



Sarasota County Arts Council

Grant Guidelines and E-Application Overview

John Ringling Towers Fund

Historic Preservation Award

Contents

Program Description, p. 3
Who is Eligible, p. 3
How Does the Funding Process Work, p. 4
About the E-application, p. 5-6
Sample E-application Scoring Guide, p. 7
Grant E-application Overview, p. 8-9
Final Report – Online Submission, p. 10

Program Calendar

Monday, May 3, 2010, 10:30 a.m., Grants Workshop, Venice (Jacaranda Public Library)

Tuesday, May 4, 2010, 10:30 a.m., Grants Workshop, Sarasota (Center for Arts and Humanities)

Friday, July 2, 2010, Grant E-Application Deadline (hand-delivered or postmarked CD/DVD work samples)

Week of September 16, 2010 -- Awards Announcement

Contact Us

General Information: 941-365-5118

E-mail: info@SarasotaArts.org
(please type in the subject line “JRTF awards email”)

E-application: <http://www.sarasotaarts.org/grants/john-ringling-towers-fund/>

Program Description

The Sarasota County Arts Council established this program to provide direct assistance to Sarasota County not-for-profit organizations working on significant historic preservation projects.

This program is designed to support projects that express and maintain the spirit of the John Ringling Towers. This fund is managed by The Sarasota County Arts Council, The Gulf Coast Community Foundation of Venice, Inc. and the Community Foundation of Sarasota.

Historic Preservation Grants will be given to not-for-profit organizations or governmental agencies located in Sarasota County, to be used for historic rehabilitation, including capital (bricks and mortar), preventive maintenance projects or national register designations.

The John Ringling Historic Preservation Program provides grants of up to \$5,000 in recognition of historic preservation projects. The number of awards will vary according to the number of applications reviewed, the recommendations of the panel and the funds available.

Who is Eligible?

Historic preservation organizations, in order to be eligible, must be not-for-profit organizations operating in Sarasota County.

Projects in progress are acceptable.

How Does the Funding Process Work?

-First, applicants are invited to attend free e-application workshops to learn more specifics about the grant program and to ask questions about the application and evaluation process. All applicants, including return applicants, are strongly encouraged to attend an E-application Workshop. This is especially important for the FY11 grant making cycle because the Council has shifted to an e-application process.

-In the next step of the process, applicants complete the e-application by the published deadline. SCAC staff are available to answer technical questions that may arise as an applicant begins to use the online system. The application is relatively easy to complete and professional SCAC staff support is free.

-After the e-applications are submitted, a panel of experts with direct experience in the appropriate discipline will carefully review each e-application and supporting materials in advance of the actual Panel Meeting. Panel Meetings are open to the public. During the Panel Meeting, panelists will discuss the relative merits of each application, discussing various commendations and concerns about the e-application and scoring each e-application based on clearly defined, published criteria.

-After all panelists' scores are tabulated, the recommendations of the panel are reviewed for final approval by the SCAC Board of Directors. Grant awards will be announced online during the third week of September at the Arts Council's website, <http://www.sarasotaarts.org>. Applicants will also be notified by mail of the final status of their grant request. An Awards Celebration evening will be held in mid October, at which grantees will receive the first 75% of the grant funds awarded. The remaining 25% of the funding will be provided only after the applicant has successfully executed a Final Report that is both correct and complete.

If the e-application is funded:

Applicants will receive a grant contract package detailing the obligations of the applicant. The applicant will provide his/her Social Security number at this point (not on the application itself).

If the e-application is not funded:

The Arts Council may be able to provide advice on applying again during the next grant cycle.

-An Annual Program Evaluation involves SCAC staff, all panelists, and all applicants. Written evaluation forms are provided for all panelists and applicants; these completed forms are reviewed by SCAC staff and the SCAC Grants Policy Committee.

About the E-application

Getting Started:

The three most important steps to a successful e-application are:

- 1) Reading all of the information in these Guidelines carefully, cover-to-cover
- 2) Attending an e-application workshop
- 3) Preparing PDF versions of the required project photograph and other documents in advance. This will make your e-application easier. Make sure that the file size of each document is less than 2 meg.
- 4) Checking your work in progress:

Check your e-application by clicking on the View PDF button, located at the bottom of every web page. This will allow you to see what the panelists will see as they review your application.

If you need help:

The home page of the website offers TECH TIPS with frequently asked questions. This list is updated regularly as more are asked. If your question is not listed in the TECH TIPS section, contact information for Arts Council support is also available online.

When the E-application is complete:

When you are satisfied with your e-application, click on the “Submit Application” link. The e-application software will give you a confirmation that your proposal has been successfully uploaded.

About the E-application (continued)

Tips for Producing a Better E-application:

- 1)
Focus on how the grant will “make a difference” if you are awarded funds. Grant funds are scarce. Therefore, funders want every dollar awarded to be *significant*. Explain how the grant will enable something special to happen that simply would not happen without this specific grant award.

- 2)
Prepare your text offline and copy and paste the information into the e-application text fields. That way, if the system should crash, you will not have lost your work.

