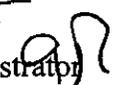


Board of County Commissioners
Budget Discussion Item

Date of Meeting: June 27, 2007

Date Submitted: June 20, 2007

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator 
Alan Rosenzweig, Assistant County Administrator 

Subject: Acceptance of a Report on the Tourist Development Council and Council on Culture and Arts Grant Program Review Processes

Statement of Issue:

This agenda item requests the acceptance of the report on the Tourist Development Council (TDC) and Council on Cultural Arts (COCA) grant review processes.

Background:

On May 8, 2007, the Board directed staff to bring back an agenda item comparing the grant distribution processes for the TDC and COCA.

Analysis:

The source of the information contained in the report is a result of staff's review of TDC and COCA publications (guidelines and applications), policies and procedures (Attachments #1 and #2 respectively) information requests, as well as discussions with TDC and COCA staff.

Tourist Development Council

The Special Event Grant program was established to fund local groups and organizations coordinating events with a demonstrated history of visitor impact or significant potential to draw visitors to Tallahassee and Leon County. This program is consistent with the goals adopted in the TDC Marketing Plan to promote Tallahassee and Leon County as a preferred visitor destination with emphasis in the following markets: meetings and conventions, group leisure travel, special events, cultural activities and amateur sporting events.

The establishment of this grant program is in accordance with F.S.125.0104(5)(a) Tourist Development tax authorized uses which states in part: "To promote and advertise tourism 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..."

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In 1988, the Board approved the Tourist Development Marketing Plan, which was adopted as part of the ordinance levying and imposing the tourist development tax. The plan was developed to guide the activities of the Leon County Tourist Development Council by setting forth a list of proposed uses for the tax revenue and presenting the expense allocation for each special use or expense category. Table 1 provides the current budget allocations ranges for each expense categories.

<i>Expense Category</i>	<i>% Range</i>
Research and Administration	15-25%
Advertising	15-30%
Direct Marketing/Convention Services	40-60%
Special Project/Events	5-15%

Approximately 5 to 15% of the TDC's annual budget is allocated to fund the grant program. The TDC allocated \$165,000 for FY2007 and has requested \$175,000 for FY2008.

Eligibility Requirements

- Events must attract overnight visitors to Leon County, impacting the transient lodging occupancy, i.e., hotel/motels, campgrounds, etc. by attracting overnight visitors to Leon County.
- For events that impact the community through furthering economic development and the quality of life, the following other factors may be considered in determining funding eligibility:
 1. Is the event scheduled during a typically low occupancy period (May thru August)?
 2. Estimated number of out-of-town visitors and their length of stay.
 3. Is there a marketing plan for the promotion of the event?
 4. Is there an itemized budget?
 5. Host organization's potential revenues?

Grant Types

The grant program has three categories of funding: Special Events, Cultural Events and Sports Events. The grant category funding is based on the actual total annual requests for each category. Grant award distributions for the Cultural Category totaled \$66,500 for FY2005 and \$60,400 for FY2006. Grant award distributions by category for FY2005 through FY2007 are provided in Table 2.

<i>Category</i>	<i>FY2005</i>	<i>FY2006</i>	<i>FY2007 YTD*</i>
Special Events	22,100	17,500	5,000
Cultural Events	56,950	60,400	35,171
Sports Events	66,500	62,780	44,914
Total	145,550	140,680	85,085

*Funding as of June 7, 2007

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Funding Amounts and Guidelines

Table 3 presents the range of funding for which applicants may qualify. Funding amounts are based on the Estimated Room Nights (Column 1) for the event and the Community Impact (Column 3) of the events. After applications are reviewed, the TDC determines the Community Impact Funding Range level (high, medium or low).

Table 3 Grant Request Funding Levels		
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
Estimated Room Nights	Room Night Funding Range	Community Impact Funding Range
200 or More	\$4,200 – 6,300	High \$5,600 – 6,300 Medium 4,900 – 5,599 Low 4,200 – 4,899
100 to 199	\$2,100 – 4,199	High \$5,600 – 6,300 Medium 4,900 – 5,599 Low 4,200 – 4,899
Less than 100	\$0 – 2,099	High \$5,600 – 6,300 Medium 4,900 – 5,599 Low 4,200 – 4,899

The number of grants awarded and the amount of each is dependent upon the availability of funds and the number of grant applications received.

Grant funds are intended to supplement, not supplant the sponsoring organization’s budget. Funds are to be used to support marketing and promotional efforts, venue/site rentals and costs associated with visiting artists and/or exhibits and are not intended to support administrative costs or non-public events. Funding is provided as reimbursement for approved expenditures upon completion of the event and is available for disbursement two weeks after approval of the Post Event Report.

Selection Committees

Each grant category has a separate committee that reviews each grant application and makes recommendations to the TDC on which organizations should be awarded grant funding.

Grant Review Process

The Cultural Events Grant Committee has a separate application. The Special Events Grant Committee and the Sports Grant Committee use a common application. Each committee reviews applications relevant to its category. Applications are evaluated based on established criteria and historic precedent. Committee recommendations are presented to the TDC Board by September of each year. An additional grant cycle may be held if funds are available.

All three grant categories have a grant cycle that begins in late July of each year with the advertisement of the availability of the TDC grants-in-aid. The deadline for applications for grant funding is on or before August 31 of each year. Table 4 provides the FY2007 TDC Grant Cycle.

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Advertise Grant Cycle	July 17, 2006
Applications Available	July 17, 2006
Deadline for Application Submissions	August 25, 2006
Final Applications Review	September 2006
Final Review & Approval by TDC	September 19, 2006
Funds Available	Two Weeks After Approval of Post Event Report

The Sports Grant Committee has a slightly modified process. The Committee is staffed by members of the Tallahassee Sports Council (a subdivision of the TACVB). Unlike the other two grant categories, this committee has two grant cycles.

In addition to the regular granting process, the TDC budget also includes separate line items for sponsoring events (small, local one-time events) and funding marketing opportunities (whereby the TDC competes against other counties to bring outside organizations to Leon County) outside of the normal grant process. Some of this funding is also provided to cultural organizations. This funding does not follow the cyclical grant procedures. Historically, sponsorship requests have come to the TDC on an ad hoc basis. In January 2003, the TDC Board authorized the Executive Director to approve sponsorships up to \$1,000 due to the TDC bimonthly meeting schedule. Marketing opportunities support and all other ad hoc funding requests are approved by the TDC Board.

The current budgets for sponsorships and marketing opportunities are \$10,000 and \$396,324 respectively. Table 5 shows the sponsorship and marketing opportunities distributions for FY2005 thru FY2007.

	<i>FY2005</i>	<i>FY2006</i>	<i>FY2007 YTD</i>
Sponsorships	1,975	5,394	5,774
Marketing Opportunities	158,615	185,945	66,562
Total	160,590	191,339	72,336

Council on Culture and Arts

The Tallahassee-Leon County Cultural Resources Commission (CRC) was established in 1985 as a non-profit organization to serve the cultural needs of Florida's Capital Region, and was designated as the local arts agency by the City of Tallahassee, Leon County and the State of Florida. In 2006, the organization began doing business as the Council on Culture and Arts to better reflect its mission.

In 2000, the Board approved COCA to administer a re-granting program created to replace the cultural funding component of the non-departmental budget process. The program assists the County with distributing funds to local cultural organizations that are dedicated to creating broader public access, benefit and participation in the arts and cultural activities.

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Initially, the Board approved \$125,000 in funding for the re-granting program. During the FY2004 budget process, the Board approved the elimination of the Mary Brogan Museum and Tallahassee Museum as permanent line items in the County Budget and the redirection of \$210,000 to COCA (earmarked allocations for \$150,000 for the Mary Brogan Museum and \$60,000 for the Tallahassee Museum). This realignment accounts for COCA's significant increase in funding since the grant program's inception. COCA received \$501,600 for the current fiscal year, has requested the same level of funding for the FY2008, and estimates its funding request remaining at this level for FY2009.

Additionally, the County provided \$156,750 in funding to COCA for the Cultural Implementation Plan and the administration of the grant program for the current fiscal year (\$109,250 for the plan and \$47,500 for grant program administration). Funding for COCA total \$658,350 for the current fiscal year.

Eligibility Requirements

- The organization must be a non-profit Florida corporation. State-affiliated applicants, including colleges/universities, may be eligible if they meet additional special requirements. Commercial organizations and individual artists are not eligible for funding.
- The organization must have arts or cultural activity as its primary mission. It's chief purpose and programming must be in one or more of the following areas: visual arts, performing arts, literary arts, arts education, history or heritage, media arts or museum.
- The majority of the organization's activities must take place in Leon County.
- For all categories, the organization must have been providing programming for at least one year.
- The organization must have professional staff. (In most categories, staff may be paid or volunteer. Some categories require paid staff.
- The organization must have a governing Board that meets regularly and operates under a set of by-laws.
- The organization must demonstrate the receipt of community support through subscriptions, memberships, earned income, foundation grants and/or other private fundraising.

Grant Types

The program funds three types of grant requests: General Support, Project Support and Capital Support grants. The General Support grant provides funds for operating and program expenses. Project support provides funds for one or more exhibits, productions, concerts, publications events, or other public activities. Capital Support grants fund the facilities purchases, construction/renovations or major equipment purchases/upgrades.

Funding Amounts and Guidelines

Organizations whose most recently completed year's operating income is \$425,000 or higher may request up to \$20,000. Organizations whose most recently completed year's operating income is less than \$425,000 may request to \$10,000. Organizations that received a larger grant in the prior year, may request up to the funding level received in the prior year. State affiliated organizations may request up to \$10,000.

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After the \$210,000 is earmarked for the Mary Brogan Museum and Tallahassee Museum, and once all applications are scored, the remaining funds are distributed as follows:

1. Organizations that have requested \$3,500 or less and have scored 92 or higher, will be funded first at 100% of the requested amount.
2. Remaining applications are ranked according to score. These organizations are funded at 100% of the requested amount beginning with those scoring highest, and continuing down until it is no longer possible to fund the next highest-scoring application at the requested amount due to exhaustion of funds.
3. At that time, the remaining funds will be allocated to the next highest-scoring organization.

