

SPECIAL EVENTS PARTNERSHIP GRANT MANUAL

HILLSBOROUGH COUNTY

SPECIAL EVENTS PARTNERSHIP GRANT PROGRAM

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HILLSBOROUGH COUNTY

SPECIAL EVENTS PARTNERSHIP GRANT PROGRAM

INTRODUCTION

The Special Events Partnership Grant (SEPG) Program was established in 2018 to strengthen and promote Cultural Assets through the creation of a Cultural Assets Commission (CAC) charged with growing and supporting Special Events (“Events”) that encourage place-making and community-building outcomes aligned with the County’s economic and community prosperity goals. Since its inception, 156 different events have been awarded funding through the SEPG Program.

This manual outlines the process and requirements of the SEPG Program, answers basic questions for completing the application, and explains administration requirements for successful management of the grant.

SPECIAL EVENTS PARTNERSHIP GRANT (SEPG) PROGRAM DESCRIPTION

The SEPG Program is a grant award that supports arts and cultural events held in the County and is available only to nonprofit organizations. Available grants are competitively awarded to selected applicants, typically on an annual basis. Completing an application for the SEPG Program in no way guarantees funding. Final funding decisions are made at a public meeting of the Hillsborough County Board of County Commissioners.

To receive an award under the SEPG Program, eligibility criteria must be met. Funding is competitive. Available grant funds are awarded to qualified applicants on a minimum of one-to-one (1:1) matching grant basis, not to exceed an award of more than \$100,000 per Applicant, per event in any County budget year.

There is one (1) application cycle in FY26. Applicants may apply for funding for more than one special event taking place within the fiscal year. One additional cycle may be added per fiscal year, based on funding and need levels, as determined by County Administration.

APPLICATION REVIEW AND APPROVAL

The Arts Council Staff administers the program. Staff examine the applications for eligibility prior to the CAC review and evaluation of applications. The CAC’s recommendations are then forwarded to the Board of County Commissioners (BOCC) for final approval.

The CAC may conduct workshops/meetings related to its recommendations. The dates, times and locations are posted to the County Calendar. The meetings may include, but are not limited to, general sessions, special working sessions, and funding award decision meetings.

Application announcements, deadlines, and related meetings are established administratively and are posted on the Arts Council’s website: <https://hillsborougharts.org/>.

Applicants must be a legally incorporated not-for-profit corporation, with a designated tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code. All events must occur within Hillsborough County and must comply with eligibility criteria, such as:

Eligibility Criteria

- Be a one-day event, a multi-day event occurring on consecutive days, or a related series of events over an extended period of time.
- Be inclusive (no limits on who may purchase tickets or attend).
- Take place in Hillsborough County.
- Be held in a publicly visible location.
- Not already receive County funding through certain County programs offered by the Arts Council of Hillsborough County or through other direct County funding arrangements.
- Be ticketed or non-ticketed.
- **Charitable fundraising events are not eligible for this grant.**

Examples of Eligible Events

- Art Festivals
- Local Food Festivals
- River Celebration Events
- Film Festivals
- Celebration of Local Authors
- Music Festivals
- Local Community
- Historic Events

Examples of Ineligible Events

- Charitable fundraisers
- Trade shows, conventions, conferences, workshops, classes, etc.
- Annual lunches, galas, conferences, holiday parties, etc.
- Class or family reunions
- Sporting events
- Block parties
- Beauty pageants
- Events organized around political or religious purposes
- Festivals or events based solely on alcohol, drugs, sexually oriented content, etc.

Events are to communicate the authentic County story, activate public spaces, enrich the lives of residents, and leverage private sector financial support while aligning with economic development objectives of achieving greater patron spending and maximizing visitation to our market. The County does not intend for the SEPG program to support charitable fundraisers.

SPECIAL EVENT REQUIREMENTS

All special events must meet the following requirements to be eligible for funding under this program:

- The event must be located in Hillsborough County (incorporated or unincorporated).
- The applicant must have the financial resources to fund the event in total (including grant funds). Where the financial resources are not shown available at the time of application, the applicant must provide information that proves there are plans to fund the event activities.
- The Applicant must match all the County grant funds by at least a 1:1 ratio. Matching funds must be included in the proposed budget according to the funding categories established by the Program. See category details later in this manual.
- Grant awards are based on the actual cash expenditures listed in the proposed budget submitted with the application.
- Grantees are required to enter into an agreement with the County for use of grant funds within 60 days of being awarded the grant by the BOCC.
- No grant funds will be paid prior to the full execution of the grant agreement by both the grantee and the County.
- Grant payments are made based on a request for payment with the appropriate required documents, broken out as follows:
 - Payment 1: 40% of Award; Available prior to the event.
 - Payment 2: 40% of Award; Available after the event has occurred.
 - Payment 3: 20% of Award; Final payment available after the event has occurred.
 - All grant payments must be accompanied by a completed Exhibit C and Exhibit D plus the required supporting documentation as outlined in the grant agreement for each payment request.
- For more information, please see “COMPLETING PAYMENT FORMS” later in this manual.

