



Arts for All Grant Guidelines

September 2023

A National Endowment for the Arts subgrant program

St. Johns Cultural Council
184 San Marco Avenue
St. Augustine, Florida

Program Description

The St. Johns Cultural Council Arts for All Grant provides between \$5,000 and \$10,000 to arts organizations with annual revenues of less than \$200,000, and up to \$5,000 for individual artists, to fund art projects of any discipline that take place in St. Johns County, FL within the grant period. The goal of the AFA Grant Program is to improve funding for the arts and arts programming that are primarily for the benefit of County residents as part of the Cultural Council's mission to ensure that the lives of both residents and visitors are enriched through art, culture, history, and heritage.

Priority will be given to projects from rural, poor, minority, and/or underserved communities in the County but artists and organizations throughout the County are encouraged to apply.

Basic Eligibility

Applicants must meet the following basic eligibility requirements at the time of application. All awardees must comply with the policies and legal requirements of the National Endowment for the Arts General Terms and Conditions, found here: <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017-to-organizations/GTC-for-awards-after-october-2020>. This includes having a [SAM.gov](https://www.sam.gov) account and a Unique Entity Identifier (UEI).

All proposed projects must occur in St. Johns County within the grant period. At the time of application, the following is required:

Organizations:

- All current and previous grantees must be in good standing with the St. Johns Cultural Council administered grant programs at the time of application.
- Only non-profit, tax-exempt corporations based in St. Johns County are eligible to apply and receive funding.
- All organizations must have at least three years of completed arts and cultural programming and be able to provide their last completed fiscal year's operating budget.
- Applicant must have registered with the Florida Division of Corporations, and their status be "active," as of the application deadline (<http://www.sunbiz.org>).
- Have a Unique Entity Identifier (UEI) from [SAM.gov](https://www.sam.gov).
- Have a total annual operating income of less than \$200,000.

Individuals:

- Support to individual artists is allowable for programs and activities and is not a one-time monetary recognition award.
- Awards to individuals must include presentations, workshops, research, and/or creation of artwork, with tangible outcomes required by the grant award.
- This is considered a stipend to the artist for the work undertaken and completed.

In addition to Basic Eligibility, all grantees are expected to:

- Complete all proposal activities in St. Johns County within the grant period.

- Make programming and activities open and accessible to all members of the public (see accessibility and non-discrimination).
- Include only allowable expenses in the proposal budget (see allowable and non-allowable expenses).
- Awardees must **not** be excluded or disbarred from doing business with the federal government.
- Comply with all grant administration requirements:
 - Provide required information for grant award agreement;
 - Return signed grant award agreement within 30 calendar days;
 - Request approval in writing for any changes to grant award agreement;
 - Complete mid-year and final reports by deadline (8/15/2024; 02/15/2025);
 - Maintain complete and accurate grant records;
 - Comply with the policies and legal requirements of the National Endowment for the Arts General Terms and Conditions, found here: <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017-to-organizations>; and
 - Credit the St. Johns Cultural Council and National Endowment for the Arts as stipulated in the grant award agreement.

Specific Eligibility Requirements

Teaching Artists must

- be professional artists and educators;
- be able to provide evidence of classroom experience;
- teach in St. Johns County, but is not required to reside in St. Johns County;
- be 18 years of age or older; and
- not be enrolled in a degree or certificate program.

See list of additional required attachments for Teaching Artists.

Museum must

- own or utilize works of art or other tangible objects; and
- exhibit these works of art or other tangible objects to the public on a regular schedule.

Individual Artist* must

- be a professional creative artist;
- be a resident of or rent/own a gallery full-time in St. Johns County for at least one year prior to the application deadline and maintain residency/gallery in St. Johns County throughout the project;
- be 18 years of age or older by the application deadline; and
- not be enrolled in degree or certificate program.

See list of additional required attachments for Artists

**Note: For purposes of this program, a "professional creative artist" is defined as a person who creates, on an ongoing basis, original works of art within an artistic discipline, and is pursuing it as a means of livelihood or for the highest level of professional recognition.*

Accessibility and Non-Discrimination

The St. Johns Cultural Council is committed to making the arts and culture accessible to everyone, including:

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

Organizations seeking support for activities are required to be open and accessible to all members of the public, regardless of sex, race, color, national origin, religion, disability, age, or marital status. 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.

