

Welcome!

CITY OF CORAL GABLES

CULTURAL DEVELOPMENT BOARD

FY2025-2026 CULTURAL GRANT

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



CULTURAL DEVELOPMENT BOARD

APPOINTED BY THE CORAL
GABLES CITY COMMISSION

CULTURAL GRANT Program Objective

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

CORAL GABLES
CULTURAL GRANT WEBSITE

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

Add to Contacts / Address Book:



administrator@grantinterface.com



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

Return of Organization Exempt From Income Tax
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).

G Website: ▶ _____

J Organization type (check only one) ▶ 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Check here ▶ 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

H and I are not applicable to sect/

H(a) Is this a group return for affil

H(b) If "Yes," enter number of affil

H(c) Are all affiliates included?
(If "No," attach a list. See ins

H(d) Is this a separate return filed by organization covered by a group

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

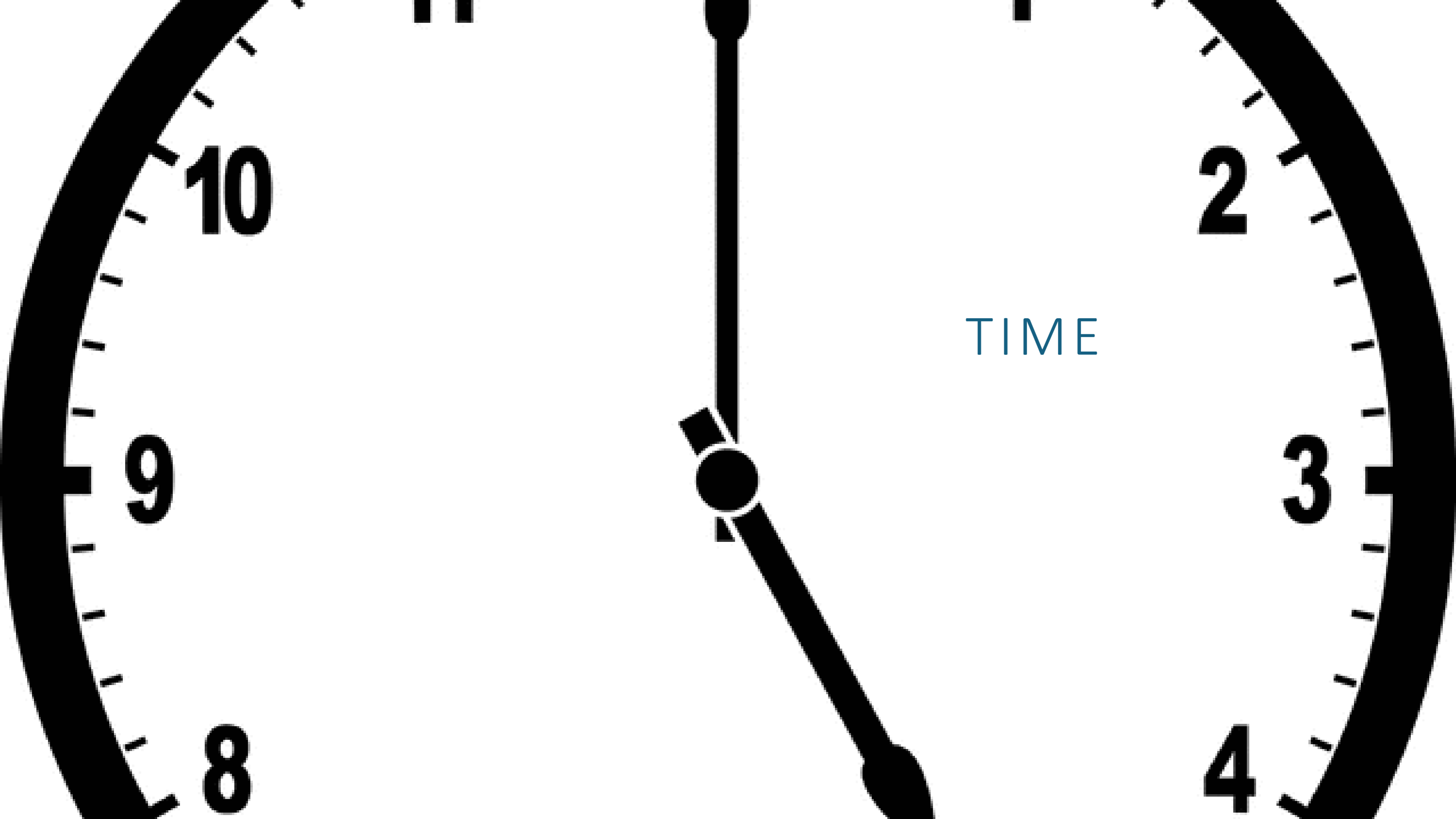
