



**VOLUSIA COUNTY  
STATE OF THE ARTS  
MINI-GRANT PROGRAM**  
(Funded by the Specialty License Plate)  
**Effective 2022**



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 serve directly the Volusia County public, and shall include a copy of its non-profit designation letter with the application form. Applications should relate to arts and culturally based programming that is available to the public.
- 2) The maximum Mini-Grant funding request is \$5,000. 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. An organization may only have one (1) Mini-Grant open at a time.
- 3) Completed applications should include:
  - A) Completed application form including organization information, contact, and 501(c) designation letter.
  - B) Detailed project budget including a detailed match documentation. Expense quotes and letters of commitment from sponsors should be included when possible.
  - C) Detailed match commitment. Match dollars may be cash, donated items, or in-kind. A dollar for dollar match required; i.e. if you are requesting \$5,000, you must show a \$5,000 or higher match. Organizations demonstrating full or partial cash match will receive priority.
  - D) Detailed project description including description of event or use of funds for public benefit, estimated number of participants or attendees, date/s, time/s, location, proposed partners, desired outcomes.
  - E) License plate action plan including commitment to promote the program before, during, and after the event. This may include through email, social media, and web site advertising, rack card distribution, and encouraging attendees/members to purchase a

State of the Arts license plate. Provide an estimated number of members who currently purchase a State of the Arts license plate.

- 4) Mini-Grant applicants must discuss their completed application with County of Volusia Cultural Coordinator and appear before Cultural Council at a regularly scheduled meeting to discuss their application and answer questions from Council members. Applicants should be prepared to discuss the need for grant funds, how you will meet the match requirement, and the proposed program itself.
- 5) After discussing the application with the organization representative, Cultural Council members will move and second a recommended award amount. The Chair will call for a vote with a majority of quorum required for award approval.
- 6) Organizations must be awarded grant funds before the date of their event. Funds will not be awarded retroactively. It is the responsibility of the applicant to review Cultural Council meeting dates with the County of Volusia Cultural Coordinator.
- 7) If the Mini-Grant applicant is also a Volusia County Community Cultural Grant recipient, the applicant should be prepared to discuss how this event will be folded in to general operating expenses if it is a recurring event. Any expenses incurred because of a Mini-Grant funded activity **must be excluded** from operating expenses during the annual Community Cultural Grant application process.
- 8) Per Florida Statute, Mini-Grant funds may not be used for:
  - A) Administrative salaries of employees and officers of the organization who do not or cannot prove, via detailed daily time sheets, that they actively participate in program activities.
  - B) Bookkeeping and support services of the organization.
  - C) Office supplies and equipment not directly utilized for the specified program.
  - D) Travel time, per diem, mileage reimbursement, and lodging expenses not directly associated with a specified program purpose.
  - E) Paper, printing, envelopes, and postage not directly associated with a specified program purpose.
  - F) Miscellaneous expenses such as food, beverage, entertainment, and conventions.
- 9) Annual funding for the Mini-Grant program is limited based upon the number of State of the Arts license plates purchased in Volusia County. Mini-Grant applications will be considered on a first-come, first-served basis and at the discretion of the Volusia County Cultural Council, in coordination with the Volusia County Cultural Coordinator and County

Legal staff. 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. Please allow a minimum of 90 days for the review, approval and payment processing from time of the mini-grant application.

- 10) Within 90 days of the conclusion of the awarded project, the Mini-Grant awardee shall provide a written report to the Volusia County Cultural Coordinator, including an overview of project outcomes, how grant and match funds were expended, copies of invoices, receipts, and in-kind commitments, and how the applicant was able to fulfill its license plate action plan. This report shall be provided to Cultural Council members for review. A representative from the organization shall coordinate with the County of Volusia Cultural Coordinator to appear in person at a Cultural Council meeting to discuss the outcome of this event and answer Council questions.
- 11) Cultural Council may, at their discretion, award any amount up to the full amount requested on an application. Cultural Council reserves the right to deny, decline, require revisions, or place conditions upon, any application based upon a majority vote of an approved quorum of members.



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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: \$ \_\_\_\_\_**

**MATCH AMOUNT CASH: \$ \_\_\_\_\_**

**MATCH AMOUNT IN-KIND: \$ \_\_\_\_\_**

**PROJECT DESCRIPTION:** On a supplemental attachment, please describe your proposed project in detail. Include a detailed project budget with explanation of how grant and match funds will be spent including price quotes 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 of benefit to the community.

**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 County of Volusia Cultural Coordinator to review the action plan requirement before submitting your application.

_____ NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	_____ SIGNATURE	_____ DATE
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**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

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- Volusia County staff**
- \_\_\_\_ Application complete
  - \_\_\_\_ Attend CC Meeting
  - \_\_\_\_ Final report provided
  - \_\_\_\_ Attend CC Wrap Up
  - \_\_\_\_ All guidelines fulfilled