



# **City of Atlantic Beach**

## ***Contribution Awards: Cultural Arts and Recreation Programs***

**FY2019-2020**

***Application Guidelines Package  
For ORGANIZATIONS***

## APPLICATION GUIDELINES FOR **FY2019-2020** CONTRIBUTION AWARDS

**Funding Availability:** The City Commission has allocated funding for **FY2019-2020** to support artistic, recreational, or cultural programs, events or projects which benefit the residents of Atlantic Beach. Applications for contributions are invited from eligible non-profit, 501(c)(3) community organizations, providing extra-curricular/extramural programs, arts, cultural and recreation programs, activities or events that serve Atlantic Beach residents.

Only one (1) Contribution application may be submitted per eligible non-profit, 501(c)(3) community service organization, with award request of \$100 - \$3,000 per applicant. Final Contribution Award amount may be allocated as determined by the Cultural Arts and Recreation Advisory Committee.

**In the event that the amount awarded is less than the amount requested, applicants must be prepared to submit a revised program budget and description reflecting changes in scale if applicable.**

### **Please note relevant code pertaining to contributions:**

#### **Sec. 2-2. Charitable contributions prohibited.**

The City shall not contribute City funds to any charitable, non-profit, or other worthy cause. However, the City may contribute City funds or other support to artistic, recreational, or cultural programs, events or projects which benefit the residents of Atlantic Beach, as follows:

- (1) Requests for contributions to such programs, events or projects shall be submitted to the Cultural Arts and Recreational Advisory Committee.
- (2) The Cultural Arts and Recreational Advisory Committee will make recommendations on any such requests to the City Commission, who will then make the final decision on funding the request.
- (3) Any request for contributions which are not artistic, recreational, or cultural in nature shall be submitted directly to the City Commission for consideration.

(Ord. No. 95-91-50, § 1, 10-28-91; Ord. No. 05-02-37, § 1, 7-8-02)

**Editor's note**— Ord. No. 95-91-50, [§ 1](#), adopted Oct. 28, 1991, amended the Code by adding [§ 1-5\(b\)](#). For purposes of classification, [§ 1-5\(b\)](#) has been codified as [§ 2-2](#) at the discretion of the editor.

## REQUIRED APPLICATION DOCUMENTS

**Documents Required for Submittal:** All applicants must complete the attached application form and provide the following documents:

- Completed Application Form
- Summary of organization's current budget
- Program budget
- Proof of current Non-Profit 501(c)(3) certification form issued by the State of Florida
- List of Current Organization's Board of Directors
- Most current IRS W-9 Form

Applications will not be processed for review if complete package is not received together

## ELIGIBLE NON-PROFIT ORGANIZATIONS ONLY

Non-profit organizations which have officially filed as a non-profit with the State of Florida must attach a copy of its current year 501(c) (3) non-profit certification form. For organizations filed with the State, the Cultural Arts and Recreation Advisory Committee, at its discretion, may consider their application.

**APPLICATION DEADLINE: 4:30 p.m., August 23, 2019**

**Applications must be RECEIVED by deadline time and date 4:30 p.m. August 23, 2019. No Exceptions.**

Hand deliver applications to: Adele Grage Community Center  
716 Ocean Blvd, Atlantic Beach, FL 32233

Mail applications to: City of Atlantic Beach  
Must be RECEIVED in Recreation & Special Events  
The Recreation Office by Contribution Application  
**August 23, 2019** 716 Ocean Boulevard  
NOT postmarked by this date Atlantic Beach, FL 32233

For more information contact: City of Atlantic Beach Recreation Office:

Email (preferred method of contact) [tjohnson@coab.us](mailto:tjohnson@coab.us)  
or call (904) 247-5828.

## DISQUALIFICATION CRITERIA AT TIME OF SUBMITTAL

Any applications received after the deadline time and date are immediately disqualified from funding consideration. No exceptions.

- **APPLICATIONS RECEIVED AFTER DEADLINE DATE ARE NOT ACCEPTED.**
- **E-MAILED APPLICATIONS ARE NOT ACCEPTED.**

## QUALIFYING CRITERIA

Applications are limited to non-governmental, non-profit organizations serving the Atlantic Beach community. Excluded entities include the following: municipal organizations, state or local government organizations and private individuals. (NOTE: Duval county schools applying for funding for extra-curricular or extramural activities/programs/services, after-school programs, or authorized student activity organizations that serve Atlantic Beach residents should apply using the SCHOOL application package). Organizations already receiving funds or financial support from the City of Atlantic Beach **FY 2019-2020** may not apply for additional funding.

