

# Welcome!

CITY OF CORAL GABLES

CULTURAL DEVELOPMENT BOARD

FY2025-2026 CULTURAL GRANT

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WEBINAR

# Our time today



Introductions



Coral Gables Chamber of Commerce



Arts & Business Council



Important Dates



Cultural Grant Overview



Application on-line process



Questions

# CORAL GABLES CITY COMMISSION

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# CULTURAL DEVELOPMENT BOARD

APPOINTED BY THE CORAL  
GABLES CITY COMMISSION

# CULTURAL GRANT Program Objective

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Visual & Performing Arts

History

Historic Preservation

Folk Life

International Cultural Exchange

Literary Arts

Media Arts



CORAL GABLES  
CHAMBER OF COMMERCE



**Arts&Business**  
**Council** OF MIAMI



# **#CoralGablesArts**

performances • museums • film • events







## IMPORTANT DUE DATES

- **Eligibility** Friday, March 28 at 5:00 pm EST
- **Consultations Completed** Friday, April 11 at 5:00 pm EST
- **Application** Friday, April 18 at 5:00 pm EST
- **Review & Scoring** Thursday, May 29 at 9:00 am EST
- **Commission Approval** Summer
- **Checks Issued** Fall

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# CORAL GABLES CULTURAL GRANT WEBSITE

[www.coralgables.com/culturalgrants](http://www.coralgables.com/culturalgrants)

## REMINDER

Read the Guidelines prior to applying. The Guidelines are available on the website and through the online grant portal.

Note: this webinar and PowerPoint are not a substitute for reading and understanding the Guidelines.

QUESTIONS? – [CCATHERS@CORALGABLES.COM](mailto:CCATHERS@CORALGABLES.COM)

Add to Contacts / Address Book:



[administrator@grantinterface.com](mailto:administrator@grantinterface.com)



[ccathers@coralgables.com](mailto:ccathers@coralgables.com)

# Communication

# GRANT CATEGORIES

## Coral Gables Core Organization (CGC)

- Organization has physical address in Coral Gables
- Annual budget over \$500,000
- Present year-round cultural performances, exhibitions or presentation of art in Coral Gables
- Enhance the cultural vitality of the City of Coral Gables
- Maximum Grant Request: \$15,000



## Coral Gables Cultural Program (CGP)

- Cultural series & events presented in Coral Gables
- Maximum Grant Request: \$10,000



## Coral Gables Youth Arts Program (CGYAP)

- Youth Arts Programming presented in Coral Gables
- Classes and after school programs are allowed if presented by non-profit partner and include a public performance or event
- Maximum Grant Request: \$10,000 for project budgets over \$50,000
- Maximum Grant Request: \$5,000 for project budgets under \$50,000



ELIGIBILITY

# ELIGIBILITY & REQUIREMENTS

REFER TO GUIDELINES  
FOR COMPLETE LIST

- Program/Project must take place in Coral Gables
- Applicant has attended/watched the grant webinar with certification submitted
- Organization is legally incorporated as a non-profit
- Federal non-profit status is in good standing
- 2-year record of presenting year-round cultural programming
- Most recent Final Report is submitted by the deadline
- Interim Final Report is submitted for current fiscal year
- Program/Project does not include a fundraising component

Required Documents



501 (c)(3)



Form 990

W-9

<b>Return of Organization Exempt From Income Tax</b> Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) ▶ The organization may have to use a copy of this return to satisfy state reporting requirements.			
Calendar year, or tax year beginning _____, 2005, and ending _____			
Please use IRS label or print or type. See Specific Instructions.	C Name of organization		D Employer identification number _____
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite _____		E Telephone number ( ) _____
	City or town, state or country, and ZIP + 4 _____		F Accounting method: <input type="checkbox"/> Other (specify) _____
• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).			H and I are not applicable to section 501(c)(3) organizations.
G Website: ▶ _____			H(a) Is this a group return for affiliated organizations? <input type="checkbox"/> Yes <input type="checkbox"/> No H(b) If "Yes," enter number of affiliated organizations: _____ H(c) Are all affiliates included? (If "No," attach a list. See instructions.) <input type="checkbox"/> Yes <input type="checkbox"/> No H(d) Is this a separate return filed by an organization covered by a group exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No
J Organization type (check only one) ▶ <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
K Check here ▶ <input type="checkbox"/> if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if the organization chooses to file a return, be			



# REQUIRED DOCUMENTS

- Resume/CV of ED and person administering the grant
- Board of Directors list
- Funding History / Financial Support
- Organization and Program/Project budgets
- IRS non-profit status determination or affirmation
- Non-profit Corporation Annual Report
- IRS 990, 990-N, or audited budget if religious organization
- Letters of Commitment from venues and collaborators – NOT letters of support

