



**FLORIDA DIVISION OF CULTURAL AFFAIRS  
AND  
NATIONAL ENDOWMENT FOR THE ARTS DIVISION  
INITIATIVES PARTNERSHIP PROGRAM GUIDELINES**

Grant Period: July 1– June 30

Florida Department of State  
Division of Cultural Affairs  
329 North Meridian Street  
Tallahassee, Florida 32301

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## Application Submission

Applications must be submitted to the program manager on or before the deadline. Applicants may only receive one grant per fiscal year from this program.

## For Assistance and Information

Program	Contact
<ul style="list-style-type: none"><li>Division Initiatives Partnership Program</li></ul>	<b>Teri Abstein</b> 850.245.6299 Teri.Abstein@dos.myflorida.com

These Guidelines are also available electronically at:

<https://dos.myflorida.com/cultural/grants/grant-programs/florida-division-of-cultural-affairs-and-the-national-endowment-for-the-arts-division-initiative-partnership-program/> and can be made available in an alternative format.

## **Introduction**

The Division of Cultural Affairs will annually solicit applications that further the goals of the Division and the Division's strategic plan.

These guidelines are supported under the Division of Cultural Affairs State Partnership Agreement with the National Endowment for the Arts, the federally approved application and our State Arts Agency Strategic Plan. The National Endowment for the Arts (NEA) is an independent federal agency that funds and promotes artistic excellence, creativity, and innovation for the benefit of individuals and communities. As Florida's official State Arts Agency, the Division of Cultural Affairs receives an annual state partnership grant.

## **Program Description**

The Division Initiatives Partnership Program is designed to provide access to funds for arts and cultural projects that support specific Division of Cultural Affairs and National Endowment for the Arts initiatives as outlined in the Divisions' Strategic Plan. The Division will direct funds toward proposals that best demonstrate these goals:

- Building the economy and creative industries;
- Enhancing education through arts and culture;
- Advancing leadership in arts and culture in the state and nation;
- Promoting healthy, vibrant and thriving communities; and
- Advancing a sense of place and identity.

This grant program is a competitive grant program. Applications will be reviewed and scored by an appointed panel. This program does not fund general programming activities of an organization.

Examples of projects that may be funded include: accessibility in underserved populations, arts in healthcare, arts in the military, arts education activities for specific populations, and leadership development within organizations with a demonstrable statewide impact.

## **Review and Selection of Partner Organizations**

Division staff will identify and recommend partner organizations to submit applications for the Division Initiatives Partnership Program. The proposals must meet and further the goals of the strategic plan. Not all proposals will be funded.

Division Initiatives Partnership Program Guidelines, eff. 4/2021  
Rule 1T-1.042, Florida Administrative Code

## Eligibility

All applicants must meet the following eligibility requirements at the time of application submission.

- 1) Have the required legal status;
  - a) Applicant organizations must be either a public entity or a Florida nonprofit, tax-exempt corporation as of the application deadline.
    - i) Public Entity:
      - (1) A Florida local government, entity of state government, school district, community college, college, or university. Private schools, private community colleges, private colleges, and private universities are not public entities and must be nonprofit and tax exempt to meet the legal status requirement.
    - ii) Nonprofit, Tax Exempt: A Florida Organization that is both:
      - (1) Nonprofit: incorporated as an active nonprofit Florida corporation, in accordance with Chapter 617 or Chapter 623, *Florida Statutes*. We do not fund foreign nonprofits. A foreign nonprofit is an existing corporation that is registered to do business in a state or jurisdiction other than where it was originally incorporated.
      - (2) Tax exempt: designated as tax exempt as defined in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended. Staff will verify status in Guidestar at <https://www.guidestar.org/>
      - (3) For more information about tax exempt status, see Exemption Requirements- Section 501(c)(3) Organizations on the Internal Revenue Service website (<http://www.irs.gov>).
- 2) Must be in compliance with all of Florida Department of State Divisions:
- 3) Agree to comply with all grant requirements:
  - a) Complete all proposal activities within the grant period;
  - b) Make programming and activities open and accessible to all members of the public (see accessibility and non-discrimination).
  - c) Include only allowable expenses in the proposal budget (see allowable and non-allowable expenses);
  - d) Provide all information needed for the Grant Award Agreement;
  - e) Sign and return the Grant Award Agreement within thirty (30) days;
  - f) Submit timely and accurate reports;
  - g) Maintain complete and accurate grant records for a period of five (5) years;
  - h) Comply with the requirements of the Florida Single Audit Act;
  - i) Comply with the certification on debarment, suspension, ineligibility and voluntary exclusion-lower tier federally funded transactions;

- j) Comply with the General Terms and Conditions for Sub awards under the Division’s NEA Partnership Agreement and 2 CFR Part 200 (<https://www.ecfr.gov/cgi-bin/text-idx?SID=ba5e47a033fae83d6e8014ae88f2082f&mc=true&node=pt2.1.200&rgn=div5>)
- k) Credit the State of Florida, the Division of Cultural Affairs, and the National Endowment for the Arts for funding.

