

EXHIBIT C



**FY2025 CULTURAL SERVICE
CAPITAL PROGRAM (CSCP)
General Guidelines**

**Grant Application Period:
December 9, 2024 - February 7, 2025 11:59 p.m.**

- 1. Purpose of Capital Grant Program:** To reimburse allowable expenses related to the renovation, construction, or acquisition of cultural facilities. A cultural facility is a building used primarily for the programming, production, presentation, exhibition or any combination of the above functions for any of the arts and cultural disciplines.
- 2. Qualifying Question:** Is the FY2025 expense related to the renovation, construction, or acquisition of a cultural facility and will a 1:1 cash match be received by Sept. 30, 2025? If not, the applicant is ineligible.
- 3. Applicant Eligibility:**
 - Recipient of CSGP Award for FY 2024-2025
 - In good standing and in compliance with CSGP/City of Jacksonville by the application deadline February 7, 2025
 - In business October 1, 2024 through completion of capital project with intent for on-going cultural operations
- 4. Eligible Project:**
 - A. Location** – The cultural facility must be located in Duval County.
 - **Type of project** - The project may or may not be part of a capital campaign, and one-time projects qualify. Capital expenses must be used for the renovation, construction, or acquisition of cultural facilities:
 - Renovation - the act or process of giving a property a state of increased utility or returning a property to a state of utility through repair, addition, or alteration that makes possible a more efficient use
 - Construction - adding a cultural facility to a property where no building previously existed
 - Acquisition - Purchase of existing building(s)/land to be used for cultural activities
 - B. Use of Property** – The applicant must have permission to make capital improvements to building(s) and land associated with the project. This permission will be indicated by the signature of the official authorized to contract for the owner of the property and includes the ability to record a Restrictive Covenant on the property with the Duval County Clerk of Court for 10 years, if applicable.
 - C. Certified Matching Funds** – The applicant must certify that the organization can provide a 1:1 cash match. For every one dollar the capital grant program provides for the project, the applicant will provide at least one other dollar as cash match. The cash match excludes in-kind donations, and must come from donations, pledges, or grant awards that provide unduplicated, direct funding for the proposed capital project. Matching dollars provided by the applicant are designated solely for the project. Match includes cash on-hand; irrevocable pledges; unrestricted donations; and executed grant award agreements. The full cash match amount must be in-hand by September 30, 2025.

IMPORTANT: In-kind donations may not be used as a match.

 - Funds used for matching other grants/contributions cannot be used again in CSCP
 - Other CSGP funds cannot be used as match

D. Accessibility - The facility must be accessible. Accessibility means opening existing programs, services, facilities and activities to individuals with disabilities, older adults, economically-disadvantaged populations, and every other protected status under federal, state, or city law. Staffing, mission, policy, budget, education, meetings and programs should all ensure that audiences/participants have an equal range of opportunities.

The Americans with Disability Act (ADA) prohibits discrimination against individuals with disabilities in public accommodations. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of local governments and places of public accommodation operated by private entities, including places of public display. The 504 Self-evaluation Workbook can be used as a reference.

5. Grant Application and Compliance Workshop: January 8, 2025 (Virtual)

6. Grant Application Deadline: Friday, February 7, 2025 (11:59 p.m.) in Foundant.

7. Covered Period: Expenses incurred and paid between October 1, 2024 through September 15, 2025 may be reimbursed with Capital Grant funds Documentation of paid expenses up to the CSCP award amount.

8. Contract Date: October 1, 2024-September 30, 2025

9. Request Amounts: Maximum request - \$100,000. Minimum request - None. The requested amount must be matched 1:1 with cash. Applicants will be asked in the application about their ability to accept additional CSCP award amounts and to match those funds, if available.

10. Amount to be Distributed: \$500,000 is available for the FY2025 Capital Grant Program

- **NEW IN FY2025:** This is a reimbursement grant. Capital Grant expenses will be reimbursed following submission of required documentation in Foundant.

11. Application Process: CSCP application and all related and required grant forms are open and available on Monday, December 9, 2024, in Foundant. The restricted access code for the application form is: Capital. Any application not received by Friday, February 7, 2025 (11:59 p.m.) in Foundant will indicate non-interest and decline of CSCP Grant opportunity.

12. Evaluation:

The CSGP Committee will review and score the applications based on the merits of the project and how well it meets the eligibility criteria of the program.

13. Grant Hearing:

A public grant hearing will be held to determine recommended grant awards. Applicants will be required to appear before the committee in order to justify or explain their respective requests and to answer any questions posed by the committee. The hearings are scheduled for 9:15 a.m., Thursday, April 3, 2025, Jessie Ball duPont Center, 40 E. Adams St. Applicant representatives are encouraged to appear in person, but may opt to participate via Zoom.

14. Appeals: Any appeal must be made in writing and submitted to the Cultural Council by COB, Thursday, April 10, 2025.

15. Grant Award Methodology: An iteration model will be used to proportionately allocate CSCP funds to applicants meeting a minimum score threshold of 70. Depending upon applications received, the Cultural Council reserves the right to divide applicants into funding levels.