CULTURAL ASSETS COMMISSION

The Cultural Assets Commission (CAC) is the reviewing body for the SEPG Program established under Hillsborough County Ordinance 18-12. The CAC includes 11 members serving three-year terms and are comprised of:

- One Commissioner representative of the Board of County Commissioners.
- The Mayor of the City of Tampa (or designee).
- The Mayor of the City of Temple Terrace (or designee).
- The Mayor of the City of Plant City (or designee).
- Three (3) representatives of a community-based philanthropic organization and/or private foundation.
- Four (4) representatives which have one or more of the following skills:
 - cultural-based organizations and program delivery,
 - event production,
 - corporate giving,
 - natural and recreational assets,
 - fine arts,

- local history,
- creative industries,
- culinary assets,
- place-making,
- tourism,
- marketing, and
- economic development.

CAC meetings are held quarterly and are open to the public and conducted in accordance with the requirements of the Sunshine Law.

APPLICATION PROCESS

The Special Events Partnership Grant Program period begins on October 1 and runs until September 30 of each fiscal year. One application period will take place in FY26. Applications for the SEPG Program are completed through the Neighborly Software portal. Staff are available to answer any questions during the application process. Neighborly Software can be accessed through:

Neighborly Software Application Portal

<https://portal.neighborlysoftware.com/hillsboroughartscouncil/Participant>

Deadlines for submitting grant applications are strictly enforced. No late submissions are accepted.

Applications are reviewed by Staff for completeness and project eligibility prior to review by the CAC. The CAC members use established evaluation criteria to score each application individually. Recommendations made by the CAC are forwarded to the Board of County Commissioners (BOCC) for final approval. The BOCC has full discretion and authority when deciding final funding amounts regardless of the CAC recommendations.

The Grant Agreement (“Agreement”) is a legal contract by which Grantee is entering into with Hillsborough County. It is important that the Grantee carefully review the document and understand it before the document is executed. Further information on the Agreement along with a sample will follow later in this manual.

APPLICATION EVALUATION CRITERIA

All applications will be evaluated by the CAC according to the criteria below which relate to the applicant’s overall ability to successfully accomplish the SEPG Program objectives. The criteria include a points-based system to score each application. A maximum of 100 points are available. **A minimum score of 50 points is required to be eligible for funding.** Achieving the minimum score does not guarantee funding.

The evaluation criteria are:

- Ability to Strengthen and Promote Cultural Assets (25 Points)

- Event is consistent with the program objectives.
 - Fosters a vibrant community and creates a sense of community.
 - Contributes positively to place-making.
 - Catalyzes the evolution of cultural engagement and civic pride.
 - Promotes rich history, heritage, amenities, natural environment, and authentic characteristics that make the county special.
 - Supports the programming and use of local parks, public spaces, and amenities.
 - Encourages partnerships between organizations, members of the community and businesses – creates positive entanglements that drive greater collaboration among cultural assets.
- Fiscal Management (25 Points)
 - Quality of the financial plan and event feasibility.
 - Explanation of how grant funds will be spent to cover the costs.
 - Budget by major categories.
 - Past County investment and other County investment being sought for the current application.
 - The degree to which the request is reasonable.
 - Demonstration of a broad base of financial support.
 - Ability to raise private support and build and establish sustainable partnerships.
 - Accuracy and prudence of all budgets.
- Economic Impact and Community Benefit (20 Points)
Description of clear and measurable outcomes of the following event impacts:
 - Attract visitors – increase tourism revenue.
 - Economic impact of event to local vendors.
 - Return-on-Investment to the community for the public investment.
 - Promotion of the County as a destination.
 - Benefit of the event to residents – overall residents or only a benefit to a specific segment or interest.
 - Impact on the visibility and awareness of Hillsborough County internally and externally.
 - Degree to which the event has broad-based community appeal or support.
- Administration Ability (15 Points)
 - Quality of the business plan (quality of the event plan)
 - Quality of the logistics plan (quality of the safety plan)
 - Quality of the marketing plan
 - Ability to describe the target audience for the proposed event and demonstrate knowledge about how best to engage with them.
 - Feasibility of accomplishing the project as described.
 - Completeness and clarity of application.
- Quality of Team (15 Points)
 - Experience as successful event delivery agents.

- Ability to produce a well-planned and safe event, including the ability to effectively manage costs, attract event attendees, and obtain necessary permits, clearances, insurances, and event authorizations in a timely manner.
- Past event success and reliability.
- No evidence of any sustained complaints relative to past events from residents, vendors, attendees, or staff.
- Financial stability of the applicant organization.

The SEPG Program is intended for events that are seeking to grow and enhance their offerings above and beyond their current level to significantly increase attendance, community-wide impact, and appeal. It is the intent that these partnerships are the County's financial investments for noticeable growth in the event's impact to the community. For repeat applicants, past performance and key reporting data from past events will be taken into consideration when evaluating applications by the Cultural Assets Commission.

