

## OBJECTIVES

The objective is to continue to grow the annual festival adding more musical groups and more diverse musical offerings to increase the number of participants and better serve the public. Quincy's large number of historic homes in the downtown district with traditional porches offers a unique outdoor setting, accessible and inviting to all ages and ethnicity.

## ACTIVITIES

Quincy Porchfest's unique way of presenting musical performances encourages people of all ages to get outdoors, stroll through the beautiful downtown Quincy historic district and enjoy music. The performances are located close together so the audience can easily walk, ride bikes, scooters, Segways, or use other mobility devices to reach each venue. Quincy is an easily walkable and accessible community with sidewalks and shaded streets. The audience is encouraged to bring pop-up chairs or blankets for a more enjoyable experience. A map and list of performances is printed on an old-fashioned hand fan and distributed for free.

Musicians sign up to perform through a Yolo site and organizers set the lineup, location and performance times. The musicians perform on porches of historic homes and buildings and other venues in Quincy's downtown throughout the day. The festival is geared towards all ages and cultures, with diverse musical tastes. A wide variety of music from classical and jazz, to Americana, folk, blues, gospel and rock is offered. Past performances have been by the Tallahassee Flute Club; The Big Bend Woodwind Quintet; Thursday Night Music Club, a 20-member jazz/swing band; The TCC Jazz Band; Kendrick Evans, a six-member gospel a capella group; Little Bit of Mexico, Folkloric Dancers; and Latin Soul Orchestra; as well as a variety of mainly acoustic music groups performing folk, rock and Americana.

Enhanced advertising throughout the Big Bend region of Florida, South Georgia and Alabama is planned to draw a larger, more diverse audience.

A broader outreach to area musicians and compensation will also expand the festival. The plan is to offer \$100 for a 1-hour set to each performer to compensate them for their time, talent and travel costs.

Partnership with the three historic Quincy Bed & Breakfast Inns to offer reduced-rate accommodations to musicians the night prior to the festival will draw a larger interest of out-of-area professional musicians, and thus a larger diversity of musical offerings. Quincy Main Street will plan to hold their monthly Food Truck Friday the evening prior to the event to enhance the festival experience for participating out-of-area musicians.

The day of the event visitors are encouraged to eat at local cafes and food trucks, visit unique small shops, visit the Art Museum, or take the free audio walking tour of the historic district and cemeteries. Free walking tour booklets and brochures are available to all who visit.

## **2.2. Partnerships & Collaborations - (Maximum characters 2000.)**

Describe any partnerships and/or collaborations with organizations directly related to the Specific Cultural Project (SCP) or General Programming (GPS). Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

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Quincy Main Street partners with several organizations and businesses in the Quincy community to present Porchfest. This community collaborative effort benefits all. There are no fees involved and no formal agreements.

#### GADSDEN ARTS CENTER AND MUSEUM

The Gadsden Arts Center and Museum offers their gallery space/community room for musical performances during Porchfest, free of charge. The art museum is perfect acoustically and a popular intimate performance space for groups such as the Flute Club, Woodwind Quintet and the Barbershop Quartet.

#### QUINCY MUSIC THEATER

The Quincy Music Theater offers their stage free of charge for the large jazz orchestras--the Thursday Night Music Club and the TCC Jazz Band.

#### QUINCY GARDEN CLUB

The Quincy Garden Club provides their back patio for performances, set up chairs and refreshments for the audience.

#### LOCAL CHURCHES

The Centenary Methodist Church provides performance space on the large back porch of the parsonage, the historic P.W. White House. If the weather is warm they have provided bottled water to guests.

The First Presbyterian Church offers their large covered bus pavilion for the finale of the festival at the end of the afternoon. The pavilion is located on the north side of the church next to their soccer field/play yard. This is a perfect location for large bands, such as the 20-piece Thursday Night Music Club. The audience can set up chairs and blankets and children can play in the soccer field. The church also provides access to electricity for the performers and restrooms for the guests. Hot dogs, chips, drinks and dessert are provided to all guests free of charge.

