



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	\$435,000	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<b>\$435,000</b>	_____	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____
Is Item Included In Budget?		Yes <u>X</u>	No.		

Budget Account No.: Fund 000 Agency 743 Org. 7136 Object 8201

Reporting Category \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

**C. Department Fiscal Review:**

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

The BCC approved \$400,000 for the Cultural Council during the FY 08 budget development process. The additional \$35,000 is a carryover of estimated unexpended funds from FY 07.

John D. [Signature] 8-15-07  
OFMB  
CN 8/16/07

Ann J. [Signature] 8/15/07  
Contract Dev and Control  
8/16/07

**B. Approved as to form and Legal Sufficiency:**

This Contract complies with our contract review requirements.

Maureen Lulla  
Chief Assistant County Attorney

**C. Approved as to terms and conditions:**

\_\_\_\_\_  
Department Director  
This summary is not to be used as a basis for payment.

## AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between the Palm Beach County Cultural Council Inc., a Florida not-for-profit corporation (hereinafter referred to as "Council") whose Federal Identification Number is 59-1862336, and the Board of County Commissioners of Palm Beach County, Florida, a political subdivision of the State of Florida (hereinafter referred to as "County").

WHEREAS, the County has determined that it is in the best interests of the residents and visitors of Palm Beach County to support programs of small and emerging cultural organizations, children's and multicultural projects, providing entertainment and education to its residents and visitors; and

WHEREAS, the Council is recognized by the County as an appropriate organization to assist the County by providing services relating to cultural activities and programs; and

WHEREAS, the Council has established cultural development programs to assist certain cultural and community-based organizations, which do not receive tourist development tax revenues, with their cultural programs; and

WHEREAS, the County has determined that it will support these programs by providing funding to the Council for the provision of grants to such organizations; and

WHEREAS, the County and Council wish to enter into an agreement to establish the terms and conditions under which the County will provide such funding to the Council

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The purpose of this agreement is to specify the parties' roles and obligations regarding the funding by County of certain cultural programs through the Council.
2. The County's representative and contract monitor during the term of this agreement shall be County Administrator or designee. The Council's representative shall be the Grants Director.
3. This Agreement shall commence on October 1, 2007 and shall terminate September 30, 2008. This Agreement may be renewed upon written agreement by the parties.

4. The Council shall implement and administer one (1) cultural development grant program, Category C-I, which shall provide grants to non-profit organizations for those organizations' cultural programs as more specifically described in Exhibits A (guidelines for C-I) attached hereto and made a part hereof.
5. The County shall provide an amount not to exceed Four Hundred and Thirty-Five Thousand Dollars (\$435,000) to fund certain of the activities of these organizations as determined by the Council pursuant to a process established herein and approved by County. Of the \$435,000 in County funding, up to Four Hundred Thousand Dollars (\$400,000) to be applied to Category C-Level I (Small and Emerging Organizations, Children's and Multicultural projects). A portion of the remaining funds, not to exceed 10% of the total amount, may be used by the Council to administer the program. In the event some funds are unspent, the Council will reallocate funds to support cultural programs in underserved areas of the County.
6. The Council shall administer a grant panel following guidelines developed for the implementation and administration of the 2007-2008 grants referenced in paragraphs four and five above. The guidelines shall set forth criteria for the evaluation of grant applications and award of grants. The panel shall be comprised of at least one (1) representative appointed by County Administrator or his or her designee. The Council shall prepare an application form and administer a process which shall enable the grant panel to evaluate the organizations based on the established guidelines and to make funding recommendations to the board of directors of the Cultural Council.
7. The Council shall solicit proposals from organizations which meet the following eligibility criteria:
  - A. Small and emerging nonprofit cultural organizations with cultural programs targeting residents and nonprofit community-based organizations which have 1) cultural programs that are presented by, for or about multicultural populations and/or cultural programs for children in Pre K-12 within Palm Beach County
  - B. Have completed at least one year of operation as a nonprofit organization within Palm Beach County as substantiated by financial and IRS records which records organizations shall produce if so required.
  - C. Applicant does not receive "Category B" Tourist Development (bed) tax revenues for Fiscal Year 2007-08.
  - D. Has submitted completed application.

8. Upon approval of the recommendation set forth in paragraph six, the Council shall enter into an agreement with the grantees. The Council shall monitor and evaluate the activities of the grantees during the time the activity is funded. The Council shall make available to County any information obtained by the Council during the evaluation and funding periods and shall otherwise cooperate with County in providing information to County concerning the results of the programs funded.