# Grant Expenditures



# Allowable Grant Expenditures

REFER TO GUIDELINES  
FOR COMPLETE LIST

- ▶ Artistic Fees
- ▶ Direct Program Costs
- ▶ Equipment Rental
- ▶ Supplies/Materials
- ▶ Marketing/Publicity
- ▶ Printing and Publications
- ▶ Space Rental
- ▶ Transportation within Miami-Dade County
- ▶ Transportation for outside visiting artists
- ▶ Restrictions – Refer to Guidelines

# Restricted Grant Expenditures

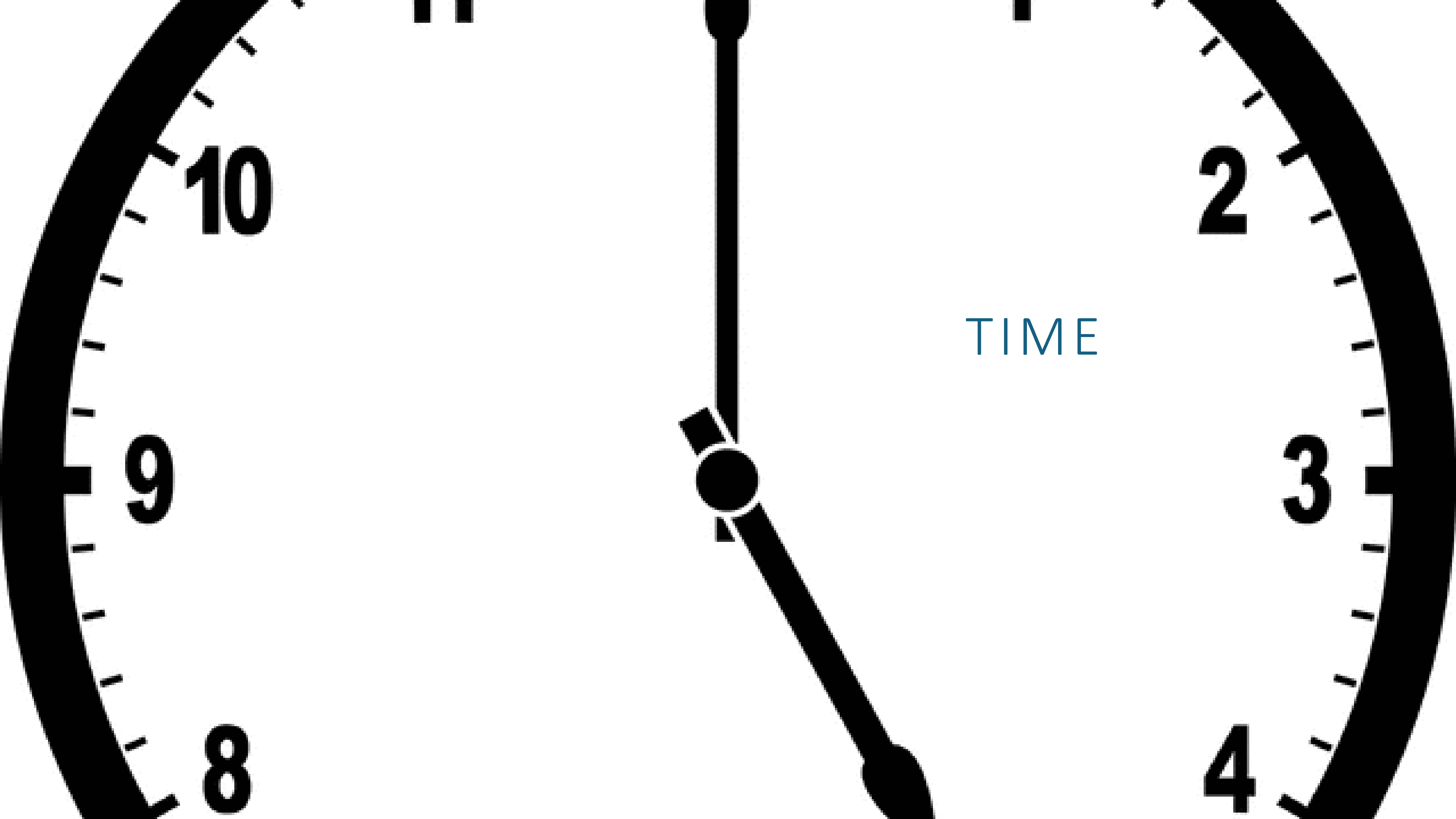
REFER TO GUIDELINES  
FOR COMPLETE LIST

- ▶ Proposal preparation
- ▶ Expenses outside of the fiscal year
- ▶ Compensation of forfeited revenue
- ▶ Programs, projects, performances through a city dept.
- ▶ Capital improvements & equipment
- ▶ Debt reduction
- ▶ Staff travel outside of MDC
- ▶ Social/Fundraising events
- ▶ Hospitality costs
- ▶ Prizes, awards, plaques, scholarships
- ▶ Classes, Master Classes, After-school programs, Camps\*
- ▶ **Additional Restrictions** – Refer to Guidelines

