

**2024-2025 ARTS SEASON**  
**FUNDING ARTS NETWORK**  
**ANNUAL GRANTS**

**APPLICATION INSTRUCTION  
BOOKLET**





## **FUNDING ARTS NETWORK GRANT APPLICATION INSTRUCTION BOOKLET**

Dear Applicant and Member of the Miami-Dade Arts Community,

**FUNDING ARTS NETWORK (FAN)** is a not-for-profit organization dedicated to the cultural enrichment of Miami Dade County residents. FAN provides funds through grant support for programs to performing and visual arts organizations.

- This Grant Application Instruction Booklet contains criteria for eligibility and funding of FAN's annual grants, a description of the screening and selection process, instructions for completing the STEP 1 and STEP 2 applications, and answers to frequently asked questions.
- Funding Arts Network accepts applications through SmarterSelect.com, an online application platform. Each applicant will establish an account and can then proceed to the application. This account will be available throughout the grant cycle for which you are applying.
- **You must submit the applications by the deadline posted on the FAN website and stated here.**
- **All Step 2 applications must be submitted both online via [SmarterSelect](#).**

FAN looks forward to receiving your application.

Sincerely,

Terry Kaplan and Tish Richardson

Vice Presidents - Grants  
2023-2024

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## APPLICATION PROCESS

The FAN annual grant application is a two-step process.

Applicants must submit a Step 1 Application online via [SmarterSelect.com](https://SmarterSelect.com), which is accessible via a link on the [FAN website](#).

Each organization may submit only one proposal.

In early November, FAN will invite eligible organizations to submit Step 2 Applications.

- Step 1 Applications are due **Friday, October 20, 2023, at 5 PM.**
- FAN will email invitations to submit a Step 2 Application to eligible applicants In early **November 2023.**
- Step 2 Applications are due **Friday, January 26, 2024, at 5 PM.**
- Notification of grant awards: **March 2024.**
- Grants Awards Event: **May 2024.**

## **2023-2024 FAN Grants Eligibility Requirements**

### **Grant Eligibility**

Organizations must:

1. Be a performing or visual arts organization or a division or unit that is PRIMARILY engaged in the presentation of performing or visual arts programs to the public and that maintains its principal office in Miami-Dade County.
2. Be an active, not-for-profit, Florida corporation in good standing or be a division or unit of a not-for-profit Florida Corporation in good standing, public entity, college or university in which that division or unit is administratively and programmatically distinct with its own mission, staff and budget.
3. Be tax-exempt under §501(c)(3) of the Internal Revenue Code for at least 36 months prior to the submission of the application and have completed at least 36 months of operations presenting visual or performing arts programs to the public in Miami-Dade County.
4. Be currently registered with the Florida Department of Agriculture and Consumer Services to solicit contributions, unless the exempt organization falls under the categories listed in §496.403 of the Florida Statutes (e.g., educational institution).
5. Request funding for a program that reflects your PRIMARY mission and will take place in Miami-Dade County during the FAN funding cycle, between July 1, 2024, and June 30, 2025.
6. May NOT be a student visual or performing arts organization below the graduate level.
7. The program may NOT consist primarily of non-professional artists or performers.
8. The Applicant may not illegally limit participation in the proposed project/program, or any other of its programs or activities, on the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, sexual orientation or gender identification.

### **Special Considerations:**

- If the applicant is an identifiable component of an umbrella organization (e.g., university, cultural organization), the umbrella organization may NOT also be an applicant in this grant cycle.
- If the program is a collaborative effort among two or more organizations, the lead organization must submit the application, meet the eligibility requirements and be the funding recipient.
- FAN will NOT fund any production/exhibit that has been presented by the applicant organization in Miami-Dade within 5 years prior to the current FAN funding cycle unless the program is substantially different from prior presentations.
- If the proposed program begins before or extends beyond FAN's funding period of July 1, 2024, through June 30, 2025. FAN will only fund that portion that occurs during the funding period.