- If requests total less than \$500,000, the iteration model will be used to allocate the remainder to those organizations that have additional eligible expenses and cash match as indicated on the application. Likewise, if requests total more than \$500,000, applicants should anticipate a grant award less than requested and be prepared to revise their project budgets downward.

16. Approval of Awards:

The Cultural Council Board of Directors will approve the recommended grant awards and make final determination of funding at its meeting on Thursday, April 24, 2025 at the Jessie Ball duPont Center. Organizations will be notified in writing of the results of their requests and will be provided with a copy of CSGP Committee scores and comments related to their applications. Funding will be allocated by contract between the recipient organization and the Cultural Council.

17. Reporting and Compliance Requirements:

- Proactively communicate with Cultural Council staff about any CSCP grant issues as soon as they arise.
- The Capital Grant is a reimbursement grant. A segregated bank account must be used to receive CSGP funds. Funds may then be transferred to another account immediately thereafter. (CSGP funds cannot be commingled with any other type of funds.)
- Reimbursement for Capital Grant expenses will be made following submission in Foundant of Capital Monthly Reimbursement Request Form and copies of paid invoices and proof of payment (cleared check or bank statement showing ACH payments), due on the fifteenth of each month, beginning May 15, 2025 and ending September 15, 2025.
- The full amount of the Capital Grant must be used by Sept. 15, 2025; any unused funds must be returned to the City of Jacksonville.
- Grantees must be able to provide a one-dollar cash match for each dollar granted.
 - Certification of matching source and amount is due at time of application.
 - Proof of match is required by Sept. 30, 2025.
- All Capital grantees must submit the following on or before October 17, 2025, to close out the grant:
 - Final Project Narrative
 - Documentation of Cash Match
 - Final Reporting Form E2
 - September 30, 2025 Bank Statement
 - *Final approval of Form E2 or Independent Audit will be made by the Council Auditors Office*
- **NOTE:** Per Chapter 118 of City of Jacksonville Ordinance Code, a grantee who receives City funding, either from one City funding source or cumulatively from several City funding sources, including Cultural Council, in an amount from \$100,000 to \$500,000, grantee must furnish a copy of an audit report in accordance with Generally Accepted Auditing Standards (GAAS) issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA).
- **NOTE:** Per Chapter 118 of City of Jacksonville Ordinance Code: If a recipient receives in excess of \$500,000 in City funding, either from one City funding source or cumulatively from several City funding sources, you must furnish a copy of an audit report conducted in accordance with both Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and if applicable, the provisions of Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs for its fiscal year ending within the current fiscal year of the City made by an independent certified public accountant.
- This report is due within 120 days of the close of the recipient's fiscal year and, in addition to the information described above, this report shall present information regarding its use of City funding based on the City's fiscal year of October 1 through September 30.

- Acknowledge the City of Jacksonville and the Cultural Council of Greater Jacksonville using approved logos
- If a grantee receives \$25,000 or more, a **Restrictive Covenant** with the **Agent Transmittal Cover Sheet** must be filed with the Duval County Clerk of Court certifying that the facility will be used for a cultural purpose for a minimum of 10 years.
 - Restrictive Covenant template and Agent Transmittal Cover Sheet are in the Shared Documents Folder in Foundant
 - The Clerk of Court can review your documents before you submit them to the City: email a copy to recordinginfo@duvalclerk.com
 - Restrictive Covenants may be e-filed with COJ, subject to additional fees: <https://www.duvalclerk.com/departments/county-services/recording#E-Recording>
- No changes to the project scope or venue are permitted.
- Any changes to the budget must be submitted to the Cultural Council in writing for approval in advance of the expenditure.
- Grant award and matching funds may only be used for allowable expenses related to the capital project submitted in the application and approved by the CCGJ Board of Directors. Funding must be used within the grant period from October 1, 2024-Sept. 15, 2025.
- The organization shall make all reasonable efforts to adhere to the City of Jacksonville’s procurement requirements for capital expenditures.
- Funded project must be in compliance with Chapter 553, Florida Statutes, BUILDING CONSTRUCTION STANDARDS, Part II, Accessibility by Handicapped Persons. This statute formally incorporates into the laws of Florida the accessibility requirements of the federal Americans with Disabilities Act Standards for Accessible Design.
- Five-year record retention
- Adherence to Florida Sunshine Laws

18. Examples of Allowable Costs:

Acquisition: means the amount paid by the applicant for purchasing land and/or buildings involved in the project according to a certified property appraiser.

Labor: Design work, schematics, field engineering, shop drawings, demolition, drainage, termite control, earthwork, landscaping and construction.

Materials: Actual building, construction or project components needed to complete the work of the proposed project. Typically, materials encompass (but are not necessarily limited to) concrete, masonry, metals, wood, plastic, thermal and moisture protection materials (shingles, roofing, sealants), doors, windows, finishes, acoustical treatments and specialty items such as vents, signs, lockers, shelving or storage units. Furnishings, such as casework, window treatments, hardware, louver blinds and theatre seating, may also be considered. Design and fabrication of exhibitions that are a permanent fixture of the building are allowable. Electrical materials such as wires, cables, transformers, switch-gear panel boards, fuses, disconnect switches and circuit breakers, interior and exterior lighting (to include theatre lighting) should also be considered as material.