- 3)
Make sure to comply with the character limits. These limits include spaces. Your word processing software will tell you how many characters you are using.

- 4)
Read the Score Sheet that will be used to evaluate your application prior to writing your proposal. If your proposal does not seem to “match” what is being measured on the Score Sheet, you may be better served to seek funding through other grant programs. If your proposal does look like a natural match with the Score Sheet, focus on demonstrating excellence in every area that is evaluated. Likewise, avoid addressing too many elements of your proposal that are *not* covered in the Score Sheet.

- 5)
When your E-application package appears to be complete, ask someone unfamiliar with your work to read the entire proposal and review the support material. Their suggestions may be very helpful to you.

The Sarasota County Arts Council reserves the right to revise the Guidelines and Application form. Application formats may not be altered or manipulated in any way. Funding for this grant program is contingent on approval of applicable budgets.

Sample E-application Scoring Guide

Panelist Scoring Guide

John Ringling Towers Fund – Historic Preservation Awards

Please substantiate quantitative scores with detailed feedback in the space provided below.

Applicant Organization:

Scoring Dimension	Criteria	Points
Historic Merit (7 pts)	Degree of Historic Merit and impact of proposed project	
Accessibility (2 pts)	Accessibility to the public, strong connection to community outreach and aesthetic enhancement in the community	
Feasibility (1 pt)	Project feasibility and organizational competence	
Total Score		

Comments:

Grant E-application Overview

Sarasota County Arts Council JOHN RINGLING TOWERS FUND

FY11 Historic Preservation Planning Guide for E-application

Please read the entire [Grant E-application Overview](#) for this funding program prior to completing the e-application.

E-applications must be submitted by July 2, 2010. Late or incomplete applications will not be accepted. The following is meant as a planning guide so that you may prepare offline for your online submission.

Name of applicant organization as it appears on the IRS 501(c)3 approval

Complete Address

Telephone

Alternate Telephone

Facsimile

e-mail

Name of primary contact person

Name of secondary contact person

Telephone

Alternate Telephone

Email

The applicant organization has its primary business address in Sarasota County. I have read this application and I approve this request for funds to perform the services proposed herein. Statements in this application are true and complete to the best of my knowledge:

Signature of Primary Management Executive of the Applicant Organization

Date

Signature of Chairman of the Board of Directors of the Applicant Organization

Date

Project Title:	
Total Project Budget:	\$
Grant Amount Requested (maximum of \$5,000; funds must be matched):	\$

John Ringling Towers Fund Historic Preservation Grant E-Application Guide

Total Project Budget:

In the space provided below, provide a line-item budget for the project. Include both revenue and expenses, showing the total cost for the project.

John Ringling Towers Fund Historic Preservation Grant E-Application Guide

Proposal Details (limit to this single page):

- 1) Describe how grant funds will be used (limit to one short paragraph):
- 2) Insert the mission statement of the applicant organization, primary goals, and recent major accomplishments: (This section is included in the online registration form and need not be repeated within the e-application)
- 3) Provide a statement about the project's historic importance, impact, intent and access. Describe how your organization will involve the local community where the project will occur in the planning and evaluation of the project.

John Ringling Towers Fund Historic Preservation Grant E-Application Guide
Timetable and Additional Support (limit to this single page):

1)

A timetable and/or work plan for the project.

2)

If your project will cost more than you are requesting in this grant, indicate how you will fund the balance.

3)

Discuss any in-kind support or other grants applied for and/or funds already received.

4)

If the project is ongoing, indicate a plan for continuing to fund the project after the initial grant period is over.

Prepare to upload the following materials as part of your e-application:

- _ Proof of legal residency for the applicant organization in Sarasota County .
- _ A photograph of the project.
- _ A copy of your organization's audit or statement of income and expenses for the previous year.
- _ A copy of the applicant organization's annual budget.
- _ A copy of the organization's most recent IRS determination letter.
- _ A list of the board of directors including their addresses and professions/affiliations.

Final Report

Submission of an acceptable Final Report to the e-application website signals payment of the remaining 25% of your grant award. Be sure to send e-mail notification to info@sarasotaarts.org once you have submitted the online report.

A link to the e-application website can be found at :

<http://www.sarasotaarts.org/grants/john-ringling-towers-fund/>

This Final Report is due 30 days after the completion of the project. The balance of funds for the grant will not be sent until the Final Report is received and is both complete and correct. If the Final Report is not received by September 15, 2011, the remaining balance will be considered forfeited and that sum will be “rolled over” into program funds for the following grant cycle. The online report will require you to:

- 1) Describe how the funds were used to advance your historic preservation goals for the project.
- 2) Provide copies of any media coverage of the project (online, or in newspapers, etc.)
- 4) Provide samples of how the Sarasota County Arts Council and the John Ringling Towers Fund was credited as a funder in the applicant’s website listings, advertisements, or other published settings.
- 5) Provide a copy of the ***original budget*** as it appeared in the application and a copy of the ***actual, final project budget***. Provide an explanation for any changes between the original budget and the final budget.