



FY 25 ART TAG GRANT PROGRAM

NOTICE OF FUNDING OPPORTUNITY & REQUIREMENTS

OVERVIEW

The Alachua County Board of County Commissioners, in partnership with the Arts Council of Alachua County (ACAC), is pleased to announce the 2024/2025 Arts Tag grant program, made possible, in part, through the National Endowment for the Arts (NEA). The ACAC is serving as a Local Arts Agency (LAA) to subgrant \$30,000 in federally awarded funds through our Art Tag Grant in addition to \$10,000 provided by *Visit Gainesville, Alachua County, FL*, and \$4,000 in “State of the Arts” license plate sales, totaling a record \$44,000. Funds will be distributed to provide financial support to Alachua County resident artists, not-for-profit arts organizations, and the cities of Alachua, Archer, Hawthorne, High Springs, LaCrosse, Micanopy, Newberry, and Waldo for public art projects.

FUNDING FOCUS & PRIORITIES

The Art Tag grant program aims to improve Alachua County’s arts activities to increase the community’s access to a wide range of diverse arts experiences, especially in underserved communities. Access to arts and culture can foster the growth of the creative economy, encourage cultural entrepreneurship, and stimulate business development or relationships in related sectors.

As this program differs from the Arts Council of Alachua County’s Arts Tag Grant, there are additional requirements to receive this federal funding. Carefully review the eligibility, allowable costs, reporting requirements, and [terms and conditions](#) before completing this application.



TIMELINE

Application Open:	June 2024
Application Deadline:	July 31, 2024
Award Notification:	October 2024
Disbursement of Funds (anticipated):	October 2024
Funding Cycle/Period of Performance:	October 1, 2024 – September 30, 2025

APPLICATION SUBMISSION

General information regarding the Art Tag grant is available at the Alachua County Arts Council website. Applications must be submitted online no later than **midnight on Wednesday, July 31, 2024**. The applicant is solely responsible for the content and timely submission of the application.

Include only the materials requested in the original application. Late, incomplete, or ineligible applications **WILL NOT** be accepted. Likewise, changes or the addition of materials to an application after the submission deadline **WILL NOT** be accepted, unless they have been requested by the Arts Council.

ELIGIBILITY CRITERIA

Individual artists, artist collaborators, not-for-profit organizations, and the cities of Alachua, Archer, Hawthorne, High Springs, LaCrosse, Micanopy, Newberry, and Waldo are eligible to apply if the following criteria are met:

If an artist, the applicant must:

- Be a resident of Alachua County, Florida
- Be a US Citizen
- Be 18 years or older



If an organization:

- Recognized as a tax-exempt 501(c)3
- Has a Unique Entity Identifier (UEI): Organizations **MUST** have a valid UEI to receive federal funding (previously a DUNS number). Learn more [HERE](#).

If a municipality:

- Only the cities of Alachua, Archer, Hawthorne, High Springs, LaCrosse, Micanopy, Newberry and Waldo are eligible to apply.
- Has a Unique Entity Identifier (UEI): Organizations **MUST** have a valid UEI to receive federal funding (previously a DUNS number). Learn more [HERE](#).

Additionally:

- The applicant cannot use additional federal funds for the same costs/project activities within the same period of performance.
- Applicants must verify that they are not excluded or disqualified from doing business with the federal government. Each applicant will be required to self-certify that participants in the subaward have not been disbarred, suspended, or have any other exclusions or disqualifications.
- Applicants must agree to abide by the NEA's Nondiscrimination, Environmental and Preservation, and Other National Policies ([Appendix C](#)).
- Applicants must ensure compliance with accessibility requirements by self-certifying they understand and will adhere to Section 504 of the Rehabilitation Act of 1973.
- Applicants must ensure compliance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA). A review may be required if proposed activities affect historic properties or districts. **Funding will be considered pending until this requirement has been verified and approved by the NEA.**



FUNDING GUIDELINES

The total funds to be sub-granted through the Art Tag grant program is \$44,000, which includes \$14,000 additional funds provided by *Visit Gainesville, Alachua County* and the Art Tag license plate sales. Funding requests for individual artists, artist collaborators, and not-for-profit organizations is up to \$3,000. Funding requests for small cities requires a 1:1 match up to \$5,000.