4) Must have active registration in Florida Division of Corporations as of the submission.

**For more information on corporate status, visit [Sunbiz.org](http://Sunbiz.org) or call the Division of Corporations, profit and nonprofit information line at (850) 245-6052. To verify corporate status, you can review your corporate record online through the [Sunbiz document search](#) tool.**

## **Application Requirements**

Organizations who wish to apply must contact the Division and request an application. In addition to this, all applications must provide the following:

1. All applicants must provide a DUNS number. You can request a DUNS number at <https://www.dandb.com>.
2. All applicants must provide a copy of the Substitute W-9 with the application form. This can be found at <https://flvendor.myfloridacfo.com>.

## **Grant Period**

All proposed activity must take place within the grant period July 1 - June 30.

## **Accessibility and Non-Discrimination**

The Division of Cultural Affairs is committed to making the arts and culture accessible to everyone, including:

- persons with disabilities;
- elder adults;
- culturally and economically underserved populations; and
- minorities.

Organizations seeking support for activities that will not be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age, or marital status are not eligible for this publicly funded grant.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display. The 504 Self Evaluation Workbook which can be used as a reference, and downloadable Disability Symbols can be found at <http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/>. While the workbook is not required, failure to complete the workbook can affect the applicant's Impact score.

### **Grant Request Amount**

Request amounts will be determined by the panel and are subject to the availability of funds. No match is required, but it is encouraged.

### **Grant Proposal Budget**

The Division Initiatives Partnership Program form requires a proposal budget. This budget must be accurate and reflect cost effective, reasonable, and allowable expenditures.

### **Allowable Expenses**

Allowable expenses must be:

- a) directly related to the proposal;
- b) specifically, and clearly detailed in the proposal budget; and
- c) incurred and paid within the grant period.

Only allowable expenses may be included in the proposal budget. The Grantee may be asked to provide documentation such as canceled checks, paid invoices, or other financial documents verifying grant related expenses.

Spending grant funds on expenses that have not been approved by the Division, even if directly related to the project, will be disallowed and could result in a legal demand for the return of grant funds.

### **Non-Allowable Expenses**

The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state and federal guidelines for allowable project costs as outlined in the

Division Initiatives Partnership Program Guidelines, eff. 4/2021  
Rule 1T-1.042, Florida Administrative Code

Department of Financial Services' Reference Guide for State Expenditures (revised 11/2019), which are incorporated by reference and are available online at <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>. The following are non-allowable expenses for grant funds.

- a) General programming activities;
- b) Expenses incurred or obligated before or after the grant period;
- c) Lobbying or attempting to influence federal, state, or local legislation;
- d) Building, renovation, or remodeling of facilities;
- e) Capital expenditures;
- f) Costs associated with bad debts, contingencies (money set aside for *possible* expenses), fines and penalties, interest, taxes (does not include payroll taxes), depreciation, and other financial costs including bank fees and charges and credit card fees;
- g) Private entertainment;
- h) Food, and beverages;
- i) Plaques, awards, and scholarships;
- j) Activities that are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age, or marital status;
- k) Re-granting;
- l) Contributions and donations;
- m) Mortgage payments; and
- n) Payments to current Department of State employees.
- o) Phone;
- p) Utilities;
- q) Office supplies;
- r) Equipment costing over \$1,000;
- s) Property improvements;
- t) Fixtures;
- u) Building maintenance; and
- v) Travel.

## **Application Review**

Division staff will review applications for eligibility using the following indicators:

1. Alignment with and furthering the goals of the Division's strategic plan;
2. Project impact;
3. Benefits an underserved population and/or promotes arts education;

Division Initiatives Partnership Program Guidelines, eff. 4/2021  
Rule 1T-1.042, Florida Administrative Code



4. Contribution to artistic excellence and merit;
5. Organization's financial and management stability; and
6. Project budget is reasonable and well defined.

## **Florida Council on Arts and Culture**

Following the review of applications, all eligible organizations will present proposals to the Florida Council on Arts and Culture.

## **Funding**

Funds are subject to availability.

## **Legal References and Resources**

*Florida Statute* 265.284 (1) (a, b &c) and 265.828

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0265/Sections/0265.284.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0265/Sections/0265.284.html) and

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0265/Sections/0265.285.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0265/Sections/0265.285.html)

DCA Strategic Plan

<http://dos.myflorida.com/cultural/about-us/strategic-plan/>

20 U.S. Code § 954 - National Endowment for the Arts

<https://www.gpo.gov/fdsys/granule/USCODE-2011-title20/USCODE-2011-title20-chap26-subchapl-sec954>

NEA General Terms and Conditions In particular section 22, 23 and 24

<https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-orgs.pdf>

2 CFR Part 200

[https://www.ecfr.gov/cgi-bin/text-idx?SID=90c31fce014b83b065c6d1fe9f20037a&mc=true&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=90c31fce014b83b065c6d1fe9f20037a&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

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