

St. Lucie County Cultural Affairs Council
Mini-Grant Application Instructions

1. All mini-grants must be filed on a **current** application form. Applications must be mailed or brought into the CAC office.
2. The properly completed application **must be received by October 19, 2007** or it cannot be considered for the current year. CAC is not responsible for any delays
3. On a separate sheet answer the narrative questions as requested on the application.
4. Fill out the application with direct answers. (“see attached”, etc. is not acceptable.)
5. Return **ONLY** the application, the narrative answer page, the Accountability Checklist page signed. If you wish to furnish CAC with any additional materials about your organization, please **do not attach** to the above materials.
6. The Compliance Sheet, which is attached to the application, is to be retained and sent to **The Cultural Affairs Council (CAC) within 45 days after** the granted event has taken place. **This is a requirement for any future CAC grants.**
7. **It is the responsibility of the grantee to meet the following:**
 - A. **Comply with all the terms of the mini-grant contract**
 - B. **Credit the CAC with Sponsorship status in ALL advertising (A media information page is included.)**
 - C. **Obtain and display the CAC banner at all sponsored events**
 - D. **Furnish admission to the CAC Board member assigned to the event**
 - E. **A table must be provided so CAC can display related materials**
 - F. **A member of your organization must be in attendance at the annual meeting which will be Friday November 30, 2007 at the Ft. Pierce Community Center to receive the grant. Your organization will be informed in November of an award.**

NOTE:

The above must be met if your application for a mini-grant is to be considered. Specific criteria for CAC evaluation is included in application. For more information or assistance please contact the CAC at 462-1767.

Applications are available on-line (with adobe reader) at stlucieco.gov/culturalaffairs. **IF YOU USE A WEBSITE APPLICATION READ THE “PROGRAM DETAIL” PAGE CAREFULLY.**

Grant money will be available in early December 2007 and thus projects can not begin until that time.

Please do not request funds that may assist with the promotion of a religious program or even a play that has a religious substance.

Grant projects for youth are encouraged but we request that the project be discussed with Cultural Affairs staff before submitting formal application.

Due to limited County grant funds, the CAC may choose to only award one \$2,000 grant per applicant. If you have received a grant in January 2007, please be sure to submit the compliance report before or with this current grant application.

**ST. LUCIE COUNTY CULTURAL AFFAIRS COUNCIL
MINI-GRANT PROGRAM 2007-2008 GRANT APPLICATION
(PLEASE TYPE OR PRINT)**

SECTION A: PROGRAM INFORMATION

1. Florida County _____
2. Program Name _____
3. Program Type (e.g. art show, concert, etc.) _____
4. Amount of grant funds requested _____
5. Estimated number of persons to be served _____
6. Cost per participant: amount of funds requested divided by the estimated number of participants to complete the program (\$/#) _____

SECTION B: CONTRACTOR INFORMATION

Identify the agency and official who will sign the Certificate of Assurance, if selected for a grant

1. Grantee agency name _____
2. Authorized Official's name _____
3. Street address _____
4. City _____ Florida Zip Code _____
5. Telephone Number (772) _____
6. Federal Identification Number _____
7. Contractor agency status: Governmental ___ Private not for profit ___ Private for profit ___
8. Name of fiscal officer _____ Telephone number _____
9. Name of fiscal agency, if not Grantee _____
10. Program Director's name _____
11. Mailing address for all program correspondence _____
12. Email of main contact person _____

SECTION C: CERTIFICATION

I do hereby certify that all facts, figures and representations made in this application are true and correct. Furthermore, all applicable statutes, regulations and procedures for program compliance and fiscal control will be implemented to insure proper accountability of grant funds that would otherwise be used for the purpose set forth in this project. The filing of this application has been authorized by the Grant Applicant and I have been duly authorized to act as the representative of the contractor in connection with this application.

Authorized Official's Signature

Type Authorized Official's Name

Name of Agency or Entity

Telephone number _____
Date

MUST BE RECEIVED NO LATER THAN

5:00 P.M. ON OCTOBER 19TH, 2007

**MAIL OR DELIVER TO:
CULTURAL AFFAIRS COUNCIL
600 N. Indian River Drive
Fort Pierce, Florida 34950
(772) 462-1767**

SECTION D: PROJECT DESCRIPTION

- 1. Project Name _____
- 2. Population Number to Be Served: Artists (participants) _____ Audience _____
- 3. Total Project Cost _____
- 4. Amount Requested From this Fund _____
- 5. Date and Place of Event _____
- 6. List other potential and actual sources of support for this project (put an * by those committed, noting any matching fund requirements).

AMOUNT	FUND
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROPOSAL NARRATIVE INSTRUCTIONS

On another sheet, please answer the following as concisely as possible. Please limit your response to 500 words or less. Please limit responses to these questions only.