APPLICATION PACKAGE REQUIREMENTS

In preparing the application, Applicants shall provide a description of the event, how the funding will be applied and measurable results on the return on investment by the County from the event. Applicants shall also provide information on how the event meets and/or exceeds the requirements of the Special Events Partnership Grant program and addresses the review criteria described in this manual.

The completed application must answer all questions in the application and include all required documentation to be eligible for review and further consideration.

All applications are made through the Neighborly Software participant portal. Below is the link to the portal:

<https://portal.neighborlysoftware.com/hillsboroughartscouncil/Participant>

The Applicant must provide an overview of the Event, its location and date, organizational capacity, and financial ability to complete the event as described. The detailed information includes:

Proof of Eligibility as a tax-exempt charitable organization by the Internal Revenue Service.

Organization Information

- Organization Legal Name
- Name of Contact Person
- Organization Contact Information including main contact's telephone number and email address.
- Address of Organization. Note that a full mailing address needs to be included.
- Mission Statement
- Description of Organization

Description of the Event

- Event Name
- Location of the Event including venue name and address.
- Date and Time of the Event
- Description of the Event including information on how the event will engage the community and bring awareness to cultural assets.
- Anticipated attendance.
- Event Plan
- Recurrence of Event
- Security and Safety Plan
- Marketing Plan

Fiscal Management

- Budgeted Expenses for completing the event including matching funds.
- Expected Revenues.
- Whether the event will include paid tickets or will be free to attend.
- Most recent IRS 990.
- Information on degree of reasonableness of budgeted expenses and anticipated revenues.
- Funding sources outside of the SEPG Program.
- Information on past performance of organization in producing events.

Additional Evaluation Criteria

- Ability to strengthen and promote cultural assets consistent with SEPG Program objectives.
- Economic impact and community benefits including showcasing of local talent and entertainment, vendors, and small businesses.
- Clear and measurable outcomes showing event's impacts and return-on-investment to the community.
- Quality of Event Team

Required Documentation uploaded with application.

- Event Plan
- Marketing Plan
- Organization Finances (Balance Sheets for Last Two Years)
- Most Recently Filed IRS Form 990
- IRS Determination Letter
- Two Letters of Support (Letters should be for your organization/event.)
- Logistics and Safety Plan

FUNDING

There are four (4) funding categories based on the applicant's **Estimated Cash Expenses per the Event budget as noted in the application** and ratio for required matching funds:

CATEGORY 1 (MICRO EVENT):

- Total Event Estimated Cash Expenses are less than \$50,000
- Required match of 1:1 (Applicant: County)

CATEGORY 2:

- Total event Estimated Cash Expenses between \$50,001 to \$100,000
- Required match of 2:1 (Applicant: County)

CATEGORY 3:

- Total event Estimated Cash Expenses between \$100,001 to \$500,000
- Required match of 3:1 (Applicant: County)

CATEGORY 4:

- Total event Estimated Cash Expenses above \$500,001
- Required match of 4:1 (Applicant: County)

Applicants should take note of which category they are applying for and include matching dollars for the grant request in the budget section of the application. **The maximum grant award amount per event available for applicants is \$100,000.**

AWARD PROCESS

Members of the Cultural Assets Commission serve as grant reviewers. Arts Council staff review completed applications for eligibility. All eligible applications are then sent to the CAC. At this point, all members are asked to identify any conflicts of interest with any applicant in advance of scoring. If a conflict of interest is determined, the member recuses themselves from scoring that particular application. CAC members review all other applications and submit their individual scores to staff. Staff average all reviewer scores to determine a final score for each applicant.

The resulting average scores are announced at the CAC's public review meeting to which all applicants are invited to attend. Upon approval of funding recommendations by the CAC at the meeting, these are then forwarded to the BOCC for final approval at an upcoming meeting. This typically takes place at one of the early October meetings at the beginning of each new fiscal year. The BOCC has full discretion and authority when deciding final funding amounts regardless of the CAC recommendations.

The CAC will score applications based on the following Five (5) criteria:

- Ability to Strengthen and Promote Cultural Assets (25 Points)
- Fiscal Management (25 Points)
- Economic Impact and Community Benefit (20 Points)
- Administration Ability (15 Points)
- Quality of Team (15 Points)

A point system is used to score applications, earning a maximum number of points as indicated above for each category for a maximum total score of 100 points. An Applicant's final score is the

average of individual scores submitted by each member of the CAC. An applicant must receive a minimum score of 50 to be eligible for funding.

Achieving a minimum score of 50 does not guarantee that an applicant will receive funds, as funding will be distributed from highest score to lowest score until there is no longer funding available.