## PROPOSAL GUIDELINES

Applications will be judged and selected for funding consideration by the Cultural Arts and Recreation Advisory Committee on a number of criteria.

1. **Serves Atlantic Beach residents.** Proposal describes how many residents of Atlantic Beach are expected to participate and how many hours participants will be engaged in the program or event. The event or program is open to all residents of Atlantic Beach, and is non-discriminatory and free from inherently religious activities.
2. **Cultural, Arts and Recreation:** Program, event or activities are cultural arts and recreation in nature (or support access to participation in cultural, arts, recreation programs or events).
3. **Community need:** The proposal addresses an existing need in the community (for example there is currently a need to increase opportunities for cultural, arts and recreation programs or activities for teens and young adults, and there is currently a need for programs and events in Jordan Park and Donner Park areas of Atlantic Beach).
4. **Evidence Based:** The program or event is supported by evidence of successfully achieving expected outcomes
5. **Affordability:** The event or program is free or made affordable to residents of Atlantic Beach. Proposal describes planned steps to ensure that participants are not denied the opportunity to participate due to their inability to pay the registration or other related fees.
6. **Accessibility:** The program or event is made accessible so that residents of Atlantic Beach who do not live near the program/event location and/or who do not have transportation can still participate

7. **Program Costs:** Fair and justifiable program costs (detailed program/event budget required).
8. **Adequately resourced:** The proposal includes evidence of supplemental funding, such as leveraging matching funds, collaboration, volunteers or other resources.
9. **Originality and creativity.** Applications of projects or programs that are new and unique to the community or which provide a new or unique twist on an existing program are strongly encouraged.
10. **Evaluation:** There is in evaluation plan that measures participation/impact and will provide useful/actionable data.
11. **Timely:** Completion of Special Event/Program Activity between: **October 2019 and September 30, 2020.**

3

### CONTRIBUTION AWARD EXPENDITURES

Contributions will be funded upon approval of the City Commission and announcement of recipients. Expenses must be directly related to proposed program or event services, materials or activities occurring within the award period.

Awardees will be required to maintain financial records to support claimed expenditures and project accomplishments.

Funds for the proposed special event or program activity must not be used to replace or offset funding sources normally available for any portion of the special event or program activity, nor be used by the applicant to fund/supplement its own monetary giving.

Funds may not be used for capital expenses, lobbying or other excluded activities. Funding may not be used for inherently religious activities.

### FINAL REPORT AND RECEIPTS

The City Staff will review submitted copies of paid receipts/invoices and a written final report to ensure that funds were spent in compliance with the approval application. Applicant will be required to reimburse the City of Atlantic Beach for all inappropriately spent funds.

Final Report is due 30 days following completion of the program or event.

### PRIOR FINANCIAL ASSISTANCE

Information provided on application will be used to review prior performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Commission.

NOTE: Eligibility for **FY2019-2020** Contribution Awards may be affected if an organization has previously received a Contribution Award by the Atlantic Beach City Commission, or has not fully disclosed that a Contribution Award was not fully expended, or did not complete required financial or other reporting requirements for a previous Contribution Award. All eligibility criteria is administered and determined by the Recreation Director, and Cultural Arts and Recreation Advisory Committee. All decisions made on eligibility by the Atlantic Beach City Commission, the Recreation Director and the Cultural Arts and Recreation Advisory Committee are deemed final.

## CONTRIBUTION AWARD MAXIMUM AWARD AMOUNT

**Contribution Awards: Most of the award amounts are expected to be between \$100 and \$3,000**

\*NOTE: The City Commission and/or the Cultural Arts and Recreation Advisory Committee, at its discretion, may modify the Contribution award to qualified recipients based on merit of proposal, number of other qualified applications received and other criteria. The Contribution award may not exceed the maximum amount of available financial resources for the **FY2019-2020** Annual Atlantic Beach Community Contribution Program as approved under the City's Annual Operating Budget.