REFER TO GUIDELINES FOR COMPLETE LIST

- ▶ 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



10

2

9

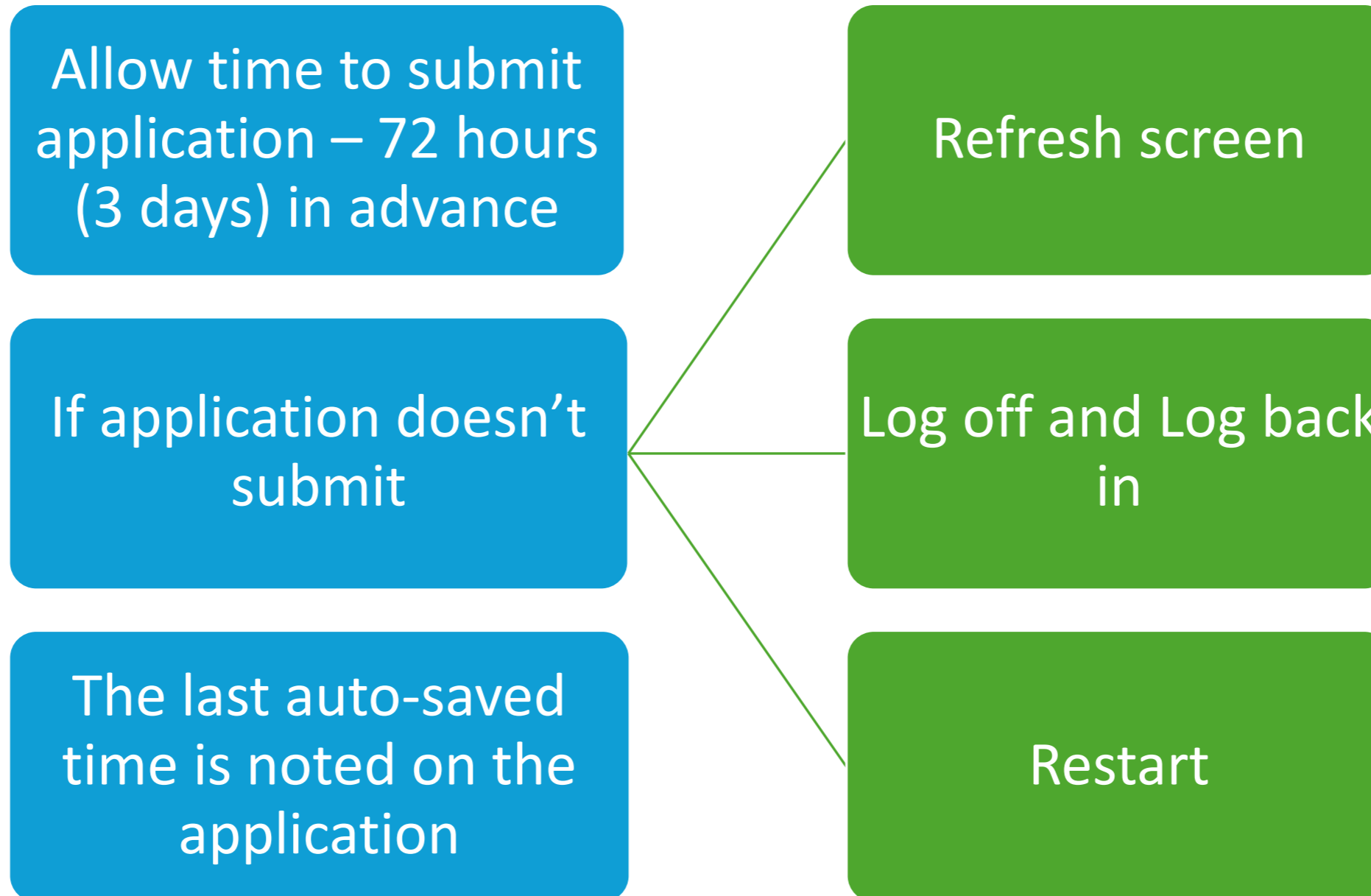
3

8

4

TIME

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

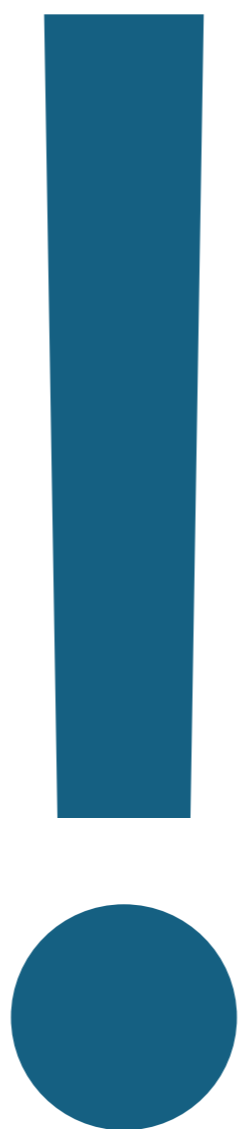
A multiplier is used

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

It is not the organization's detail page.

Scroll down to Document Images and download the PDF

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](#)

View image in PDF format
View image in PDF format
View image in PDF format

NEW(S)!