The award amount will be determined by the following formula:

Step 1:

Estimated Cash Expenses ÷ Match Ratio = Maximum Possible Grant Award

Step 2:

(Maximum Possible Grant Award x CAC Average Score) ÷ 100 (Total Possible Score) = Recommended Award

Examples:

Category	Match Ratio	Total Score (out of 100)	% of Median Score (out of 100%)	Estimated Cash Expenses Submitted in Application	Recommended Award
Category 1 - Micro Event (Estimated Cash Expenses less than \$50,000)	1:1 Match	98	98%	\$35,000.00	\$17,150.00
Category 2 - Small Event (Estimated Cash Expenses between \$50,001 to \$100,000)	2:1 Match	89	89%	\$65,000.00	\$19,283.33
Category 3 - Medium Event (Estimated Cash Expenses between \$100,001 to \$500,000)	3:1 Match	95	95%	\$385,000.00	\$91,437.50
Category 4 - Large Event (Estimated Cash Expenses over \$500,001) ¹	4:1 Match	97	97%	\$650,000.00	\$100,000.00

¹ The maximum grant award amount per event available for applicants is \$100,000.

Leveraging County Funding

One of the major objectives of this grant program is to achieve funding transparency by combining previous sources of County funding for existing events into one combined ask as part of the Cultural Assets Program funding award. It is encouraged that the applicant considers this Program as a “one-stop shop” for County funding support for their organization’s event.

If the Applicant organization currently receives funding through the Arts Council of Hillsborough County's ("Arts Council") Cultural Development Grant Program, then the Applicant is ineligible to accept an award from the SEPG Program. However, the Applicant has the right to decline any funding offered by the Arts Council through the above-named program, making the Applicant eligible to accept an award of funds from the SEPG Program. The Applicant organization can also accept sponsorships from Visit Tampa Bay (or any County-funded organization). A sponsorship for the sake of these guidelines is defined as funding offered by a County-funded organization for purposes of a specific event.

Required Matching Funds

Applicants must demonstrate a leveraging of the County's investment such that the ratio of other support (funding derived from non-County sources) for event costs to County investment meets the required match for the appropriate funding category. For example, if an event has Estimated Cash Expenses of \$100,000, then the applicant falls under Category 2, and the maximum grant amount the applicant is eligible for is \$33,333.

Grant Time Limits

Funding for an approved event is limited to the period it is proposed and budgeted in the application and subsequent Agreement. Extensions are granted only in special cases and should receive prior written approval from the County. However, payments may be requested consistent with the payment schedule and with the required documentation.

All events must occur between October 1 and September 30 following the timeframe of the County Fiscal Year.

AWARD NOTIFICATION

Applicants who have been approved by the BOCC to receive a SEPG award will be notified of their award amount via email. Grantees must enter into a formal Agreement with the County. The Agreement specifies the dollar amount awarded, event scope, agreement duration, terms of funding and other terms and conditions.

The grantee must carry out the event as described in the application. If there are circumstances that require a change in the event, the County must be notified immediately in writing. Revisions to grantee's budget and/or marketing plans may only be submitted as part of the first payment request. The County, in its sole discretion, may reduce the final payment if there are significant deviations in the cash expenditures by the grantee.

EXECUTION OF GRANT AGREEMENT

The Agreement is a legal contract entered into between the Grantee and Hillsborough County. It is important that the Grantee carefully review the document and understand it before the document is executed.

Several items to note when executing the Grant Agreement:

- The Agreement must be signed by two witnesses where indicated.
- The Agreement must be notarized under the Acknowledgement of Agreement.
- A W-9 must be submitted along with Agreement when it is returned to the County.
- Grantees are required to execute requirements under Article 8 of the Agreement in Exhibit E which outlines the laws and statutes pertaining to Equal Opportunity and Affirmative Action.
Documentation in Exhibit E to be completed includes:
 - Complete responses to questions 1 through 9 of the Hillsborough County Equal Employment Opportunity Affirmative Action Questionnaire.
 - If Grantee has no paid employees, Grantee may respond “Not Applicable or N/A” to questions 1-9 on the Affirmative Action Questionnaire.
 - If Grantee has between 1 to 14 employees, an Affirmative Action Policy Statement is required in addition to answering the Affirmative Action Questionnaire and Equal Employment Opportunity Workforce Analysis chart.
 - If Grantee has 15 or more employees, a written Affirmative Action Plan or Program must be submitted in addition to answering the Affirmative Action Questionnaire and Equal Employment Opportunity Workforce Analysis chart.
 - Completion of the Equal Employment Opportunity Workforce Analysis chart with the number of full and part-time employees is required by all grantees. Do not include volunteers or contract employees. If the organization does not have employees, a zero “0” must be shown on the chart.
 - All Grantees, regardless of the number of employees, must sign and have witnessed by two individuals Exhibit E to attest to the information provided in the Affirmative Action Questionnaire and Equal Employment Opportunity Workforce Analysis chart.
- Each organization who enters into an Agreement with the Hillsborough County Board of County Commissioners, must sign an affidavit attesting that the grantee organization does not use any type of coercion for labor or services as outlined in Florida Statute 787.06. The Affidavit must be signed by the Authorized Representative and notarized.