Allowable Expenses

Only allowable expenses may be included in the proposal budget. Allowable expenses must be:

- Directly related to the proposal, including
 - Production costs
 - Materials
 - Salary or stipends for project staff
 - Artistic, administrative, technical, consultant fees
 - Tuition and travel expenses for professional development
 - Insurance for public art projects;
- Precisely detailed in the proposal budget;
- Incurred or paid within the grant period; and
- Expended within St. Johns County

Non-Allowable Expenses

- Salaries, benefits, travel or expenses of personnel not directly related to the creation of programs, events or attractions that are open to the public with a focus on the attraction of visitors;
- Capital expenditures or debt reduction;
- Payment of rent, mortgage, or utilities;
- Interest or reduction of deficits or loans, fines, penalties or cost of litigation;
- Cash reserves or endowments;
- Costs to bring a project into compliance with Federal award requirements;
- Compensation to foreign nationals, including traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control;

- Visa costs paid to the U.S. Government; however, the cost of preparing materials for submission is allowable;
- Fundraising events or other contributions/donations;
- Hospitality costs (private entertainment, food or beverages);
- Expenses incurred or obligated prior to or after the grant period;
- Re-granting or donations to other entities;
- Building, renovation, or remodeling of facilities;
- Plaques, awards, and scholarships;
- Political or religious events; and
- Lobbying activities.

How to Apply

Applications are only accepted through the [St. Johns Cultural Council online grant portal \(link\)](#). For assistance with creating an account on the online portal, please contact the Cultural Council at least two weeks before the application. **The application opens on September 15, 2023** and closes automatically at 11:59 p.m. ET on the **application deadline, November 15, 2023**.

Deadlines and a link to the online grant portal will be posted on the Cultural Council's website. Applicants may request that a submitted application be electronically un-submitted at any point before the application deadline. The application must be re-submitted by the application deadline to be considered.

Required Attachments and Support Materials

Attachments and support materials must be uploaded into the online grant application portal and will not be accepted by any other method.

Required Attachments

These attachments are required to document eligibility.

501(c)3 Nonprofit Organizations:

- IRS Determination Letter
- Resumes of Key Personnel
- Samples of previous programs
- Last complete Form 990 or Statement of Financial Activities for most recently completed Fiscal Year.
- Museums must include a collections summary or museum collections policy.

Teaching Artist Required Attachments

- Teaching Artists must provide samples of their artistic work. The quality of the work sample is critical to the panel's evaluation of the application.
- Resume or CV
- Classroom experience (include city/county/state, venue, and audience impact numbers)

- A list of 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.
- Samples of study guides, materials, hand-outs, lesson plans, and other educational materials used in activities and residencies
- Letters of support from educators, and/or schools where the artist has worked in the past

Individual Artist Required Attachments

- Artists must provide samples of their original artistic work. The quality of the work sample is critical to the panel's evaluation of the application.
- Documentation of at least one year of St. Johns County residency as of the application deadline. This documentation must include a valid Florida driver's license or identification card and one of the following:
 - Tax record(s) showing homestead exemption for at least one year in St. Johns County
 - Rental agreement(s) showing at least one year of occupancy in St. Johns County
- Resume or CV of key artist and other key participants

Review Criteria

While St. Johns Cultural Council will play no role in evaluating the application, it will review each application to make sure it is complete and meets eligibility requirements. Applications that meet the requirements will be reviewed by a diverse panel of artists, art administrators, educators and community leaders. A total of 100 points is possible with 80 points required for funding consideration.

The Review Panel will adjudicate applications based on the following criteria:

Artistic Excellence (30 points)

Organizations: Show at least a 3-year history of arts or cultural programming that demonstrates the value and impact of the organization's current or future work to its mission, artistic field, artists, audience, community and/or constituency.

Individuals: Quality and impact demonstrated in submitted work samples.

Artistic Merit (30 points)

Organizations: Artistic merit will be evaluated based on evidence of serious and continued programming: activity, reputation, expertise, and experience in achieving the highest quality in their field.

Individuals: Applicants will be evaluated on their activity, reputation, expertise, and experience in achieving the highest quality in their field. Professional resume, including education, artistic training, and level of achievement and/or evidence of commitment to personal artistic development as demonstrated through efforts and invitations to present performances, exhibits, etc.