Equipment: Theater and stage equipment (i.e. fly systems, lighting instruments, stage drapes and projector screens), x-ray protection, metal building systems, elevators, moving walkways, wheelchair lifts and vertical conveyors. Pumps, motors, sprinkler systems, plumbing fixtures, water heaters, HVAC pumps and controls, boilers, furnaces, liquid coolers and evaporators, air-conditioning units, humidifiers, fans, metal ductwork and air filters are also considered to be equipment. Additionally, fire alarm systems, public address systems and lighting or sound control equipment may be included. Equipment that is part of a permanent fixture or is necessary to operate a larger apparatus.

Planning dollars: May include the development of architectural, engineering and other technical services or drawings necessary to initiate the project and incurred during the grant period.

19. Examples of Non-Allowable Costs:

- A. Expenses incurred prior to or after the grant period of Oct. 1, 2024 – Sept. 15, 2025
- B. Expenses associated with lobbying or attempting to influence local legislation, the judiciary branch or any state agency
- C. Debt reduction
- D. Private entertainment, food, beverages, awards or scholarships
- E. Projects restricted to private or exclusive participation, which shall include restricting access on the basis of race, color, sex, age, religion, ancestry, national origin, handicap, marital status, citizenship status, creed, sexual orientation, gender identity, disability, veteran status, or any other protected status under federal, state, or city law
- F. Re-granting
- G. Feasibility studies
- H. Fundraising expenses
- I. Operational support (i.e. organizational salaries, marketing, office supplies, travel)
- J. Mortgage interest, loan or lease payments/value
- K. Legal fees or taxes
- L. Unfixed equipment (i.e. moveable furniture, laptops, computers, vehicles, mowers and/or office equipment)

20. The Cultural Service CAPITAL Program is codified in the City of Jacksonville Ordinance Code, Section 118.601-610.

21. QUESTIONS:

For Foundant, Reporting and Compliance: grants@culturalcouncil.org

22. CSCP FUNDING TIMELINE OF ACTIVITIES (page 6)



**FY2025 CULTURAL SERVICE
CAPITAL GRANT PROGRAM
GRANTEE TIMELINE**

Grant Period October 1, 2024 – September 15, 2025

EVENT	DEADLINES & DATES	TIME	LOCATION
Application opens in Foundant. Official notification to CSGs.	Monday, December 9, 2024	9:00 a.m.	Foundant
Training Webinar. Recorded and distributed to all CSGs.	Wednesday, January 8, 2025	10:30 a.m.- Noon	ZOOM https://us06web.zoom.us/j/82086427028
Application Deadline	Monday, Feb. 7, 2025	11:59 p.m.	Foundant
Committee: CSCP Public Hearing	Thursday, April 3, 2025	9:15 a.m.- conclusion	Jessie Ball duPont Center, Room TBD
Deadline for written appeals	Thursday, April 17, 2025	C.O.B.	Email staff
CCGJ Board of Directors: Meeting to approve recommendations	Thursday, April 24, 2025	4-6 p.m.	Jessie Ball duPont Center, Room 318
Contracts distributed/executed	May 2025	N/A	Docu-Sign/Foundant
Initial Grant Reimbursement Request Due After receipt of signed contract. Contingent upon funds being available from COJ.	May 15, 2025	N/A	Foundant. Reimbursement via direct deposit into segregated CSGP bank acct.
Additional Grant Reimbursement Requests Due, using Reporting Form E2	June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	N/A	Foundant. Reimbursement via direct deposit into segregated CSGP bank acct.
Mid-term Report – project, expense and matching fund updates	July 15, 2025	11:59 p.m.	Foundant
On-Site Compliance Visits, if applicable	August/September 2025	TBA	Grantee Facility
Grant period ends. All project expenses must be incurred, paid & submitted for reimbursement.	September 15, 2025	N/A	Foundant
Proof of Cash Match must be on hand.	September 30, 2025	N/A	N/A
ALL GRANTEES- Final Reporting Form E2 with proof of match and final programmatic report.	Friday, October 17, 2025	11:59 p.m.	Foundant
Independent Audit – Required for grantees with total City grant awards of \$100,000 or more, in accordance with GAAS. Audit must include Schedule of both Operating and Capital grant funds	Due to CCGJ 110 days following grantee’s Fiscal Year End	11:59 p.m.	Foundant
Independent Audit – Required for grantees with total City grant awards of \$500,000 or more, in accordance with GAAS & GAS. Audit must include Schedule of both Operating and Capital grant funds	Due to CCGJ 110 days following grantee’s Fiscal Year End	11:59 p.m.	Foundant

***NOTE:** Council Auditor’s Office of COJ will provide final approval for Form E2 and Independent Audits