The grants are disbursed in two payments during the fall and spring. The spring payments are generally available by April 1, and are disbursed after the grantee's required interim report is received by COCA.

Occasionally, the entire program budget amount is not awarded during the annual grant process. For example, a number of applicants ineligibility, or a grantee having to return funding. When large grant fund balances are left, outside of the annual grant review schedule, the funds are awarded through an additional grant review process. However, small balances are rolled over for the next year's grant funding.

Technical Assistance

Prior to the application submission deadline, COCA provides technical assistance to grant applicants during the grant workshops and courtesy consultations. The grant workshop is designed to assist and instruct applicants in writing for this specific grant. COCA offers individual courtesy reviews to all applicants with completed or near-completed applications. The reviews help the applicants to identify and correct technical errors in their applications prior to submission. Both the workshops and the courtesy consultations are available at no cost to the applicant.

Selection Committee

The selection committee members or volunteer grant panelists are nominated by the community and submitted to the COCA Board for appointment. The panelists are a diverse group of community members with experience in one or more of the following areas: visual art, performing art, literary art, media art, museums, history and heritage, arts administration, arts education, or a general knowledge of the Tallahassee community. When appointing the panel members, the Board of Directors gives consideration to geographic representation, minority representation, professional acumen, and diverse aesthetic and cultural viewpoints. Before the review process begins, the panelists attend a short orientation, in which they receive a brief overview of the grant program. Panelists are also instructed on the application scoring process and use of the scoring form.

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Grant Review Process

Grants are awarded based on an application scoring method. The applications are rated based on technical (application completeness and correctness) and quality points (project quality, significance/impact, organization's administrative ability and demonstrated need) for a potential maximum 100 points. Technical points are awarded by the COCA staff technical reviewer. A weighted calculation (60% quality score/40% technical score) is used to calculate the final scores.

All panel proceedings are open to the public. A non-voting member of the COCA Board of Directors chairs each panel meeting. However, COCA staff members are available at the meeting to provide technical assistance. Each panelist reviews the applications and awards the quality points. Once the final score is calculated and the panel makes its recommendations, the recommendations are submitted to the COCA Board of Directors for approval.

The COCA Board is authorized to amend the recommendations based on new information not made available to the panels at the time of the review meeting. Some examples of new information include panelist conflict of interest, COCA staff errors discovered after panel meetings, etc. An applicant wishing to appeal the outcome of the COCA Board may do so, in writing, within 30 days of the panel meeting. The decision of the COCA Board is final. However, no award is considered final until the recommendations are approved by the Board of County Commissioners in its final budget. Table 6 provides the COCA grant program schedule for FY2007.

Applications Available	March 2006
Grant Workshops	April 3-4, 2006
Intent to Apply Deadline	April 7, 2006
Courtesy Consultations	April 4 - May 8, 2006
Application Deadline	May 15, 2006
Panel Meeting	June 20, 2006
Grant Disbursement	October 2007 & April 2007

Conclusion

Attachment # 3 presents a list of organizations awarded grants for FY2006 and FY2007 by the TDC and COCA. A complete list of organizations funded for FY2006 and FY2007 for both programs is provided in Attachment #4.

It should be noted that the TDC, through its grant program, has supported the publication of COCA's Capital Culture Magazine for more than 10 years. The magazine is used for recruitment of tourists and the enrichment of the quality of stay for visitors. COCA received \$19,000 for the magazine's printing costs for the current fiscal year.

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Recommendations

In consideration of the current property tax reform legislation that will substantially reduce County revenue and the call to curb local government spending, staff proposes the Board consider alternative funding sources for cultural programs currently funded through the line item budget process.

Staff has projected the TDC 3 cent tax revenue at \$2,574,435 for FY2007. The TDC plan provides for the allocation of 5-15% of its budget for special project/events. Currently, the TDC has the flexibility of the special project/event budget allocation at a maximum amount of \$386,000. If the Board chooses, it could revise the plan to reallocate the special project/events budget from 5-15% to 10-30% (maximum of \$772,330), which would reduce funding for one or more of the other expense categories (Research and Administration, Advertising, and Direct Marketing/Convention Services).

Additionally, the TDC's 3 cent tax fund balance is estimated at \$2,047,455 for FY2007. Table 7 provides the TDC Fund Balances for FY2003 through FY2007. The fund balance has increased by 46% since FY2003. A part of the increase in the fund balance for FY2006 can be attributed to the rise in local hotel rates. A total of \$441,632 was appropriated in the current budget to fund costs associated with contract increases and one-time costs associated with technology upgrades, training, merchandizing, emergency fund, and salary reserves. The appropriation accounts for the reduction in the fund balance for FY2007. The fund balance is expected to continue to see modest growth.

<i>Fiscal Year</i>	<i>Fund Balance</i>
2003	1,401,936
2004	1,516,013
2005	1,981,260
2006	2,317,911
2007*	2,047,455

*Estimated Fund Balance

Considering the size of the current fund balance and the flexibility of the special project/events budget allocation, staff recommends the following:

- Utilize the TDC fund balance to offset Leon County's COCA funding used to support their cultural grant program based on the current COCA budget less a 20% reduction for all line item agencies, this equals \$526,680.
- Revise the TDC Plan to reallocate the special project/events budget from 5-15% to 10-30%; and
- Direct TDC, prior to the next budget cycle (June 2008), to develop proposals to incorporate funding Leon County's portion of the COCA cultural grant program as part of its permanent funding request from recurring revenues.

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Options:

1. Accept the report on the TDC and COCA grant processes.
2. Authorize staff to utilize the TDC fund balance to offset Leon County's \$526,680 COCA funding used to support their cultural grant program.
3. Authorize staff to commence revising the TDC Plan to reallocate the special project/events budget from 5-15% to 10-30%.
4. Direct the TDC to develop proposals to incorporate funding the COCA cultural grant program as part of its permanent funding from recurring revenues.
5. Do not accept the report on the TDC and COCA grant processes.
6. Do not authorize staff to utilize the TDC fund balance to offset Leon County's COCA funding used to support their cultural grant program.
7. Do not authorize staff to commence revising the TDC Plan to reallocate the special project/events budget from 5-15% to 10-30%.
8. Do not direct the TDC to develop proposals to incorporate funding the COCA cultural grant program as part of its permanent funding from recurring revenues.
9. Board direction.

Recommendations:

Option #1, 2, 3 & 4

Attachments:

1. Tourist Development Council Special Events Grants Policies and Application
2. Council on Culture and Arts' Leon County Cultural Development Grant Guidelines & Application
3. Organizations supported by the Tourist Development Council and Council on Culture and Arts
4. List of Tourist Development Council and Council on Culture and Arts Grantees

Leon County
Tourist Development Council

**Special Events Grant
Program**
(Policies & Application)

Approved
by the

Leon County Tourist Development Council
September 17, 2002
Updated: June, 2006

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Leon County Tourist Development Council Special Events Grant Program

I. INTRODUCTION

The Leon County Tourist Development Council (LCTDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Leon County Ordinance # 88-01. The LCTDC administers funds collected from a local option tourist development tax on occupied transient lodging sales, i.e. hotels/motels, campgrounds, etc. The funds are designated to promote Tallahassee/Leon County as a preferred visitor destination with emphasis in the following markets: meetings and conventions, group leisure travel, special events, cultural activities and amateur sporting events.

The LCTDC allocates approximately 5 - 15% of its annual budget in a grant program for local groups and organizations coordinating events with a demonstrated history of visitor impact or significant potential to draw visitors to the area. The Special Event Grant Fund is administered by the LCTDC with recommendations from designated advisory groups including the Tallahassee Sports Council, the Cultural Advisory Committee, and the Special Events Grant Committee.

Each application will be evaluated against established criteria and historic precedent. The number and extent of these grants will be dependent upon the availability of designated funds and specific allocations. Ideally, the funds allocated by the LCTDC will eventually be returned through an increase in transient lodging sales and the tourist development tax generated from those sales.

II. FUNDING ELIGIBILITY

To be considered for funding, the event must first and foremost attract overnight visitors to Leon County impacting transient lodging occupancy, i.e., hotels/motels, campgrounds, etc.

In addition, the LCTDC recognizes the significant impact that some events may have on the community in furthering economic development and the quality of life. Thus, other factors that may be considered in funding eligibility are:

- Date of the event. Is the event scheduled during a typically low occupancy period? (May through August)
- Estimated number of out-of-town visitors and their length of stay.
- Is there a marketing plan for the promotion of the event?
- Is there an itemized budget?
- Revenues to the host organization, if any.

III. GRANT REQUEST FUNDING LEVELS

COLUMN 1	COLUMN 2	COLUMN 3	
Estimated Room Nights	Room Night Funding Range	Community Impact Funding Range	
200 and Over	\$4,200 - 6,300	High	\$5,600 - 6,300
		Medium	4,900 - 5,599
		Low	4,200 - 4,899
100 to 199	\$2,100 - 4,199	High	\$3,500 - 4,199
		Medium	2,800 - 3,499
		Low	2,100 - 2,799
Less than 100	\$0 - 2,099	High	\$1,400 - 2,099
		Medium	700 - 1,399
		Low	0 - 699

Final grant request funding will be determined by the LCTDC based on the events' **Estimated Room Nights** (Column 1), the corresponding **Room Night Funding Range** (Column 2), and the corresponding **Community Impact Funding Range** (Column 3).

- Column 1 represents the number of estimated room nights for the event.
- Column 2 represents the range of funding for which the grant may qualify. It corresponds to the number of estimated room night's level that was determined in Column 1.
- Column 3 represents Community Impact Funding ranges that correspond to the same level in Column 1 and Column 2. The LCTDC will determine the Community Impact Funding Range of High, Medium, and Low upon review of the application.

EXAMPLE: If the estimated number of room nights was 114, it would fall into the 100-199 level in Column 1. This level corresponds to the \$2,100-4,199 level in Column 2. After receiving and reviewing your application, the LCTDC assigned a rating of High for your grant request. The corresponding High level in Column 3 is \$3,500-4,199. This means that your grant request could qualify for \$3,500-4,999.

