



The Hernando County Fine Arts Council (HCFAC) was created April 21, 1987 by virtue of provisions of section 1 and 2 of Hernando County Resolution 87-31, authorized by the Florida Statute 265.32, exercising the power and authority in assuming the responsibilities designated to it under the said Statute.

The mission of the HCFAC is to encourage, promote and support all the creative arts in Hernando County and provide a means to showcase the arts. The HCFAC acts as the "umbrella organization" for all the local arts groups in Hernando County.

The HCFAC assists not-for-profit local arts organizations that work specifically with artists in the coordination of cultural activities. The HCFAC sets aside a portion of our annual budget for the **Project/Event Grant Program** for local groups and organizations to present projects and events for the cultural enrichment of Hernando County.

**THE PURPOSE** of the **Project/Event** grants provided in these guidelines is to promote and encourage the cultural and educational activities associated with the arts in Hernando County.

**MAXIMUM GRANT AWARD** - \$1,000 or lesser amounts may be awarded.

**MATCH** – This grant does **not** require a match amount.

**EVALUATION** - 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 designed funds and specific allocations.

## APPLICATION LIMITS

1. Grant funds must be expended on project/event direct costs; grants may not be used as general operating support.
2. Funding is not intended to support administrative cost, including salaries.
3. Funding is not intended for expenses incurred or obligated prior to or after the grant period.
4. Funding is not intended for capital improvements, including new construction, renovation, restoration and installation or replacement of permanent fixtures.
5. Funding is not intended for private entertainment, food, beverages, contributions and donations or travel expenses.
6. Grants funds may not be used on projects/events which restrict access on the basis of gender, race, color, religion, national origin, handicap, age or marital status.
7. All projects/events funded by the Hernando County Fine Arts Council must be suitable for viewing for all audiences.

8. Grant funds may not be used to fund scholarships. Grants or prizes in the name of the applying organization.

## ELIGIBILITY

1. An organization may submit **only one** application per calendar year.
2. Applicants **must** be located in Hernando County and primarily composed of local persons.
3. Applicants **must** be properly established and existing under Florida law and in good standing with all legal requirements of the State of Florida. Applicants may be required to provide the HCFAC with proof of 501c3 status.
4. Applicants **must** provide a complete financial statement for its last event and a budget for the proposed event.
5. The organization **must** as its primary function present, sponsor, exhibit or otherwise offer for public consumption programs or activities in any one or combination of the following disciplines: historic preservation/restoration; arts in education; music; dance; folk arts; or collections or exhibitions of historical, archeological, scientific, or ethnic artifacts, handiwork or objects; or projects or programs in the creative arts sponsored by an educational entity.
6. All Hernando County Project/Event recipients **must** file a final report with the HCFAC. Final Reports are due no later than 30 days after completion of the recipient's project.

## FUNDING PROCEDURES

1. All projects/events must take place and award grants be expended during the period of January 1 through December 31 following the award date. Grants must be expended for the purpose for which it was awarded and can not be used for other purposes.
2. Submitted applications will be accepted and reviewed once a year at a regularly scheduled meeting of the HCFAC. The dates for submission and review meetings are as follows:

**Applicant submission deadline: February 17, 2010**

Review and Presentation meeting: February 25, 2010

Approval or disapproval by HCFAC: February 25, 2010

**Final report deadline: 30 days after completion of project/event.**

3. There will be a public notice confirming the meeting dates. Applicants are not required but are encouraged to attend the review and approval meetings.
4. Applications received after the submission deadline will not be considered for funding during the HCFAC fiscal year and will be returned to the sponsoring organizations.
5. Applications that are not complete or do not adhere to the stated guidelines will be returned to the sponsoring organization without action.
6. **Submit one original and 15 copies and optional support materials to: Hernando County Fine Arts Council, P.O. Box 1998, Brooksville, FL 34605.**
7. All materials and attachments become the property of the Hernando County Fine Arts Council.
8. Applicants are asked not to contact members of the HCFAC. The HCFAC may call upon a member of the applicant's organization during the review process.

## REPORTING REQUIREMENTS

1. Sign Award Agreement (grant disbursed upon receipt of signed Award Agreement).
2. Funded projects/events MUST recognize the Hernando County Fine Arts Council and the Florida Division of Cultural Affairs in all appropriate advertising material for the funded project/event by including the HCFAC logo and the phrase: "Sponsored in part by the Hernando County Fine Arts Council and the Florida Division of Cultural Affairs."
3. Provide a Final Report and any supporting documentation to indicate the use of the grant money. The Final Report is due no later than 30 days after end of project/event.
4. Provide the HCFAC with a display no smaller than 16 x 20 inches and no larger than 24 x 36 inches as a visual record of the use of the grant funds.