#### HOMEOWNERS

Many homeowners in the historic district support Porchfest and freely offer their porches for performances. They provide access to electricity for the performers and many hand out bottled water or popsicles to the children.

#### BED AND BREAKFAST INNS

Quincy has three historic Bed and Breakfast inns all walking distance from the downtown square. All three offer their porches for performances. Quincy Main Street encourages the Bed and Breakfast Inns to offer discounted rates for festival visitors and musicians.

#### LOCAL BUSINESSES

Several local businesses help promote the festival and offer their space for performances. The local home center has provided rental chairs free of charge to the large jazz bands

## **2.3. Timeline - (Maximum characters 2000.)**

List timeline of activities during the grant period.

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### **First Quarter, July 1-September 30, 2021**

Festival planning; confirm date; solicit volunteers; create festival logo and branding; outreach to solicit performers; contact homeowners, organizations and businesses to secure porches and other venues;

### **Second Quarter, October 1 – December 31, 2021:**

Solicit sponsorship; finalize lineup; create festival map; create display ads; reserve advertising space; begin social media campaign; submit information of cultural calendars.

### **Third Quarter, January 1-March 31, 2022**

Purchase advertising space; send press releases to regional newspapers. Contact food and other vendors; contact Tallahassee Segway; purchase printed hand fans, posters and banners. Organize volunteers; attend television interviews.

Manage event. Quincy Porchfest is held second Saturday in March.

### **Fourth Quarter, April 1 - June 30, 2022**

Evaluate success; report findings; begin planning for next year's event. Close out grant.



# E. Impact Page 5 of 12

## Instructions

Do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Applicants to the UCCD Salary Assistance category should calculate the number of individuals benefiting based on the number of jobs the grant funds in the application is supporting. If it is only one (1) position, then the number of individuals benefiting should be one (1).

### 1. What is the estimated number of proposal events? \*

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1

### 2. What is the estimated number of opportunities for public participation? \*

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20

### 3. How many Adults will be engaged? \*

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1,000

### 4. How many school based youth will be engaged? \*

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0

### 5. How many non-school based youth will be engaged? \*

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200

### 6. How many artists will be directly involved?

Enter the estimated number of professional artists that will be directly involved in providing artistic services specifically identified with the proposal. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. This figure should reflect a portion of the total individuals benefiting. If no artists were directly involved in providing artistic services enter 0.

#### 6.1. Number of artists directly involved? \*

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100

**6.2. Number of Florida artists directly involved?**

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90

**Total number of individuals who will be engaged?**

1300

**7. Select all categories that make up 25% or more of population directly benefiting (excluding broadcasts and online programming): \***

- Children/Youth (0-18 years)
- Young Adults (19-24 years)
- Adults (25- 64 years)
- Older Adults (65+ years)

**8. Select all categories that make up 25% or more of population directly benefiting (excluding broadcasts and online programming): \***

- Black/African American
- Hispanic/Latino
- White

**9. Describe the demographics of your service area. - (Maximum characters 1500.)**

Gadsden County is a rural, agriculture-based underserved community. It is the only county in Florida with a majority African-American population.

According to the latest data from the U.S. Census Bureau, the population of Gadsden County is 45,660. Of the population, fifty-six percent (56%) are African American, forty-two percent (42%) are White and ten percent (10%) are Hispanic or Latino.

The City of Quincy population estimate is just over 7,000 people with sixty-four percent (64%) African American, thirty-five percent (35%) White, and thirteen percent (13%) Hispanic or Latino.

**10. Additional impact/participation numbers information (optional) - (Maximum characters 500.)**

Use this space to provide the panel with additional detail or information about the impact/participation numbers.

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Twenty venues will be employed throughout the historic district for musical performances. The venues include porches of historic homes and churches, locations outside cafes and businesses, indoors at the Gadsden Arts Center and Museum, and the stage of the Quincy Music Theater. Two separate hour-long

sets by musical groups will take place at each venue for a total of 40 individual performances. The groups range from solo artists to six-member bands. The festival culminates with a performance by a 20-piece swing band on the soccer field behind the First Presbyterian Church.