9. The County's obligation under this agreement shall be limited to the funding amount set forth in Paragraph 5 above. The funding provided hereunder shall be used for grants to the organizations qualified through the process specified above and for reimbursement of the certain limited Council's administrative costs as set forth in paragraph 5. Payments shall be made to the Council in accordance with the fiscal procedures of County as reimbursement for authorized expenditures or the provisions of good and/or services, following the Council's determination that the expenditures have been made in accordance with the grant agreement and are appropriate for reimbursement.

Each invoice submitted by the Council shall include a reference to its authorization, shall be itemized in sufficient detail for audit thereof and shall be supported by copies of the corresponding grantee invoice or proof of receipt or performance of the goods and/or services invoiced.

It is mutually agreed that the Council shall promptly review and submit to the County invoices received in good order, and that the County shall promptly pay to the Council on a continual basis amounts properly payable under this Agreement and supported by receipted invoices submitted by the Council. County shall not pay the Council unless and until the Clerk of the Board of County Commissioners pre-audits payment invoices in accordance with law, subject to the conditions, if any, attached to said approval.

10. Availability of Records. During the term of this Agreement, Council agrees that, in addition to County, an independent auditor shall have access to, and the right to examine, any pertinent books, documents, papers and records of the Council.
11. Intellectual Property. All logos, slogans, trademarks, trade names, written copy, layout production materials, formulas, recipes, and other intellectual property created by or on behalf of the Council or the County using County funds shall be the property of County, and the Council hereby assigns to County any and all rights the Council has or may acquire in such intellectual property. Any and all revenues derived from such use by

the Council shall be applied solely to the performance of the Council's duties specified in this Agreement and any such revenue not so applied shall be remitted by the Council to the County. The Council shall take no action inconsistent with the County's rights in such intellectual property, and will take all reasonable actions, including registration of trademarks and trade names, as necessary and appropriate to protect the County's rights in such property.

12. Insurance. The Council shall not commence work under this Agreement until it has obtained the types of insurance required in this paragraph and such insurance has been approved by the County.
  - a. Certificate of Insurance. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Council shall furnish Certificates of Insurance to the County prior to the commencement of operations. The certificates shall name the County as an additional insured and shall clearly indicate that the Council has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve the Council of its liability and obligations under this Agreement.
  - b. Comprehensive General Liability Insurance. The Council shall maintain during the life of this Agreement, comprehensive general liability insurance, including contractual liability insurance, in an amount no less than \$1,000,000.00 per occurrence to protect the Council from claims for damages for bodily and personal injury, including death, as well as from claims for property damage which may arise from any operations by the Council or by anyone employed by or contracting with the Council.
  - c. Comprehensive Automobile Liability Insurance. The Council shall maintain, during the life of this Agreement, comprehensive automobile liability insurance in the minimum amount of \$1,000,000.00 combined single limit for bodily injury, death and property damage liability to protect the Council from claims for damages, for property damage, death and for bodily and personal injury, which may arise for the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles, whether the

operation of such automobiles be by the Council or by anyone directly or indirectly employed or retained by Council.

- d. Worker's Compensation Insurance. The Council shall maintain during the life of this Agreement, adequate worker's compensation insurance and employers' liability insurance in at least such amounts as are required by law for all of its employees in accordance with Chapter 440, Florida Statutes.
13. Indemnification for Negligent Acts or Omissions. The Council shall indemnify, save and hold harmless County, its officers, employees, servants and agents from and against any and all claims, liabilities, losses and/or causes of actions which may arise from any negligent act or omission of the Council, its officers, employees, servants and agents in the performance of services under this Agreement, and regardless of whether such negligent act or omission of the Council was caused, occasioned or contributed to in whole or in part by the negligence of County or its officers, employees, servants or agents.
14. Additional Indemnification. The Council further agrees to indemnify, save, and hold harmless and defend the County, its officers, employees, servants and agents from and against any claim, demand or cause of action of whatsoever kind or nature arising out of any conduct or misconduct of the Council not included in the paragraph above and for which the County, its officers, employees, servants, and agents are alleged to be liable.
15. Non-Discrimination. During the performance of this Agreement, the Council agrees as follows:
  - a. It will not discriminate against any employee or applicant for employment upon the grounds of race, religion, color, marital status, national origin, sex, sexual orientation, age, handicap or disability with respect to, but not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
  - b. It will not discriminate against any grantee, applicant, subcontractor, contractor, potential contractor or participant hereunder, upon any of the above prohibited grounds.