EXAMPLE: If the estimated number of room nights was 81 and the LCTDC determined that the Community Impact level was Low. Column 1 would be less than 100. Column 2 would be \$0 - 2,099. Column 3 low would be \$0 - 699. This means that the grant request could possibly qualify for \$0 - 699.

IV. STATEMENT OF **POLICIES**

- A. Grant funds are intended to supplement the sponsoring organization's budget, not supplant it.
- B. Funding is not intended to support administrative costs.
- C. If the event is being held outside Leon County, the applicant must show financial or in-kind contributions from their local government.
- D. Funding shall be provided as reimbursement for approved expenditures upon completion of the event.
- E. Funding is intended to support marketing and promotional efforts, venue/site rentals and costs associated with visiting artists and/or exhibits. Funding is not intended to support administrative costs or non-public events.
- F. Proof of expenditures must be provided in the form of a vendor receipt or invoice.
- G. To be eligible for payment, a completed Post-Event Report must be submitted within 45 days after the event. The report must include tracking statistics regarding out-of-town visitors and their overall impact on the local economy, particularly on transient lodging facilities and occupancy.
- H. Failure to submit a complete Post-Event Report will result in disqualification for support in current and future years.
- I. Any funds granted will be subject to audit by the Leon County Auditor.
- J. Proof of liability/medical insurance must be provided by the host organization.
- K. *The LCTDC may choose to lend assistance or administer grant funds approved in the form of advertising, public relations, promotions or research programs through its respective agency of record on behalf of the applicant.*
- L. Recognition of the Leon County Tourist Development Council, Tallahassee Area Convention and Visitors Bureau and/or Tallahassee Sports Council must be included where appropriate on all printed material and referred to in public relations activities. A camera-ready logo can be provided.

V. SPECIAL EVENT GRANTS TIMELINE

	<u>Process</u>	<u>Date</u>
1.	Advertise Grants Cycle Opening	July 17, 2006
2.	Applications Available	July 17, 2006
3.	Deadline for Applications Submittal Application must be received at least 60 days PRIOR to the event.	Friday, August 25, 2006
4.	Review by Advisory Committees -Cultural Advisory Committee -Tallahassee Sports Council -Special Event Grants Committee	September, 2006
5.	Review & Final Approval by LCTDC	September 19, 2006
6.	Funds Available	2 weeks following submittal of Post-Event Report

PLEASE NOTE:

Applicants are asked not to contact members of the LCTDC, Special Events Grant Committee, Tallahassee Area Convention and Visitors Bureau, Tallahassee Sports Council and/or the Cultural Advisory Committee. The event director, fiscal administrator or other contact person may be called upon by any one of these groups or their staff at any time during the review process. Any unsolicited contact initiated by the applicant will be looked upon unfavorably.

Requests for funding shall be made on the attached application form and submitted to:

Leon County Tourist Development Council
 ATTN: Special Event Grants Program
 106 East Jefferson Street, Suite 400
 Tallahassee, FL 32301

For questions or additional information, please contact:

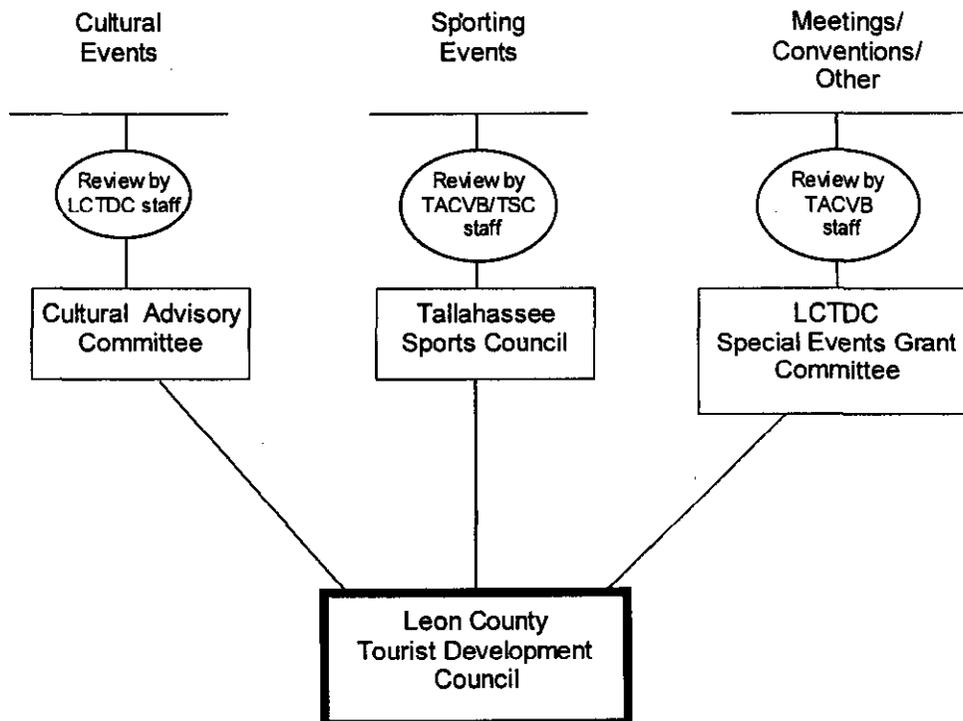
Wanda Barnard
 Leon County Tourist Development Council
 (850) 606-2300

VI. APPROVAL PROCESS

Cultural Events: The Cultural Advisory Committee will review requests that have been designated as cultural events by the LCTDC. Once the Cultural Advisory Committee has reviewed and made recommendations, these recommendations will be presented to the LCTDC. If desired, each applicant may make a short oral presentation to the Cultural Advisory Committee. Final review of recommendations and final approval will be made by the LCTDC at a regularly scheduled meeting.

Sporting Events: The Tallahassee Sports Council (TSC) will review requests that have been designated as sporting events by the LCTDC. These requests will be reviewed by the Tallahassee Sports Council who will then make recommendation to the LCTDC. If desired, each applicant may make a short oral presentation to the TSC. Final review of recommendations and final approval will be made by the LCTDC at a regularly scheduled meeting.

Meetings and Conventions/Other: LCTDC Special Events Grant Committee will review requests that have been designated by the LCTDC as reviewed and recommended by the Tallahassee Area Convention & Visitors Bureau as a meeting or convention-related event or other special event. If desired, each applicant may make a short oral presentation to the Special Events Grant Committee. Final review of recommendations and final approval will be made by the LCTDC at a regularly scheduled meeting.



VII. VISITOR TRACKING

In order to assess the impact of each event on the Tallahassee-Leon County transient lodging industry, the LCTDC wants to emphasize the importance of tracking the number of overnight visitors attending the event.

Should your event use a registration procedure, we encourage you to utilize the attached **Visitor Tracking Form** (Appendix A) to gather the requested information. Each participant/group should sign his or her name, hotel in which they are residing, number of rooms secured, number of days, and the number of guests staying in each room. This information will be used to help track the number of visitors attending each event. Furthermore, the information can be used to determine the growth of a particular event. Subsequently, the growth of an event can impact the funding level of the grant awarded to the organization.

Following the event, the LCTDC reserves the right to conduct a post-audit of information presented on the **Post-Event Report** (Appendix B). All lodging accommodations listed will be contacted to confirm the number of room nights generated for the event. **PLEASE NOTE THAT ANY MISLEADING OR FALSE INFORMATION PRESENTED CAN AND WILL ADVERSELY AFFECT FUTURE GRANT AWARDS.**

VIII: Leon County Tourist Development Council
SPECIAL EVENT GRANTS PROGRAM
APPLICATION

For Office Use Only	
Cultural:	_____
Sports:	_____
Mtg/Conv:	_____

Please Print or Type:

1. Name of Event: _____

2. Date of Event: _____

Start time: _____ End Time: _____

Fee: \$ _____

3. Description of Event (regional, national, adult, youth, etc):

4. Host Organization: _____

5. Description of Organization (include date organization was created):

6. Contact Person: _____
(Name) (Title)

Address: _____

City: _____ State: _____ Zip: _____

Daytime Contact #: () _____ Email Address: _____

Public Information #: () _____ Website: www. _____

7. Non-Profit Organization: Yes No

Tax I.D. #: _____

or

Social Security #: _____

(This information is required)

8. Liability/Medical Insurance: Yes No

Name of Carrier:
 (Please include Proof of Insurance Coverage in Application packet)

9. Has venue/facility been secured? Yes No

If so, please list:
 Contact Name and Day Phone #: ()

10. Has hotel been secured? Yes No

If so, please list:
 Contact Name and Day Phone #: ()

Would you like to be contacted by hotels or event service providers? Yes No

11. Anticipated # of out-of-town overnight visitors
 Anticipated # of attendees:

12. Anticipated # of Room Nights:

Date	Room Nights (# rooms x # nights)

13. Room Night History of Event (if applicable):

Dates	Hotel & Contact Name	Room Nights (# rooms x # nights)

Attach additional pages if needed.

SIGNATURE PAGE

APPLICANT:

I, hereby, certify that I have been provided a copy of the Policies and Procedures of the Leon County Special Event Grants Program. I agree to comply with the policies therein as a condition of receiving grant funds from the Leon County Tourist Development Council.

Name: _____
Please Print or Type

Organization: _____
Please Print or Type

(Signature)

(Date)

Please return the original plus five (5) copies of the Application and the Signature Page to:

Leon County Tourist Development Council
ATTN: Special Event Grants Program
106 East Jefferson Street, Suite 400
Tallahassee, FL 32301

**LEON COUNTY TOURIST DEVELOPMENT COUNCIL
 SPECIAL EVENT GRANTS PROGRAM
 POST-EVENT REPORT**

Name of Event:

Date(s) of Event:

Contact/Title:

Address:

City: State: Zip:

Telephone #: () Awarded Grant Amount: \$

Make Check Payable To:

Tax I.D. or Social Security #:

(This information is required)

Summary of Expenses Reimbursed by the LCTDC Special Event Grants Funds:

Expense Item	Amount

Total # of attendees: # of Out-of-town Visitors:

Total # Room Nights (room nights = # rooms x nights)

Hotel	Total Room Nights	Room Rate

Provide summary of media exposure received (local, regional and national/ print/ television and radio) as well as examples of promotional materials (brochures, posters, programs, etc.). **Please add additional sheet if needed.**

I certify that the above information is true and accurate to the best of my knowledge.