### **11. In what counties will the project/program actually take place?**

Select the counties in which the project/programming will actually occur. For example, if your organization is located in Alachua county and you are planning programming that will take place in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. Please do not include counties served unless the project or programming will be physically taking place in that county. *State Service Organization* applicants: Select all counties that will be served by your programming.

Gadsden

### **12. Proposal Impact - (Maximum characters 3500.) \***

Describe the economic impact of your organization as a whole and of the proposal in particular on your local community. Include a description of your proposal's education and outreach activities.

*Organizations:* Include the economic impact of your organization as a whole.

*Solo Artists:* Include any positive social elements and community engagement anticipated from the project.

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Quincy Main Street has brought hundreds of thousands of dollars to the Quincy historic downtown area through securing government grants and private foundation dollars for revitalization efforts and cultural programs. Every dollar has been spent locally or with nearby Florida businesses and services.

Quincy Main Street's annual and monthly events bring hundreds of visitors to the downtown area that in turn shop and eat, increasing the revenues of local small businesses.

Porchfest is Quincy's signature event, drawing the largest crowd of visitors and performers of any Saturday.

Quincy Main Street employs one local full time director and handfuls of local volunteers serving the entire nine-block historic downtown community.

### **13. Marketing and Promotion - (Maximum characters 3500.) \***

Describe the marketing/promotion/publicity plans and audience development/expansion efforts as related to the proposal. For example, include information on advertising, social media, collaboration with local organizations, brochures, etc.

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Quincy Main Street has an in-house professional with more than 30 years experience in design and marketing. Several marketing strategies will be used to reach out to musicians and an audience both locally and regionally.

**Online and Print Marketing:** Both the Tallahassee Democrat newspaper and the Council on Culture & the Arts (COCA) have the largest reach to the targeted audience we are pursuing. The Tallahassee Democrat is the largest regional newspaper and COCA has 9,000 followers. Quarter page color ads will be placed in two Friday Limelight sections (the Arts and Entertainment section) and one Sunday edition of the

Tallahassee Democrat prior to the event. Online banner ads will be displayed for two weeks. A banner ad will be purchased on the COCA website, both as a call to artists months before the event and advertising two weeks prior to the event.

Locally, quarter page color ads will run for two weeks in the Gadsden County Times and the Havana Herald (both weekly newspapers) as well as online banner ads on both paper's websites.

Press releases will be sent to regional newspapers, first as a call to musicians to participate and later to advertise the event. Using the COCA Media Guide as a resource, press releases will be sent to the Apalachicola Times, Capitol Outlook, The FAMUan, FSU View, Monticello News, Bainbridge GA Post-Searchlight, Wakulla News, Thomasville (GA) Times-Enterprise, Valdosta Daily Times, Jackson County Times and Dothan (AL) Eagle. The Gadsden County Times and the Havana Herald are local resources.

**Direct marketing:** Flyers and posters will be designed and distributed to businesses and government offices to reach the local community.

**Social Media:** Quincy Main Street has a social media following of 1700+ on Facebook. Other partners with large followings include the Gadsden Arts Center and Museum, Damfino's Cafe, and the Allison House Bed & Breakfast Inn. Carefully timed social media interactions will be conducted to increase participation.

**Radio:** Forty two radio spots will be aired on WFSU-FM 88.9 NPR N. Florida/S. Georgia: Morning Drive (6a-10a) Mon – Fri \*15 spots per week M-F, Run of schedule (10a-9p) Mon-Sat \*8 spots; WFSQ-FM 91.5 Classical Music station \* 19 run of schedule spots per week M-Sun (9a-7p)

**Television:** In the past WTXL has conducted on-air interviews with the Porchfest founder, Walter Kelleher and the Quincy Main Street director during the week prior to the event. We will once again reach out to them for this opportunity.

**Community Calendars:** Event information will be posted area cultural community calendars.

# F. Management and Operating Budget Page 6 of 12

## **1. Fiscal Condition and Sustainability - (Maximum characters 1750.) \***

Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. Also describe plans to sustain the proposal activities after the grant period.