▶ 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

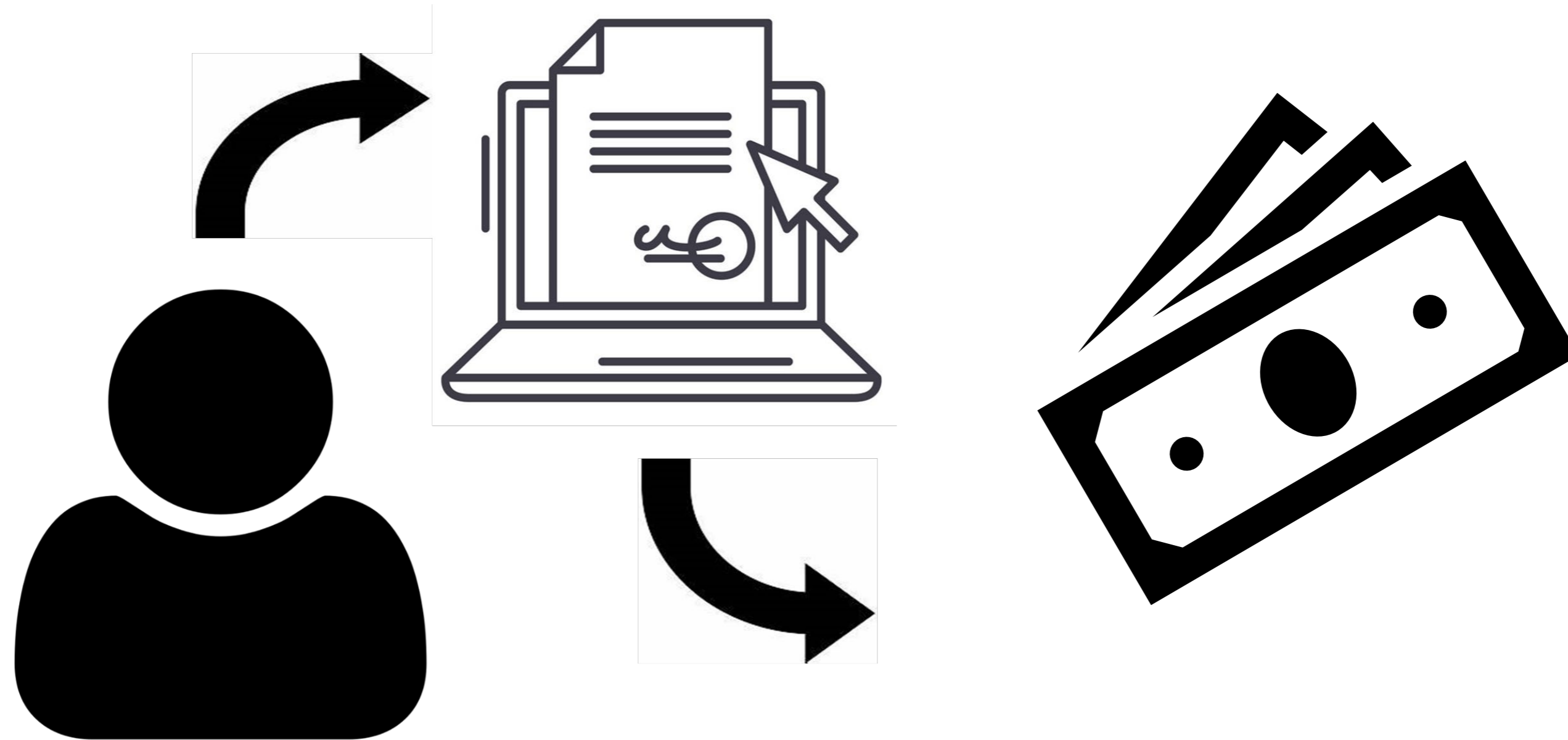
+2

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

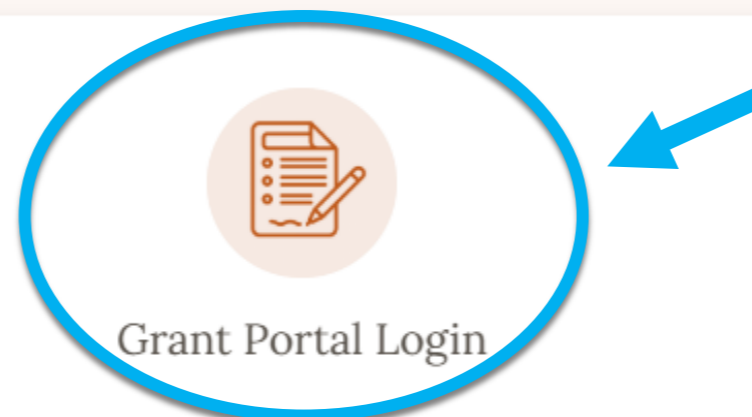


Dates

- **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



Grant Portal Login

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 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.

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



City of Coral Gables

👤 Bee Awesome -



APPLY



ORGANIZATION HISTORY

📄 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

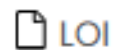


Organization:

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

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

Abandon Request

Save LOI

Submit LOI

Submit

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

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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



City of Coral Gables

Bee Awesome -



APPLY



ORGANIZATION HISTORY

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



Organization:

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



[Contact Email History](#)



LOI

LOI Packet

Question List



Fields with an asterisk (*) are required.