 (Name) (Organization) (Date)

Failure to submit a Post Event Report with receipts attached by the end of the **45-day period** will result in disqualification.

Leon County Cultural Development Grant

Guidelines & Application
Standard Form
FY07

Cultural Resources Commission

Phone: (850) 224-2500

Fax: (850) 224-2515

E-Mail: cultural@netcrc.org

<http://www.netcrc.org>

HOW TO APPLY

1. Are you eligible?

You must meet basic eligibility requirements (see next page). *If you do not meet these requirements, you may not apply for this grant.*

Note: There may be only one request per year for funds to benefit any single organization.

2. What type is your request?

General Support Grants provide funds for operating and program expenses. These funds may be used for any item(s) appearing in your operating budget except the non-allowables listed under "Funding Guidelines" on page 4.

Project Support Grants provide funds for one or more specific exhibits, productions, concerts, publications, events, or other public activities. The grant funds may only be used for the expenses associated with that specific project.

(Note: if your organization has received a project grant from the City of Tallahassee for FY07, you may not apply to Leon County for funding for the same project.)

Capital Support Grants provide funds for the purchase, construction or renovation of facilities. You may also request capital support for the purchase or upgrade of major equipment.

3. How much can you request?

a. Organizations whose most recently completed year's operating income is \$425,000 or higher may request up to \$20,000.

b. Organizations whose most recently completed year's operating income is less than \$425,000 may request up to \$10,000. **(NOTE: Organizations requesting \$3,500 or less may use the short form application.)**

c. If your organization received a larger grant in FY06 than clauses A&B would allow, you may request up to the amount you received in FY06.

Exception: State affiliated organizations (see Eligibility Question 1 on bottom of page 3) may request up to \$10,000.

4. Ok, then what?

a. **Read** the instructions on pages 4-5. These pages contain important information!

b. **Submit** your mandatory **INTENT TO APPLY** form (page 20) by April 7, 2006. Mail your form to the Cultural Resources Commission, 2222 Old St. Augustine Road, Tallahassee, FL 32301 or fax to 850-224-2515.

c. **Complete** your grant application. Each section has its own instructions – please read and follow these carefully. Type all material using at least 10 point font, and leave spaces between narrative paragraphs.

d. **Check** your application against the checklist on page 19. Technical points will be deducted from your score for missing items. *(See instructions on page 4-5 for an explanation of technical points.)*

e. Bring your completed or near-completed application to the CRC for a **courtesy review** (optional). The CRC offers individual courtesy reviews to all applicants by appointment. These reviews help you identify and correct technical errors in your application.

Courtesy consultations may be scheduled April 4 to May 8, 2006.

f. Make collated copies of your entire application including all support materials. Submit the original plus 7 copies, for a **total of eight (8) copies**.

NOTE: The original must be the copy containing the original signature on page 18 and must be clearly labeled **ORIGINAL**. Please do not use post-it notes, as they are easily lost.

g. **Submit all 8 copies** of your application to:

Cultural Resources Commission
2222 Old St. Augustine Road, Tallahassee, 32301

Applications must be delivered no later than **5:00 pm on 5/15/06**. Late applications will not be accepted.

Applications submitted by mail must be postmarked no later than 11:59 pm on Friday, May 12, 2006. Late applications will not be accepted.

The CRC does not accept grant applications by fax or e-mail.

About the Grant Program

In 2000, the Leon County Commission approved the creation of a granting program to replace the cultural portion of the non-departmental budget funding process.

The Cultural Resources Commission, the Local Arts Agency for Leon County, has developed this re-granting program in collaboration with a community task force. The program assists the County to distribute funds to local cultural organizations that are dedicated to creating broader public access, benefit and participation in the arts and cultural activities.

FY07 Schedule

Applications Available	March 06
Grant Workshops*	4/3 & 4/4/06
Intent to Apply Deadline	4/7/06
Courtesy Consultations**	4/4-5/8/06
APPLICATION DEADLINE	5/15/06
Panel Meeting	6/20/06
Grant Disbursement	10/06 & 4/07
Grant Proposal Activity Period	10/1/06-9/30/07
Interim Reports Due	4/16/07
Final Reports Due	10/31/07

*Grant workshops will be held on 4/3 & 4/4 at 12 noon at the CRC offices. There is no charge to attend these workshops. Workshops will provide help and instruction on writing this specific grant and are not general grantwriting workshops.

**CRC staff members offer individual courtesy reviews to all applicants by appointment. If you have never submitted a grant before, we strongly recommend that you take advantage of this opportunity.

Are you eligible to apply?

You must be able to answer "yes" to questions 1-7 in order to be eligible to apply for this grant.

1. Is your organization a not-for-profit, tax-exempt Florida corporation (*Exception: Support organizations affiliated with state supported organizations are not eligible to apply in this grant program.*)

OR

Is your organization a department, school, museum or other organization officially recognized as part of the State of Florida, Florida State University, Florida A&M University, or Tallahassee Community College? (*Please note: state affiliated applicants must meet special requirements - see the bottom of this page.*)

Yes [] No []

2. Do the majority of your activities take place in Leon County?

Yes [] No []

3. Have you been providing programming in your discipline for at least one complete fiscal year? (*"Programming" refers to public events and activities, not simply fundraising.*)

Yes [] No []

4. Does your organization have arts and/or cultural activity as its principal purpose? [The broad range of cultural activities includes: visual, performing & literary arts, arts education, history/heritage, media arts, and museums (museums must meet the AAM's definition).]

Yes [] No []

Note: Organizations whose missions are not primarily cultural should seek funding elsewhere, even if they present occasional arts or cultural programming. This includes organizations with civic, educational, social service, health-related, religious, political, journalistic, athletic, or multi-faceted missions.

5. Do you have a professional staff? (*may be paid or volunteer, as long as staff members are qualified, competent and regularly available during normal business hours to administer a grant.*)

Yes [] No []

6. Do you have a governing Board that meets regularly and operates under a set of by-laws?

Yes [] No []

7. Can you demonstrate the receipt of community support through subscriptions, memberships, earned income, foundation grants and/or other private fundraising (including in-kind support)?

Yes [] No []

If you have answered "yes" to questions 1-7, your organization is eligible to apply. If you have answered "no" to any of questions 1-7 your organization is ineligible to apply.

Note: State affiliated applicants must:

1. meet the eligibility criteria above
2. choose a project that benefits the greater Leon County community. (*The applicant must clearly describe the potential community impact.*)
3. match the county funds at least 1:1

State affiliated applicants may request up to \$10,000 regardless of budget size. State affiliated applicants may not apply for general support or capital support grants.

Important Information for All Applicants

Funding Guidelines: All expenses must be obligated between 10/1/06 and 9/30/07. **Grant funds may not be used for:** Private entertainment (i.e. parties, receptions, benefits), bad debts, projects restricted to private participation, re-granting, operation of privately owned facilities (i.e. studios, homes), direct fundraising expenses, donations to other organizations or individuals, or any other expenditure not authorized by Chapter 112 of the Florida Statutes.

Non-Discrimination: By submitting this application, applicants agree they do not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.).
- On the grounds of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 ("ADA") (42 U.S.C. 12101-12213).
- On the basis of age, in accordance with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.).
- On the basis of sex, in any education program or activity, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.).

For further information and copies of the nondiscrimination regulations identified above, contact the National Endowment for the Art's Office of Civil Rights at 202/682-5454 or 202/682-5695 Voice/T.T., or link to them through their web site at www.arts.gov. The CRC can also provide assistance with accessibility planning. Call us at 224-2500 to arrange a consultation.

Grants Review Process: A peer review panel process will be used to make recommendations for funding. Panels are composed of non-profit administrators, artists, educators, experts in cultural disciplines, community leaders, and others as deemed appropriate for review criteria. Nominations for panelists are sought from the community and submitted to the CRC's Board of Directors for appointment.

In appointing panel members, the Board of Directors gives consideration to geographic representation, minority representation, professional acumen, and diverse aesthetic and cultural viewpoints. All panelists must comply with the *Standards of Conduct for Public Officers and Employees of Agencies* as set forth in F.S. Section 286.012.

All panel proceedings are open to the public. Applicants attending panel meetings will not be allowed to comment during the meeting, except to answer questions asked by panel members. A non-voting member of the CRC Board of Directors will chair each panel meeting. Members of the CRC staff will be present to provide technical assistance.

Panel recommendations will be reported to the CRC Board of Directors, which approves all recommendations before forwarding them to the County Commission. The CRC Board is authorized to amend such recommendations based on new information not made available to the panels.

Examples of new information are: a panelist's conflict of interest not disclosed at the panel meeting; misinformation presented at the panel meeting by someone other than a designated applicant representative; CRC staff error discovered after the panel meeting; bankruptcy or other fiscal concerns; or changes in the applicant's staff that would impair implementation of the proposed grant activity. Any applicant wishing to appeal the outcome of the panel meeting based on such information must contact the CRC Board in writing within 30 days of the panel meeting. The decision of the CRC Board is final.

Applicants will be notified in writing of the final outcome of the grant review. No award should be considered final, however, until the County Commission approves the recommendations in its final budget.

Funding Recognition: Grant recipients are encouraged to include the following statement in all publicity materials: "This program sponsored in part by Leon County and the Cultural Resources Commission."

Changes to Projects: Grant funds may be used only for those programs or purposes specified in the application and approved by the Grant Review Panel. Any significant changes in grant application (i.e. budget, schedule, program, personnel) must be submitted as an amendment, and approved in advance in writing by the CRC.

If an applicant fails to implement the program for which it received funding, that applicant is subject to full repayment of any funds received for the project and may be **ineligible** for future funding. An applicant may decline funds without prejudice if the final funding recommendation makes implementation of the proposed program impractical.

Grant Reports: Each grantee will provide an interim (April) and final (October) report of all funds disbursed to their organization using forms provided by the CRC. Failure to report in a timely manner, or incomplete or inaccurate reports will affect future funding.