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Established in 1987, Quincy Main Street was one of the first five Main Street programs in the State of Florida. In 2015 the City of Quincy transferred the designation to Quincy Main Street, Inc. a private not-for-profit organization. Since then the active Board of Directors and army of dedicated volunteers have secured hundreds of thousands of dollars through the organization's membership, business sponsorships, fundraising events, and government and private foundation grants, all of which are carefully monitored and expended for the sole purpose of revitalizing the historic downtown and bringing cultural events to the community.

The organization has one full-time executive director that oversees the day to day operations, and a base of long-term community volunteers. An active professional Board of Directors assists the organization which operates out of a centrally-located downtown office that also serves as a visitor welcome and information center.

Quincy Main Street maintains a dedicated base membership of both long-time residents and new additions to the community, all interested in the revitalization of the historic town.

Quincy Main Street has an excellent track record of successfully managing State of Florida grants. With assistance from the Division of Historical Resources in 2018, Quincy Main Street successfully created a walking tour of the historic district and an audio tour app for smart phones. In 2019, Quincy Main Street again received funding from Historical Resources for a wayfinder system to guide visitors through the district and educate them about the historical assets of the town.

Quincy Main Street has successfully presented and hosted several large events, both the annual Quincyfest and annual Porchfest, along with smaller monthly Food Truck Fridays. The staff and volunteers have extensive experience in booking bands; securing stage rentals; hiring sound technicians; hiring security and clean-up; soliciting vendors; securing the proper event permits and insurance; securing sponsorships; marketing and advertising.

## **2. Evaluation Plan - (Maximum characters 1750.) \***

Briefly describe your methods and processes for gathering, analyzing, and reporting data to evaluate your programming with the purpose of improving, deciding to continue, or stopping.

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Evaluation of each Porchfest event is important and serves as the springboard toward the next year's planning. The Director, Board and Promotions Committee meet immediately after the event to share thoughts, ideas and findings. Feedback from the musicians, volunteers and festival attendees is taken into

consideration to improve the event the following year.

Porchfest started as a simple grassroots event managed by one person. The reception from the community and musicians was great and it has improved every year since through careful planning and coordination. Festival attendance has grown as well as volunteer participation.

Volunteers are stationed at each venue with clearly marked T-shirts. They are an important source of feedback from the community and musicians.

Some of the feedback we have received and taken into consideration for planning has been the addition of food trucks and port-a-lets; the location and concentration of venues; and the diversity of musical acts.

### 3. Completed Fiscal Year End Date (m/d/yyyy) \*

12/31/2019

### 4. Operating Budget Summary

<b>Expenses</b>	<b>Previous Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Next Fiscal Year</b>
1. Personnel: Administrative	<b>\$2,401</b>	<b>\$4,366</b>	<b>\$4,600</b>
2. Personnel: Programmatic	<b>\$21,609</b>	<b>\$39,294</b>	<b>\$41,400</b>
3. Personnel: Technical/Production			
4. Outside Fees and Services: Programmatic	<b>\$1,800</b>	<b>\$4,000</b>	<b>\$4,000</b>
5. Outside Fees and Services: Other	<b>\$2,207</b>	<b>\$2,500</b>	<b>\$1,000</b>
6. Space Rental, Rent or Mortgage	<b>\$4,800</b>	<b>\$4,800</b>	<b>\$4,800</b>
7. Travel	<b>\$66</b>	<b>\$3,000</b>	<b>\$3,000</b>
8. Marketing	<b>\$3,910</b>	<b>\$2,400</b>	<b>\$2,400</b>
9. Remaining Operating Expenses	<b>\$8,801</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>A. Total Cash Expenses</b>	<b>\$45,594</b>	<b>\$70,360</b>	<b>\$71,200</b>
<b>B. In-kind Contributions</b>	<b>\$2,700</b>	<b>\$3,300</b>	<b>\$4,500</b>

