



**VOLUSIA COUNTY
STATE OF THE ARTS
MINI-GRANT PROGRAM**
(Funded by the Specialty License Plate)
Effective October 1, 2016



Pursuant to F.S. Section 320.08058(12), special license plate annual use fees shall be used "to support arts organizations, arts programs, and arts activities" in Volusia County.

Guidelines for the Mini-Grant Program

- 1) A potential Mini-Grant applicant shall be a 501(c) 3 not-for-profit organization or government entity whose primary mission is to directly serve the Volusia County public, and shall include a copy of its non-profit designation letter with the application form.
- 2) The maximum Mini-Grant funding request may be up to \$1,500. An organization shall be limited to one Mini-Grant award per fiscal year (October – September), and will be required to register as a Volusia County Vendor upon award.
- 3) If the Mini-Grant applicant is also a Volusia County Community Cultural Grant recipient, its Mini-Grant request shall pertain to a new, innovative cultural or heritage project or activity not similarly funded through the Community Cultural Grant program. The applicant should elaborate on what makes the program unique, significant and of benefit to the community. Mini-Grant funds shall be used specifically to facilitate the proposed new project and shall not be used to support an organization's existing or similar programs, fixed operating expenses such as salaries, utilities or other occupancy costs, nor for regranteeing.
- 4) The Mini-Grant applicant shall illustrate the strength of its program commitment through an equal or greater amount of project-specific investment to match the funding request amount. This match shall be composed of cash on hand and may also include in-kind donations of goods or services. The applicant shall describe in detail and provide supporting documentation from partners pledging to contribute resources to the project.
- 5) The Mini-Grant applicant shall illustrate a plan to sustain the proposed program, if applicable. Mini-Grant funding may not be requested by an organization toward the same or similar program, activity or event more than three times; the maximum request amount for a second year shall be limited to \$1,000, and for a third limited to \$500. An award of funds beyond the first year is not implied nor guaranteed.
- 6) The Mini-Grant applicant shall include in its application an agreement to display a Volusia County license plate banner (available to borrow from the Cultural Coordinator) and license plate brochures at the activity location for the duration of the proposed program.
- 7) The Mini-Grant applicant shall outline in its application an action plan with measurable goals and evaluation tools with the intent to increase the number of license plates purchased among its visitors, membership and board; and shall meet with the Volusia County Cultural Coordinator in advance of its application submission to review the action plan requirement.
- 8) Mini-Grant applications will be considered on a first-come, first-served basis and at the discretion of the Volusia County Cultural Coordinator in cooperation with a team of Volusia County Parks, Recreation and Culture staff members. Awards will be based on the applicant's demonstration of overall program merit, the organization's capacity to present the program successfully, the strength of the action plan for promoting sales of license plates, and the availability of license plate funds for the year. All mini-grant applications must also be approved by the Volusia County Council. Please allow a minimum of 90 days for the review, approval and payment processing from time of the mini-grant application.
- 9) At the conclusion of the awarded project, the Mini-Grant awardee shall provide a brief written report to the Volusia County Cultural Coordinator, including an overview of project outcomes, how grant and match funds were expended, copies of invoices and in-kind commitments, and how the applicant was able to fulfill its license plate action plan.
- 10) The awardee shall also be invited by the Cultural Coordinator to present an overview of its program at a subsequent Cultural Council of Volusia County meeting.



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STATE OF THE ARTS
MINI-GRANT APPLICATION**
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GENERAL INFORMATION

APPLICANT ORGANIZATION: _____
 Applicant Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone Number: _____ E-Mail Address: _____
 Not-for-Profit Corporation Charter No. (if applicable): _____

GRANT CONTACT PERSON

Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone Number: _____ E-Mail Address: _____

Estimated number of Board/General Membership that have purchased "State of the Arts" License Plates: _____

OVERALL PROJECT BUDGET: \$ _____

GRANT AMOUNT REQUESTED: \$ _____

CASH/IN-KIND MATCH AMOUNT: \$ _____

PROJECT DESCRIPTION: On a supplemental attachment, please describe your proposed project in detail. Include a budget with explanation of how grant and match funds will be spent, and letters of commitment from in-kind partners. Include an estimated number of participants, date of project, location, partners, desired outcomes, etc. as appropriate. Describe how the program is new, innovative, unlike other programs your organization offers, and of benefit to the community. (Use additional space or pages as needed.)

LICENSE PLATE PROMOTION AND ACTION PLAN: Describe how you will promote the State of the Arts License Plate Program within your project. Include an action plan with measurable goals and evaluation tools to promote and increase the number of license plates purchased among your visitors, membership and board. Meet with the Volusia County Cultural Coordinator to review the action plan requirement before submitting your application. (Use additional space or pages as needed.)

 NAME AND TITLE OF
 AUTHORIZED REPRESENTATIVE

 SIGNATURE

 DATE

Submit Application to:
 County of Volusia - Parks, Recreation & Culture Division
 Attn: Robert Redd, Cultural Coordinator
 202 N. Florida Ave., DeLand, FL 32720
 rredd@volusia.org

For Official Use:

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|--|---|--|
| <input type="checkbox"/> 501(c) 3 designation included | <input type="checkbox"/> Banner display agreement included | <input type="checkbox"/> Volusia County staff approval |
| <input type="checkbox"/> CCG Award not duplicated | <input type="checkbox"/> Action plan staff meeting attended | <input type="checkbox"/> Volusia County Council approval |
| <input type="checkbox"/> Match illustrated | <input type="checkbox"/> Action plan included | <input type="checkbox"/> Final report provided |
| <input type="checkbox"/> Repeat project – ___ years | | <input type="checkbox"/> All guidelines fulfilled |

Updated 12/08/16
 Updated 04/24/17