- 1. What type of program are you proposing? What overall changes are you trying to create and with whom?
- 2. What are the specific outcomes you seek to achieve? Describe in measurable terms the outcomes you are focusing upon.
- 3. How will you produce the changes described above? Include information about what participants will do - Describe their experiences.
- 4. How will you know the changes have occurred? Include information about how you will verify the extent to which participants achieve outcomes/performance targets.
- 5. What is the target audience? Briefly describe the geographic service areas (i.e., Port St. Lucie, Ft. Pierce, rural, etc.) with respect to issues of diversity (children, seniors, ethnic, handicapped, etc.)
- 6. What is the estimated project costs and the amount being requested from this fund? What is the future of this project? Include information about how other resources needed to complete the project are being secured and how you will support this project in the future if it is to continue.

NOTE: When responding to Narrative please answer all questions completely. Do not attach organization brochures or pamphlets to application. (“See Attached” is not an acceptable response to questions.)

SECTION E: PROJECT BUDGET

Project Income \$ _____ **Total anticipated income (TAI)** \$ _____
 Admission Fee will be: _____ X number of proposed adults and kids = _____

Federal _____
 State _____
 County (grant request) _____
 City _____
 Membership _____
 Grants _____
 Contracts/Fees for Services _____
 Investment Income _____

Contributions/Donations _____
 Fund-Raising Events _____
 In-Kind Support _____
 Other (Describe) _____

Total Confirmed Project Income \$ _____ \$ _____ (TAI)

Project Expenses	Project expenses covered by this requested grant	Total Project Expenses
Salary and Wages _____		
Consultants/Contract Services _____		
Space costs _____		
Equipment _____		
Consumable supplies <small>Note: Only \$100 can be used for event refreshments</small>		
Entertainment _____		
Travel _____		
Phone/fax _____		
Printing/postage _____		
Training _____		
Evaluation _____		
In-Kind Expense _____		
Other _____		

Total Project Expenses \$ _____

(RETURN THIS SHEET SIGNED WITH YOUR APPLICATION)

ST. LUCIE CULTURAL AFFAIRS COUNCIL

ACCOUNTABILITY CHECKLIST

45 days prior to the event, these guidelines must be in place

- Licenses for city and/or county** _____
- Permits-(facility, alcohol)** _____
- Proof of Liability Insurance** _____
- Location procured** _____
- *Receipts for purchases** _____
- Entertainment booked** _____
- Advertising proof** _____
- Volunteers available** _____
- Consumer's Certificate of Exemption** _____

I HAVE READ, UNDERSTAND AND HAVE COMPLIED WITH THE ACCOUNTABILITY CHECKLIST.

Event chairperson's signature _____
Date

Please FAX this checklist and the final press information to the CAC office at 772/462-1769, so we may assist with press and schedule a CAC Board member to attend the event. Any questions call, 772/462-1767.

***Return 'Receipts for Purchase' with the COMPLIANCE FORM after the event.**

CAC MINI GRANT APPLICATION EVALUATION

(THIS FORM IS A SAMPLE OF HOW CAC EVALUATES EACH APPLICATION)

1. Project supports other cultural organizations, programs or activities of the county.
2. Event works in cooperation with other civic, social service and business groups.
3. Event encourages partnerships with children in the county.
4. Event encourages interest in other cultural resources
5. Event has other funding resources.
6. Event encourages participation in future events
7. Event's projected goal is a practical expectation.
8. Project encourages attendance by diverse groups in the county
9. Estimated costs for the event are well documented
10. Project has potential growth value for the community's benefit.

Point System

5 - Excellent

4 - Very Good

3 - Good

2 - Fair

1 - Unsatisfactory

NEWSPAPERS AND RADIO STATIONS

PSL/FORT PIERCE TRIBUNE	Tel: 221-4206 Fax: 221-4180
HOMETOWN NEWS	Tel: 465-5656 Fax: 465-5301
FLASHES	Tel: 287-0650 Fax: 283-5090
ORANGE PEEL GAZETTE	Tel: 260-4343 Fax: 692-4629
LIFESTYLE 50 PLUS (Editor Peter Chapman)	Tel: 221-4173 Fax: 692-3619
CHANNEL 16 - ADELPHIA	Fax: 561-747-2250
WQCS/88.9FM	Tel: 462-4744 Fax: 462-4743
COAST 101.3	Tel: 692-9454 Fax: 692-0258
FLAME 104.7	Tel: 460-2700 Fax: 460-2700
WIRA 1400	Tel: 464-1400
WJFP/91.1 (Attn: Linda Hendry)	Tel: 467-2400 Fax: 467-9400
WQOL	Tel: 335-3291 Fax: 335-3291