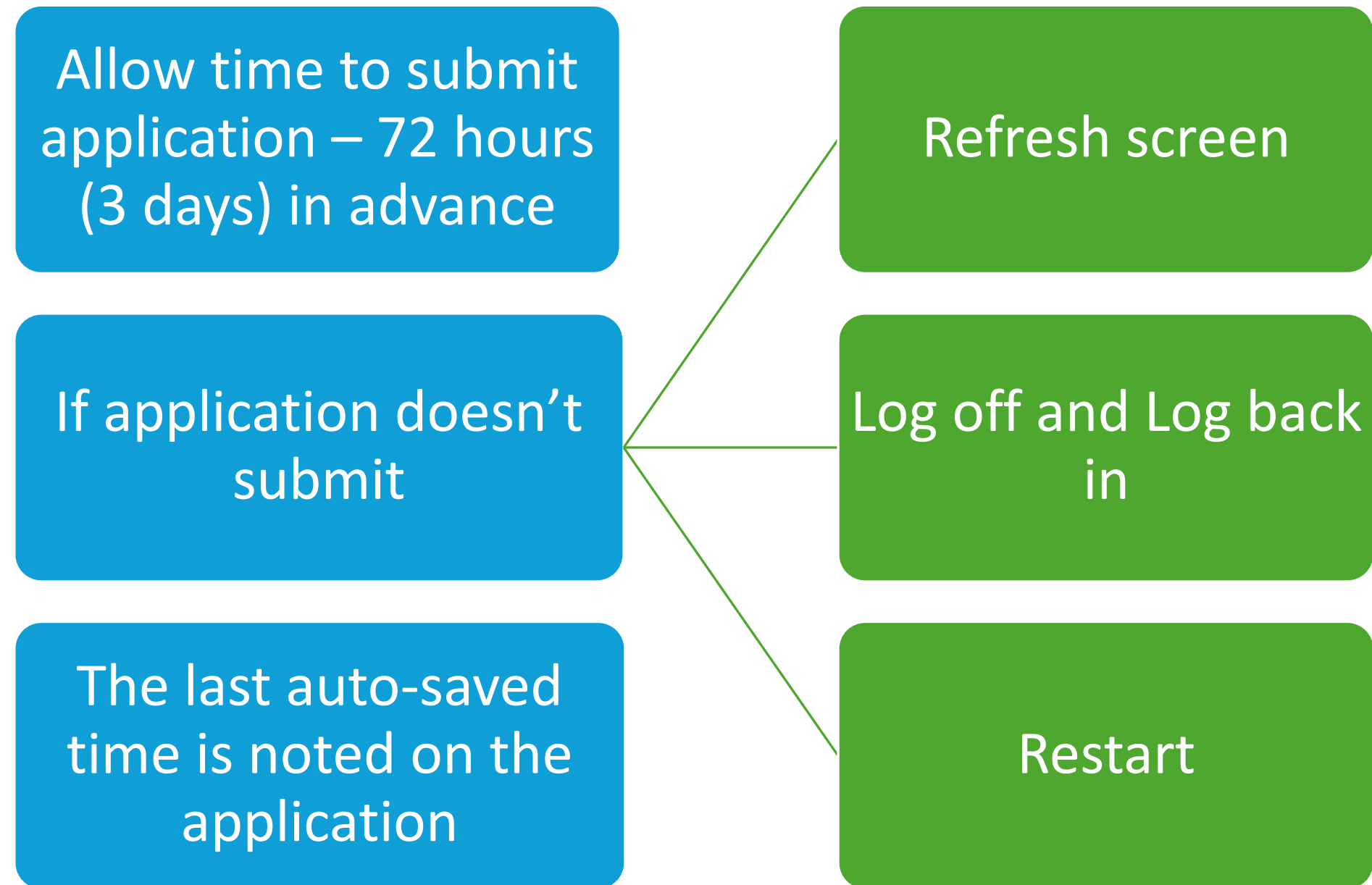


## Helpful Hints

- ▶ The Application saves as you go
- ▶ Create a word document first, then copy & paste into the application
- ▶ Downloads will take a moment, be patient
- ▶ Please DO NOT USE ALL CAPS
- ▶ Please do not repeat information
- ▶ Be specific, clear, and concise
- ▶ Assume panelists know nothing about your organization
- ▶ Use support materials from within the past two years



# Time to submit







# Evaluation Criteria & Scoring

- Program/Project Excellence - 20 Points
- Artistic Excellence\* - 10 Points
- Organization & Management Capacity - 20 Points
- Outreach & Community Partnerships - 10 Points
- Marketing\* - 20 Points
- Outcomes - 10 Points
- Finances & Budget Accountability - 10 Points

