



BROWARD CULTURAL DIVISION

Request for Determination of Eligibility Form

Section I

All applicants must meet eligibility requirements at the time of application deadline. The Determination of Eligibility form should be submitted at least 45 calendar days prior to the application deadline for the program for which the applicant plans to apply. This will allow time for the staff to review the request and forward it to the Executive Committee of the Broward Cultural Council for a determination concerning the organization's eligibility for BCC grants.

Legal Name of Organization as registered with Florida Secretary of State:

\_\_\_\_\_

Address: \_\_\_\_\_

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

Organization's Federal Identification Number \_\_\_\_\_

Name of Chief Executive Officer: \_\_\_\_\_

Name of Contact Person & Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web address: \_\_\_\_\_

- 1. Is there at least one (1) full-time staff position in the office?
2. Is the primary mission of the organization as stated in the Articles of Incorporation cultural?
3. Organization's total revenue for last fiscal year, excluding capital funds \$ \_\_\_\_\_ for fiscal year ending \_\_\_\_\_.
4. If the organization has purposes other than cultural, list the amount of revenue budgeted for cultural activities: \$ \_\_\_\_\_ or % \_\_\_\_\_ of the organization's total revenue.
5. How long has the organization been operational and programming in its cultural discipline for an uninterrupted period? \_\_\_\_\_ In Broward County? \_\_\_\_\_.
6. Check the discipline(s) in which the organization is involved:
7. Is the organization registered with the Florida Secretary of State as a not-for-profit corporation?
8. Does the organization have tax exempt status under Section 501(c)(3) of the Internal Revenue Code?
9. Is the prospective applicant a public entity which is a municipality, state government agency or political subdivision of state government located primarily in Broward County, or sovereign Native American Nation?

If Yes, please explain the relationship to the State of Florida, which municipality in Broward County, or which Native American Nation.

- 10. Does the organization have a governing board which meets regularly and operates under a set of bylaws?

11. Number of Officers and Board of Director: \_\_\_\_\_ Does at least 50% of the Board of Directors reside in Broward County?  Yes  No.

If no, how many members reside in Broward County ? \_\_\_\_\_ What percentage of total members is this? % \_\_\_\_\_ .

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## Section II

### **Check the grant program(s) AT@ that your organization would consider applying to.**

9 A. **Cultural Diversity Program (CDP)** - To encourage and assist small, not-for-profit cultural organizations based in culturally diverse ethnicities (African, Latin, Asian-Pacific Islander, or Native American descent). The CDP seeks to preserve cultural heritages and traditions through the arts and to create opportunities for Broward citizens to experience culturally diverse/ ethnic-specific cultural programs and events. At least fifty-one percent (51%) of the Board and staff must be comprised of the ethnic group represented by the organization. Applicants must have operated in their respective discipline(s) in Broward County for a minimum of one (1) uninterrupted year immediately preceding the date of application, and provided services in Broward County for a minimum of six (6) months in the preceding year. Grant monies may be used for general operating expenses associated with the organization=s total program or for specific projects. Technical assistance program: Participation in a professionally-guided technical assistance component is a requirement of all CDP grantees.

1. *What culturally diverse/ethnic specific community is represented by the organization?*
2. *What percentage of the Board of Directors/Officers represents that community?*

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9 B. **General Operating Program (GOP)** - To assist Broward-based, not-for-profit cultural organizations, that have been operational in their cultural disciplines for a minimum of two (2) years immediately preceding the date of application, in meeting general operating expenses associated with the presentation and/or production of a regular season of exhibitions, programs, events or performances open to the general public in Broward County.

1. *Does the organization present a regular season of exhibitions, programs, events or performances open to the general public?*  Yes  No
2. *Does the organization receive Broward Community support through subscriptions, memberships, earned income and/or planned fundraising?*  Yes  No
3. *Attach a list of performances, exhibits, etc. for the last two years of uninterrupted programming as attach.*
4. *Does the organization have documented revenues equal or in excess of \$40,000*  Yes  No

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9 C. **Major Cultural Institution Program (MCI)** - To assist Broward County not-for-profit arts and cultural organizations with annual operating budgets of at least \$1 million (exclusive of tangible collections, capital and/or endowment funds) in meeting general operating expenses associated with the presentation and/or production of a regular season of exhibitions, programs, events or performances open to the general public in Broward County. Applicants must have an uninterrupted ten-year history of providing services in Broward County in their established cultural disciplines. Applicants must be qualified and designated as Major Cultural Institutions by the Broward Cultural Affairs Council.

