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CITY OF COCOA BEACH CULTURAL DEVELOPMENT GRANTS PROGRAM

www.cityofcocoabeach.com



Guidelines Adopted By City Commission: August 3, 2006

CITY OF COCOA BEACH
CULTURAL DEVELOPMENT GRANTS PROGRAM

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City of Cocoa Beach
Finance Department
P.O.Box 322430
Cocoa Beach, Fl. 32932-2430
(321) 868-3245
www.cityofcocoabeach.com

CITY OF COCOA BEACH
CULTURAL DEVELOPMENT GRANTS PROGRAM

1 The City of Cocoa Beach wishes to promote the cultural enrichment of the
2 community and is engaged in a reimbursable grant program. The purpose of
3 the Cultural Development Grant Program (CDGP) is to provide funding support
4 to locally-qualified, primarily non-profit organizations interested in promoting
5 the literary, visual and performing arts for the benefit and enjoyment of the
6 Cocoa Beach community. Profit and non-profit organizations which have
7 received a City of cocoa Beach Cultural Development Grant, or the equivalent,
8 prior to the adoption of these eligibility requirements, shall continue to remain
9 eligible, the above requirement not withstanding.

10 Funding Policy

11 During budget time, the City Commission may set a budget for the Cultural
12 Development Grants Program. The City of Cocoa Beach will reimburse up to
13 \$5,000 grant funds, per application, to local primarily non-profit organizations
14 that are eligible and approved through a written application and competitive
15 selection process. Grant funds will be awarded on a first come, first serve, and
16 on a reimbursement basis only. Expenditures must be approved in advance by
17 the City and accompanied by original receipts, before reimbursements will be
18 issued.

19 Eligibility Requirements

20 To be eligible to apply for a Cocoa Beach Cultural Development Grant, an
21 organization must abide by at least one of these requirements:

- 22 1) Be a nonprofit, tax-exempt, Florida Corporation as a result of being:
- 23 a. Incorporated or authorized as a nonprofit Florida corporation in
24 good standing, pursuant to Chapter 617, Florida Statutes a
25 minimum of two (2) years prior to the application deadline date;
26 and,
- 27 b. Headquartered in Brevard County with a minimum of two (2)
28 years as of the application deadline date; and,
- 29 c. Designated as a tax-exempt organization as defined in section
30 501(c)(3) of the Internal Revenue Code of 1954, as amended, a
31 minimum of two (2) years prior to the application deadline date.

- 32 2) Be a profit/non-profit organization which has received a City of Cocoa
33 Beach Cultural Development Grant or equivalent, prior to the adoption
34 of these eligibility requirements. For profit organizations shall have two
35 years from the adoption of these requirements within which to form a
36 not-for-profit successor so as to be able to continue to be eligible for
37 grants.

38 A complete and accurate application must be submitted within the City's
39 set timeframe. *Grants will only be approved for cultural arts-related*
40 *programming which is made available to Cocoa Beach residents.*

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CULTURAL DEVELOPMENT GRANTS PROGRAM

1 Funding Guidelines

2 Allowable costs

3 Grant funds can be used:

- 4 - for costs incurred or obligated within the grant period
- 5 - solely for the purpose of the grant and can be easily identified as such

6 Non-Allowable costs

7 Grant funds cannot be used for:

- 8 - expenses incurred or obligated before or after the grant period
- 9 - lobbying or attempting to influence legislation
- 10 - private entertainment
- 11 - to pay bad debts
- 12 - projects restricted to private participation
- 13 - projects that would generate funding that could be re-granted to other
- 14 parties
- 15 - operation of privately-owned facilities (i.e. studios, homes)
- 16 - other expenditures not authorized by Chapter 112 of the Florida Statutes
- 17 - as sole source of funding for an event and
- 18 - expenditures submitted for reimbursement by others.

19 Grant Application Process

20 Applicants must apply for specific project support, at a minimum of 60 days
21 prior to the date of the event(earlier is preferred). Grant funds are allocated
22 based on first come first serve basis. Applications received after the deadline,
23 will not be processed.

