

ST. JOHNS CULTURAL COUNCIL
“STATE OF THE ARTS”
GRANT GUIDELINES
September 1, 2020

Beginning in the Fall of 2020, the St. Johns Cultural Council will annually fund up to five (5) \$1,000 and one (1) \$5,000 grant for artist professional development and arts, culture and heritage projects in St. Johns County, Florida. Applicants must be individuals residing or organizations based in St. Johns County.

General Information and Grant Guidelines

- Applications for SOTA grants will open on September 1, 2020 and must be submitted electronically no later than 5:00 p.m. on Friday, October 2nd. Incomplete or late applications are not eligible for funding.
- Technical review of completed applications may be requested by email to sjcc@historiccoastculture.com at least ten days prior to the application deadline.
- There are no matching requirements. The grant request can fully fund the proposed activity or supplement its budget.
- The grant narrative should include details about ALL aspects of the project, including in-kind support (donated space, materials, volunteers, etc.) and provide information about collaboration with other artists or arts organizations. **We strongly encourage applicants to include information about strategies to increase accessibility to the project in light of social distancing and other CDC recommendations related to COVID-19.**
- Notification of grant awards will be made within thirty days after the application deadline.
- Activities must take place, and funds must be expended, within St. Johns County during the grant period. The “grant period” is defined as no longer than one year from the original date of grant notification.
- Multiple applications for the same project are not permitted.
- Applicants must use the forms provided here, and application must be typed, with font size of 11 point or larger.
- Applicant name and project title must appear on all support materials.

- Applications **must be emailed** to sicc@historiccoastculture.com before 5:00 pm on the application deadline.

For Public School Teachers/Schools Only

- Applications must be for new programs or for substantial enhancements to existing programs in St. Johns County public schools.
- Preference will be given to projects that integrate the arts with other content areas.
- Funds are granted only for programs or projects that are artistic in nature but teachers of any discipline may apply.
- If an awarded teacher moves to another school, equipment or permanent materials purchased with grant funds become property of the applying school unless the school agrees to allow them to go with the teacher to another St. Johns County School.
- Teachers submitting grants for artists or arts organizations to provide programs at a school must submit a letter of support from the School Principal and the partnering artists / organizations, if any.

Allowable Grant Expenditures include:

- Production costs
- Materials
- Salary or stipends for project staff
- Artistic, administrative, technical, consultant fees
- Tuition and travel expenses for professional development
- Insurance for public art projects

Non-allowable Grant Expenditures include:

- Capital expenditures or debt reduction
- Fundraising events or other contributions / donations
- Hospitality costs (private entertainment, food or beverages)
- Expenses incurred or obligated prior to or after the grant period
- Re-granting or donations to other entities

Additional Requirements for Grantees

- Logos of the St. Johns Cultural Council and the Florida Division of Cultural Affairs must be included in all grant-related publicity / printed materials. Logos may be downloaded from the SJCC website.
- The State of the Arts Grant Program must be acknowledged in public announcements related to the funded activity.
- Grantee must provide at least two weeks prior notice of public events related to the grant funded activity to the Cultural Council by email to sjcc@historiccoastculture.com.
- A written final report of the funded event, project or professional development activity must be submitted by email to sjcc@historiccoastculture.com within 60 days after the completion of the project. The report should include:
 - web links to or attached copies of social media notices, print publicity, press releases, programs, flyers, agenda, etc.;
 - feedback from audiences or participants;
 - a final project budget; and
 - at least three (3) high resolution jpg images illustrating grant activity
- If a funded project is not completed before applying for a new grant, a progress report will be required. Applicants that fail to meet this requirement will not be eligible for future SOTA grant awards from the St. Johns Cultural Council.

Evaluation Criteria

The grant review panel will evaluate proposals based on the following criteria:

Artistic and Educational Merit: The quality of the activity based on its content and the resumes and experience of participating artists or on learning outcome and current Florida educational standards. **40 possible points**

Management Capability: The administrative and production experience of the project organizer(s) and ability to implement the proposed activity. **20 possible points**

Impact to Target Audience: Who is your target audience and in what positive ways will this activity impact them? **30 possible points**

Marketing Plan: How will you share information about this project with others?
5 possible points

Other Financial Support: What other sources are funding this activity?**5 possible points**

Checklist of Required Documents

Application Form

Narrative

Budget Form

Attachments (in pdf or jpg)

Resumes of Project Organizers / Artist(s)

Letters of Support

Supporting Materials illustrating previous work (no more than 3)

Letter from School Principal, if applicable