# Evaluation

Rubric used to support fair and consistent scoring

High & Low scores are dropped

**80 point** minimum score

A multiplier is used

Board members must be present to verify their scores

# Evaluation Process – scoring rubric

## ***Overall consideration for the applications:***

Value	Description	Score
Excellent	Strongly demonstrates public value of arts and culture.	92 – 100
Good	Satisfactorily demonstrates public value of arts and culture.	80 – 91
Fair	Does not sufficiently demonstrate public value of arts and culture.	61 -79
Weak	Makes an incomplete and/or inadequate case for the public value of arts and culture. Information is confusing, unclear, and lacks specific details.	0 - 60



# IMPORTANT NOTES

- ▶ **No Event Should be Dependent on City funding**
- ▶ **Budget requires a minimum one to one cash match of the grant award**
- ▶ Cultural Grant funding distribution is not confirmed until approved by the City Commission
- ▶ Cultural Grant funds are not confirmed until approval of the Coral Gables annual budget

# IMPORTANT NOTES

- ▶ Letters of Commitment are required  
(not Letters of Support)
- ▶ Changes to grant-funded programs must be approved

# IMPORTANT NOTES (and these)

- ▶ Festivals\* are not eligible; however, non-profit performance groups may apply on their own behalf
- ▶ Consultation – Complete draft & Budget Forms
  - First time applicants
  - Previously disqualified applicants
  - If more than 3 years since applying
- ▶ Technical Review
- ▶ Interim Final Report due by Application Deadline



► NON-PROFIT CORPORATION ANNUAL REPORT: [Sunbiz.org](https://sunbiz.org)

It is not the organization's detail page.

Scroll down to Document Images and download the PDF

NEW(S)!



Annual Reports

Report Year	Filed Date
2023	02/18/2023
2024	03/18/2024
2025	02/19/2025

Document Images

- [02/19/2025 -- ANNUAL REPORT](#)
- [03/18/2024 -- ANNUAL REPORT](#)
- [02/18/2023 -- ANNUAL REPORT](#)

<a href="#">View image in PDF format</a>
<a href="#">View image in PDF format</a>
<a href="#">View image in PDF format</a>

## ► MARKETING

### **New credit line!**

... with the support of the City of Coral Gables Cultural Arts Division

Use broad social media marketing outside of organization

- ✓ GMCVB
- ✓ Eventbrite
- ✓ The New Tropic
- ✓ Culture Owl
- ✓ Send Media Notices through Cultural Grant webpage

## ► REMINDER

Applications that propose programs through a city department are not eligible

NEW(S)!