Funding levels will be impacted by the number of eligible applicants and how the applications score. While applicants may request the maximum amount allowable, final awards may be less than requested. Applications with the lowest scores may not be recommended for funding.

Subgrant award funding is paid at the beginning of the project to the Artist with an invoice, not to exceed the maximum grant amount award. For those who qualify for *Visit Gainesville, Alachua County, FL* funding, 25% will be withheld until proof of out-of-county marketing is provided.

Small city matching subgrant award funding is paid on a reimbursement basis with an invoice and copies of paid receipts and relevant backup documentation required, not to exceed the maximum grant amount award.

FUNDING CAN ONLY COVER ALLOWABLE EXPENSES INCURRED DURING THE PERIOD OF PERFORMANCE (OCTOBER 1, 2024 – SEPTEMBER 30, 2025).

ALLOWABLE COSTS

Funds are intended to support project-related expenses and activities. Allowable costs are limited to any or all of the following:

- Visual art supplies
- Music supplies
- Advertising
- Studio time
- Printing



- Costumes
- Equipment
- Other project-related expenses

UNALLOWABLE COSTS

Funds cannot be used for:

- Alcoholic beverages
- Purchase and/or use of gift cards and gift certificates to support project costs.
- Gifts and prizes, including cash prizes as well as other items with monetary value.
- General fundraising
- Commercial enterprises or activities
- Construction, purchase, or renovation of facilities
- Land purchase costs.
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation either directly or through specific lobbying appeals to the public.
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- Social activities such as receptions, parties, or galas.
- Sub-granting of any kind to include to replace lost revenue, payments to an individual or organization to obtain training or technical assistance for their own benefit with little or no involvement from you, and emergency relief funding for housing or food.
- Voter registration drives and related activities.
- Contributions and donations to other entities.
- General miscellaneous or contingency costs.
- Fines and penalties, bad debt costs, deficit reduction.
- Marketing expenses that are not directly related to the project.
- The purchase of vehicles
- Visa costs paid to the U.S. government.
- Traveling expenses
- Personal debts or expenses



- Commercial or for-profit activities
- General or administrative expenses
- All other costs that are unallowable per 2 CFR 200 and other laws.

SUBGRANT REVIEW PROCESS

Eligibility Review: The ACAC will review each application for completeness and compliance with eligibility requirements.

Scoring: Eligible applications are reviewed and scored on a weighted scale by the ACAC. The scoring criteria and matrix is below:



Scoring Rubric	
<u>Eligibility (if "No" to any questions below, the applicant is ineligible)</u>	
Alachua County Artist	
Alachua County Resident, US Citizen, 18+ years old	
Original Artwork	
Complete Application	
Art depicts or expresses views consistent with Alachua County's views	
<u>Scores (max 100 total points)</u>	
Response to Artistic Discipline Question (max 10 points)	
	Clearly worded response to ensure reader understands intended message
	Artistic merit and artistic excellence
	The writer stayed within their maximum word count throughout
Artistic Work Samples (max 25 points)	
	Samples provided clearly relate to Artistic Discipline
	Samples provided are of professional quality
	Samples provided adhere to maximum number permitted below:
	<i>Actors, Dancers, Filmmakers and Musicians - max 2 samples, not to exceed 3 minutes each</i>
	<i>Photographers and Visual Artists - max 3 samples</i>
	<i>Writers and Playwrights - max 10 pages</i>
	<i>Poets - max 4 poems</i>
Grant Funding Usage (max 40 points)	
	Proposed deliverable supports arts organizations, arts programs and art activities within Alachua County
	Proposed deliverable serves the public interest such as free art lessons or art exhibits for Alachua County Residents or the creation of art to be displayed in public places in Alachua County
	Proposed deliverable provides value to Alachua County residents and visitors
Why Alachua County Should Fund Grant (max 5 points)	
	Compelling reason why Alachua County should fund grant
Focus on Children's Programming (max 10 points)	
	Focus on Children's Art Programming
Optional Visit Gainesville, Alachua County FL Question (max 10 points)	
	Marketing to out-of-county visitors
Budget (max 10 points)	
	Budget is complete
	Budget is clear, concise and easy to understand

IMPORTANT NOTE: Applications will be reviewed for “Artistic Merit” and “Artistic Excellence” as a requirement of the NEA ([20 USC Sec. 951 et seq.](#)).