16. Certificate of Authority and No Conflict. The Council hereby certifies that it is legally entitled to enter into this Agreement with the County, and that it is not now and at no time will violate either directly or indirectly any provision of Chapter 112, Florida Statutes, or any other conflict of interest statute or other applicable statute.
17. Conflict of Interest. Neither the Council, nor its officers, directors, agents or employees shall acquire any interest, either directly or indirectly, which would conflict in any manner with the duties, obligations or the performance of services provided for in this Agreement. The Council shall promptly notify the County in writing of all potential conflict of interests, and specify the association, interest or other circumstance, which may appear to influence the Council, its officers, directors, agents or employees. In the event the County Attorney's Office shall determine that such association, interest or other circumstance would constitute a conflict of interest, the Council, its officers, directors, agents or employees shall take all action necessary to resolve the conflict of interest.
18. Independent Contractor. The Council is, and shall be, in the performance of all work, services and activities under Agreement, an independent contractor, and not an agent or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Council's sole direction, supervision and control. The Council shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Council's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as officers, employee, agents or servants of the County. The Council shall not have the power or authority to bind the County in any promise, agreement or representation unless specifically provided for in this Agreement.
19. Preservation of Records. The Council shall maintain and preserve the records, books, documents, papers and financial information pertaining to the work performed under this Agreement. The Council agrees that the County, or any of its duly authorized representatives, until the expiration of three (3) years after final payment under this Agreement or until the expiration of three (3) years after the termination of this Agreement, whichever occurs last, shall have access to, and the right to examine, any pertinent books, documents, papers and records of the Council. In the event that such audit is in progress at the expiration of aforementioned three (3) year period, access to and the right to examine will continue until completion of such audit.



20. Public Records. The parties agree that any and all records of the Council relating to this Agreement are to be considered public records, subject to the provisions of Chapter 119, Florida Statutes. Moreover, during the term of this Agreement, County is hereby granted the power to designate any or all records of the Council public records under Chapter 119, Florida Statutes, by resolution of the Board of County Commissioners, making such designation, regardless of whether said records are presently deemed public records.
21. Notification to County. The Council shall notify the County's representative of any Council board or executive committee meeting at which matters relating to this Agreement are scheduled to be discussed.
22. Prohibition of Assignment. The Council shall not assign, sublet, convey or transfer in whole or in part its interest in this Agreement, without the prior written consent of the County.
23. Authority to Practice. The Council hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a responsible manner. Proof of such license and approvals shall be submitted to County upon request.
24. Other Activities and Services. This Agreement shall not be construed so as to prevent the Council from being an applicant for other funds from the County for activities or services other than those carried out under the terms of this Agreement and which do not conflict with the activities or service provided for in this Agreement.
25. Public Entity Crimes. As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the Council certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).
26. Termination. The County or the Council may terminate this Agreement at any time without cause by giving the other thirty (30) days advance written notice of such termination and specifying the effective date thereof.
27. Notices. All notices required by this Agreement shall be sent by certified mail, return receipt requested, to the following:

As to County: Verdenia Baker, Deputy County Administrator  
301 North Olive Avenue, 11<sup>th</sup> Floor  
West Palm Beach, FL 33401

As to Council: Rena Blades, President and CEO  
Palm Beach County Cultural Council  
1555 Palm Beach Lakes Boulevard, Suite 300  
West Palm Beach, FL 33401

Or such other address directed by the respective parties in writing.

28. Entirety of Agreement. This Agreement shall constitute the whole Agreement between parties unless otherwise amended in writing. Any failure by the County to require strict performance by the Council or any waiver by the county of any provisions of this Agreement shall not be construed as a consent or waiver of any other breach of the same or any other provision.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

ATTEST: PALM BEACH COUNTY, FLORIDA, BY  
ITS BOARD OF COUNTY  
COMMISSIONERS

Sharon Bock, Clerk

By: \_\_\_\_\_ By: \_\_\_\_\_  
Deputy Chair Chair

APPROVED AS TO  
TERMS AND CONDITIONS

By: Verdenia Baker By: Theresa Lawrence  
Verdenia Baker Theresa Lawrence  
Deputy County Administrator

By: Rena Blades By: Boeth Dy  
Rena Blades, President and CEO Boeth Dy  
Palm Beach County Cultural Council

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: Maureen Culla  
County Attorney



PALM BEACH COUNTY  
**CULTURAL COUNCIL**  
**Cultural Development Fund:**  
**Small and Emerging Organizations, Community Cultural Projects**  
**2007-08 Application Guidelines**

## INTRODUCTION

In 1998, the Palm Beach Board of County Commissioners designated new funds to be expended for cultural activities throughout the County. These funds are to be used by Palm Beach County based nonprofit organizations to promote and expand cultural activities for residents and is designated as *Category C-Level I*.