## **FUNDING CRITERIA FOR PERFORMING AND VISUAL ARTS GRANTS**

**FUNDING ARTS NETWORK** is dedicated to the cultural enrichment of Miami-Dade County by supporting the PROGRAMS of performing and visual arts organizations. FAN's goal is to fund creative and innovative performances, productions, and exhibitions that will stimulate the minds and capture the imaginations of our community's diverse audiences. FAN encourages the development of new projects and programs that engage and strengthen our community and heightens its appreciation of the arts.

**FUNDING ARTS NETWORK** provides program support to small, mid-sized, and large professional visual and performing arts organizations with diverse audiences serving all areas of Miami-Dade County. Each applicant organization may submit only one application for a single proposal.

**FUNDING ARTS NETWORK** will NOT fund:

- financial costs
- operating deficits
- pass-through funding
- capital expansion
- fundraising activities
- conferences, lectures or seminars
- conventions
- workshops
- training
- master classes
- performances or exhibits that take place in schools or camps
- living expenses
- programs primarily of non-professional artists and performers
- student recitals, performances or exhibitions below the graduate level
- scholarships
- competitions
- street fair events
- travel, hotel or food expenses
- expenses not directly attributable to the proposed program

FAN will not fund any production/exhibit that has been presented by the applicant organization in Miami-Dade County within 5 years prior to the current FAN funding cycle unless the program is substantially different from prior presentations.

If the proposed program begins before or extends beyond FAN's funding period, FAN will only fund that portion that occurs during the funding period.

**STEP 1 PRELIMINARY APPLICATION**  
**Deadline 5 PM, Friday, October 20, 2023**

The first step in submitting a funding request is to complete the STEP 1 preliminary application on SmarterSelect. You will provide a brief description of the proposed program, the applicant organization's mission statement *as it appears on its website*, and some background information. You can access the application via a link on the [FAN website](#) or directly at [SmarterSelect](#).

FAN will begin accepting STEP 1 applications on September 20, 2023.

Please follow the directions found on the SmarterSelect portal for completing the STEP 1 preliminary application. We recommend that you **print or download a copy of your completed STEP 1 application for your records**. You can print easily from the "Print as Applicant" pdf.

FAN will notify all STEP 1 applicants whether or not they may proceed to STEP 2, the full grant application, in early November. Applicants eligible to move on to STEP 2 will receive a link to the SmarterSelect STEP 2 application.

**APPLICATION TIPS**

*Review this Grant Application Instruction Booklet to confirm  
your organization's eligibility to apply.*

**READ ENTIRE APPLICATION CAREFULLY.**

**All requested information and documents are required for timely submission.**

**Late submissions and incomplete applications will not be accepted.**

**YOU CAN SAVE YOUR APPLICATION WHILE IT IS IN PROGRESS BY  
CLICKING ON THE SAVE BUTTON AT THE BOTTOM OF THE APPLICATION.**

FAN is not obligated to fund any proposal. Materials submitted in the proposal process become the property of Funding Arts Network and will not be returned.

## INSTRUCTIONS FOR COMPLETING STEP 2 APPLICATION

### GENERAL INSTRUCTIONS:

Use **only** the [2023-2024 FAN STEP 2 Application form](#) found on the SmarterSelect portal. If your organization qualifies, it will receive the SmarterSelect link to the STEP 2 application from FAN.

The applicant will establish a free account and can then proceed to the application. This account will be available throughout the grant cycle.

Applicants should keep a copy of the completed application for their records.

### SUBMISSION INSTRUCTIONS

**Submit an online application (including support materials) via SmarterSelect**, using the link sent to you by FAN.

**In addition, mail 2 hard copies of the SmarterSelect Application and the Financial Information to:**

VP - Grants  
Funding Arts Network  
P.O. Box 331864  
Miami, FL 33233-1864

Applications must be sent by U.S. Mail. You must use USPS tracking.

**To print the application, click on “Print as Applicant” on the SmarterSelect website, and print it as a PDF document.**

#### STEP 2 APPLICATION DEADLINE

**FRIDAY, JANUARY 20, 2023**

**5 PM EST**

Applications must be received online and postmarked  
by this deadline in order to be considered.