NOTE: THIS GRANT IS DISBURSED IN TWO PAYMENTS, FALL AND SPRING. SPRING PAYMENTS ARE GENERALLY AVAILABLE BY APRIL 1, BUT WILL NOT BE DISBURSED UNTIL THE INTERIM REPORT HAS BEEN RECEIVED.

Application Scoring: Applications are rated based on technical and quality points for a potential maximum score of 100. Quality points will be weighted more than technical points in calculating the application's final score (60% quality score/ 40% technical score).

TECHNICAL SCORE:

Technical points are awarded by a CRC staff technical reviewer. Applications can earn a maximum of 50 technical points (Remember, however, that those 50 points will count towards only 40% of the final score.)

If your application is complete and correct, your technical score will be 50. Technical points will be automatically deducted if:

- Items on forms are left blank (1-2)
- Narrative questions are omitted (5)
- Required items, forms or attachments are omitted (5)
- Budgets do not balance or mathematical, typographical or other errors in budgets or budget attachments (2-10)

All items must be submitted in your grant application in the correct order. Items out of order will be considered missing by the technical reviewer.

The technical point values to be deducted for various items are indicated in the instructions for each section. *Technical points are objective and unrelated to the quality of the information presented.*

For example, if you do not submit staff bios, the technical reviewer will automatically deduct 5 technical points. If you do submit staff bios, no points will be deducted. The technical reviewer will not judge or evaluate your bios in any way. The merits of materials will be evaluated by the panelists and reflected in your quality score.

REMINDER: The CRC provides individual courtesy reviews for all applicants by appointment. These reviews help you identify and correct potential technical errors in your application.

QUALITY SCORE:

Each panelist will review your application and award up to 50 quality points. Panelists award points based on the following criteria, as demonstrated by your application materials:

- Program/Project Quality
- Significance/Impact of Program/Project
- Administrative Ability of Organization
- Demonstrated Need for Funding

The high and low scores will be dropped, and the remaining scores averaged. That average out of 50 points will count towards 60% of your final score.

Calculation of Final Score: Quality points count more towards your final score than technical points. This means that an application that receives a technical score of 44 and a

quality score of 49 will earn a higher total score than an application with a technical score of 49 and a quality score of 44.

EXAMPLE #1: HIGHER QUALITY SCORE

Technical Score: The Technical Reviewer deducts a total of 6 points for a technical score is 44.

Quality Score: The panelists award your application score an average of 49.

$$\begin{aligned} \text{Total Score: } & 44/50 \text{ (technical)} \times 40\% = 35.20 \\ & \text{plus} \\ & 49/50 \text{ (avg quality)} \times 60\% = 58.80 \\ & \text{equals} \\ & 94.00 \text{ (total score)} \end{aligned}$$

EXAMPLE #2: HIGHER TECHNICAL SCORE

Technical Score: The Technical Reviewer deducts a total of 1 point for a technical score is 49.

Quality Score: The panelists award your application score an average of 44.

$$\begin{aligned} \text{Total Score: } & 49/50 \text{ (technical)} \times 40\% = 39.20 \\ & \text{plus} \\ & 44/50 \text{ (avg quality)} \times 60\% = 52.80 \\ & \text{equals} \\ & 92.00 \text{ (total score)} \end{aligned}$$

Minimum points required: If more than 20 technical points are deducted from your application during the technical review, your application will not be forwarded to the panelists.

Funding Order: Once all applications have been scored, the funding will be recommended as follows:

1. Organizations who have requested \$3,500 or less AND have scored 92 or higher will be funded first at 100% of the request amount.
2. The remaining applications will be ranked according to score. These organizations will be funded at 100% of the request amount beginning with those scoring highest, and continuing down until it is no longer possible to fund the next highest-scoring application at the request amount due to exhaustion of funds.
3. At that time, the remaining funds will be allocated to the next highest-scoring organization.

In case of ties, the organization with the higher quality score will be ranked higher. If in case of a continuing tie, the remaining funds will be pro-rated between all tied applicants.

Please note: When determining the final scores for funding purposes, numbers will be rounded to one decimal place only and not to the whole number. For example, 75.9 will not be rounded to 76.

Section I: Instructions for Basic Information Form

ALL information on this form is required - do not leave any blanks. One (1) technical point will be automatically deducted from your application score for each unanswered question or for incorrect information.

Applicant Name:

Use your organization's legal name and address (the ones that match your IRS determination letter of tax-exempt status). If you use a popular name that is different, you may note it in parenthesis after the legal name. *Example: A.B. Coleman Resources, Inc. (ABC Gallery)*

Contact Information:

You **MUST** enter a contact name, title and phone number. This should be the person who has full authority and responsibility for providing Leon County with information and documentation on all activities, services and expenditures associated with this request.

Leon County Donation History (past 3 years):

This history **MUST** be a complete list of all monies received from Leon County in the past 3 years. Include the source of the donation (i.e. grant, cash donation, budget line item.)

Proposal Summary:

Briefly describe the purpose of your request in one or two sentences.

Examples:

- *General support for 2006-2007 season.*
- *Special summer environmental exhibit for elementary school students.*
- *Upgrade of sound system.*

Request Type:

You may submit a request for **one** of the following types of support: general support, project support, or capital support. See page 2 for an explanation of request types.

Total Operating Budget (FY05): Transfer the amount from page 11, column A, line 14.

Amount of Grant Request: Transfer the amount as follows:

Project & General: page 13, line 9
Capital: page 15, line 6

Facility:

The facility or facilities where the majority of events/activities funded by this grant will take place. If your organization uses many different facilities, write "Multiple" and list them in your narrative.

Section I: Basic Information Form

READ THE INSTRUCTIONS ON PAGE 6 BEFORE FILLING OUT THIS FORM!

Applicant Name (official IRS name):		Check here if state affiliated. <input type="checkbox"/>
Mailing Address <i>(applicant must be based in Leon County)</i> :	Street Address <i>(if different)</i> :	
<input type="checkbox"/> If checks or correspondence must be routed through a Foundation or other support organization, please check and attach instructions.		
Contact (check one): Mr. [] Ms. [] Dr. []	Daytime phone:	
Name:	Fax:	no fax []
Title:	E-Mail:	no e-mail []
Website:		no website []
List grant/cash donation history (past 3 years) below:		
YEAR	AMOUNT RECEIVED FROM COUNTY	SOURCE
Proposal summary (25 words or less):		
Request Type (check one):		
General Support []	Project Support []	Capital Support []
We are not receiving support from the City of Tallahassee for this project for FY07		
Total Operating Budget (FY05): <i>(from page 11, column A, line 14)</i>	Amount of Grant Request:	
Facility where grant-funded event/activity will take place (if request is approved):		

Section II: Application Narrative

Attach your answers to the following questions. Do not skip any questions unless indicated. Each skipped question will result in an automatic deduction of five (5) technical points from your application score. The panelists welcome succinct answers – do not feel obligated to fill all the pages indicated. Do not exceed the page limits (panelists will not read additional pages). Do not reduce font size below 10 points.

1. ORGANIZATION BACKGROUND (maximum 2 pages)

– required for all applicants

a) State the mission and/or purpose of your organization. Give a brief statement indicating the reason for the existence of your organization. (Example: *The mission of the ABC Gallery is to bring high-quality sculpture to the citizens of Tallahassee.*)

b) Give an overview of your organization's activities. Please keep this section brief. Include only your current, major activities – do not include your organization's entire history.

Answer question 2 as follows:

- 2.1 If you are applying for project support
- 2.2 If you are applying for general support
- 2.3 If you are applying for capital support

2.1 PROJECT SUPPORT INFORMATION (maximum

3 pages) – required for project support requests only

a) State the goals for this project. In bulleted format, list what your organization hopes to accomplish with this project. Why did you choose this particular project?

b) Describe your project, including specific information about the activities to be included. Give a description of your project here. How will you accomplish your project goals?

c) Give a project timeline overview. When will the planning and execution of your project occur? Please divide this timeline monthly or quarterly.

d) Explain how you will evaluate and document this project. How will you evaluate the success or failure of your project? What methods and criteria will you use? How will you document this evaluation?

e) Explain how your project fits in with the goals and objectives of the Cultural Plan. Relate your intended outcomes for this project to specific sections of the plan. [A copy of the Cultural Plan is available at www.netcrc.org.]

f) If this funding request is not approved, what would be the impact on your project?

2.2 GENERAL SUPPORT INFORMATION (maximum

3 pages) – required for general support requests only

a) If this funding request is not approved, what would be the impact on your organization?

b) Describe your other sources of general operating support. Explain any efforts to broaden and/or increase this support.

c) State your organization's short-term goals and plans for this grant period and how they relate to the Cultural Plan. Explain the impact of this grant on those goals, on the stability of your organization, and on your ability to further specific portions of the Cultural Plan. [A copy of the Cultural Plan is available at www.netcrc.org.]

d) Explain any special fiscal circumstances that may exist for your organization at this time. Include any significant change in annual operations (growth or decline), reasons for any deficits, and plans to resolve them. Do not skip this question – if there are no special financial circumstances at this time, write "not applicable."

e) Explain how these funds will be used differently from the City of Tallahassee funds. (Required only if you have requested general support from both the City and County)

2.3 CAPITAL SUPPORT INFORMATION (maximum

3 pages) – required for capital project support requests only

a) Indicate the relationship between the project and your organization's programming activities and mission.

b) Describe your project. Give a detailed description of your project here.

c) Give a project timeline overview. Is this a "phased" project? Describe prior, current and future phases including estimated completion dates.

d) If this funding request is not approved, what would be the impact on your project?

Instructions for Section IV, Form A: Operating Budget

ALL information on this form is required - do not leave any blanks. Two (2) technical points will automatically be deducted from your score for each blank space or for mathematical, typographical or other errors.

General instructions for the operating budget:

- If you have no expenses for a particular line item, write "0" – *do not leave blanks*. Two (2) technical points will be deducted if you fail to fill in the blanks with zeros.
- Round all amounts to the nearest dollar. Two (2) technical points will be deducted if you fail to round.
- Figures in Column A subject to verification.

THIS BUDGET MUST BALANCE! Line 14 and line 28 must match, and the arithmetic must be correct. If your budget does not balance, 10 technical points will be automatically deducted from your score!