RECORDKEEPING

Grantees are required to maintain complete and accurate financial and service records. This includes, but is not limited to, attendance records, vendor records, performance reports, and other documentation from this Agreement for a period of no less than six (6) years. If possible, all records, or copies, documenting the grant should be kept in a separate grant file for the purpose of auditing. All revenue related to the Agreement should be recorded.

Additionally, Grantees are required to comply with the public records law as outlined under Section 119.011(2) Florida Statutes, and as noted in the Agreement. Compliance includes, but is not limited to, the following:

- Keep and maintain public records required by the County to perform the services.

- Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 19 Florida Statutes or as otherwise provided by law.
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the grantee does not transfer the records to the County.
- Upon completion of the Agreement, transfer at no cost to the County, all public records in possession of the grantee or keep and maintain public records required by the County to perform the service. If the grantee transfers all public records to the County upon completion of the Agreement, the grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the grantee keeps and maintains public records upon completion of the Agreement the grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

In the event the County determines that such records are not being adequately maintained, the County may terminate the Agreement for the Grantee's non-performance, as solely determined by the County, upon no less than twenty-four (24) hours written notice to the Grantee.

PROJECT PUBLICITY AND LOGO POLICY

Grantee must display the Hillsborough County wordmark logo on all printed and digital promotional materials. Credit for the Hillsborough County BOCC must be provided on ALL communications. This includes, but is not limited to, news releases; print, radio, and television advertising; curtain/event speeches; publications; and all marketing materials.

On websites, the Grantee must display the Hillsborough County wordmark logo and provide a link to the Hillsborough County website. It is preferred that the logo be displayed, however, when it is not possible to display images, credit should be given through a text statement in the same font size or larger as any other sponsor. Proper text only credit should read: "With the support of the Hillsborough County Board of County Commissioners."

The Hillsborough County wordmark logo should be used wherever and whenever possible. The logo will be provided after the Agreement has been signed and MUST be used.

COMPLETING PAYMENT FORMS

Requirements

The Arts Council will process requests for payment upon receipt of a completed Request for Payment Form (Exhibit C) and Performance Report (Exhibit D) along with required documentation for expenses incurred and paid during the grant year to carry out the special event as detailed in the grant

application. For specific details on the award and payment requirements, refer to Exhibit B “Grant Award and Method of Payment.” Copies of Exhibits B, C and D are included as attachments to the Agreement.

Each request is checked for accuracy and to make sure that adequate and sufficient documentation has been submitted. Grantee’s Request for Payment (Exhibit C) must be signed by the authorized official or designated grant contact. It is the Grantee’s responsibility to submit proper documentation and to correct any deficiencies in the documentation provided in order for the request for payment to be processed.

In addition to the required documentation, the Arts Council will review Grantee compliance with the Grant Agreement obligations periodically throughout the grant year. This includes, but is not limited to:

- Proper credit to Hillsborough County being given for funding as specified in the Agreement.
- Transmittal of information on the event to the Arts Council staff.
- Provision of tickets or information allowing attendance by the BOCC, CAC, and Arts Council staff to the event.
- Changes to event venue, date, or other information being communicated with the Arts Council in writing and documented as to the cause of any change.

Failure to comply with the grant requirements may result in forfeiture of grant funds and possible ineligibility for future grants.

Required Documentation and Payment of Funds

Grant award funds are disbursed to the Applicant in three (3) installment payments. Each request for payment requires that grantees provide certain documentation. At no time will a payment be processed until the Agreement has been fully executed by both the grantee and the County.

Payment One (Pre-Event Payment):

An initial payment request of forty percent (40%) of the total award may be requested prior to the event with the following documentation:

- Request for Payment (Exhibit C) fully completed and duly signed.
- Performance Report (Exhibit D) completed with number of payment and date of submittal (same date as Exhibit C)
- Pre-event planning report typically including:
 - Evidence of securing a venue
 - Proposed event schedule, update on talent or entertainment, and programming
 - Material revisions to the budget
 - Update on marketing plan for the event

NOTE: The first payment request is the ONLY time amendments to the budget will be considered.