**FAN will not consider late or incomplete grant applications  
or those which do not follow these guidelines.**

### FURTHER INFORMATION

To ask questions regarding eligibility or the preparation of your application, please contact [vpgrants@fundingartsnetwork.org](mailto:vpgrants@fundingartsnetwork.org).



## ANNUAL GRANTS CHECKLIST

Organizations must make sure the following documents are included in their STEP 2 applications on SmarterSelect:

- Applicant's logo in .jpg format
- Image related to program in .jpg format
- Letter from the Florida Department of Agriculture and Consumer Services (DACs) demonstrating that the applicant is currently registered to solicit funds. \* This registration expires annually, and must be in effect both when you file STEP 1 and STEP 2 and during the period FAN reviews STEP 2 applications.
- Current Florida Corporate Annual Report. \* This may be downloaded from the Florida Division of Corporations at <https://dos.myflorida.com/sunbiz/search/>.
- IRS §501(c)(3) Determination Letter
- Key staff and artist biographies/resumes
- Board of Directors List and amount of total board contributions to applicant
- Financial information (forms are available through SmarterSelect)
- Links to attach recent reviews and/or video clips (if available).
- **Two (2) hard copies of the application, including the Financial Information but not the other attachments, mailed to FAN and postmarked by the application deadline**

\* Samples of these documents appear at the end of this booklet. Your submissions must be in the same form as these samples.

If your organization is eligible to file Small Charitable Organizations/Sponsors Application with DACs, you may submit the postcard received from DACs as proof of registration. If applicable, applicant may submit instead a statement that it is part of a local public college or university or government agency.

## GRANT APPLICATION FORMAT

The 2023-2024 Grant Application consists of requested information concerning the **Program Proposal** as well as the **Required Documents**.

### **Program Proposal:**

**Applicant Information** asks for general information about the organization and the proposed project. The Board President or Executive Director must give final approval. The name of the Proposal Contact Person is required. The latter may be asked for clarification, and therefore should be the person with IMMEDIATE RESPONSIBILITY for the project (**not** the grant writer.)

**Mission Statement** requires the Mission Statement of the organization AS IT APPEARS ON THE ORGANIZATION'S WEBSITE.

**Project/Program Information** requires specific information and brief descriptions of the project proposal.

**Organizational Budget** requires completing the 2023-2024 FAN Budget Forms for your organization's general operating budget, **including program income and expenses**, showing actual income and expenses for its current fiscal year and projections for the fiscal year in which your program will commence.

**Program Budget** requires projected revenues and expenses for the program for which funding is requested - *not* the organization.

### **Instructions and Definitions for Completing Proposed Budget:**

The expense items for which an applicant is requesting a FAN grant must be listed in the appropriate row/column. If a line item does not exist, do not create one; instead, include it under "other."

Use "NA" for categories in cash and in-kind that do not apply.

## SCREENING AND SELECTION PROCESS

The application process is competitive. STEP 2 Applicants are reviewed and evaluated by FAN Screening Teams under the direction of the Vice Presidents - Grants. Members of the FUNDING ARTS NETWORK Screening Committee are subject to a rigorous conflict of interest policy to protect the neutrality of the process and are trained by FAN in evaluation procedures and criteria.

The Screeners act as factfinders for the Screening Committee, reviewing applications and evaluating the proposals for program quality, artistic merit, community impact, outreach to target audiences, innovation and budget feasibility. The teams also review the organization for administrative strength, fiscal responsibility, and board support.

Screening Teams contact eligible applicants to arrange interviews virtually or in person. Interviews and site visits are critical to the review process. Screening Teams make funding recommendations based on a rigorous review of the grant applications and personal interviews. It is to the applicant's advantage to include in the interview the person(s) most knowledgeable about the program for which funding is being requested.

All members of **FUNDING ARTS NETWORK** have an opportunity to read about and vote on grant applications. Grant awards are announced soon after votes are confirmed.