This page is intended to show your organization's fiscal activities as it relates to day-to-day operations.

- Include information relating to programs, overhead and administration.
- **Do not include** activities related to capital campaigns, such as raising money for a new facility, endowment funds, or a cash reserve or contingency fund.

Contracted Services Revenue (line 2) – revenue earned through *sale of services*. Include sale of workshops, tuition, government contracts for specific services, performance or residency fees, etc.

Government Support – Local (line 9) – **Do not** include this grant request or past Leon County grants in this line item.

Leon County Grant (*Award or Request*) (line 11) – In columns A & B, include past awards of this grant. In column C, use this grant request amount.

Note: Since this budget should not include capital expenses, if you are applying for capital support, in Column C this line item should be zero.

In-Kind (line 13) - goods and services that are donated by individuals or organizations. The value of these non-cash donations should be calculated at their verifiable fair-market value. In-Kind may not exceed 10% of the total operating budget (line 14). Two (2) technical points will be deducted for each instance of in-kind exceeding 10%.

Personnel (lines 15-17) – payment for salaries, wages, fees, payroll taxes, and benefits to people employed by your organization (may be full or part-time).

Outside (lines 18-19) – payment to firms or individuals that are not normally considered employees of your organization (i.e. per show staff, freelance artists, accountant, etc).

Surplus or Deficit (sometimes called "applicant cash") (line 27):

- Subtract your total expenses (line 26) from your total operating income (line 14) and enter the difference here.
- If your income is greater than your expenses, you will have a surplus - a positive number - indicating a deposit of cash to a savings account, capital account, etc.
- If your expenses are greater than your income, you will have a deficit for the year - a negative number - indicating a transfer from a savings account or a line of credit to meet those expenses.

Operating Fund Balance (lines 29 & 31) – savings accounts, cash reserves or investments that are available to spend on general operations or programs.

Section IV, Form A: Operating Budget

READ THE INSTRUCTIONS ON PAGE 10 BEFORE FILLING OUT THIS FORM!

Our fiscal year is (month/day) _____ to (month/day) _____

Income	A Completed (FY05)	B Current (FY06)	C Next (FY07)
1. Admissions/Memberships			
2. Contracted Services Revenue			
3. Other Earned Income			
4. Corporate Support			
5. Foundation Support			
6. Individual Contributions			
7. Government Support - Federal			
8. Government Support - State/Regional			
9. Government Support - Local (not including this grant)			
10. Total Cash Income (lines 1-9)			
11. Leon County Grant (Award or Request)			
12. Subtotal (10+11)			
13. Total In-Kind (max. 10% of line 14)			
14. Total Operating Income			
	(must equal 28A)	(must equal 28B)	(must equal 28C)

Expenses	A Completed (FY05)	B Current (FY06)	C Next (FY07)
15. Personnel - Administrative			
16. Personnel - Artistic			
17. Personnel - Technical/Production			
18. Outside Artistic Fees & Services			
19. Outside Other Fees & Services			
20. Rent/Mortgage (circle one)			
21. Travel			
22. Marketing			
23. Remaining Operating Expenses			
24. Total Cash Expenses (lines 15-23)			
25. Total In-Kind (line 13)			
26. Total Expenses (24+25)			
27. (-) Deficit OR (+) Surplus			
28. Total Expenses (lines 26+27)			
	(must equal 14A)	(must equal 14B)	(must equal 14C)

29. Operating Fund Balance - Beginning			
30. +/- fund balance change (line 27)			
31. Operating Fund Balance - End			

Reminder: Do not leave blank spaces. Fill in zero if you have no entry.

Instructions for Section IV, Form B: Proposal Budget (FY07)

This form NOT required for capital support!

ALL information on this form is required - do not leave any blanks. Two (2) technical points will automatically be deducted from your score for each blank space or for mathematical, typographical or other errors.

This estimated budget should **ONLY** include costs **DIRECTLY** associated with your proposal.

General instructions for the proposal budget:

- If you have no expenses for a particular line item, write "0" - *do not leave blanks*. Two (2) technical points will be deducted if you fail to fill in the blanks with zeros.
- Round all amounts to the nearest dollar. Two (2) technical points will be deducted if you fail to round.
- If you are applying for General Support, your totals on this form should match the totals on page 11, Column C.
- If the grant proposal is for a specific project, the proposal budget must reflect the project budget and not your operating budget. The proposal budget should be smaller than the operating budget.

No line item on this budget should be higher than the corresponding line item in the FY07 column of your operating budget for any reason!

Note: if the proposal budget total equals the operating budget total, this will be considered a request for operating support and your request amount will be revised.

THIS BUDGET MUST BALANCE! Line 12 and line 26 must match, and the arithmetic must be correct. If your budget does not balance, 10 technical points will be automatically deducted from your score!

Total Grant Request (line 9) - for general and project requests, this should equal page 11, column C, line 11.

In-Kind (column C)

Goods and services that are donated by individuals or organizations for this proposal only. The value of these non-cash donations should be calculated at their verifiable fair-market value. In-kind expenses may not exceed 25% of your total proposal income (line 12).

Please note: In-kind items must be listed in both the income and expense sections of the budget. *(Example: If you receive a donation of \$500 worth of printing from a local business, you should list that \$500 under "Marketing" in the Expenses section, and also under "Corporate Support" in the Income section).*

Required Proposal Budget Attachments

Include after Section IV, Form B in your grant application. Five technical points will be deducted if these attachments are missing.

***Income Details** - You must attach details for all asterisked items. List contracts, supporting corporations, foundations and grants by name and by specific amount expected.

***Remaining Proposal Expenses** - you **MUST** attach a detail for this line item. Do not simply list expense types without amounts; include estimated amounts that total the number in line 21.

Note: Discrepancies between budget forms and detail pages will be considered errors subject to technical point deductions. Please double check your figures.

Section IV, Form B: Proposal Budget (FY07)

READ THE INSTRUCTIONS ON PAGE 12 BEFORE FILLING OUT THIS FORM!

Income (DIRECTLY related to proposal only)	A	B Cash	C In-Kind
1. Admissions/Memberships	X		
*2. Contracted Services Revenue			
*3. Other Earned Income			
*4. Corporate Support			
*5. Foundation Support			
6. Individual Contributions			
*7. Government Support			
8. Cash (savings, reserves, etc.)			
9. Total Grant Request (match line 22)			
10. Total Cash Income (column B total)			
11. Total In-Kind/Non-Cash (column C total, may not exceed 25% of line 12)			
12. Total Proposal Income (lines 9-11)			(MUST equal line 26)

Expenses (costs DIRECTLY related to proposal only)	A Grant Request	B Cash	C In-Kind
13. Personnel - Administrative			
14. Personnel - Artistic			
15. Personnel - Technical/Production			
16. Outside Artistic Fees & Services			
17. Outside Other Fees & Services			
18. Space Rental/Mortgage (circle one)			
19. Travel			
20. Marketing			
*21. Remaining Proposal Expenses			
22. Total Grant Request (column A total)			
23. Cash Match Total (column B total)			
24. Total Cash Expenses (lines 22+23)			
25. Total In-Kind/Non-Cash (column C total)			(must equal line 11)
26. Total Proposal Costs (lines 24+25)			(MUST equal line 12)

Reminder! See required proposal budget attachment list (opposite).

Instructions for Section IV, Form C: Capital Project Budget

Required for capital support only!

ALL information on this form is required - do not leave any blanks. Two (2) technical points will automatically be deducted from your score for each blank space or for mathematical, typographical or other errors.

This estimated budget should **ONLY** include costs **DIRECTLY** associated with your project.

General instructions for the capital project budget:

- If you have no expenses for a particular line item, write "0" – *do not leave blanks*. Two (2) technical points will be deducted if you fail to fill in the blanks with zeros.
- Round all amounts to the nearest dollar. Two (2) technical points will be deducted if you fail to round.

THIS BUDGET MUST BALANCE!

Line 9 and line 23 must match, and the arithmetic must be correct. If your budget does not balance, 10 technical points will be automatically deducted from your score!

In-Kind (column C)

Goods and services that are donated by individuals or organizations for this project only. The value of these non-cash donations should be calculated at their verifiable fair-market value. In-kind expenses may not exceed 25% of your total proposal income (line 9).

Please note: In-kind items must be listed in both the income and expense sections of the budget. *(Example: If you receive a donation of \$500 worth of furniture from a local business, you should list that \$500 under "Furnishings" in the Expenses section, and also under "Corporate Support" in the Income section).*

Required Capital Budget Attachment

Include after Section IV, Form C in your grant application. Five technical points will be deducted if this attachment is missing.

Budget Detail – You must attach details for all line items. List supporting corporations, foundations and grants by name and by specific amount expected.

Note: Discrepancies between budget forms and detail pages will be considered errors subject to technical point deductions. Please double check your figures.

Section IV, Form C: Capital Project Budget

READ THE INSTRUCTIONS ON PAGE 14 BEFORE FILLING OUT THIS FORM!

Income (DIRECTLY related to proposal only)	A	B Cash	C In-Kind
1. Corporate Support	X		
2. Foundation Support			
3. Individual Contributions			
4. Government Support			
5. Cash (savings, reserves, etc.)			

6. Total Grant Request (line 19)

7. Total Cash Income (column B total)

8. Total In-Kind/Non-Cash
 (column C total, may not exceed 25% of line 9)

9. Total Project Income (lines 6-8) (MUST equal line 23)

Expenses (costs DIRECTLY related to project only)	A Grant Request	B Cash	C In-Kind
10. Land Acquisition			
11. Building Acquisition			
12. Architectural Services			
13. Contractor Services			
14. Site Costs			
15. Construction Costs			
16. Equipment			
17. Furnishings			
18. Other Expenses			

19. Total Grant Request (column A total)

20. Cash Total (column B total)

21. Total Cash Expenses (lines 19+20)

22. Total In-Kind/Non-Cash (must equal line 8)

23. Total Project Costs (lines 21+22) (MUST equal line 9)

Reminder! See required capital budget attachment (opposite).

Section V: Instructions for Local Economic Impact Survey

The information on this form will be combined with that of other applicants and used for research and survey purposes. Although 5 points will be deducted from your application score if this form is not completed, the information contained herein will not otherwise affect your score.