Scoring and allocation recommendations are presented, reviewed, and voted on by the ACAC before advancing to the Alachua County Board of County Commissioners (BoCC) for approval.

Review of Risk: Each applicant's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subgrant will be evaluated. This may include past performance of subgrants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc. Specific subgrant conditions to mitigate risk, if appropriate, will be imposed ([2 CFR 200.332\(b\)](#), [\(c\)](#), and [\(e\)](#)).

NOTIFICATIONS, AGREEMENT AND PAYMENT

An email notification will be sent to all subgrantees in October 2024, accompanied by a purchase order if sub-granted funds are recommended. Acceptance of the purchase order by the recipient assures compliance with all Art Tag grant and NEA requirements.

Subgrants will be disbursed once the purchase order has been issued, any other documentation has been obtained, and any NEA reviews and/or compliance concerns have been addressed. Subgrant funds must be used **ONLY** for the purpose described in the proposal and incurred during the period of performance. **Any changes or modifications to the proposal must be reported to the ACAC immediately.**

MONITORING

Activities of the subgrantee will be monitored as necessary to ensure the funds are used for authorized purposes, in compliance with federal statutes, regulations, the terms and conditions of the subgrant, and to that subgrant performance goals are achieved ([2 CFR 200.332\(d\)-\(h\)](#)). This includes the review of financial and performance reports.



REPORTING/CLOSEOUT

Each subgrantee is required to submit a final report providing a detailed description of the funded activities, participation statistics and demographics, marketing and program materials, and an accurately documented fund expenditure budget that aligns with the submitted budget. A sample final report will be provided to the subgrantee along with any other required documents.

NOTE: Final reports are DUE within 30 days of the close of the project and no later than September 30, 2025.

RECORD RETENTION & ACCESS

In accordance with §119.0701, Florida Statutes, subgrantees, shall, as required by Florida law:

- A. Keep and maintain public records required by the County to perform the services.
- B. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida law or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

ACKNOWLEDGEMENT

The Alachua County Board of County Commissioners, Arts Council, NEA, *Visit Gainesville, Alachua County, FL*, and State of the Arts logos must be used in all printed and digital materials.

ACCESSIBILITY, TECHNICAL ASSISTANCE AND QUESTIONS

Those requiring accessibility, technical assistance and questions should contact Arts Council liaison, Gina Peebles, at gpeebles@alachuacounty.us or 352-538-8265.



PLEASE CHECK ONE

_____ Individual artists, artist collaborators, not-for-profit organizations
(max grant award \$3,000)

_____ Small City (Alachua, Archer, Hawthorne, High Springs, LaCrosse,
Micanopy, Newberry, or Waldo) (max grant award \$5,000)

Upload your subgrant as a single .pdf document (titled as last name, first name or organization name) to <https://alachuacounty.sharefile.com/r-r8f67c1997fca41bb81e0a92ca0dfe1a7> by midnight, July 31, 2024.

Name: _____

Email: _____

Daytime Phone: _____

Mailing Address: _____

Website (if applicable): _____

Unique Entity Identifier: _____

(Organizations are required to have a SAM.gov unique entity identifier (SAM UEI). On April 4, 2022, the federal government switched from the DUNS number to a UEI generated by SAM.gov as the UEI of record. All sub-awards made under an NEA award are subject to federal requirements regarding required registrations. All sub-grantees must obtain and provide its unique entity identifier on the grant application. The sub-grant organization is not required to complete full SAM registration to obtain a unique entity identifier. To obtain a SAM UEI please go to <https://sam.gov/content/home>; for a step by step guide visit Federal Service Desk at https://www.fsd.gov/gsafsd_sp) If your organization does not have a UEI at the time of application submission, please provide the date that the organization filed for a UEI

(Note: This is not your federal employer identification number, or tax ID number.)

Have you or your organization been successful in managing previous local, State, or Federal grant awards? _____ Yes _____ No



Have you or your organization applied for, or is planning to apply for, National Endowment for the Arts (NEA) funding for 2024? (Note: If yes, NEA funding from other sources CANNOT overlap.) ____ Yes ____ No

AUTHORIZATION AND CERTIFICATION

I understand and agree that submission of this application signifies intention to comply with all State and Federal regulations including, nondiscrimination policies, environmental and preservation policies, and other national policies as stated in the [Terms and Conditions](#).