24 - 60 Days prior to event - Grant Applications (one original and 5 copies)
25 are due to the City by 4:00 PM - no exceptions. Applications are to be
26 submitted to the City's Finance Department, ATTN: Finance Director, P.O. Box
27 322430, Cocoa Beach, Florida 32932-2430. Incomplete applications will not be
28 processed and returned with requests for amendments

29 - Staff review - City Staff reviews the Grant Applications for
30 completeness. Thirty days prior to the event, Staff includes the grant-related
31 projects as an agenda item for the City Commission's consideration and
32 approval

33 - After Commission Approval or rejection - Once approval is granted,
34 projects may commence at any time thereafter. Because the Commission may
35 need further information or review earlier submission prior to the 60-day
36 deadline is recommended by Staff. The Commission meets twice a month.

37 - Reimbursement - Grant recipients must submit original invoices within
38 or on 30 days from service, to be reimbursed.

39 How to Apply

- 40 Submit a completed application and 5 copies within the grant time
- 41 schedule. Material should be concise and legible

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- 1 a cover letter from the organization's/group's President or Chairperson
- 2 naming the contact person responsible for managing the grant, if
- 3 awarded

- 4 Provide Internal Revenue Service confirmation for the organization's tax
- 5 exempt status

6 **Review Criteria**

7 City Staff and Commission will evaluate the grant applications on the merit of

8 the following:

- 9 Proposal narrative, including history of prior programming and services
- 10 of the organization

- 11 Demonstration of organization's planning

- 12 Benefit to the Cocoa Beach community

- 13 Completeness of the application.

14 **How to be Reimbursed**

- 15 For reimbursement, obtain the City's approval prior to expending funds

- 16 Complete and submit the City's Vendor Registration Form

- 17 Complete the Public Entity Crime Statement

- 18 Submit original invoices to the City within thirty (30) days from service.

19 **Glossary**

20 **Arts-related programming** - any and all artistic disciplines that include, but

21 are not limited to, music, dance, drama, theater programs, creative writing,

22 literature, folk arts, visual arts and media, and the execution and exhibition of

23 other such allied major art forms.

24 **Fiscal Year** - City Fiscal Year October 1 to September 30.

25 **Grant Period** - Timeframe that would include at least 60 days prior to

26 event/service and 30 days following event/service.

CITY OF COCOA BEACH
CULTURAL DEVELOPMENT GRANTS PROGRAM

CITY OF COCOA BEACH
FUNDING REQUEST APPLICATION

1
2
3
4 DATE: _____

5
6 APPLICANT: _____

7
8 ADDRESS: _____

9
10 TELEPHONE: _____ Email: _____

11
12 CONTACT PERSON: _____

13
14 TYPE OF ORGANIZATION: NON-PROFIT
15 Profit and Non Profit Organization which has
16 received funds prior to the adoption of these
17 eligibility requirements
18 OTHER

19
20 IF APPLICABLE, NON-PROFIT NUMBER 501(3) (c): _____

21
22 FUNDING GUIDELINES:

23 All expenses must be obligated during the awarded fiscal year. Funds provided
24 by the City of Cocoa Beach may be used only for clearly identified and concrete
25 public purposes which benefit the residents of the City of Cocoa Beach and may
26 not be used for:

- 27 • Expenses incurred or obligated before or after the grant period
28 • Lobbying or attempting to influence legislation
29 • Private entertainment (i.e., parties, receptions, benefits, etc.)
30 • Bad debts
31 • Projects restricted to private participation
32 • Re-granting (revenue to be reallocated to other parties)
33 • Operation of privately owned facilities (i.e., studios, homes)
34 • Any other expenditure not authorized by Chapter 112 of the
35 • Expenditures submitted for reimbursement by others.

36 If the donee is a non-profit corporation, the corporation's facilities and
37 programs must be available and beneficial to the general public as a whole and
38 not just the members of the non-profit corporation. Profit and non-profit
39 organizations which have received City Cultural Development Grants, or
40 equivalent, prior to the adoption of these eligibility requirements, shall
41 continue to remain eligible, requirements notwithstanding.
42

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CULTURAL DEVELOPMENT GRANTS PROGRAM

1 Funds must be used specifically for programs or purposes specified in the
2 application. Should an applicant fail to properly implement the program listed
3 in the Funding Request Application, the City may immediately cancel or
4 terminate the use of such public funds and the applicant is subject to full
5 repayment of any funds received for the project and may become ineligible for
6 future funding. An applicant may decline funds without prejudice, if the final
7 funding recommendation makes implementation of the proposed program
8 impractical.