## KEY TIMELINES FOR **FY2019-2020** PROGRAM PERIOD

<b>July 15, 2019</b>	Distribute Request for Proposals (RFP) and issue press notification (Notice of RFP will also be included in newsletter distributed
<b>September 25, 2019</b>	City Commission approval of total funding amount for <b>FY2019-2020</b> Contributions Program
<b>August 23, 2019</b>	<b>Deadline for <b>FY2019-2020</b> Contribution Awards proposals.</b> The Recreation Director will review each application as they are received and forward eligible applications to the Cultural Arts and Recreation Advisory Committee within 3 business days of receipt
<b>August 27, 2019</b>	Notify semi-finalists who will be required to present a brief summary of their proposal/answer questions to the Cultural Arts and Recreation Advisory Committee
<b>September 3, 2019</b>	<b>MANDATORY</b> presentations to the Cultural Arts and Recreation Advisory Committee are required by all short-list semi-finalists.

The Recreation Director will calculate final scores based on both proposal content and presentations.

**October 14, 2019**

**City Commission Approval:** City Commission awards Contributions and appropriates funds at Regular City Commission Meeting

**October 17, 2019**

Applicants notified regarding application outcome

**October 24, 2019**

**Contribution Awards Disbursed:** All **FY2019-2020** Contribution awards released to award recipients

## FINANCIAL AND OUTCOME REPORTING FOR AWARD RECIPIENTS **FY2019-2020**

**LETTER NOTIFICATION:** Upon completion of the program or event, all **FY2019-2020** award recipients will be notified to submit their final reports and copies of receipts.

**DEADLINE:** All **FY2019-2020** award recipients must submit copies of paid receipts/invoices and a written report, including number of Atlantic Beach citizens served and program or event outcomes within 30 days of completion of the program or event.

If the paid receipts/invoices and written report is not received, the award recipient will be required to immediately reimburse City of Atlantic Beach Contribution funds.

### General guidelines for reports

1. Report should clearly state how deliverables described in the proposal were met
2. Report should be clear regarding how funding was used to benefit residents of Atlantic Beach.
3. Describe what was accomplished in general and pertaining to AB specifically,
4. Description of the steps taken to reach out to AB residents to participate or attend the program
5. Report how many from AB attended/participated (number and percent of total participants is preferred)
6. Include feedback received from participants, especially highlight any from AB.
7. Include evaluation results
8. Submit the paid receipts showing how the money from COAB was used

**Note:** All Contribution Award recipients' final reports will be submitted before the Recreation Director for approval of expenditures. If determination is made that funds were expended inappropriately, the Recreation Director will direct award recipients to reimburse the City of Atlantic Beach.

## APPLICATION FORM WITH SCORING AND REVIEW CRITERIA AND GUIDANCE

Funding amount requested: \$ \_\_\_\_\_ Dates of event/program start-end \_\_\_\_ / \_\_\_\_

### Yes/No Conditions

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|---|--------|
| A. Fair and justifiable program costs (Program/Event Budget required) | Yes/No |
| B. Serves Atlantic Beach residents                                    | Yes/No |
| C. Program/event pertains to cultural, arts, recreation               | Yes/No |
| D. Program/event activities completed by <b>September 30, 2020</b>    | Yes/No |
| E. Program/event is non-discriminatory                                | Yes/No |
| F. Is the event free from inherently religious activities?            | Yes/No |

**NOTE: If the Yes/No conditions are not met, the application is not eligible for funding, and will not be processed for review.**

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**NOTE:** Questions reviewers will consider are listed in italics as a helpful guide for applicants

### 1. Participants (Maximum 35 points)

- Location(s) where program/event will take place \_\_\_\_\_
- Total estimated number of participants \_\_\_\_\_
- Number and percent of participants who are Atlantic Beach residents # \_\_\_\_\_ % \_\_\_\_\_
- Total number of hours each participant will be directly engaged in program/event \_\_\_\_\_
- Frequency and duration of program/event (e.g. 1 time event for 2 hours, or 1 x/month for 1 hour) \_\_\_\_\_
- Is the event open to all residents of Atlantic Beach who may want to participate? \_\_\_\_\_
- Is the event to occur in Atlantic Beach or to serve primarily Atlantic Beach? \_\_\_\_\_

*NOTE: An important criteria for funding is to ensure that an adequate number of Atlantic Beach residents will benefit from the program/event relative to the amount of funding requested. To address this criteria, a per-person-per-hour cost will be calculated by the reviewers.*

### 2. Need (Maximum 20 points)

Briefly describe any community needs or gaps that the program/event is intended to address. Please state if the program/event targets a population or age group that is currently underserved in Atlantic Beach.