**+5**

Organization's principal address is in Coral Gables  
verified in Sunbiz

**+5**

Event is free to the public

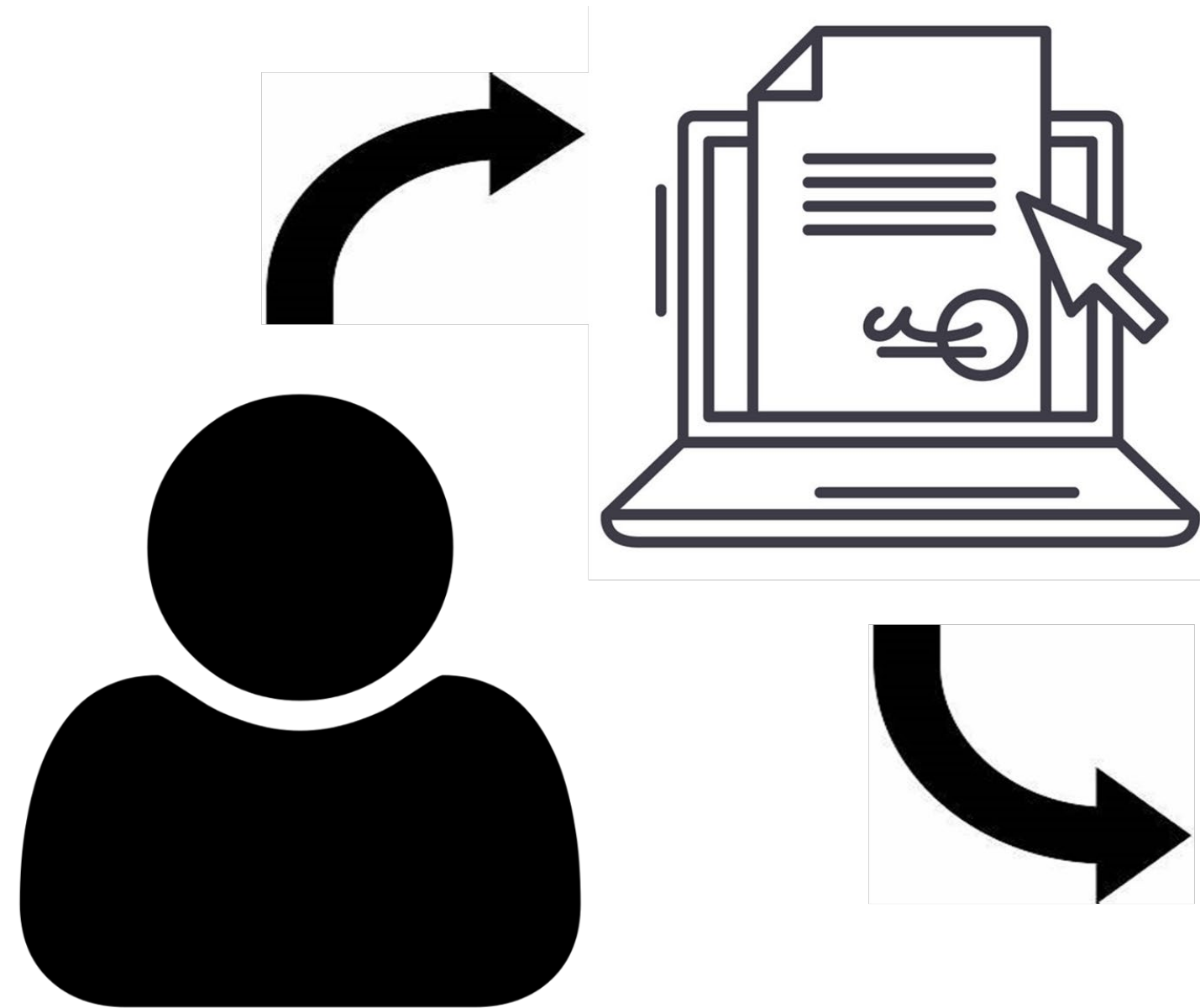
**+2**

Organization's Operating Budget is \$50,000 or less  
verified by tax records

## BONUS POINTS!



# Application Process



# Coral Gables Cultural Grant Website

[www.coralgables.com/culturalgrants](http://www.coralgables.com/culturalgrants)

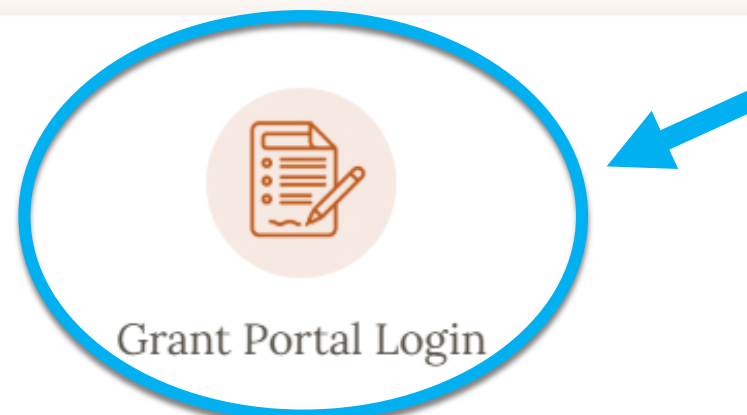


## Dates

- **Webinar:** Thursday, March 20, 2025 at 2 p.m. EST
- **Eligibility Deadline:** Friday, March 28, 2025 at 5 p.m. EST.
- **Application Deadline** (Must have passed eligibility): Friday, April 18, 2025 at 5 p.m. EST.
- **Cultural Grant Application Review and Scoring Meeting:** Thursday, May 29 at 9 a.m. EST.

## View Grant Resources

+ Resources



If your organization has previously applied, please do NOT create a new organization account and follow the prompts to the right of the Login page.



Chat with an Expert

# CORAL GABLES

## THE CITY BEAUTIFUL

### Logon

Email Address\*

ccathers@coralgables.com

Password\*

.....

Log On

Create New Account

[Forgot your Password?](#)

**Create New Account ONLY if the ORGANIZATION has NEVER created an account.**

**Email [ccathers@coralgables.com](mailto:ccathers@coralgables.com) if:**

- **You have an email on file and are Changing Organizations**
- **The Organization has applied previously, and you need to be added as a Contact**

Welcome to the City of Coral Gable's online portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

Need Help?

View Video Tutorial 1: [Site Access & Account Creation](#) (3 minutes)

View Video Tutorial 2: [Applying](#) (5 minutes)

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

**Not Sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Catherine Cathers, at [ccathers@coralgables.com](mailto:ccathers@coralgables.com).

To preview current opportunities without creating an account please [click here](#).

# Applicant Log-in & Apply

- ▶ Previous Applicants:

Use existing Login email and Password

If you forgot your password, Click “Forgot your Password?”

- ▶ New Applicants: Create New Account

- ▶ Organizations should have ONE account only



# APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

 Bee Awesome ▾



 APPLY


 ORGANIZATION HISTORY

## Applicant Dashboard

ArtsR4U

Active Requests **0**

Historical Requests **4**

 You do not have any Active Requests. Click [Apply](#) to begin the application process.