Please include information about "direct impact" rather than "indirect impact." *All numbers indicated in the survey should reflect dollars spent and earned in Leon County.*

Arts-Friendly Resources: Please provide a list of the businesses that provided cash support (line a) and in-kind support.

Revenue: List revenue received from Leon County only.

Sales/Rental Income (line d): Income received through sales (programs, workshops, t-shirts, etc.) or rentals (space or equipment).

Expenditures: List dollars spent in Leon County only.

Insurance (line m): Include any insurance purchased through a local provider (facility, liability, health, etc.)

Equipment Purchases (line n): Equipment purchased through local businesses only.

Rental (line o): Items rented through local businesses only (office equipment, copiers, chairs, tables, tents, etc.)

Printing (line p): Printing contracts with local businesses only.

Supplies (line q): Supplies purchased through local businesses only (office supplies, lumber, tools, paint, etc.)

Contract Services (line r): Contracts through local businesses only (accounting, legal, catering, etc.)

Other (line s): If you have spent money in Leon County that does not fit into any of the above categories, indicate so here and specify in an attachment.

Professional Volunteers (line z): Local only (accounting, legal, administrative, etc.)

Service Volunteers (line cc): Local only (ticket sales, gift shop personnel, docents, etc.)

Other Volunteers (line dd): If you have volunteers who do not fit into any of the above categories, indicate so here and specify in an attachment.

Attendance (lines ff-hh): Specify total attendance and participation for your local performances, exhibitions and other events. Specify other events in an attachment.

Hotel/Motel Bed Nights (line ii): Please provide an estimate of the number of hotel and motel bed-nights that were filled by attendance/participation in the events covered by lines ff-hh.

Note: One person spending three nights in a hotel is equal to three bed-nights. Two people spending three nights each in a hotel is equal to six bed-nights.

Section V: Local Economic Impact Survey

READ THE INSTRUCTIONS ON PAGE 16 BEFORE FILLING OUT THIS FORM!

		FY05 (Completed)		FY06 (Projected)	
*Arts-Friendly Resources	Revenue	Cash		Cash	
	a) *Local Business Support				
	b) Local Individual Contributions				
	c) Admissions Income				
	d) Sales/Rental Income				
	e) Advertising Revenue				
	f) Interest				
	g) Tuition/Memberships				
	h) Total				
<hr/>					
	Expenditures	Cash	In-Kind	Cash	In-Kind
	i) Rent/Mortgage (circle)				
	j) Property Tax				
	k) Utilities				
	l) Telephone				
	m) Insurance				
	n) Equipment Purchases				
	o) Rental				
	p) Publication printing				
	q) Supplies				
	r) Contract services				
	s) Other				
	t) Total				
<hr/>					
	Salaries (local)	Cash	# people	Cash	# people
	u) Payment to artists				
	v) Staff, part-time				
	w) Staff, full-time				
	x) Payroll taxes				
	y) Total				
<hr/>					
	Volunteers (local)	# people	# hours	# people	# hours
	z) Professional				
	aa) Artistic				
	bb) Clerical				
	cc) Service				
	dd) Other				
	ee) Total				
<hr/>					
	Attendance (local)				
	ff) Performance				
	gg) Exhibition				
	hh) Other				
	ii) Hotel/motel bed nights				

Section VI: Certification

Photocopy and include this form in your application packet. This form must be completed, signed and dated, or your grant application will not be accepted.

I, the undersigned representative of the agency or organization making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Presiding Officer (signature): _____

Printed Name: _____

Title: _____ Date: _____

Grant Checklist

You must include the following in your application packet, in this order. Please see instructions for individual sections if you are unclear about any item on this checklist. This page is for your own use - do not include it in your application.

Note: We recommend that you insert tabs to separate and label each section, and number all pages.

Section I:

- Basic Information Form

Section II:

- Narrative (*check individual questions!*)

Section III: Attachments

- Staff Bios/Resumes
- List of Board of Directors
- Long Range Plan
- Current Support Letters (2-6)
- Three-Year Production History (*optional*)
- Materials from Past Years/Projects (*optional*)

Section IV: Budget

- Form A: Operating Budget
- Form B: Proposal Budget (*general and project support only*)
- Remaining Proposal Expenses Detail (*general and project support only*)
- Proposal Income Detail (*general and project support only*)
- Form C: Capital Project Budget (*capital support only*)
- Capital Budget Detail (*capital support only*)

Section V:

- Local Economic Impact Survey

Section VI:

- Certification

INTENT TO APPLY FOR FY07 LEON COUNTY CULTURAL DEVELOPMENT GRANT

This form is REQUIRED. You must submit it to the CRC by April 7, 2006.

Name of Organization: _____

Mailing Address: _____

Name of Person Who Will Prepare Grant Application: _____

Daytime Phone Number: _____

E-Mail Address: _____

Organization Contact Person (if different): _____

Daytime Phone Number: _____

E-Mail Address: _____

Approximate amount to be requested: _____
(Please give your best estimate of what you think you will be asking for. You are not obligated to ask for this amount in your final grant application. It is only an estimate.)

Has this organization previously applied for a Cultural Development Grant?

Yes [] No [] If yes, year of last application: _____

Has the person who will prepare this application previously written a Cultural Development Grant?

Yes [] No [] If yes, year of last application: _____

**NOTE: This form does not obligate you to apply for this grant
or for the amount indicated above.
Final Grant Deadline is May 15, 2006**

Return this form by April 7, 2006 to:
Cultural Resources Commission
2222 Old St. Augustine Road
Tallahassee, FL 32301
Fax 850-224-2515

Sample Panelist Score Sheet

Program/Project Quality (15 points)

Proposal supports organization's mission.
 Proposal has well-defined goals and objectives.
 Organization demonstrates artistic excellence in its discipline
 (indicated by history, support materials, general
 standards of the field).
 Scope of project is feasible to implement in timeline provided
 with available personnel and resources.
 There is a clearly articulated and realistic method for evaluating
 and documenting success of program.
 Long-range plan shows realistic and appropriate future
 programming plans.

Administrative Ability (10 points)

Organization actively seeks ways to expand or sustain its
 Operating budget indicates responsible fiscal management
 (if there is a deficit, plans exist to manage or eliminate it).
 Project budget is realistic (sufficient and not inflated)
 Long range plan indicates realistic and appropriate future
 fiscal plans.

Significance/Impact of Program (15 points)

Organization has a broad base of support in community
 (donors, volunteers, attendance, support letters, etc.)
 Organization makes efforts to track attendance and participation,
 and has methods or plans to broaden, increase or sustain.
 Organization serves a broad audience or occupies a unique niche
 in the community.
 Program serves an appropriate number of people for the request
 amount.
 Proposal helps further the goals/objectives of the cultural plan.

Demonstrated Need (10 points)

This funding will contribute significantly to the proposal, either
 directly or as critical match.
 This program or project is important to the long range health and
 plans of the organization.
 Compared with other proposals received, this application should
 be a high priority to the county.

Total Score: _____

Grant Writing Tips:

- Make absolutely certain your budgets balance. Check and double-check all arithmetic. Use asterisks and footnotes to clarify anything the panelists might find confusing or questionable.
- Have someone else read your grant application for content and clarity, as well as for proofreading purposes.
- Avoid unnecessary verbiage. A short, clear paragraph is better than a full page of flowery description.
- Be sure to discuss and document your previous successes. Remember, the grant panelists may not be familiar with your organization.
- Submit your grant application in the order specified on your checklist page. Panelists may miss vital information if pages or answers are out of order.
- Submit your grant application securely bound or in 3-ring binders. Pages are easily lost from applications in folders or fastened with binder clips, envelopes, or staples.

Common Mistakes to Avoid in this Grant:

- Leaving budget line items blank (Use zeros if you have no entry for a line.)
- In-kind amount too high (Limited to 10% of operating budget and 25% of project budget only.)
- Incorrect project dates (Beginning and end dates MUST fall between 10/1/06 and 9/30/07.)
- Forgetting to submit a budget detail
- Incorrect operating budget total on Basic Information Form (Remember, if you revise your budget, you must also revise your Basic Information Form!)
- Mathematical errors in budgets AND in budget details (Points will be deducted for errors in budget details as well as in budget forms.)
- **THE MOST COMMON MISTAKE: BUDGET DISCREPANCIES**

Remember, Column C of your operating budget refers to the same fiscal year as your proposal budget.

If you are applying for general support, your project budget must correlate line by line to Column C of your operating budget. (For example, if your travel expense is \$100 in line C of your operating budget, your travel expense must also be \$100 in your project budget.)

If you apply for a specific project, your project budget must be equal to or less than Column C of your operating budget in every line. (For example, if your travel expense is \$100 in line C of your operating budget - indicating that your total travel expense for the entire year is \$100 - then your travel expense in your project budget must equal \$100 or less.)

Panel Meeting Tips:

- The public panel meeting for this grant will be held on June 20, 2006. (You will be notified of the location and time.) All applicants are encouraged to send representatives to this meeting. Representative(s) should be able to answer questions about any portion of the grant application.
- Applications are addressed in numerical order, but there is no way to predict the pace of the discussions or determine what time your application will be reviewed. If your representative arrives after your application has been reviewed, the panelists will not be able to re-address it.
- When your application number is called, come to the podium and introduce yourself. Bring a copy of your grant application in case you need to refer to it.
- You may only speak to answer questions asked by the panelists. You may not give a presentation, update, or otherwise comment during the discussion of your application. Time is set aside for general public comment at the end of the day.
- Try to answer questions as briefly and directly as possible. The panelists will ask you to elaborate if they need more information.
- While a panel meeting can feel intimidating to newcomers, try not to be defensive when answering questions. Panelists may ask about your programs or application, but those questions do not necessarily indicate that they dislike your programs – they are merely asking for clarification. Remember, everyone in the room has the same goal – to distribute the limited funding as fairly as possible.
- If possible, stay for all the reviews, not just your own. Listening to the panelists' comments (positive and negative) about other applications is often the most valuable way to improve your own grantwriting.
- Panelist score sheets are public record. You may request copies of your score sheets from the CRC beginning the day after the panel meeting.