*NOTE: Reviewers will consider the following questions when assigning points:*

- Is there a demonstrated need for the program/event?*
- Is the program/event duplicative of other programs/events in the area?*
- Is the program/event a response to a need articulated from the community?*



- *Does the program/event target a population group that is currently underserved? (e.g. teens, children with special needs, low-income residents, etc.)*

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### 3. Description of program/event

**3.1** Describe the **goals and objectives** of the program/event, and benefits to the residents of Atlantic Beach, please make sure goals and objectives are specific, measurable, achievable, results-focused and time-bound **(Maximum 15 POINTS)**

*NOTE: Reviewers will consider the following questions when assigning points:*

- *Are the goals and objectives described in the application SMART (specific, measurable, achievable, results-focused, and time- bound)*
- *How will the program/event benefit residents of Atlantic Beach (pertaining to cultural arts and recreation)?*
- *Are the goals and objectives artistic, recreational and/or cultural in nature*

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### **3.2** Describe program/event **activities (Maximum 40 POINTS)**

*NOTE: Reviewers will consider the following questions when assigning points:*

- *How appropriate are these activities are in terms of achieving the stated goals and objectives*
- *Originality and creativity – is the program or event new and unique to the community or provide a new or unique twist on an existing program or event?*
- *Is this a family oriented and wholesome event that City funding should support?*

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### **3.3** Describe how the program/event will be **advertised** too ensure adequate participation **(Maximum 5 POINTS)**

*NOTE: Reviewers will consider the following questions when assigning points:*

- *Is there a plan for promoting/marketing the program/event?*
- *Is this plan likely to be effective and feasible?*

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- 4 Describe how you will facilitate **access** to the program or event so that residents of Atlantic Beach who do not live near the program/event location and/or who do not have transportation can still participate. **(Maximum 10 POINTS)**

*NOTE: Reviewers will consider the following questions when assigning points:*

- *Is there a plan to ensure that access is not a barrier?*
- *Is this plan effective and feasible?*

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- 5 Describe if the program is **evidence based** (i.e. has a record of achieving expected outcomes) **(Maximum 15 POINTS)**

*NOTE: Reviewers will consider the following questions when assigning points:*

- *Is the program or event based on published evidence?*
- *Does the program or event have a demonstrated history of success (in other contexts or similar cities, or in previous years)?*

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- 6 If there is a **fee or cost** to participate, describe how you will ensure that participants are not denied the opportunity to participate due to their inability to pay any registration or other related fees or costs. If there is no fee or cost please state N/A **(Maximum 15 POINTS)**

*NOTE: Reviewers will consider the following questions when assigning points:*

- *Is the program/event free for residents of Atlantic Beach?*
- *If there is a fee or cost, does the proposal describe steps to ensure that participants are not denied the opportunity to participate due to their inability to pay fees or costs?*

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## 7. Evaluating Success (Maximum 30 POINTS)

Briefly describe how you will measure success. This should include how you will assess participant satisfaction, number of participants and (if applicable) changes in knowledge, attitudes, skills or behaviors. Describe data collection methods and who will be surveyed. Please also describe how data will be used to inform program improvement.

*NOTE: Reviewers will consider the following questions when assigning points:*

- *Is there an adequate evaluation plan for measuring participation, participant satisfaction and (if applicable) changes in knowledge, attitudes, skills or behaviors*
- *Will data provide actionable information for future planning?*
- *Will results be useful for dissemination to the community?*
- *Does evaluation include feedback from participants/audience as well as planners/organizers and volunteers?*

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## 8. Resourcing (Maximum 15 POINTS)

Please describe any plan to leverage additional resources (e.g. other funding, volunteers, in-kind donations) or collaboration with others to offset expenses

*NOTE: Reviewers will consider the following questions when assigning points:*

- *Is there a plan to leverage additional resources (other funding, volunteers, and/or in-kind donations)?*
- *Is there collaboration with other organizations that will help to offset resources and expenditures?*
- *Is this a for-profit event?*

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**Indemnification**

Contribution Award applicants and recipients agree to indemnify and hold harmless the City from any and all liability, defense costs, including other fees, loss or damage which the City may suffer as a result of claims, demands, costs or judgment against it, arising from all activities engaged in by Recipient in its use of the public funds.

**Site Visits**

Applicants must be available for site visits during the application process and successful applicants must be available for site visits during program activities or events

**Save the Date**

It is recommended that all applicants consider holding time on their calendars for a 10 minute presentation on **SEPTEMBER 3, 2019** in the event that they should make the short-list of semi-finalists (applicants may send any member of their staff or team to represent the application at the presentation).

All decisions are final.