9
10 This is a program that reimburses approved incurred expenses - funds are not
11 advanced. Donee organization must provide documentation of all funds spent
12 including all receipts - receipts must be original. Receipts must not have been
13 previously reimbursed by another organization nor can they be submitted after
14 the fact to another organization for reimbursement. The donee must also
15 provide periodic progress or status reports, and the City may require annual
16 audits of the income and expenditures of the donee organization.

17
18 All persons active in the management of the donee entity must satisfactorily
19 complete and sign a Public Entity Crime Statement, a sworn statement under
20 Section 287.133(3) (a) (attached).

21
22 Application for public funds does not imply that receipt of funds is
23 guaranteed, nor does receipt of funds in prior years.

24
25 FUNDS REQUESTED: _____

26
27 IS THIS A ONE-TIME REQUEST FOR FUNDING?

28
29 [] YES [] NO

30
31 HAS YOUR ORGANIZATION/GROUP RECEIVED FUNDING FROM THE CITY
32 PRIOR TO THE ADOPTION OF THESE ELIGIBILITY REQUIREMENTS?

33 [] YES [] NO
34
35
36
37
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43

CITY OF COCOA BEACH
CULTURAL DEVELOPMENT GRANTS PROGRAM

1 PROJECT INFORMATION:

2

3 Description of Organization - Provide a brief description of your organization,
4 including overall goals or mission statements and history of your group.

5

6

7

8

9

10 Description of Project/Program - Provide a brief description of the
11 program/project for which funds are requested, the population to be served,
12 the need for such a program, how the funds will be used, and a timetable when
13 anticipated benefit will be realized.

14

15

16

17

18

19 Location, dates and times of event(s):

20

21

22

23

24 Description of Measurable Objectives - Describe measurable objectives that can
25 be used to determine the effectiveness of the proposed project/program.

26

27

28

29

30

31 Description of funds requested from other agencies or sponsors for this
32 project/program (attach letters of commitment).

33

34

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CULTURAL DEVELOPMENT GRANTS PROGRAM

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What is the impact of funding from the City of Cocoa Beach on this project/program?

ADDITIONAL DISCUSSION (IF NECESSARY):

STAFFING:

Describe the number of full-time and part-time employees your organization has, as well as the number dedicated to the project for which donated funds are requested:

Board of Directors - Attach a list of all officers and members of the Board of Directors, including address, of your organization and salary of board members if applicable. A majority of board members must be Brevard County residents.

Family Members (optional) - List of all family of officers and directors employed by organization with their titles and area of responsibility.

CITY OF COCOA BEACH
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1 Number of Persons (Families) served by Program/Service
2 _____
3 _____
4 _____
5

6 CERTIFICATION OF AVAILABILITY OF DOCUMENTS:
7

8 The undersigned hereby certifies that the following documents are on file in
9 the administrative offices of the Applicant and will be available for inspection
10 by the City of Cocoa Beach and its authorized representatives at any time
11 during the term of the project. (Place checkmark next to appropriate
12 documents.)
13

- 14 Active Certificate of Incorporation or non-profit status
- 15 Articles of Incorporation and By-Laws
- 16 Organizations/staffing plan and position descriptions
- 17 Pay plan for all positions and current rate of pay for all employees
- 18 Interagency agreements pertinent to this project, if applicable
- 19 List of all proposed and current contractual agreements
- 20 Provide three (3) prior year IRS Form 990 Returns
- 21 Copy of determination letter from IRS (showing tax exempt status)
22

23 I understand that funds are provided on a reimbursement basis only and that
24 original copies of invoices are required to document such expenses incurred.
25 Applicant agrees that invoices submitted will not be submitted for
26 reimbursement by any other participating parties and that the City of Cocoa
27 Beach is the exclusive remitter for said invoices.
28

29 I agree to abide by the terms and conditions contained herein and I understand
30 that disbursements will be processed in accordance with established City
31 procedures.
32

33 _____
34 (APPLICANT - PRINTED NAME)
35 (DATE)

_____ (SIGNATURE)

36
37 Adopted by the City of Cocoa Beach City Commission
38 (Date) _____
39

40 Attached disbursement procedures & public entity crime statement are an
41 integral part of this package.
42
43
44

CITY OF COCOA BEACH
CULTURAL DEVELOPMENT GRANTS PROGRAM

1 DISBURSEMENT PROCEDURES

2
3 The following required documents must be presented in order to receive City
4 funding:

- 5
6 1. Properly filled out Vendor Registration Form. If already a vendor &
7 information is unchanged, new form is not required.
8 (pick up @ City Hall or download from the City website).
9
10 2. Properly filled out Public Entity Crime Statement (attached & referenced
11 on page 2 of the funding application). See FS 287.133(3) (a) for
12 complete details.
13
14 3. An invoice which contains the following:

- 15
16 • The total amount being claimed.
17
18 • The name & mailing address of the entity to be paid. This
19 information must be the same as that in the Vendor Registration
20 Form.
21
22 • A statement indicating the date funding was approved
23 (i.e. The Commission approved \$5,000 in funding at the September
24 00, 200X meeting)
25
26 • The following specific language & signature;

27
28 “I certify that the attached expenditures have been
29 actually incurred and are for the project approved by the
30 City Commission and that the attached receipts and
31 invoices have not been previously reimbursed by another
32 organization nor will they be submitted after the fact to
33 another organization for reimbursement.”
34

35 _____
36 Signature

37 _____
38 Printed name & title
39

- 40
41 • Original invoices and/or original receipts totaling to the amount
42 being claimed on the invoice. Copies of cancelled checks or
43 equivalent documentation to indicate payment is required. A short
44 phrase or sentence must indicate what the specific expenditure was
45 for & how it supported the project.
46

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- 1 Invoice terms are net thirty (30) days as calculated from the day of submission.
- 2 Invoices received from the donee organization will be attested and approved by
- 3 the Finance Department, indicating that the items being invoiced are in
- 4 conformity with the approved project. Payments by the City are disbursed in
- 5 accordance with Finance Department policy. Invoices not in accordance with
- 6 the terms listed above will be returned to the donee organization for
- 7 correction.
- 8
- 9 All documents should be presented in a single package.
- 10

CITY OF COCOA BEACH
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SWORN STATEMENT UNDER SECTION 287.1 33 (3) (a) FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES

This sworn statement is submitted with the City of Cocoa Beach Funding Request Application by

_____ who is _____
(Individual's Name) (Title/Position)

of _____, whose business address is _____
(Organization Name)

and Federal Employer Identification Number (FEIN) is _____.

1. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

2. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

3. I understand that “affiliate” as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the

CITY OF COCOA BEACH
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VENDOR REGISTRATION FORM

1
2
3

This is a two-page form. Both pages must be filled out.

Return to : Finance Department
City of Cocoa Beach
P. O. Box 322430
Cocoa Beach FL 32932-2430

Phone: 321-868-3320 (primary)
321-868-3245 (alternate)

Fax: 321-868-3213



FIRM NAME		PHONE	
ADDRESS		FAX	
CITY	STATE	ZIP CODE	
Occupational License(s):	Number:	Expiration Date:	
City:			
County:			
State:			
Year Firm Established:			
Taxpayer Identification Number (TIN) (Mandatory)			
E-mail Address :			
Web Page Address :			
Type of Business & Organization (Mark those that apply):			
<input type="checkbox"/> Individual	<input type="checkbox"/> Retailer	If you have a SNAPS contract or similar State agreements see page 2. A response to the ownership question on Page 2 is mandatory.	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Distributor		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Manuf. Agent		
<input type="checkbox"/> Service	<input type="checkbox"/> Manufacturer		
		(If different from above)	
	NAME	PHONE	FAX
President/Owner/Partner			
Contact for bids & contracts			

VENDOR NUMBER

Certification:

Under penalty of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number and
2. I am not subject to backup withholding because:
 - a. I am exempt from backup withholding **or**,
 - b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, **or**
 - c. The IRS has notified me that I am no longer subject to backup withholding **and**
3. I am a U. S. person (including a U. S. resident alien).

Signature
Title
Date

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1

LIST PRODUCTS/SERVICES/PRINCIPAL BUSINESS ACTIVITY:

State of Florida contract number(s)

Description of products
(if different than page 1 information)

If a City of Cocoa Beach employee is a partner, shareholder, or otherwise participates in the ownership and/or profits of the business you must disclose the employee's name and the nature of his participation. If this statement does not apply, indicate "N/A".

ADDITIONAL INFORMATION:

2



3

FOR CITY USE ONLY

4

COMMODITY CODES:
SUB-COMMODITY
CODES

CATALOG ON FILE : **YES** _____ **NO** _____

ENTERED BY _____

Date

VENDOR NUMBER _____

5