<b>Income</b>	<b>Previous Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Next Fiscal Year</b>
<b>C. Total Operating Expenses</b>	<b>\$48,294</b>	<b>\$73,660</b>	<b>\$75,700</b>
10. Revenue: Admissions			
11. Revenue: Contracted Services			
12. Revenue: Other			
13. Private Support: Corporate			
14. Private Support: Foundation	<b>\$5,500</b>	<b>\$6,000</b>	<b>\$7,000</b>
15. Private Support: Other	<b>\$20,650</b>	<b>\$25,000</b>	<b>\$30,000</b>
16. Government Support: Federal		<b>\$5,000</b>	
17. Government Support: State/Regional	<b>\$25,000</b>	<b>\$25,000</b>	
18. Government Support: Local/County	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>
19. Applicant Cash			
<b>D. Total Cash Income</b>	<b>\$86,150</b>	<b>\$96,000</b>	<b>\$72,000</b>
<b>B. In-kind Contributions</b>	<b>\$2,700</b>	<b>\$3,300</b>	<b>\$4,500</b>
<b>E. Total Operating Income</b>	<b>\$88,850</b>	<b>\$99,300</b>	<b>\$76,500</b>

### 5. Additional Operating Budget Information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the operating budget. For example, if you have a budget deficit or there has been a large change in your operating budget compared with last fiscal year.

### 6. Paid Staff

Applicant has no paid management staff.

- Applicant has at least one part-time paid management staff member (but no full-time)
- Applicant has one full-time paid management staff member
- Applicant has more than one full-time paid management staff member

**7. Hours \***

- Organization is open full-time
- Organization is open part-time



# G. Management and Proposal Budget Page 7 of 12

## 1. Rural Economic Development Initiative (REDI) Waiver \*

Yes

No

## 2. Proposal Budget Expenses:

Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses at <http://dos.myflorida.com/cultural/grants/grant-programs/>. Proposal Budget expenses must equal the Proposal Budget income.

For General Program Support the Proposal Budget should match the operating budget minus non-allowable expenses (see non-allowable expenses).

### 2.1. Personnel: Administrative \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	QMS Director	\$0	\$10,000	\$0	\$10,000
<b>Totals:</b>		<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>

### 2.2. Personnel: Programmatic \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Event coordinator	\$5,000	\$0	\$0	\$5,000
2	Event volunteers	\$0	\$0	\$3,000	\$3,000
<b>Totals:</b>		<b>\$5,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$8,000</b>

### 2.3. Personnel: Technical/Production \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Sound engineer	\$0	\$0	\$1,000	\$1,000
2	Photographer	\$0	\$0	\$1,000	\$1,000
<b>Totals:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$3,000</b>

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
3	Videographer	\$0	\$0	\$1,000	\$1,000
<b>Totals:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$3,000</b>

#### 2.4. Outside Fees and Services: Programmatic \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Artist Fees	\$10,000	\$0	\$0	\$10,000
2	Graphic Design, event logo	\$1,000	\$0	\$0	\$1,000
3	Event advertising design	\$0	\$0	\$2,000	\$2,000
<b>Totals:</b>		<b>\$11,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$13,000</b>

#### 2.5. Outside Fees and Services: Other \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Office expenses	\$0	\$1,000	\$0	\$1,000
<b>Totals:</b>		<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>

#### 2.6. Space Rental (match only) \*

#	Description	Cash Match	In-Kind Match	Total
1	Office rental	\$500	\$0	\$500
<b>Totals:</b>		<b>\$500</b>	<b>\$0</b>	<b>\$500</b>

#### 2.8. Marketing \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Print and Online Advertising	\$3,000	\$0	\$0	\$3,000
2	Radio Advertising	\$1,500	\$0	\$0	\$1,500
<b>Totals:</b>		<b>\$5,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$6,000</b>

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
3	Social Media/COCA website	\$500	\$0	\$0	\$500
4	Press, writing	\$0	\$0	\$1,000	\$1,000
<b>Totals:</b>		<b>\$5,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$6,000</b>