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾



APPLY

ORGANIZATION HISTORY

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



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	View LOI
Decision	Undecided		

APPLICANT DASHBOARD & WORKFLOW



City of Coral Gables

Bee Awesome ▾

- Home
- Apply
- Organization History
- Fax to File

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



City of Coral Gables

Bee Awesome ▾

APPLY ORGANIZATION HISTORY

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 ▾



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



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	
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



APPLY



ORGANIZATION HISTORY

> ARTISTIC PERSONNEL

> PROGRAM/PROJECT DATES

> VENUE

> ADMINISTRATION

> OUTREACH & COMMUNITY PARTNERSHIPS

> MARKETING

> MEASURABLE OUTCOMES

> FINANCE & BUDGET INFORMATION

> DOCUMENT UPLOADS

> ATTACHMENT CHECKLIST

> CERTIFICATION/SIGNATURE

✓ 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:*

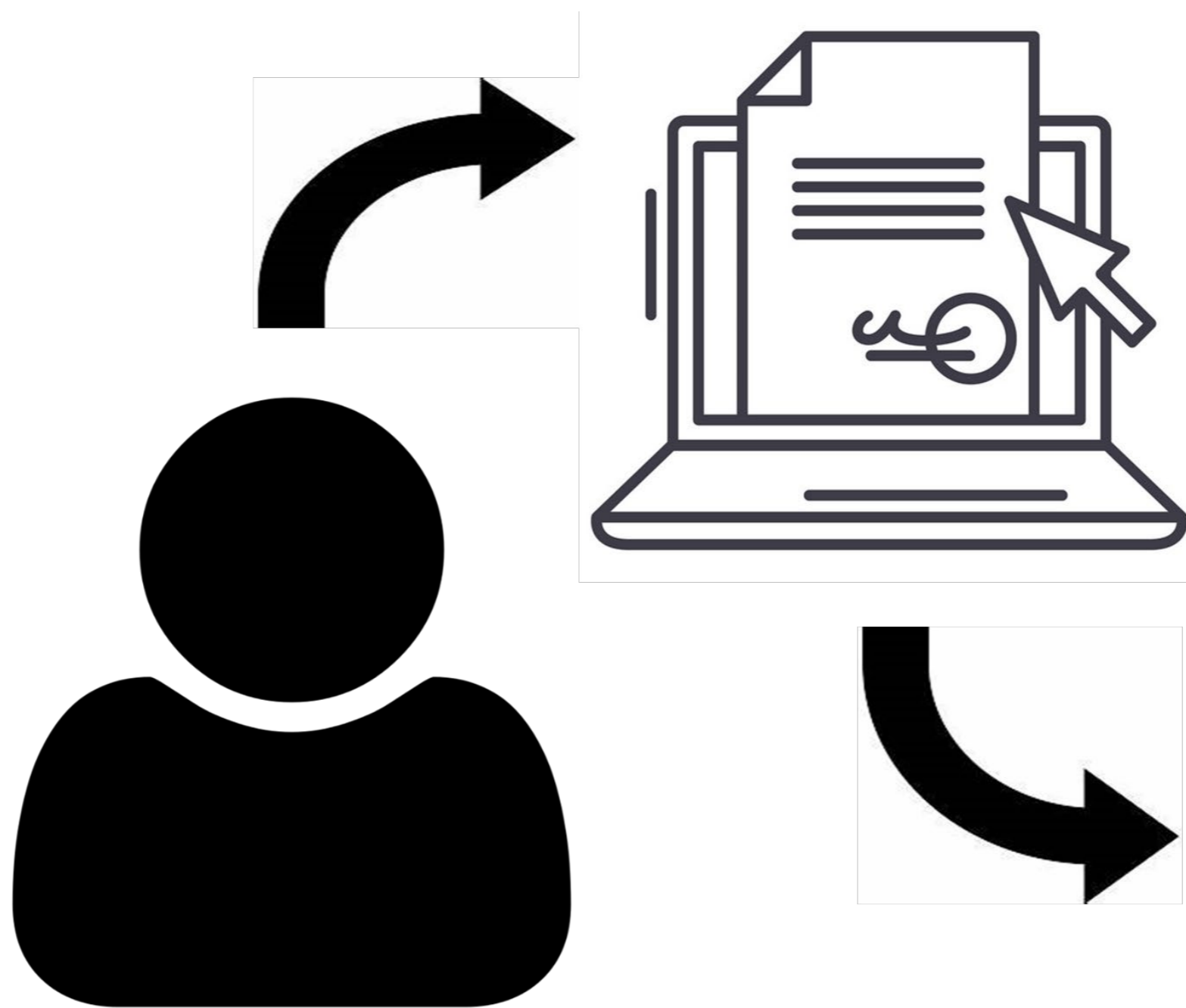
Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

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.