# APPLICANT DASHBOARD & WORKFLOW



📄 Apply

ArtsR4U

🔍

Quick Search

✕

FY2025-26 City of Coral Gables Cultural Grant Accepting Submissions from 03/20/2025 to 03/28/2025

Apply

Please [click here](#) to review the full Guidelines before applying.

The City of Coral Gables reserves the right to revise information published in these Guidelines and Application.

**ELIGIBILITY DEADLINE: FRIDAY, MARCH 28, 2024 AT 5:00 P.M.**

**APPLICATION DEADLINE: FRIDAY, APRIL 18, 2024 AT 5:00 P.M.**

**OBJECTIVE:**

The City of Coral Gables Cultural Development Board has been appointed to assist the Coral Gables City Commission in distributing certain monies to worthy nonprofit organizations that produce meaningful cultural

# APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome -



APPLY



ORGANIZATION HISTORY

LOI

Public Profile

Copy Candid Profile

Collaborate 0

Process: FY2025-26 City of Coral Gables Cultural Grant

Contact Info

Request

Documents 0

**Applicant:**

Ms. Bee Awesome  
bee@ArtsR4U.org  
123-456-7890  
123 xyz lane  
Coral Gables, FL 12345



**Organization:**

ArtsR4U  
00-1234567  
123-456-7890  
123 xyz lane  
Coral Gables, FL 12345



[Contact Email History](#)



LOI

Question List




Due by 03/28/2025 05:00 PM EDT.



APPLY



ORGANIZATION HISTORY

 Due by 03/28/2025 05:00 PM EDT.

Abandon Request

Save LOI

Submit LOI

Submit

# APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾



Apply

Organization History

Fax to File

## Confirmation Page

✓ Your LOI has been submitted.

Continue

# APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾



APPLY



ORGANIZATION HISTORY

## Applicant Dashboard

ArtsR4U

Active Requests **1**

Historical Requests **4**

▼ Arts R 4 Everyone!

Process: FY2025-26 City of Coral Gables Cultural Grant

LOI	Submitted	03/20/2025
Decision	Undecided	



# APPLICANT DASHBOARD & WORKFLOW



LOI

Arts R 4 Everyone!  
Process: FY2025-26 City of Coral Gables Cultural Grant

Public Profile

Collaborate 0

Contact Info

**Request**

Documents 0

**Applicant:**  
Ms. Bee Awesome  
bee@ArtsR4U.org  
123-456-7890  
123 xyz lane  
Coral Gables, FL 12345

[Contact Email History](#)

**Organization:**  
[ArtsR4U](#)  
00-1234567  
123-456-7890  
123 xyz lane  
Coral Gables, FL 12345

LOI

LOI Packet

Question List

Fields with an asterisk (\*) are required.

# APPLICANT DASHBOARD & WORKFLOW



LOI



Arts R 4 Everyone!

Process: FY2025-26 City of Coral Gables Cultural Grant

 ★ Public Profile  Collaborate 0

Contact Info  Request Documents 0

Current Status: LOI Submitted

Stage		Status	Initial Submission	Last Modified
	LOI	Submitted	03/20/2025	03/20/2025 

 LOI

 LOI Packet  Question List 

 Fields with an asterisk (\*) are required.



# APPLICANT DASHBOARD & WORKFLOW



Applicant Dashboard

ArtsR4U



Active Requests 1

Historical Requests 4

▼ Arts R 4 Everyone!

Process: FY2025-26 City of Coral Gables Cultural Grant

LOI	Submitted	03/20/2025	<a href="#">View LOI</a>
Decision	Undecided		

# APPLICANT DASHBOARD & WORKFLOW



## Organization Summary

Public Profile

ArtsR4U

ArtsR4U

Organization Info

Request History

Contacts

Documents 0

ArtsR4U  
123 xyz lane  
Coral Gables, FL 12345

**Primary Contact:** Bee Awesome  
**Website:**  
**Telephone Number:** 123-456-7890  
**Organization Email:**  
  
**Last Updated:**

Edit

# APPLICANT DASHBOARD & WORKFLOW

CORAL GABLES

THE CITY BEAUTIFUL

City of Coral Gables

APPLY

ORGANIZATION HISTORY

Bee Awesome

Organization Summary

C.★Public Profile

ArtsR4U

Organization Info

Request History

Contacts

Documents

◆ Date	▼ Process	◆ Project	◆ Organization	◆ Type	◆ Status	◆ Granted	◆ Paid
03/20/2025	FY2025-26 City of Coral Gables Cultural Grant	Arts R 4 Everyone!	ArtsR4U	N/A	LOI Submitted	\$0.00	\$0.00
05/29/2024	FY2024-25 City of Coral Gables Cultural Grant	I Love This Place!	ArtsR4U	N/A	Denied	\$0.00	\$0.00
04/09/2023	FY2023-24 City of Coral Gables Cultural Grant	(View Request)	ArtsR4U	N/A	Abandoned	\$0.00	\$0.00
03/03/2022	FY2022-23 City of Coral Gables Cultural Grant	(View Request)	ArtsR4U	N/A	Abandoned	\$0.00	\$0.00
04/16/2021	FY2021-22 City of Coral Gables Cultural Grant	You Are Here	ArtsR4U	N/A	Abandoned	\$0.00	\$0.00

# APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾

- [Home](#)
- [APPLY](#)
- [ORGANIZATION HISTORY](#)

## Request Summary

Arts R 4 Everyone!  
Process: FY2025-26 City of Coral Gables Cultural Grant

- Contact Info
- Request
- Documents 0

Current Status: LOI Submitted

Stage		Status	Initial Submission	Last Modified	
	LOI	Submitted	03/20/2025	03/20/2025	



# APPLICANT DASHBOARD & WORKFLOW



Applicant Dashboard

ArtsR4U

Active Requests **1**    Historical Requests **4**

▼ Arts R 4 Everyone!

Process: FY2025-26 City of Coral Gables Cultural Grant

LOI	Submitted	03/20/2025	
Application	Assigned	03/20/2025	Due by 04/18/2025 05:00 PM EDT
Decision	Undecided		

[View LOI](#)  
[Edit Application](#)



 APPLY


 ORGANIZATION HISTORY


## Application

Arts R 4 Everyone!

Process: FY2025-26 City of Coral Gables Cultural Grant

  Public Profile

 Copy Candid Profile

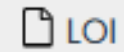
 Collaborate 0

Contact Info

Request


Documents 0

No additional Request Documents have been uploaded by an Administrator.




LOI


 Application

 Application Packet

 Question List



 Due by 04/18/2025 05:00 PM EDT.

 Fields with an asterisk (\*) are required.

> APPLICATION

> INFORMATION

> PROGRAM/PROJECT INFORMATION

- > ARTISTIC PERSONNEL
- > PROGRAM/PROJECT DATES
- > VENUE
- > ADMINISTRATION
- > OUTREACH & COMMUNITY PARTNERSHIPS
- > MARKETING
- > MEASURABLE OUTCOMES
- > FINANCE & BUDGET INFORMATION
- > DOCUMENT UPLOADS
- > ATTACHMENT CHECKLIST
- > CERTIFICATION/SIGNATURE





 APPLY



ORGANIZATION HISTORY

## ✓ OUTREACH & COMMUNITY PARTNERSHIPS

### Target Audience\*

Briefly describe the target audience for the proposed program/project, then list the following action items and achievements:

**Action items** - what needs to be done to achieve the target audience

**Achievements** - measurable outcomes

#### Example:

Target Audience is elementary school children

Action 1 - Performances scheduled at 4:00 p.m. on Sundays

Achievement 1 – 50% of audience is elementary school children

1,000 characters left of 1,000

### Partnerships\*

List groups or businesses in Coral Gables the organization collaborates and partners with, then list the following action items and achievements:

**Action items** - what activities need to take place to define the collaboration(s) and/or partnership(s).

**Achievements** - measurable outcomes



 APPLY

 ORGANIZATION HISTORY

## ▼ FINANCE & BUDGET INFORMATION

### Grant Amount Requested\*

\$

10,000.00

### Most Recently Awarded Coral Gables Cultural Development Grant

Enter Fiscal Year of most recently awarded Coral Gables Cultural Development Grant.

Please use using the format: **FY2024-25**

N/A

### Amount Received

Enter the amount received from your most recently awarded Coral Gables Cultural Development Grant.

\$

### Funding History\*

[Download this template](#) and list all grants to your organization, including those from the City of Coral Gables, awarded over the past three years.

Upload the completed document.

Upload a file

[1 MiB allowed]