### 2.9. Remaining Proposal Expenses \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Festival Maps/Hand Fans	\$500	\$0	\$0	\$500
2	Event supplies, banners	\$0	\$1,000	\$0	\$1,000
<b>Totals:</b>		<b>\$500</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,500</b>

### Amount of Grant Funding Requested:

\$21,500

### Cash Match:

\$12,500

### In-Kind Match:

\$9,000

### Match Amount:

\$21,500

### Total Project Cost:

\$43,000

### 3. Proposal Budget Income:

Detail the expected source of the cash match recorded in the expenses table in the budget categories listed below. Include only income that specifically relates to the proposal. The Proposal Budget income must equal the Proposal Budget expenses.

#### 3.4. Private Support: Corporate \*

#	Description	Cash Match	Total
<b>Totals:</b>		<b>\$0</b>	<b>\$5,000</b>

#	Description	Cash Match	Total
1	Event sponsorships	\$5,000	\$5,000
<b>Totals:</b>		<b>\$0</b>	<b>\$5,000</b>

**3.9. Government Support: Local/County \***

#	Description	Cash Match	Total
1	City, county support	\$7,500	\$7,500
<b>Totals:</b>		<b>\$0</b>	<b>\$7,500</b>

**Total Project Income:**

**\$43,000**

**3.11. Proposal Budget at a Glance**

Line	Item	Expenses	Income	%
A.	Request Amount	\$21,500	\$21,500	50%
B.	Cash Match	\$12,500	\$12,500	29%
	Total Cash	\$34,000	\$34,000	79%
C.	In-Kind	\$9,000	\$9,000	21%
	Total Proposal Budget	\$43,000	\$43,000	100%

**4. Additional Proposal Budget Information (optional) - (Maximum characters 500.)**

Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it here.

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# H. Accessibility Page 8 of 12

## 1. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility. - (Maximum characters 2500.) \*

For example, explain use of accessibility symbols in marketing materials, accessibility of facilities and programming and/or target population. You can find resources on accessibility at <http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/>. We encourage all applicants to include images in the support materials showing the use of accessibility symbols in marketing materials.

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Quincy Main Street strives to ensure that its events are accessible to all members of the community. Quincy Porchfest, an outdoor festival, includes several venues that are ADA compliant, with indoor restrooms, seating, and entrances that accommodate persons with physical mobility limitations. ADA compliant portable restrooms are placed in convenient locations during the festival. The performances are located close together so the audience can easily use mobility devices to reach each venue. All of Quincy's downtown area sidewalks within the festival area are smooth and stable with proper slope and detectable warning surfaces at the crosswalks. An audio app for smart phones guides the visually impaired throughout the historic district enhancing their experience at the festival.

**Individual or Solo Artists: Skip questions 2-5 and move on to section I.**

## 2. Policies and Procedures

Yes

No

## 3. Staff Person for Accessibility Compliance

Yes

No

**3.1. If yes, what is the name of the staff person responsible for accessibility compliance?**

## 4. Section 504 Self Evaluation

Yes, the applicant has completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.

Yes, the applicant completed the Abbreviated Accessibility Checklist.

No, the applicant has not conducted an accessibility self-evaluation of its facilities and programs.

**4.1. If yes, when was the evaluation completed?**

5/1/2020

**5. Does your organization have a diversity/equity/inclusion statement?**

Yes

No

**5.1. If yes include here: - (Maximum characters 1500.)**

As Florida's only majority African-American county with a growing Hispanic population, Quincy Main Street celebrates the racial diversity of the community and the energy and creativity of each culture's contribution. The organization is sensitive to perceived racial divides and is committed to diversity and inclusion in the makeup of the Board of Directors, volunteers, membership, staffing, purchasing and hosted events.

We welcome each person's uniqueness including race, gender, age, sexuality, ability, religion, national origin, gender identity, and other identities to form a strong organization committed to bringing the community together, in social settings and service, to improve and revitalize our community.

