



## **CULTURAL SERVICE GRANT PROGRAM – 2024-2025**

### **GUIDELINES - LETTER OF INTENT**

#### **CULTURAL SERVICE GRANT PROGRAM:**

- The mission and purpose of the Cultural Service Grant Program (CSGP) is to provide public support to organizations that contribute to the cultural quality of life of Jacksonville’s residents.
- CSGP is funded by the City of Jacksonville and administered by the Cultural Council of Greater Jacksonville, Inc.
- CSGP is governed by Chapter 118, Part 6, of the City of Jacksonville’s ordinance code.
- CSGP is open to nonprofit 501(c)(3) organizations operating in Duval County with a primary mission that is arts/cultural.
- CSGP provides general operating support.

#### **LETTER OF INTENT:**

For organizations not currently funded through CSGP, completing the Letter of Intent (LOI) is a mandatory prerequisite to completing the full application for the 2024-2025 Cultural Service Grant Program.

Organizations currently-funded through CSGP must complete an abbreviated version of the LOI to ensure that they have maintained eligibility for CSGP for 2024-2025. A restricted access code will be sent via email to current grantees so they may access this abbreviated LOI form.

The purpose of the Letter of Intent is to:

- Signal the organization's intention to apply to CSGP
- Determine eligibility for applicant organizations
- Gather essential information and documentation
- Inform the Cultural Council of Greater Jacksonville's request for funding to the City of Jacksonville for the Cultural Service Grant Program.

**DEADLINE:**

Letter of Intent forms for the 2024-2025 Cultural Service Grant Program must be completed and submitted online by **Wednesday, Feb. 28, 2024 (11:59 p.m.)**.

The online form may be accessed through this link:

<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=culturalcouncil>

**DETERMINING ELIGIBILITY FOR CSGP:**

- Eligibility of applicants will be determined based on the information provided in the LOI. In some cases applicants will be asked for additional information or clarification.
- Applicants must meet all of the eligibility criteria required by ordinance at time of submission of the LOI.
- Organizations that submit Letters of Intent will be notified regarding their eligibility for CSGP in April 2024.
  - Ineligible Organizations:
    - Organizations determined ineligible will be informed of the reason(s) why.
    - In some cases the organization will have the opportunity to resubmit a LOI for a future grant cycle.
    - Determining that an organization is ineligible for CSGP at the LOI stage saves that organization from spending valuable time completing the full application for 2024-2025.
  - Eligible Organizations:
    - All eligible organizations will be provided with information about a CSGP application workshop.
    - Eligible organizations that attend the mandatory application workshop will be invited to submit a full application to the 2024-2025 Cultural Service Grant Program and will be provided with additional details about the grant process.

NOTE: There are additional, contractual requirements for organizations awarded Cultural Service Grants.

**INSTRUCTIONS FOR COMPLETING LOI FORM:**

Provide responses to the questions asked and upload the requested documents into the online Letter of Intent form.

The LOI has four sections:

- **Eligibility Criteria**

Information and documentation provided in the Eligibility Section helps determine if an organization is eligible for the Cultural Service Grant Program (CSGP). To receive program support under the Cultural Service Grant Program, an organization must meet all other eligibility requirements and must be requesting support specifically for cultural programming as defined by Chapter 118, Part 6, of the ordinance code of the city of Jacksonville.

(CSGP Ordinance) Sec. 118.607. - Eligibility for Cultural Service Grant:

In order to be eligible for funding an organization must meet the following criteria.

- (a) The organization must be tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code.
- (b) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617.
- (c) The organization must operate in Duval County.
- (d) At the time of application, the organization must have been in existence as a Florida Corporation for at least three years and must have three years of filed tax returns.
- (e) The organization shall have a broad base of community representation in management and membership. The members of the board of directors shall not receive any compensation for their service as directors, but they may be reimbursed for actual monetary expenditures on behalf of the organization. The corporate charter or by-laws shall provide a method of selection of the board of directors which will periodically subject the directors to the possibility of replacement by other qualified persons. The membership of the organization shall be open to as large a portion of the public as possible, subject to such nondiscriminatory conditions and qualifications for membership as may be imposed by the corporate charter or by-laws; provided that this requirement shall not be construed so as to prevent or prohibit an organization from having different classes of membership with different conditions and qualifications for admission and different relative rights, privileges and duties.
- (f) If the organization is a previous recipient of a City Grant or a Cultural Service Grant, the organization must have submitted all required reports for previous grants.
- (g) At least 76 percent of the organizations operating revenue or support shall be derived from sources other than this program.
- (h) The organization shall provide services or activities which benefit or are made available to a broad range of the people of the City and shall be offered on a nondiscriminatory basis to those people.
- (i) 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, humanities, literature, film/video/media, theater and musical theater, visual arts, or collections or exhibits of historical, archeological, scientific or ethnic artifacts, handiwork or objects.