Please take advantage of the CRC courtesy review process, which will check your application for technical errors before you submit it. Technical errors can cost valuable points that translate into grant dollars lost! E-mail holly@netcrc.org or call 224-2500 for more information about courtesy reviews.

Organizations Supported by the TDC and COCA

FY2007	TDC	COCA
African Carribbean Dance Theatre	6,000	10,000
Big Bend Community Orchestra (The Artist Series)	2,000	10,000
FSU (Museum of Fine Arts, Seven Days of Opening Nights, African Music and Dance Concert, Annual Film & Literature Conference)	6,100	9,900
Goodwood Museum (Blended Lives 2007: The Harlem Renaissance (co-sponsored <i>the John G. Riley Center</i>) and Antiques and Treasure Show)	2,000	20,000
John G. Riley Center (Blended Lives 2007: The Harlem Renaissance (<i>with the Goodwood Museum</i>) and Celebration of Lights, "Culture to Culture:, Rock-A-Thon, & General Support)	500	20,000
LeMoyne Chain of Art Festival	3,000	20,000
Mary Brogan Museum (The Florida Wine Festival 2007)	4,000	150,000
Tallahassee Museum (15th Annual Jazz & Blues Festival)	1,250	150,000
FY2007 Total	24,850	389,900
FY2006		
African Carribbean Dance Theatre	6,300	10,000
Big Bend Community Orchestra (The Artist Series)	4,000	10,000
Goodwood Museum (Blended Lives 2007: The Harlem Renaissance <i>with the John G. Riley Center</i> and Antiques and Treasure Show)	4,250	20,000
John G. Riley Center (Blended Lives 2007: The Harlem Renaissance (co-sponsored <i>the Goodwood Museum</i>) and Celebration of Lights, "Culture to Culture:, Rock-A-Thon & General Support)	500	20,000
LeMoyne Chain of Art Festival	3,900	20,000
Mary Brogan Museum (The Florida Wine Festival 2006)	1,500	150,000
Tallahassee Museum (Tricking Fish: How and Why Lures Work)	5,000	60,000
FSU (Museum of Fine Arts, Seven Days of Opening Nights and American College Dance Festival)	5,000	9,800
FY2006 Total	30,450	299,800

COCA - Leon County Cultural Development Grant Awards

Organization	Award	Funding Purpose
FY 2007		
621 Gallery	10,000	General support for the organization.
African Carribean Dance Theatre	10000	To provide matching support for percussion contractor positions.
Apalachee Press	3500	General Ssupport for production of Issue # 57 of the Apalachee Review
Artist Series of Tallahassee	10,000	Genral Support for The Artist Series and Big Bend Community Orchestra
FACE	10,000	Provide opportunities for underpriviledged/at-risk youth to participate in professionally directed Caribbean steel drum class performances.
FSU Museum of Fine Arts	9,900	Addressing the regional constiuency/reaching new audiences with public exhibitions reaching new audiences with public exhibitions through K-12 and community events during Seven Days of Opening Nights and throughout the calendar.
Goodwood Museum & Gardens	20,000	Re-roofing on one of the most publically used histoic buildings on the property to avoid potential catastrophic loss.
John G. Riley Center	20,000	Expenses associated with the day-to-day operations of the Rile House and its heritage education programs.
LeMoyne Art Foundatioon	20,000	Chain of Parks Art Festival VII: An annual event that brings visual arts to our community and promotes North florida as a cultural destination.
Mary Brogan Museum	150,000	General operating support.
Tallahassee Museum	150,000	To advance the Museum's mission and to support the educational, cultural, and economic benefits the Museum provides to the citizens of Leon County.
Tallahassee Symphony Orchestra	20,000	Three Tallahassee Symphony Orchestra Casual Concerts: <i>An American Celebration</i> , <i>Holiday Magic</i> and <i>Family</i> -seek a broad community audience through a variety of musical genres, themes, and guest artists.
Voces Angelorum	3,500	A project of collaboration between Voces Angelorum and Tallahassee Girls Chorus of Choice bringing diverse cultures and musical styles together in rehearsal and performance.
Young Actors Theatre	20,000	To introduce preschool aged children in Leon County to the benefits of live threatre and theatre education.
FY2007 Total	456,900	
FY 2006		
621 Gallery	4,799	General support for 2005-2006 season.
African Carribean Dance Theatre	10,000	To provide matching support for percussion contractor positions.
Anhinga Press	10,000	<i>Runaway with Words Poetry</i> workshops for at-risk youth.

Organization	Award	Funding Purpose
Big Bend Community Orchestra	10,000	General support of the Big Bend Community Orchestra Association, Inc. and its activities: Community Orchestra free concerts, The Artist Series, and the Artist-in-Residence Outreach programs.
FSU Museum of Fine Arts	9,800	Addressing its regional constituency and reaching new audiences with public exhibitions and programs, particularly for High Roads and Low Roads (university/city Seven Days festival) The Family Experience (focus on K-12 and special needs populations).
Goodwood Museum & Gardens	20,000	To address public safety and security issues relating to insufficient lighting on the grounds of this historic site.
John G. Riley Center	20,000	General support for 2005-2006 program year.
LeMoyne Art Foundation	20,000	<i>Chain of Parks Art Festival VI</i> : An annual event that brings visual arts to our community and promotes North Florida as a cultural destination.
Maggie Allesee National Center for Choreography	6,000	To development a community pilot unites MANCC programs, faculty and students, and international and national artists with children from disadvantaged circumstances.
Mary Brogan Museum	150,000	General operating support.
Mickee Faust Club	3,500	General support for 2005-2006 season.
Rossier Productions, Inc.	9,401	First in a series: 10-minute educational, historical, cultural and promotional DVD depicting various historic sites in Tallahassee & Leon County.
Southern Shakespeare Festival	10,000	The Southern Shakespeare Festival will produce the play "Much Ado About Nothing" over two weekends in June 2006.
Tallahassee Ballet	10,000	Provide tuition-free classical ballet instruction, dancewear and cultural opportunities to economically/culturally disadvantaged students in Leon County elementary schools.
Tallahassee Community Chorus	3,500	General support for the Tallahassee Community Chorus four concert series during the 2005-2006 Season: Fall, Winter, Spring and Unity Concert.
Tallahassee Little Theatre	10,000	General support for TLT, a volunteer-driven and professionally managed community theatre, and its 2005-2006 season of plays, workshops and educational opportunities.
Tallahassee Museum	60,000	To advance the Museum's mission and to support the educational, cultural, and economic benefits the Museum provides to the citizens of Leon County.
Tallahassee Symphony Orchestra	20,000	Tallahassee Symphony Orchestra Casual Concerts, An American Celebration! And Holiday Magic!, seek a broad community audience through a variety of musical genres, themes, and guest artists.
Young Actors Theatre	20,000	To introduce preschool aged children in Leon County to the benefits of live theatre and theatre education.
FY2006 Total	407,000	

Tourist Development Council Grant Awards - Cultural

Organization	Award	Paid
FY 2007*		
GRANT		
Seven Days of Opening Nights	5,000	-
Riley Center Celebration of Lights, "Culture to Culture:, Rock-A-Thon	500	500.00
Goodwood & Riley Blended Lives 2007: The Harlem Renaissance	500	500.00
15th Annual Jazz & Blues Festival	1,250	1,250.00
Goodwood Antiques & Treasure Show 2006	1,500	1,500.00
The Artist Series, 2006-2007 Season	2,000	2,000.00
POPS in the City	2,000	-
18th Annual Exotic Bird Fair & Festival	2,000	-
LeMoyne Chain of Parks Art Festival	3,000	3,000.00
The Florida Wine Festival - 2007	4,000	4,000.00
Market Days 2006	5,000	5,000.00
Springtime Tallahassee	5,000	5,000.00
10th Annual FL African Dance Festival	6,000	4,820.70
Challenger Learning Center "Capital City Count Down	2,500.00	2,500.00
FSU Annual Film & Literature Conference (Dr. Robin Goodman)	1,000.00	1,000.00
Florida Literary Arts Council	1,000.00	1,000.00
Florida Historic Trust for Historic Preservation (Preservation Days 2007)	1,000.00	1,000.00
United Way Big Bend Springtime Downtown Get Down	2,100.00	2,100.00
Total Grants	40,250	35,170.70
SPONSORSHIP		
African Music and Dance Concert	100	100
Downtown Marketplace	374	374
An Evening with Alvin Ailey II	5,000	5,000
Total Sponsorships	5,474	5,474
FY 2007 Total Grants and Sponsorships	45,724	40,645
FY 2006		
GRANTS		
Celebration of Lights, "Culture to Culture:, Rock-A-Thon	500	500
Blended Lives 2006: The Harlem Renaissance: Cultural Breakthroughs	500	500
POPS in the Garden	1,000	1,000
8th Annual "Just One More Invitational Art Festival"	1,500	1,500
The Florida Wine Festival - 2006	1,500	1,500
LeMoyne Chain of Parks Art Festival	3,900	3,900
The Artist Series, 2005-2006 Season	4,000	4,000
Goodwood Antiques & Treasure Show	4,000	4,000
Seven Days of Opening Nights	4,199	
Tricking Fish: How and Why Lures Work Exhibit (Tallahassee Museum)	5,000	5,000
American College Dance Festival (ACDF)	5,000	5,000
Tallahassee Scottish Highland Games & Celtic Festival	6,300	6,300
Museum of Florida History "History Fair"	2,000	2,000
Tallahassee Museum of History & Natural Science Market Days	6,300	6,300
Napoleon An Intimate Portrait	6,300	6,300
Springtime Tallahassee Festival	6,300	6,300
9th Annual Florida African Dance Festival	6,300	6,300
Total Grants	64,599	60,400
SPONSORSHIP		
FAMU Foundation "LaSalle Lafall"	250	250
Capital City Chambers	250	250
Total Sponsorships	500	500
MARKETING OPPORTUNITIES		
Napoleon An Intimate Portrait	3,700	3,700
Tallahassee Carriibbean Carnival	5,000	5,000
Culture Resources Commission	19,916	19,916
Total Marketing Opportunites	28,616	28,616
FY 2006 Total	93,715	89,516

*Expenditures as of June 7, 2007.