Payment Two (Post Event Payment):

The second payment request of forty percent (40%) of the total award can be submitted after the event has occurred with the following documentation:

- Request for Payment (Exhibit C) fully completed and duly signed.
- Performance Report (Exhibit D) completed with number of payment and date of submittal (same date as Exhibit C)
- Post event narrative including:
 - Description of the event (i.e., how it went, any unforeseen circumstances that affected the event, highlights, etc.)
 - Event attendance
 - Number of vendors utilized
 - Number of artists/entertainment
 - Summary of programmed activities
 - Proof of Hillsborough County being acknowledged as a sponsor
 - Proof of event having occurred:
 - Program
 - Flyers/Handouts
 - Video links
 - News article/story
 - Photographs

Payment Three (Post Event and Final Payment):

The third and final payment request of the final twenty percent (20%) of the total award can be submitted after the event has occurred. The third and final payment must be received within 60 days of the date of the event in order to be considered. Required documentation includes:

- Request for Payment (Exhibit C) fully completed and duly signed.
- Performance Report (Exhibit D) completed with number of payment and date of submittal (same date as Exhibit C)
- Post event narrative including:
 - Description of the event (i.e., how it went, any unforeseen circumstances that affected the event, highlights, etc.)
 - Final amount of CASH expenses
 - Final amount of revenue received
 - Event attendance (final number)
 - Number of artists/entertainment
 - Summary of programmed activities
 - Proof of Hillsborough County being acknowledged as a sponsor
 - Proof of event having occurred:
 - Program
 - Flyers/Handouts

- Video links
- News article/story
- Photographs
- Any additional information requested that supports your payment request.

NOTE: If the final event cash expenses deviate substantially from the event estimated cash expenses submitted in the application, or as revised as part of installment payment one, the County, in its sole discretion, may reduce the final payment.

Timing of Payment

All requests for payments, including the final request for payment, must be submitted to the County within sixty (60) days of completion of the Event. Requests for payment submitted after this date will not be honored.

It is the intent of the program to provide payment(s) upon receipt of an acceptable Request for Payment submission that is accompanied by all required documentation. **Requests for Payments may take up to four (4) weeks for Staff to review and approve provided all required documentation is complete.** If the request package is not complete, it will add additional time to the payment schedule due to the delay in receiving all the necessary information. Payments are sent by the Clerk of the Court to the Grantee using the address on the W-9, unless the Grantee has set up direct deposit through the Clerk's Office. Any address change should be sent to staff with an updated W-9 as soon as possible to avoid delays in payment. Please note that it may take an additional six (6) weeks for the Clerk's Office to release the payment funds.

Grantees should not anticipate a date or timeframe for the release of funds prior to submission of the payment request to the Arts Council.

Event Cancellation

If under any circumstance the Applicant fails to hold the Event and Payment One has been paid by the County, then, in lieu of paying the funds back to the County, any future proposals for events and/or awards to the Applicant may be reduced by up to the full amount of Payment One. Payment Two and Payment Three are only available after completion of the Event.

RIGHT TO TERMINATE

The County also may terminate the Agreement without cause upon thirty (30) days prior written notice to the grantee. In the event of termination by the County hereunder, the grantee shall not incur any new obligations after notification of the effective date of termination. The County shall pay the grantee for services undertaken by the grantee prior to the effective date of the termination. Any costs undertaken by the Grantee after the effective date of the termination will not be reimbursed.

ADMINISTRATIVE INFORMATION

Technical assistance is offered and provided to applicants and grantees by the Arts Council staff for the successful submission and completion of the grant process from application to final payment. Staff are available to help answer questions you may have about the Special Events Partnership Grant.

Contact information:

Eileen Blake

Hillsborough County Arts Council Division
County Center, 20th Floor
601 E. Kennedy Boulevard
Tampa, FL 33602
BlakeE@HCFL.gov
(813) 838-6247

Lisa Hill

Hillsborough County Arts Council Division
County Center, 20th Floor
601 E. Kennedy Boulevard
Tampa, FL 33602
HillLi@HCFL.gov
(813) 210-4352

For complete information and links to the application, and SEPG program material, visit the website at:

[Apply for a Cultural Assets Program Special Events Partnership Grant](#)

FREQUENTLY ASKED QUESTIONS

1) *When are the Special Events Partnership Grants available?*

The Special Events Partnership Grants (SEPG) applications period is taking place once for funding in FY26, with anticipated opening in June 2025. The grant funding is applied for in the year prior to the event taking place. Application dates and deadlines are posted on the Apply for a Cultural Assets Program Special Events Partnership Grant at:

<https://hcfl.gov/businesses/business-community/business-grants/apply-for-a-cultural-assets-program-special-events-partnership-grant>

2) *How long does it take to hear back after applying for a grant?*

The review and award process generally takes two (2) to three (3) months from the submission deadline date depending on the schedule of the CAC meeting to make the recommendations. The BOCC meeting to approve funding awards typically does not take place until the start of the new fiscal year in October.

3) *Can an organization submit multiple applications for SEPG funding?*

Yes. Organizations can submit applications for multiple events. However, each application must be for a specific event that is unique and separate from each other.

4) *Can an organization apply for a grant for the second cycle of a grant year even if the organization was awarded a grant in the previous cycle?*

Yes. However, the event cannot be for the same event already awarded in the first cycle. This is only applicable in years when there is a second funding cycle, which takes place at the discretion of Hillsborough County and if program funds remain after Cycle 1. No second cycle is anticipated for FY26 event funding.