The Palm Beach County Cultural Council administers the *Cultural Development Fund* program under contract with the Board of County Commissioners. Organizations that apply for funding through this program may not also apply for other Palm Beach County Cultural Council organizational grant funds, in the same fiscal year. Final funding is dependant upon County Commission approval.

## MISSION

The grant program seeks to preserve cultural heritages and traditions through the arts, significantly advance cultural opportunities for children and youth, and to create opportunities for Palm Beach County residents to experience culturally diverse, innovative and excellent cultural programs and projects. The grant program will:

- 1) Encourage and assist small, nonprofit cultural organizations based in Palm Beach County, by enhancing and/or expanding cultural programs that serve County residents and/or include outreach to multicultural populations residing in the County, and/or serve County children and youth using innovative strategies in arts education.
- 2) Encourage and assist nonprofit community-based organizations based in underserved or ethnically diverse communities in Palm Beach County, by enhancing or expanding cultural projects that include outreach to multicultural populations residing in the County, and/or serve County children and youth using innovative strategies in arts education.

**NEW:** Beginning in the 2007-08 funding cycle, this program will allow municipalities defined as Rural Economic Development Initiative (REDI) communities by State of Florida Division of Cultural Affairs to apply in the community-based category as well. For Palm Beach County, the cities of **Belle Glade**, **Pahokee** and **South Bay** have been designated as REDI communities. For more information, visit [www.florida-arts.org](http://www.florida-arts.org)

## METHOD

By awarding contracts to *reimburse* artist fees, production expenses, exhibition costs, educational and/or marketing expenses.

## DEFINITION OF CULTURAL ORGANIZATION

**Definition:** A “**cultural organization**” is defined as a nonprofit organization whose primary mission and/or more than 75% of its annual operating expenses are dedicated to cultural activities: the arts, literature, history, or natural science. See complete definition of ‘culture’ in definitions. A “**program**” is defined as performances, festivals, exhibitions and/or education planned, produced, presented and promoted on a regular basis (e.g. each week, each month, annually, etc.).

**Objective:** The objective is to promote culture and build audiences for cultural activities for residents and visitors through quality programs offered by Palm Beach County’s small and emerging nonprofit cultural organizations.

## DEFINITION OF COMMUNITY-BASED NON-CULTURAL ORGANIZATIONS

**Definition:** A “**community-based non-cultural organization**” is defined as a not-for-profit organization with programs based in underserved or ethnically diverse areas or neighborhoods of Palm Beach County whose primary mission and general operating budget is NOT dedicated to arts and culture, but to any number of other causes: health, social welfare, housing, rehabilitation, etc. A “**cultural project**” is defined as performances, festivals, exhibitions, and/or arts and cultural education planned, produced, and presented by the organization that includes outreach to multicultural populations residing in the County, and/or serves County children and youth using innovative strategies in arts education. The project must include any or all aspects of culture. See complete definition of ‘culture’ in the definitions section. The REDI-designated municipal governments of Belle Glade, Pahokee and South Bay may apply for funding under this category for new cultural projects or new components of an existing project. *Partnerships with cultural organizations and/or professional artists and artists associations that might increase the quality of the cultural experience for participants are highly encouraged.*

**Objective:** The objective is to promote cultural excellence and reach residents in underserved and/or ethnically diverse communities through quality cultural projects offered by these community-based organizations.

## FUNDING

There are several levels of funding:

### **Funding for Cultural Organizations**

Organizations that meet the criteria defined above as “cultural” may request funding levels according to their cash operating expenses for the last completed fiscal year.

*Note: program budgets must show a \$1:1 cash match from the organization that equals the requested amount. For every dollar the organization requests from the Cultural Council, it must show an equal or greater amount of revenue coming from another source.*

**Level One:** Organizations with operating expenses of \$25,000 or less for the last completed fiscal year may request up to a maximum of \$5,000.