1. *Is the organization  (A) a museum or  (B) a historical museum? If (A), is it accredited by the American Association of Museums? Provide proof of status as attachment 7 to this application.*
2. *What was the organization=s total revenue (exclusive of collections, capital funds, and endowment funds) for each of the last three fiscal years? FY\_\_\_\_\_ \$ \_\_\_\_\_; FY\_\_\_\_\_ \$ \_\_\_\_\_; and FY\_\_\_\_\_ \$ \_\_\_\_\_.*

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9 D. **Mini-Grant Program (MGP)** - To assist Broward County not-for-profit cultural organizations with annual operating revenues of \$100,000 or less for small but complete cultural projects for which applicants have

not received grant monies through any other Cultural Division grant program. The project must be an exhibition, performance, or other arts activity. **The cultural organization must have operated in its discipline(s) in Broward County for a minimum of one (1) uninterrupted year following incorporation, and provided services in Broward County for a minimum of six (6) months following the date of incorporation.**

*Information provided in general information section is sufficient to determine eligibility. Revenue may not exceed \$100,000 per year.*

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9 E. **Regional Organization Program (ROP)** - To assist South Florida-based not-for-profit arts and cultural organizations that have operated in Broward County in their cultural disciplines for a minimum of three (3) years, in meeting general operating expenses associated with the presentation and/or production of a regular season of exhibitions, programs, events or performances open to the general public in Broward County. Applicants must be qualified and designated as ROP organizations by the Broward Cultural Council.

1. Which South Florida counties are served by the organization:  Broward  Dade  Palm Beach  Monroe  Martin.
  2. What was the organization's revenue from Broward County operations for the last audited fiscal year? \$\_\_\_\_\_. (documented Broward County revenues of \$40,000 or more is required)
  3. Attach a list of performances, exhibits, etc. in Broward County for the last three uninterrupted years of programming as attachment 4.
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9 F. **Cultural Tourist Program (CTP)** - To use the arts as a means of promoting tourism in Broward County. Municipalities, agencies or political subdivisions of state government, and sovereign Native American Nations located in Broward County, or, not-for-profit organizations that meet eligibility requirements for General Operating, Regional Operating, or Major Cultural Institution funding from the Broward Cultural Affairs Council may apply for funding. Grant monies may be used to fund arts and cultural projects and festivals that contain a significant tourist related component and that is of such magnitude and quality that they contribute to Broward County's reputation as a cultural destination.

1. Does the organization plan to apply for a project \_\_\_\_\_ Or a festival \_\_\_\_\_? (check one)
  2. Attach a list of performances, exhibits, etc. in Broward County for the last **two** years of uninterrupted programming.
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9 G. **Design Arts Program (DAP)** - To assist partnerships of entities in Broward County and/or a not-for-profit organization or organizations (neighborhood association, historical organization, garden clubs, civic organization, etc.) working in concert in improving or upgrading the aesthetics of the physical environment in Broward County. **What may be funded:** Costs for contracting with a design professional, or team (architect, landscape architect, or artist), for design services to assist in creating a design program for a street, public space, neighborhood, municipality, or an unincorporated area of the county.

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9 H. **Education & Community Development (ECD)** - To support collaboration among eligible entities in order to plan, implement, and evaluate educational projects that promote the development of skills, knowledge, or appreciation related to arts and culture. Eligible entities include government entities, cultural nonprofit organizations, and qualified individual artists. Applicants receiving funding through other BCC grant programs are eligible to apply for an ECD grant as well. Governmental entities and nonprofit organizations must provide a one-to-one match. Applications from individuals do not require matching funds. Individuals must demonstrate a written commitment from collaborating party(ies) for specific components of the program. **Call Grants section for separate Eligibility form to this program (954) 357-7530.**

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## Section III

**Please provide the following attachments with your Eligibility Application.**

1. Not-for-profit organizations - Articles of Incorporation and Bylaws, Mission.
2. Public Entities - Authorizing legislation or other appropriate documentation
3. A copy of the IRS letter confirming status as a 501(c)(3) organization or application for such status, if applicable.
4. A financial statement for the most recently completed organizational fiscal year. IF this is not a certified financial statement (audited by CPA), it must be certified by the organization=s chief executive officer and chief financial officer by their original signatures.
5. A list of performances, exhibits, etc. presented by the organization in Broward County during the past 12 months .
6. An officer and board roster showing complete residential addresses.
7. Proof of American Association of Museums accreditation (if applicable).

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## Section IV

It is certified that the information submitted in the request for evaluation as an eligible applicant for grants through the Broward Cultural Affairs Council is true and correct.

Contact Person Name:	Chief Executive Officer Name:
Signature:	Signature:
Date:	Date:

**Please return to:**

**Broward Cultural Division  
Grants Section Administrator  
100 South Andrews Avenue, 6<sup>th</sup> Floor  
Fort Lauderdale, FL 33301-1829**

**Questions? Call: Grants Section (954) 357-7530**