5) *Who selects the grant recipients?*

The Cultural Assets Commission (CAC) reviews the applications and scores them for compliance with the objectives of the SEPG program. The CAC then forwards its funding recommendations to the Board of County Commissioners (BOCC) for approval.

6) *Who are the members of the Cultural Assets Commission (CAC)*

The Cultural Assets Commission has eleven (11) members serving three-year terms and is comprised of:

- One Commissioner representative of the Board of County Commissioners.
- The Mayor of the City of Tampa (or designee).
- The Mayor of the City of Temple Terrace (or designee).
- The Mayor of the City of Plant city (or designee).
- Three (3) representatives of a community-based philanthropic organization and/or private foundation.
- Four (4) representatives which have one or more of the following skills:
 - cultural-based organizations and program delivery,
 - event production,
 - corporate giving,

- natural and recreational assets,
- fine arts,
- local history,
- creative industries,
- culinary assets,
- place-making,
- tourism,
- marketing, and
- economic development.

7) *What criteria are used in the review process?*

Applications are evaluated according to their conformance with both the program's objectives and the application review criteria as adopted by the BOCC.

Step 1: Staff review the application for eligibility which includes making sure the application has been submitted by the deadline.

Step 2: Staff will also check the application for completeness, including that each question in the application is answered and all required documents are provided.

Step 3: The CAC committee members individually receive the applications for review and scoring using the evaluation criteria.

Step 4: The CAC holds a publicly noticed meeting to review the applications, scoring and make a recommendation on the funding for each application.

8) *Is it necessary to attend the application review meeting?*

It is recommended that applicants attend the CAC's review meeting to hear comments that may help them improve in future years, but it is not required. However, it is possible that the CAC may have a question for the applicant, so attendance is encouraged.

9) *How are funds allocated for the SEPG Program?*

The Cultural Assets Commission (CAC) will review all applications and determine funding recommendations at a publicly noticed meeting. The CAC's recommendations will then be forwarded to the Board of County Commissioners (BOCC) for final approval. The BOCC has full discretion and authority when deciding final funding amounts regardless of the CAC's recommendations.

A point system is used to score applications, earning a maximum number of points as indicated above for each category for a total maximum score of 100 points. An Applicant's final score is the average of individual scores submitted by each member of the Cultural Assets Commission. An applicant must receive a minimum score of 50 to be eligible for funding.

Achieving a minimum score of 50 does not guarantee that an applicant will receive funds, as funding will be distributed from highest score to lowest score until there is no longer funding available.

10) *What type of events are funded through the SEPG program?*

Examples of Eligible Events

- Art Festivals
- Local Food Festivals
- River Celebration Events
- Film Festivals
- Celebration of Local Authors
- Music Festivals
- Local Community Historic Events

11) *Who is eligible to receive a grant from the SEPG Program?*

Grantees must be a legally incorporated not-for-profit corporation, with a designated tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code.

Organizations receiving the grant funds must comply with all eligibility criteria and must not receive any other funding from Hillsborough County, except the Community Arts Impact Grant (CAIG) also staffed through the Arts Council. CAIG project funding is only available for nonprofits located within Hillsborough County and the project cannot be related to the special event in any way.

12) *Who is not eligible to receive a grant from the SEPG Program?*

For-profit corporations, individuals, Federal, State and Local governments cannot apply for the SEPG program. Additionally, legally incorporated not-for-profit corporations who would be utilizing the SEPG grant funds strictly for fundraising activities, cannot receive SEPG grant funding.

13) *How is the grant funding determined and how much is a typical grant amount?*

The grant funding amount is based on the cash expenses as indicated in the grant application. A formula is then used to determine the matching requirements. Each grant amount is unique because it is determined by the cash expenses. However, the maximum grant award for all grants is \$100,000.

14) *What is the process after receiving notification that my application has been approved for grant funding?*

Organizations selected to receive SEPG funding must enter into a formal Agreement with the County within 60 days of being awarded the grant by the BOCC. The Agreement specifies the

dollar amount awarded, scope of work, requirements for payments and reporting and other terms and conditions. Prior to execution of the Agreement, all organizations are encouraged to read and understand all requirements of the grant.

15) *Are there any opportunities to update the event if there are circumstances that change after the application has been accepted?*

The first payment request is the one and only opportunity to make an official change to the budget and marketing plan submitted in the application. Any changes to the venue, date, or scope of the event need to be submitted in writing as soon as it is known by the grantee.

APPENDICES

- Appendix A:** BOCC Ordinance 18-12
- Appendix B:** Cultural Assets Commission Rules of Order/By-Laws
- Appendix C:** Cultural Assets Commission Members
- Appendix D:** Government in Sunshine Summary
- Appendix E:** Special Events Partnership Grant Timeline
- Appendix F:** Sample Application
- Appendix G:** Cultural Assets Commission Scoring Rubric
- Appendix H:** Sample Agreement
- Appendix I:** Examples of Payment Requests
- Appendix J:** Template for 60-day Extension
- Appendix K:** Budget Template for Payment Requests

NOTE:

Sample documents, including applications and agreements, in the Appendices and Exhibits are included **for informational purposes only**. Updates may not be reflected in this Manual. Please confirm with the Arts Council Division before relying on the sample documents.