**Level Two:** Organizations with operating (cash) expenses ranging from \$25,001 - \$150,000 for the last completed fiscal year should include its most recent IRS Form 990 or a certified independent financial audit report and request up to a maximum \$10,000.

**Level Three:** Organizations with operating (cash) expenses of \$150,001 or more for the last completed fiscal year should include its most recent IRS Form 990 or a certified independent financial audit report and request up to a maximum of \$15,000.

#### **Funding for Community-Based Non-Cultural Organizations**

Organizations that meet the criteria defined above as "community-based, non-cultural" may request funding based on cash operating expenses from the previous fiscal year. Project budgets must show a \$2:1 cash match from the organization equal to the amount requested. *For every one dollar requested from the Cultural Council, the organization must show two dollars (or more) coming from another revenue source. As an example, if the organization is requesting \$5,000 from this grant fund, it must show that it is matching this amount with at least \$10,000. The projected total project income would be at least \$15,000.*

**Level One:** Organizations with operating expenses of \$100,000 or less for the last completed fiscal year may request up to a maximum of \$5,000.

**Level Two:** Organizations with operating (cash) expenses ranging from \$100,001 - \$500,000 for the last completed fiscal year should include its most recent IRS Form 990 or a certified independent financial audit report and request up to a maximum \$10,000.

**Level Three:** Organizations with operating (cash) expenses ranging from \$500,001 or more for the last completed fiscal year should include a certified independent financial audit report\* and request up to a maximum \$10,000. In this level of funding, less than 25% of the organization's match can be from salaries or operating expenses. Because of their REDI designation, the cities of Belle Glade, Pahokee and South Bay may apply at this funding level to support new cultural projects in their communities or to expand and/or add new components of cultural projects already in existence.

#### **DEADLINE**

Deadline for application is **March 12, 2007** for the grant period beginning October 1, 2007 and ending September 30, 2008. Organizations may only submit one application for the grant period and cannot apply to other Cultural Council organizational grant programs during the same grant period.

#### **ELIGIBILITY REQUIREMENTS AT TIME OF APPLICATION**

Applicant organizations must fulfill all of the following:

- (1) Have primary location in Palm Beach County.
- (2) Have completed at least one year of operation within Palm Beach County as a nonprofit organization.

- (3) Have documented Internal Revenue Service nonprofit, tax-exempt status 501(c)(3) or 501(c)(4). Questions regarding tax-exempt status should be addressed to:

Internal Revenue Service  
Atlanta, GA 31101  
Or call 1-800-829-1040

- (4) Have a board of directors composed of at least one-half Palm Beach County residents, meeting on a regular basis.
- (5) Must not be a unit of county or municipal government (e.g. public schools, library systems, city special events departments, etc.). The only exceptions are the communities designated as Rural Economic Development Initiative (REDI). Applications will be accepted from the cities of Belle Glade, Pahokee, and South Bay under the funding category of *Community-based, Non-cultural Organizations, Level Three*.
- (6) Applicant or its parent organization does not provide grants to individuals or organizations. Scholarships to youth for the purpose of arts and cultural education are acceptable.
- (7) Must meet the qualifications that define a nonprofit cultural organization above or be a nonprofit, non-cultural organization with programs based in underserved or ethnically diverse communities of Palm Beach County and planning cultural activities that will serve children and/or multicultural audiences residing in those communities. The municipalities of Belle Glade, Pahokee and South Bay may apply under the community-based, non-cultural category for new cultural projects or new elements to reoccurring cultural projects. If there are questions about which category the organization should apply in, please contact the Grants Department at the Cultural Council before submitting the application.
- (8) Provide a program budget inclusive of a cash match described above under "Funding."
- (9) Submit a completed application as specified in the next section.
- (10) Have not applied for *Cultural Tourism Development Fund: Major Institutions* nor *Cultural Development Fund: Mid-sized Institutions* grant programs for October 1, 2007 – September 30, 2008.
- (11) Applications will not be accepted from organizations that have overdue reports on prior Cultural Council grants. Compliance concerns must be resolved in order for an application to be considered for funding.