Quincy Main Street's By-laws state: SECTION 4.1. Any person, association, or business having a mutual interest in the history, revitalization, development, improvement and preservation of the traditional downtown area of Quincy, Florida may become a member by submitting an application and paying such membership dues as the Board of Directors prescribes. Quincy Main Street, Inc. shall be an open and inclusive organization that shall not discriminate on the bases of race, sex, ability, age, religion, color, creed, and national origin or upon any other unlawful basis.

# I. Attachments and Support Materials Page 9 of 12

Complete the support materials list using the following definitions.

- **Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.
- **File:** The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
Images	.jpg, .gif, .png, or .tiff	5 MB
documents	.pdf, .txt, .doc, or .docx	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save files into .pdf format before submission.

## 1. Required Attachment List

Please upload your required attachments in the spaces provided. .

### 1.1. Substitute W-9 Form

File Name	File Size	Uploaded On	View (opens in new window)
QMS - SOF Substitute Form W-9 (1).pdf	34 [KB]	4/3/2020 4:10:07 PM	<a href="#">View file</a>

## 2. Support materials (required)

File	Title	Description	Size	Type	View (opens in new window)
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File	Title	Description	Size	Type	View (opens in new window)
QuincyPorchfest.m4v	Quincy Porchfest Promotional Video	Video with images past Porchfest performances and activities and a radio spot promo.	87931 [KB]		View file
Quincy_Porchfest_Photos.pdf	Quincy Porchfest Photos	An album of photographs from past Quincy Porchfests 2012- 2020	974 [KB]		View file
QuincyPorchfestAd .jpg	2016 Quincyfest Ad	Quarter page color ad that ran in several newspapers, 2016	2755 [KB]		View file
Porchfest_Handfan_Samples.pdf	Quincy Porchfest Hand Fan and Map	Samples of past Porchfest hand fan samples. These are traditional promotional hand fans popular at churches and funerals in the South, fitting the theme of the festival. The front side has the festival logo and the backside has the map of venues, lineup and times of musical performances.	4361 [KB]		View file
GCT_Porchfest_Article.pdf	2020 Quincy Porchfest newspaper article	Article published in the Gadsden County Times, 03.12.20	3415 [KB]		View file
QMS 2020 Board Members.pdf	Quincy Main Street Board of Directors		168 [KB]		View file
QMSLettersOfSupport.pdf	QMS Porchfest Letters of Support		7746 [KB]		View file



2.1.

# J. Notification of International Travel Page 10 of 12

In accordance with Section 15.182, Florida Statutes, the grantee shall notify the Department of State of any international travel at least 30 days before the date the international travel is to commence or, when an intention to travel internationally is not formed at least 30 days in advance of the date the travel is to commence, as soon as feasible after forming such travel intention. Notification shall include date, time, and location of each appearance.

## 1. Notification of International Travel

I hereby certify that I have read and understand the above statement and will comply with Section 15.182, Florida Statutes, International travel by state-funded musical, cultural, or artistic organizations; notification to the Department of Economic Opportunity.

# K. Florida Single Audit Act Page 11 of 12

## Florida Single Audit Act

The following question relates to the Florida Single Audit Act. Important: if you answer yes to the following question, State law requires you comply with the Florida Single Audit Act, Section 215.97 Florida Statutes, by uploading an audit report below. You will need to select "Save" at the bottom of this page to make your changes final.

See: <https://apps.fldfs.com/fsaa/> and [https://flauditor.gov/pages/pdf\\_files/fsaa%20q\\_a.pdf](https://flauditor.gov/pages/pdf_files/fsaa%20q_a.pdf) for more information and specific definitions.

**1. Has your organization met the \$750,000 annual assistance threshold identified in Section 215.97 F.S. and 2 CFR 200 from all combined state sources and/or all combined federal sources during your organization's last fiscal year?**

Yes

No

# L. Review & Submit Page 12 of 12

## 1. Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program outlined under section 265.701, Florida Statutes and incorporated by reference into Rule 1T-1.039, Florida Administrative Code.

## 2. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Quincy Main Street, Inc. and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

### 2.1. Signature (Enter first and last name)

Dawn McMillan