Management and Leadership (20 points)

Organizations: Demonstrates effective management, organizational need, and is responsive to the needs and priorities of the community it serves through its programming and services. The reasonable likelihood that the project can be completed based on the itemized budget and proposed timeline.

Individual Artists: The reasonable likelihood that the project can be completed based on the itemized budget and proposed timeline.

Arts and Cultural Engagement (20 points)

The ability to reach multiple and diverse audiences, to create meaningful experiences and measurable impact of the proposed project on artists, the local arts community, or the community as a whole.

Organizations: Demonstrates that its programs, services, information, and facilities are accessible, inclusive, and non-discriminatory. Uses culturally relevant and responsive outreach strategies to engage systemically marginalized communities.

Individuals: Demonstrates that previous work and the grant project is accessible, inclusive and non-discriminatory. History of reaching a variety of communities through their work.

Compliance and Reporting

Requirements for grant recipients include:

- For a 75% advance payment of the award upon approval of award, grantees must:
 - Sign and submit grant agreement and request for payment
 - Provide an updated timeline for grant activities
 - Complete W9
 - Provide photograph or illustration that effectively represents the organization or artist
 - Include high-resolution logo for the organization
 - Write a short blurb about the organization or artist bio
 - Provide a Certificate of General Liability Insurance
 - Submit any additional documents that may be required by St. Johns Cultural Council or NEA
- For a final 25% payment upon completion of grant funded activities, the organization or artist must submit a Request for Payment with a Final Report that includes:
 - Detailed accounting of expenditures
 - Detailed information about the activities conducted over the course of the grant funding period including:
 - How many, who and how community members participated
 - Testimonials and/or results of participant surveys
 - Photographs or other documentary information
- Submit a mid-term report by January 15, regardless of project status
- Additional monitoring and/or reporting may be required.

Credits and Marketing

St. Johns Cultural Council Arts for All (AFA) grants are funded by the National Endowment for the Arts and the St. Johns Cultural Council. Grantees must clearly acknowledge support from the National Endowment for the Arts and the St. Johns Cultural Council in their programs and related promotional

material including publications and websites for their AFA grant program. Additional acknowledgment requirements may be provided later.

Recipients must share all public event and exhibition announcements during the grant funding period by submitting their events to the Cultural Council event calendar at <https://www.historiccoastculture.com/>.

Any relevant press releases, publications, programs, interviews, and any audio or video materials created during the grant funding period must include the following credit and a National Endowment for the Arts and St. Johns County Cultural Council logo whenever possible:

“Produced with the support of the National Endowment for the Arts and the St. Johns Cultural Council.”

Credit text must be the same font size as other recognized sponsors and organizations. The recipient’s website must include the NEA logo and the St. Johns Cultural Council logo that links to the NEA and SJCC website.

Non-Discrimination and Protection of Environmental and Historic Resources

National Policy Requirements prohibit discrimination, ensure accessibility of all facilities and programs funded with Federal monies, provide for the protection of environmental and historic resources and more. Additional reporting may be required.

Record Retention and Access

Grantees must permit St. Johns Cultural Council and its auditors access to their records and financial statements as necessary for St. Johns Cultural Council to ensure compliance with the Federal Award. Grantees must retain project records for a period of 3 years following grant completion date. The NEA reserves the right to request supporting documents if they have any questions.

Funding Policy and Disclaimer

St. Johns Cultural Council is committed to reaching all segments of St. Johns County’s population through its support of a wide variety of artistic disciplines. Grants are awarded on a competitive basis and evaluated by a panel of artists, arts administrators and community leaders. Funding for this and all grants offered by St. Johns Cultural Council is contingent on available funding and the decision by the panel, St. Johns Cultural Council Board and staff, to fund the program and recommend grants. St. Johns Cultural Council reserves the right to modify, cancel, or suspend the grant process at any time. Funding will be withheld if the grant recipient does not perform the necessary activities, meet requirements for crediting St. Johns Cultural Council and partner agencies, and complete the required reports as agreed to by the grantee’s acceptance of St. Johns Cultural Council funding. After the initial advance, payment is by reimbursement.

Questions?

If you have questions regarding any portion of St. Johns Cultural Council’s grants programs, please email grants@historiccoastculture.com.