## GRANT REVIEW CRITERIA

### **(1) Cultural and artistic excellence and merit of program:**

Creative and well-planned cultural activities and/or events combined with the talent, skill, and knowledge to produce quality results. *Determined by program description, resumes of artists and/or cultural instructors and/or cultural staff, quality of support materials, etc.*

**Maximum 40 points**

### **(2) Impact on the Community:**

Ability to add value to the quality of life for Palm Beach County residents. Organization has demonstrated its planned activities address a need in the community. Ability to reach and serve target audience. *Determined by target audience and/or participants, expected outcomes and evaluation methods, communities affected, marketing or PR efforts if appropriate.*

**Maximum 30 points**

### **(3) Ability to carry out program or project:**

Administrative and fiscal ability, strength of budget, diverse revenue streams, strength of collaborations, potential for long-term stability. *Determined by financial information, staff and volunteer resumes, support letters, board of directors, history of organization.*

**Maximum 30 points**

## REIMBURSEMENT GUIDELINES

Organizations approved for funding will receive grant dollars through a reimbursement process as expenses occur beginning October 1, 2007 and ending September 30, 2008. *The grantee should have sufficient funds in place to pay for expenses and provide required proof of payment before submitting for reimbursement.* Reimbursement process can take 30-45 days before payment is available.

### **Allowable Expenses:**

- A. Artists' and other fees directly related to the program including travel by the artist
- B. Marketing expenses directly related to the program including outside professional marketing services
- C. Production and technical expenses directly related to programs



- D. Space rental directly related to the program
- E. Advertising and printing costs related to program
- F. Materials and supplies directly related to program
- G. Pre-payments made prior to grant period for allowable expenses directly related to program during the grant period

**Disallowable Expenses**

- A. General operating or administrative expenses, including travel, salaries and benefits not related to program
- B. Rent of office building, renovation, or remodeling of facilities
- C. Purchase of permanent equipment, including musical instruments
- D. Program publications which include solicited advertising
- E. Advertising or PR items which do not mention the specific program
- F. Advertising/printing expenses which omit the County and/or Council logo
- G. Food expenses
- H. Any payments to students for services rendered
- I. Any awards, prizes, or contributions
- J. Other non-program related expenses

**REQUIREMENTS AND CHECKLISTS**

An organization must submit the following material listed below. All items must be organized and collated into NINE (9) packets for panel review. (One original and eight copies)

- \_\_\_\_\_ 1. One fully completed and typed **original** application form, **plus 8 copies**. All information is restricted to space provided on application form unless otherwise indicated. *There is a two-page narrative allowed to describe evaluation methods.*
- \_\_\_\_\_ 2. Copy of the organization's FY 2005-06 **final report** if organization was a Cultural Council grantee in 2005-06.

- \_\_\_\_\_ 3. Brief resumes of **staff and volunteers** directly responsible for the program or project. *Limit information to two (2) pages.*
- \_\_\_\_\_ 4. Complete list of the organization's **Board of Directors** including home and business addresses and phone numbers. Please indicate officers.
- \_\_\_\_\_ 5. Brief resume/description of **key artists** (not on staff) directly involved with the program. *Limit information to no more than four (4) pages.*
- \_\_\_\_\_ 6. The organization's **financial balance sheet** approved and signed by the board treasurer for last completed fiscal year. An auditor's compilation or review will be acceptable.
- \_\_\_\_\_ 7. One copy of organization's **Internal Revenue Service tax-exemption determination letter**, (501(c)(3) or 501(c)(4), to be collated with original application.
- \_\_\_\_\_ 8. Organizations with operating budgets of **\$25,001 or more** must include one copy of the last completed IRS 990 form.
- \_\_\_\_\_ 9. Support Material. Sample brochures, programs, reviews and/or support letters. Limit material to 5-8 pieces per packet.
  - DO NOT bind (staple, three-hole punch, etc) the original application.
  - Bind the other eight copies of the application. A two-pocket paper folder with the stapled application and support materials inside is recommended for each packet but not required. When binding, ensure that text remains readable for each page.
  - Please make sure the organization's name is on the cover of each packet and that the original package is marked "original."
  - Space is an issue. Please do not use hard-cover three-ring binders.