Screening Committee recommendations are confirmed by the Board and the final allocation of grant funds to the applications selected for funding is voted upon by the entire membership. Ballots are sent to an independent bank or accounting firm for tallying. Grant awardees are notified in April and announced at the May 2023 Annual Meeting and Grant Awards Luncheon. A representative from your organization must be present at the luncheon to accept the award certificate and sign the contract.

### GRANT AWARDS LUNCHEON

Funding Arts Network recognizes the Grant Awardees  
at its annual meeting in May.

Each Grantee is required to send a representative to this event,  
at which time its Grant Award Contract is signed  
by the Grantee and by a representative of FAN.

## **FREQUENTLY ASKED QUESTIONS**

- Where does Funding Arts Network acquire its funds for grants?

The funding pool is created by member contributions.

### **ELIGIBILITY REQUIREMENTS**

- Our program will begin in the winter of FAN's funding cycle and finish in the fall of the next funding cycle. May we apply?

Yes, but FAN will only consider funding that portion presented during the FAN funding cycle (July 1 – June 30). When preparing the Financial Information, you should request funds only for the portion to be presented during the eligible grant period.

- What do you consider a visual or performing arts organization?

An organization whose mission is to offer programs in one of the following disciplines for which FAN accepts applications: Dance, Theater, Music, and Visual Arts (including film).

- Our performances are really multi-disciplinary. We present musical theater works, but we also have a major dance component and use the visual arts as an integral part of our work. What should we do?

Select the ONE discipline that you consider to be the most important focus of the program for which you request funding.

- May we request funding in an arts area that is not part of our mission, for example, a visual arts organization applying for a concert series, or a music presenter applying for a visual arts exhibition?

No. Your grant request must be in the area of your mission. However, funding is available for programs which are multi-disciplinary provided that one of the disciplines within the program for which funding is being sought is within the discipline stated in your mission statement.

- We are a not-for-profit organization. Although our primary mission is not presenting programs in the performing or visual arts, we have decided to present such a program next year. Would we be eligible for a grant?

No. FAN will NOT fund organizations whose primary mission is NOT the presentation of visual or performing arts. However, you might suggest to the performing or visual arts group that it apply to us for a grant, if eligibility requirements are met.

## GRANTS ADMINISTRATION

- What happens if we are awarded a grant?
  - Funding Arts Network will enter into a contract with your organization to provide funds, up to the awarded amount, for specific items in your proposal.
  - FAN will disburse \$3,000 of the grant to each grantee at the beginning of the Grant Cycle (July 1).
  - It will disburse additional funds on the presentation of a Payment Request Form supported by copies of invoices. The first Payment Request must be accompanied by invoices for the amount of that request PLUS invoices covering the initial \$3,000.
  - All requests except for the Final Request must be for no less than \$2,500.
  - FAN will withhold 10% of the funded amount until the submission of a Final Request Form.
- May we substitute performers, change program, or the dates or location of the event?
  - FAN has the discretion to approve certain changes to the program as described in the application. A change, even if approved, may result in a reduction of the grant. Any deviation from the approved project requires **the prior written consent** of the Grants Manager at [grantsmanager@fundingartsnetwork.org](mailto:grantsmanager@fundingartsnetwork.org).
- \* How do we recognize FAN's grant award to our organization?
  - The Grant Contract between FAN and each Grantee requires that recipients of FAN grants accord recognition to FAN as a funding source in all media at the same level as recognition is accorded to equivalent grantor or donor organizations: The FAN logo should only be displayed during the year in which a grant is awarded.
- \* How much are the 2023-2024 grant awards?
  - FAN will award grants of equal value. Each grant award will be \$10,000.
  - FAN's membership will choose one grantee in each discipline (Dance, Music, Theater and Visual Arts) to receive an additional monetary award.

**Detailed instructions on how to receive grant funds  
and deal with changes will be provided in the grant contract packets.**

## HELPFUL DEFINITIONS:

**Administrative Personnel:** That portion of the remuneration of employees on the applicant's payroll (executive and supervisory, program directors, managing directors, business managers, clerical staff, ushers, security, box office, etc.) directly attributable to the project.