Contact us

✉ Procurement@coralgables.com

How to find us

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

Add to Contacts / Address Book:



administrator@grantinterface.com

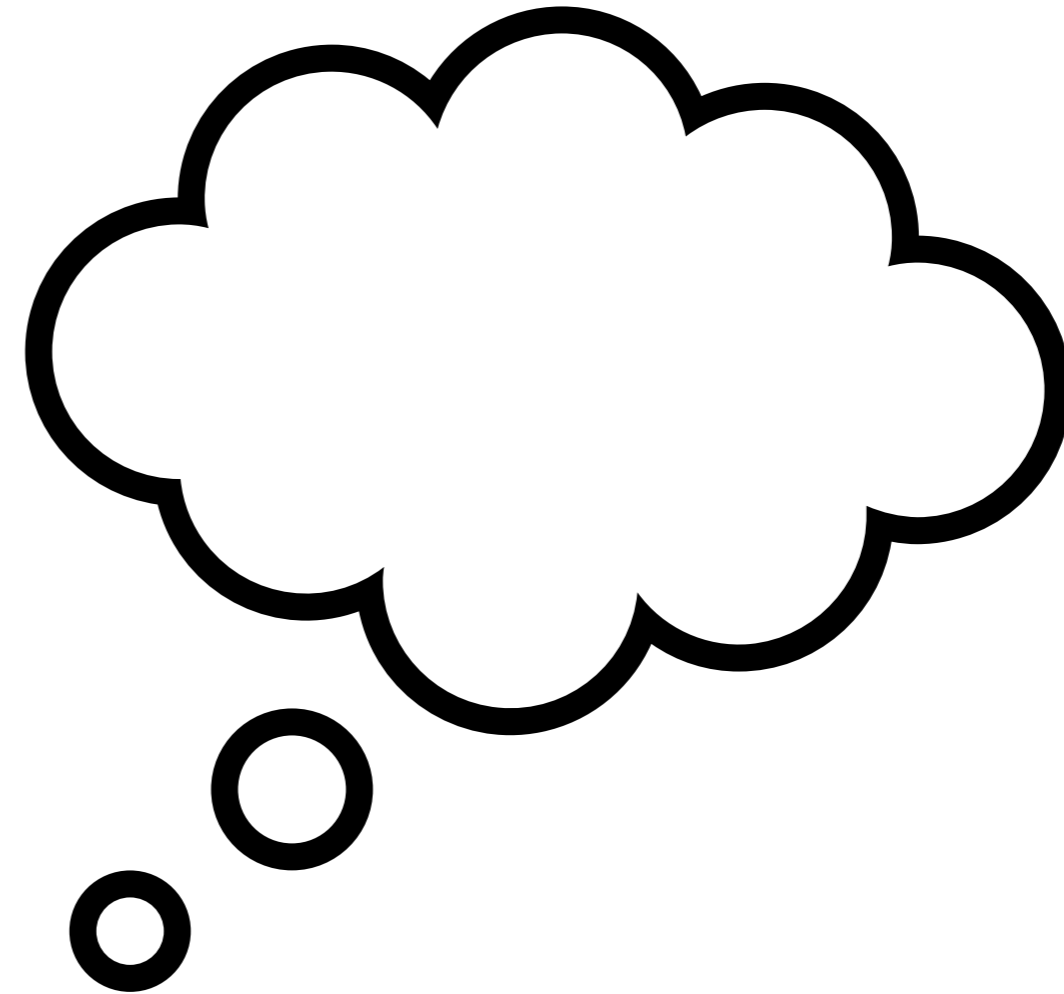


ccathers@coralgables.com

Communication

APPLY

www.coralgables.com/culturalgrants



Questions?

Thank You!

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

CORAL
GABLES
THE CITY BEAUTIFUL