### FOR MORE INFORMATION

For assistance, please call the Grants Department at (561) 471-2901 or send an email to: [mgranda@palmbeachculture.com](mailto:mgranda@palmbeachculture.com)

### DELIVERY INSTRUCTIONS

All applications must be **postmarked March 12, 2007**, or hand-delivered by 5:00 pm on that date. US MAIL OR DELIVER the entire grant package to:

**Palm Beach County Cultural Council  
1555 Palm Beach Lakes Boulevard #300  
West Palm Beach, Florida 33401**



**Community Cultural Development Fund: Category C-I  
FY 2007-08 Grant Process Schedule**

<b><u>December 20, 2006:</u></b>	<b>APPLICATIONS AVAILABLE ONLINE</b> <b><a href="http://www.palmbeachculture.com">www.palmbeachculture.com</a></b> Call (561)471-2901 x 331 to request by mail.
<b><u>January –March 2007</u></b>	<b>APPLICATION ASSISTANCE &amp; WORKSHOPS*</b> Location and Times will be posted on the website. Call: (561) 471-2901 x331 for info. *New organizations MUST attend one of the workshops or meet separately with staff before submitting an application.
<b><u>March 12, 2007:</u></b>	<b>DEADLINE FOR APPLICATIONS</b> Postmarked 3/12/2007 or hand-delivered by 5:00 pm To: Palm Beach County Cultural Council 1555 Palm Beach Lakes Boulevard, # 300 West Palm Beach, Florida 33401
<b><u>March 13-April 2:</u></b>	<b>PRE-AUDIT OF APPLICATIONS</b> Applicants may be called in to make corrections; schedules confirmed.
<b><u>April 3:</u></b>	<b>APPLICATIONS DELIVERED TO GRANT REVIEW PANELISTS</b>
<b><u>May 2 and 3:</u></b>	<b>GRANT REVIEW PANEL INTERVIEWS</b>
<b><u>May 4:</u></b>	<b>AWARD RECOMMENDATIONS MAILED TO APPLICANTS</b>
<b><u>May 29:</u></b>	<b>CULTURAL COUNCIL BOARD MEETING</b> Board of Directors review award recommendations
<b><u>June:</u></b>	<b>BUDGET REVISIONS &amp; CONTRACTS MAILED FOR SIGNATURE</b>
<b><u>July-August:</u></b>	<b>CONTRACTS RETURNED, CORRECTED AND PLACED ON BOARD OF COUNTY COMMISSIONERS' AGENDA</b>
<b><u>September:</u></b>	<b>BOARD OF COUNTY COMMISSIONERS MEETING</b> Commissioners review/approve contracts
<b><u>October 1<sup>st</sup> 2007:</u></b>	<b>FY 2007-08 GRANT PERIOD BEGINS</b> Executed contracts, forms and reimbursement guidelines delivered to grantee organizations
<b><u>April 2008:</u></b>	<b>INTERIM REPORTS DUE</b>
<b><u>September 30, 2008:</u></b>	<b>GRANT PERIOD ENDS</b>
<b><u>October 31, 2008:</u></b>	<b>FINAL REPORTS DUE</b>

Client#: 33902

PALMBEAC2

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 07/06/07
<b>PRODUCER</b> Summit Global Partners of Florida, Inc. PO Box 811088 Boca Raton, FL 33481-1088	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Palm Beach County Cultural Council, Inc 1555 Palm Beach Lakes Blvd.; Suite 900 West Palm Beach, FL 33401	<b>INSURERS AFFORDING COVERAGE</b>	
	INSURER A: <b>Transportation Ins Co</b>	NAIC # <b>20486</b>
	INSURER B: <b>Zenith Insurance Company</b>	<b>13269</b>
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR. INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	1077111586	10/01/07	10/01/08	EACH OCCURRENCE <b>\$1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$100,000</b> MED EXP (Any one person) <b>\$10,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGREGATE <b>\$2,000,000</b> PRODUCTS - COMP/OP AGG <b>\$2,000,000</b>
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	1077111586	10/01/07	10/01/08	COMBINED SINGLE LIMIT (Ea accident) <b>\$1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ GARAGE LIABILITY <input type="checkbox"/> ANY AUTO AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ <b>10000</b>	1077111586	10/01/07	10/01/08	EACH OCCURRENCE <b>\$1,000,000</b> AGGREGATE <b>\$1,000,000</b> \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	Z832023813	10/01/07	10/01/08	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT <b>\$100,000</b> E.L. DISEASE - EA EMPLOYEE <b>\$100,000</b> E.L. DISEASE - POLICY LIMIT <b>\$500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**\*10 DAYS NOTICE OF CANCELLATION FOR NONPAYMENT OF PREMIUM**

Certificate Holder is additional insured as per written contract. Pending renewal payment of Premium.

**CERTIFICATE HOLDER**

Palm Beach County  
 301 N. Olive  
 West Palm Beach, FL 33401

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Jany Morris*