# APPLICANT DASHBOARD & WORKFLOW



TITLE:\*

DATE:\*

📅

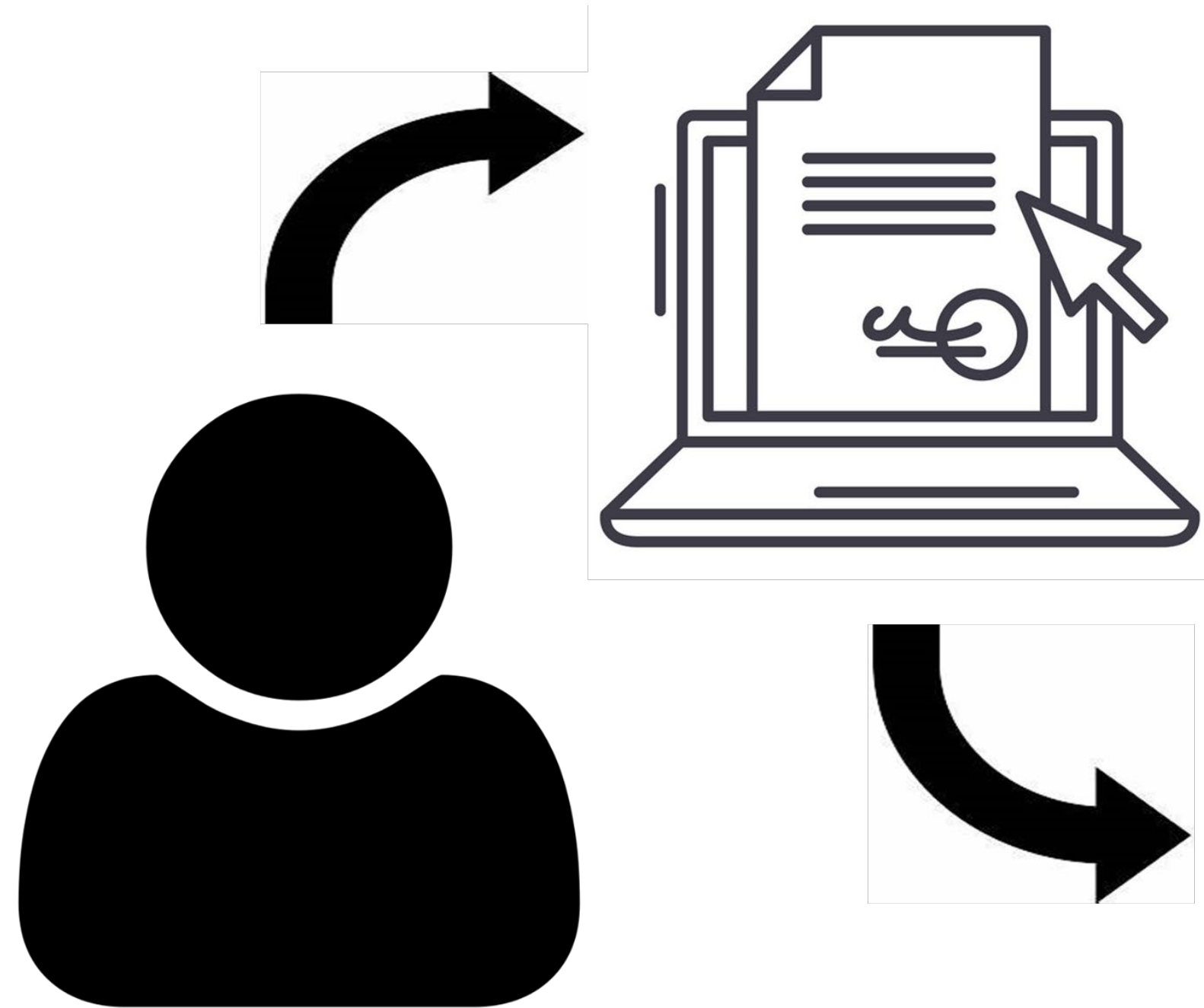
Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

ⓘ Due by 04/18/2025 05:00 PM EDT.

Save Application

Submit Application

Submit







# Supplier Services

Instructions and the benefits of becoming a supplier with the City of Coral Gables.

[Supplier Registration Portal](#)



## IMPORTANT NEWS

The City of Coral Gables Finance/Procurement Division is excited to announce an important change. The city is moving to a new Enterprise Resource Planning (ERP) system in the next few months and an important part of the change includes our vendors and suppliers.

The new system will be INFOR and includes a **Supplier Portal** that will allow our customers to register to conduct business with the city, view and participate in upcoming solicitation events, and update their profiles and other important information.

This new change will require that **ALL current and potential vendors/suppliers register in the new Supplier Portal** in order to continue to do business with the city regarding payments and responding to sourcing events (informal/formal quotes, bids, and proposals).

The new portal is now available **starting March 1, 2023** at [coralgables.com/supplierregistrationportal](https://coralgables.com/supplierregistrationportal).

### Contact us

✉ [Procurement@coralgables.com](mailto:Procurement@coralgables.com)

### How to find us

📍 2800 S.W. 72nd Avenue  
Coral Gables, FL 33134

Add to Contacts / Address Book:



[administrator@grantinterface.com](mailto:administrator@grantinterface.com)



[ccathers@coralgables.com](mailto:ccathers@coralgables.com)

# Communication

# APPLY

[www.coralgables.com/culturalgrants](http://www.coralgables.com/culturalgrants)





Questions?



*Thank You!*

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WWW.CORALGABLES.COM/CULTURALGRANTS  
CCATHERS@CORALGABLES.COM

CORAL  
GABLES  
THE CITY BEAUTIFUL