

Grant recipients must set up a separate bank account to receive Cultural Council grant award funding. There cannot be any commingling of funds. The Artist Grant is a reimbursement grant, therefore expenses will be paid by the grant recipient after the expense is incurred and approved by the Cultural Council.

- The grant recipient must describe in their application narrative and subsequent monthly report how the expense is directly related to their creative activity.
- All invoices and bills with proof of payment for allowable expenses must be kept and reported to the Cultural Council monthly.
- All expenses must be approved and invoices paid prior to September 30, 2025.
- **IMPORTANT:** Final approval for the year-end reports is made by the City of Jacksonville's Council Auditor's Office.
- Meeting deadlines and accurately completing the year-end reports is a necessity in order to keep Cultural Council-funded organizations and individuals off the Council Auditor's Non-Compliance List. Organizations or individuals on the Non-Compliance List may not receive grant payments while on the list.

The below are examples of allowable and non-allowable expenses. In some instances, an expense can be allocated between artistic usage and personal usage (such as rent). The percentage of the expense that has an artistic usage is allowable under the grant. Please contact the Cultural Council regarding specific expenses not included on this list.

Samples of Allowable Expenses

A. Occupancy Expenses

- Studio/Office Rent
- Telephone
- Utilities, Internet
- Maintenance and Repairs
- Insurance (Renter's, Property, Liability)

B. Office Expenses

- Studio Supplies
- Office Supplies
- Postage
- Printing
- Website, Social Media
- Advertising, Marketing
- Publications
- Staff Training, continuing education
- Software, Technology
- Trade or Association Dues
- Artist, Art Work Insurance
- Professional Fees & Services (not audit)
- Background Screening
- Equipment under \$1,000 (including taxes and shipping costs)

City Funds regranted through the Cultural Council are subject to existing and possible updates to city policy. We will provide information to the best of our ability but reserve the right to update and policy, rules and responsibilities to meet compliance mandates of the City of Jacksonville



C. Travel Expenses for educational purposes (not related to amusement)

- Lodging, Car Rental
- Parking, Tolls
- Rental & Leases - Equipment
- Vehicle Fuel and Maintenance
- Event Registration Fee

D. Production Expenses

- Set, Exhibit Designs
- Rehearsal Space, Venue Rental
- Lighting, Stage Hands
- Electricians, Carpenters, Tradesmen
- Contractors, Consultants, Trainers
- Equipment Maintenance
- Production Materials and Supplies

Samples of Non-Allowable Expenses

Non-Allowable Expenses:

- Losses arising from uncollectible accounts and other claims, and related costs.
- Contributions to a contingency reserve or a similar provision for unforeseen events.
- Contributions and donations to other groups or organizations.
- Costs of amusements, social activities and incidental costs relating to, such as **meals**, beverages, lodgings, rentals, transportation and gratuities.
- Costs resulting from violations of or failure to comply with federal, State and local laws and regulations.
- The salaries and costs of the office of the governor of a state or the chief executive of a political subdivision.
- The salaries and other costs of the Legislature or similar local governmental
- Interest on borrowings, bond discounts, cost of financing and refinancing operations and legal and professional fees paid in connection therewith.
- Costs of any audits
- Equipment or fixtures over \$1,000 (includes taxes and shipping) [Ch. 122.801]
- Costs not falling within the grant period of Oct. 1, 2023- Sept 30, 2025
- Childcare Costs
- Medical Insurance
- Vehicle Insurance