**Admissions/Ticket Sales:** Revenue earned from public attendance at exhibitions or performances.

**Annual Fund Donations:** That portion of annual fundraising efforts that will be applied to the proposed program.

**Applicant Cash:** Funds from applicant's present or anticipated cash resources (e.g., loans, endowment funds, cash surpluses, etc.) which will be applied to the proposed project.

**Artistic Staff:** That portion of the remuneration of employees on applicant's payroll (artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, actors, dancers, singers, musicians, etc.) directly attributable to the proposed project.

**Equipment Purchase or Rental:** Do not include equipment rental that is included as part of the rental agreement for the performance venue.

**Fundraising Events:** Revenues from fundraising events specifically held for the proposed project.

**In-Kind Contributions:** All non-cash contributions provided for the proposed project. The basis for valuation of these contributions must be the fair market value and be documented.

**Office:** That portion of the applicant's office rental expense directly related to the proposed project.

**Other Earned Revenue:** Revenues derived from fees earned through the sale of services to individuals or other organizations (e.g., workshop presentations, class tuitions, performances where remuneration is not direct ticket sales, etc.).

**Outside Artistic and Technical Fees:** That portion of the remuneration provided to individuals in the categories described above who are not normally on the payroll of the applicant.

**Performance Fees:** Revenues derived from fees earned through the sales of services to other organizations, e.g., workshop presentations, performances where remuneration is not from direct sales, etc.

**Program Materials:** Items to be purchased for use during the proposed project that cost less than \$500 and have a useful life of less than one year (e.g., office supplies, sheet music, sets, props, exhibition materials, costumes, etc.).

**Program-Related Sales:** Income generated from non-ticket sales (e.g., program sales, advertising, parking, t-shirts, posters, etc.).

**Venue Rent:** The payments for use of theaters, auditoriums, etc., directly related to the proposed program.

**Public Relations/Marketing:** All expenses for publicity and promotion, such as newspaper advertising, printing, social media directly attributable to the proposed program.

**Technical/Production Staff:** That portion of the remuneration of employees on the applicant's payroll (e.g., technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, exhibit preparers and installers, etc.) directly attributable to the proposed program.

**Trucking and Hauling:** This includes trucking, shipping, or hauling items or equipment for use in the program.

**2021 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# N95000005985

**Entity Name:** FIFTY OVER FIFTY, INC.

**Current Principal Place of Business:**

11015 GIRASOL AVE  
CORAL GABLES, FL 33156

**Current Mailing Address:**

POB 331864  
MIAMI, FL 33233-1864 US

**FEI Number:** [REDACTED]

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**

SUAREZ, YOLANDA M.  
10601 SW 69 AVE  
MIAMI, FL 33156 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:** YOLANDA M. SUAREZ

01/27/2021

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title

Name

Address

City-State-Zip:

Title

Name

Address

City-State-Zip:

Title

Name

Address

City-State-Zip:

Title

Name

Address

City-State-Zip:

Title

Name

Address

City-State-Zip:

Title

Name

Address

City-State-Zip:

Title

Name

Address

City-State-Zip:

Title

Name

Address

City-State-Zip:

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** PAULA FINKLE

PRESIDENT

01/27/2021

Electronic Signature of Signing Officer/Director Detail

Date



DIVISION OF CONSUMER SERVICES  
(850) 410-3800



THE RHODES BUILDING  
2005 APALACHEE PARKWAY  
TALLAHASSEE, FLORIDA 32399-6500

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**COMMISSIONER NICOLE "NIKKI" FRIED**

October 12, 2020

Refer To:

RE: [REDACTED]  
REGISTRATION#: [REDACTED]  
EXPIRATION DATE: November 16, 2021

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Deborah Mallon  
Regulatory Consultant  
850-410-3707  
Fax: 850-410-3804  
E-mail: [deborah.mallon@fdacs.gov](mailto:deborah.mallon@fdacs.gov)