The following documents must be provided for the Eligibility Section:

- 501(c)(3) Letter of Determination from IRS
- Corporate Charter or Articles of Incorporation

- Annual Report and Cover Page - Florida Dept. of State, Division of Corporations (Sunbiz)
- Complete 990 from most recently completed fiscal year
- Page One from 990s for two years prior to most recently completed fiscal year
- Certification that organization can match requested grant amount
- Board and Staff demographics chart (survey and chart provided in application)
- Board of Directors listing
  - (include mailing/email address, professional affiliations, board term info)
- Bylaws
- (if applicable) If organization receives other city funding, excepting the Kids Hope Alliance, provide a letter from the applicable city division/department verifying that the other city funding is distributed through a process that does not require specific City Council approval

Information provided in the Eligibility Section includes:

- Description of how organization serves on a non-discriminatory basis
- Mission Statement
- Description of organization’s history and major programs showing that arts/culture is its primary mission
- **Grant Request & Match**
  - By completing the Grant Request and Match Worksheet and providing additional budget documentation, an applicant must be able to show that it can support a minimum grant award of \$5,000 with at least 76 percent of its operating revenue derived from sources other than CSGP.
    - Requests from organizations not currently funded are capped as follows:
      - \$5,000 request from organizations with annual operating revenues less than \$250,000
      - \$10,000 request from organizations with annual operating revenues of \$250,000 and above
  - Evidence of match should be based on three years of actual financial results.
    - Agencies not currently funded use IRS Form 990s reflecting the past three years as documentation.
- **Required Additional Attachment - Charitable Solicitation Permit**  
 A Charitable Solicitation Permit is required in order to solicit for grant funds. The permit is issued annually by the Florida Dept. of Agriculture and Consumer Services. Permit must be current. (Please note, this is NOT your sales tax exemption certificate.)

Some organizations may be exempt per Florida Statutes, Chapter 496. If your organization is exempt, please attach an official statement to that effect issued by the Florida Department of Agriculture and Consumer Services on its letterhead.

- **Signature**

Provide electronic signature of person authorized to enter into contracts for the organization certifying LOI upon penalty of perjury.

**TIPS FOR USING THE ONLINE SYSTEM:**

Letters of Intent for the Cultural Service Grant Program must be submitted online. A Company called Foundant provides the Cultural Council's online grantmaking system.

**Online System Link:** Use the link provided by the Cultural Council to access the online system, create an account, and begin work on your Letter of Intent form. Preferred Internet browsers are Firefox and Google Chrome. Users report difficulties when using Safari, and older versions of Internet Explorer are not supported.

**Link to Foundant:**

<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=culturalcouncil>

**User I.D. and Password** – The User I.D. is your e-mail address. If you lose or forget your password, click on “forgot password.” Your password will be e-mailed to you.

**Dashboard** - The applicant's dashboard will show the organization's activity within Foundant, and the status of its applications and any required follow-ups for awarded grants. You will be able to review your Letter of Intent after it is submitted.

**Previewing** - Applicants can preview and print the LOI questions before beginning work by clicking on “Question List.”

**Saving** - You can save your work and continue your work later. Save your LOI often by clicking “Save Application” button. The system will time out due to inactivity, so please save often.

**Formatting** - Writing your narrative responses in Word is highly recommended. Then copy and paste the responses into the system.

**Character Limits** - One page in Word is equal to 3400 characters. Spaces are included in the character count.

**Megabyte Totals** - Megabytes are limited to a total of 25 for the entire application. If the requested document does not fit within the limit provided, try these tips for making it smaller:

- Copy document in black and white
- Scan at low resolution
- Use the “fax to file” feature within Foundant, which helps shrink documents to a smaller file size.

**Uploading Documents** - To upload a document, use the “Upload a File” button to select a document from your desktop. After you save the application, the document will appear.

If a document has been provided within the form for you to fill out, click on the document, download/save it to your desktop, fill it out, then re-upload.

To remove an uploaded file, click the “Delete File” button. You can also replace an uploaded file, by using the “Upload a File” button to select a different document for upload. The newly selected file will overwrite the previously selected file.

**Required Responses** - The online system will not allow applicants to submit a form if a required response or uploaded material has not been provided. If a response is required, an asterisk will be next to the question.

**Copy of Completed LOI** - When the LOI is complete, applicants can create a PDF document, which will include all of the responses and uploaded documents, by clicking on “Application Packet.” This can be printed, e-mailed and/or saved to your computer for your records.

**Submitting the LOI** - Carefully review entire form before submitting. Click “Submit Application” button to submit the form. You should see a confirmation message that it has been submitted, and it will appear as submitted on your dashboard. An automatically-generated message confirming that your submission has been received will also be e-mailed to you.

## **QUESTIONS?**

Contact the Cultural Council of Greater Jacksonville:

- John Poage, Grantmaking Manager  
[john@culturalcouncil.org](mailto:john@culturalcouncil.org)
- Amy Palmer, Director of Grants Administration  
[apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org)