## REVIEW CRITERIA & SCORING

The maximum grant award for organizations receiving a Hernando County Project/Event Grant Program award is \$1,000. All grant amounts are based on available funds. An average of at least 75.0 quality points out of possible 100 points must be earned to be eligible for a Hernando County Project/Event award. There is absolutely no guarantee of annual funding or entitlement to any applicant. Grant applications shall be evaluated according to the following criteria:

- Up to 15 points - The demonstrated need for the project/event.
- Up to 15 points - Enhancement of the arts in Hernando County.
- Up to 15 points - Quality of the project/event.
- Up to 15 points - Marketing and promotion plan for the project/event.
- Up to 15 points - Demonstration of effective management of resources.
- Up to 15 points - Educational or lifelong learning component to foster future audiences.
- 10 points - Completeness of application.



SPECIAL PROJECT/EVENT GRANT FUND  
APPLICATION

**DIRECTIONS:** Type or print and complete all items. Attach additional pages if necessary. The burden is upon the applicant to complete the application and to provide all information required. No incomplete application will be considered.

1. Name of organization:

Legal name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_

Web Site: \_\_\_\_\_ Email: \_\_\_\_\_

Is your organization a not-for-profit, tax-exempt Florida corporation? \_\_\_\_\_

Is this organization located in Hernando County? \_\_\_\_\_

Is the event or project for which you are requesting funds located in Hernando County?  
\_\_\_\_\_

Is your project or event accessible to persons with disabilities? \_\_\_\_\_

Project/Event Title: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Start Date: Month/Day/Year \_\_\_\_\_ End Date: Month/Day/Year: \_\_\_\_\_

2. Contact Person/Title:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3. Grant Category (Please check the one category below for which funding is requested)

- |                                  |                                     |                                      |                                      |
|----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Dance   | <input type="checkbox"/> Music      | <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Folk Arts   |
| <input type="checkbox"/> Theater | <input type="checkbox"/> Literature | <input type="checkbox"/> Poetry      | <input type="checkbox"/> Other _____ |



9. Proposed Budget of Event/Project:

ANTICIPATED REVENUE

Admissions.....\$ \_\_\_\_\_  
 Booth/space rentals.....\$ \_\_\_\_\_  
 Corporate Sponsorships  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Grants

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Other Revenues

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

SUB-TOTALS.....\$ \_\_\_\_\_  
 HCFAC FUNDING REQUESTED.....\$ \_\_\_\_\_  
 TOTAL ANTICIPATED REVENUES.....\$ \_\_\_\_\_

In-kind contributions of services, equipment, accommodations, advertising (please list)

1. \_\_\_\_\_ 4. \_\_\_\_\_  
 2. \_\_\_\_\_ 5. \_\_\_\_\_  
 3. \_\_\_\_\_ 6. \_\_\_\_\_  
 ESTIMATED VALUE OF IN-KIND REVENUE.....\$ \_\_\_\_\_

ANTICIPATED EXPENSES

Administrative.....\$ \_\_\_\_\_  
 Artistic.....\$ \_\_\_\_\_  
 Technical/production.....\$ \_\_\_\_\_  
 Contracted Services.....\$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Space Rental.....\$ \_\_\_\_\_  
 Travel.....\$ \_\_\_\_\_  
 Advertising/marketing.....\$ \_\_\_\_\_  
 Other Paint supplies and frame for gallery.....\$ \_\_\_\_\_

TOTAL ESTIMATED EXPENSES.....\$ \_\_\_\_\_

10. How will the project/event showcase the arts in Hernando County?

11. Submit one original and 15 copies of the completed application. Mail to:

Hernando County Fine Arts Council  
P.O. Box 1998  
Brooksville, Fl 34605

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**Certification:** I am authorized to submit this application and certify that the organization meets all eligibility requirements as described in the grant guidelines and that all information contained within this application is true to the best of my knowledge.

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**Signature**

**Title**

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**Printed Name**

**Date**

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**INTERNAL USE ONLY**

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Date Received

Date Acted Upon

Approved: \$ \_\_\_\_\_

Disapproval (Reason):

Authorized Signature: \_\_\_\_\_



## FINAL GRANT REPORT FORM

**REQUIREMENT:** Please attach copies of articles, photos, fliers and brochures along with this final report.

1. Project/Event Name: \_\_\_\_\_
2. Organization Name: \_\_\_\_\_
3. Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. Report Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_
6. Description of project/event:

**I certify that the above information presents an accurate and complete description of the grant activities within the dates specified above.**

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Name/Title (typed or printed)**

\_\_\_\_\_  
**Date**