I certify that any funds received through this sub-grant will be used exclusively for the purposes set forth in this application. I will notify the Alachua County Arts Council immediately if: 1) myself or organization encounters a problem which could negatively impact the execution or completion of my project and 2) if myself or organization receives any additional funds from other sources in this same grant period.

Compliance with the American with Disabilities Act (ADA) is a Federal Law and a subgrantee requirement. Do you certify that you are willing to meet accessibility requirements by self-certifying I understand and will adhere to Section 504 of the Rehabilitation Act of 1973.

I understand that I must comply with all requirements of the abide by the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA). I understand that a review may be required by the NEA if proposed activities affect historic properties or districts and that funding will be considered pending until this requirement has been verified and approved by the NEA.

I certify that neither myself nor my organization have been disbarred, suspended, or have any other exclusions or disqualifications from doing business with the federal government. Furthermore, I certify that I am a U.S. citizen or legal permanent resident, I reside within Alachua County, and I am 18 years of age or older or am a small Alachua County city. Finally, I certify



that all of the facts contained on this application are true and that this application is complete to the best of my knowledge and understanding.

Signature

Date



Please tell us about your artistic discipline, focusing on “Artistic Merit”, including how long you have been practicing your craft. (250-word limit). *City applicants, please enter “N/A” in the space below.*



Please attach samples and/or provide links to your work in your .pdf submittal (link details on page 10). Artistic work sample may be photography, poetry, creative writing, visual artwork, music files, video files, etc. Applications or work samples containing profanity, racism, sexism, homophobia, xenophobia, discriminatory behavior, or vulgarity will not be considered.

PLEASE NOTE:

Actors, Dancers, Filmmakers and Musicians - Please submit a maximum of 2 work samples. We will listen or view 3 minutes of each media file. Please make note of where you want us to begin if work samples are longer.

Photographers and Visual Artists - Please submit a maximum of 3 work samples.

Writers and Playwrights - Please submit a maximum of 10 pages of work samples, including a synopsis. Poets may submit 2-4 poems.

You may provide links to work samples here including a brief description of your work. (150-word limit). City applicants, may enter "N/A" in the space below if samples / links are unavailable.



How will grant funds be used (i.e. what is the deliverable that the grant is paying for) and describe how your project will support public arts programs and arts activities within Alachua County? The deliverable should be something that serves the public interest such as free art lessons, art exhibits, or the creation of art to be displayed in public places. (150-word limit)



Please tell us why Alachua County should fund your grant application. (75-word limit)



Please tell us how your project will impact communities (especially with a focus on children) throughout Alachua County. (75-word limit)



Optional Question: Visit Gainesville, Alachua County has contributed \$10,000 of our Art Tag Grant budget for applicants who advertise and promote their event or activity to tourists. A tourist is defined as someone who resides outside of Alachua County. Recipients are required to invest a minimum of 25% of grant funds to out-of-county marketing efforts.

Please detail your specific out-of-county marketing efforts including an itemized budget, such as social media marketing targeted to out-of-county arts patrons. (100-word limit)



Please complete the form below to show your estimated program budget. “Art Tag Grant Expenses” are expenses you intend for this grant to pay for, if awarded. “Cash contributions” are expenses that you as the artist, or your organization, will fund with your existing budget. “In-Kind/Donated Items” are expenses that are provided to support your program/event without the exchange of money.

Please breakdown any anticipated Revenue sources. For example, if this is a ticketed event, how much do you expect to receive in “Admissions”? Likewise, has a business or individual made a donation to support your event? If so, please include that under “Corporate/Private Support.” Have you received, or applied for, a local, State, or Federal grant for this program? If so, please include that with the corresponding column.

Expenses	Art Tag Grant Expenses	Cash Contributions	In-Kind/Donated Items	Total
Personnel				
Facility Rental				
Visual Art/Music/Other Supplies				
Marketing – in County				
Marketing – out-of-County				
Printing				
Insurance				
Equipment Rental/Purchase				
Security				
Other Program Related Expenses				
Total Expenses				
Revenue	Total			
Admissions				
Corporate/Private Support				
Federal Grant(s)				
State Grant(s)				
Local Grant(s)				
Other Program Related Revenues				
Total Revenue				