USEFUL LINKS

Arts Council of Hillsborough County Webpage:

[Arts Council of Hillsborough County](#)

Cultural Assets Commission Webpage:

[Cultural Assets Commission](#)

Special Events Partnership Grant Webpage:

[Apply for a Cultural Assets Program Special Events Partnership Grant](#)

Neighborly Software Application Portal:

[Neighborly Software Participant Portal](#)

APPENDIX A

Board of County Commissioners

Ordinance 18-22

ORDINANCE

18-12

ORDINANCE 18-12_____

AN ORDINANCE ESTABLISHING A CULTURAL ASSETS COMMISSION OF HILLSBOROUGH COUNTY; PROVIDING DEFINITIONS; PROVIDING FOR MEMBERSHIP COMPOSITION, TERMS OF SERVICE, VACANCIES, AND TERMS FOR THE REMOVAL OF MEMBERS; PROVIDING FOR THE ELECTION OF OFFICERS AND ESTABLISHMENT OF BYLAWS; PROVIDING FOR STAFFING; SETTING FORTH POWERS; PROVIDING FOR MEETINGS, PUBLIC HEARINGS, COMMITTEES AND ADVISORY PANELS, RULES AND REPORTS; PROVIDING A FINDING OF PUBLIC PURPOSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE HILLSBOROUGH COUNTY CODE OF ORDINANCES AND LAWS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners finds that a sense of place and community are an integral part of attracting and retaining a talented workforce, business capital and growing job opportunities; and

WHEREAS, cultural assets are widely considered as valid contributing elements to a community's uniqueness, personality and character, and may include, but are not limited to the fine arts, historical interests, natural and/or recreational resources, and lifestyle, culinary and/or creative industries; and

WHEREAS, the Board of County Commissioners finds that it is in the public interest to encourage the promotion of its cultural assets as place-making and community-building outcomes that are aligned with Hillsborough County's economic and community prosperity goals, which in turn enhances the enjoyment, education, and cultural enrichment of the citizens of and visitors to Hillsborough County; and

WHEREAS, pursuant to authority granted in Florida Statutes §125.01, the Board of County Commissioners finds a valid public purpose in creating a Cultural Assets Commission to advance the above interests.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY, FLORIDA, AS FOLLOWS:

There is hereby created Chapter____, Article____ of the Hillsborough County Code of Ordinances and Laws, which shall be included as follows:

SECTION 1. ESTABLISHMENT OF THE CULTURAL ASSETS COMMISSION OF HILLSBOROUGH COUNTY

There is hereby created and established the Cultural Assets Commission of Hillsborough County (hereinafter “Commission”), for the purposes of providing guidance in the administration of the Cultural Assets Program, to serve as a vetting body to consider the merits of proposals, to provide recommendations as to periodic funding and grant awards consistent with solicitation processes, and to provide further advice regarding enhancements to the Program to meet the primary objectives set forth by the Board of County Commissioners. The Board finds a valid public purpose for the creation of this Commission to enhance the enjoyment, education, and cultural enrichment of the citizens of and visitors to Hillsborough County. In furtherance of its purpose, the Cultural Assets Commission, as an advisory body to the Board of County Commissioners, shall seek to accomplish the following objectives:

- a. Stimulate greater governmental and public awareness and appreciation of the importance of cultural assets to the public;
- b. Encourage and implement greater and more efficient use of governmental and private resources for the development and support of cultural assets;

- c. Encourage and implement opportunities for activities and special events involving arts and cultural assets. These special events should communicate the authentic County story, activate public spaces, enrich the lives of residents and leverage private sector financial support. Such special events should also encourage place-making and community-building outcomes that align with the County's economic and community prosperity goals;
- d. Support and implement the preservation and growth of Hillsborough County's cultural assets; and
- e. Develop a sustainable funding model with strategies to garner private corporate and philanthropic funding to match Hillsborough County's funding of the program.

SECTION 2. DEFINITIONS

- a. The Arts – The boundaries of the arts are constantly changing, but for the purposes of this ordinance shall include, without limitation, all phases of the visual, literary and performing arts.
- b. Arts Council – shall mean the Arts Council of Hillsborough County.
- c. Board of County Commissioners – Board of County Commissioners of Hillsborough County, Florida, or BOCC.
- d. Cultural Asset(s) – shall mean a contributing element of Hillsborough County's uniqueness, character, and personality, and may fall under one or more of the following categories: fine arts; historical interests; natural and/or recreational resources; and lifestyle, culinary, and/or creative industries.

- e. Cultural Assets Program – shall mean a program established by the Board of County Commissioners to promote, encourage and support cultural assets in Hillsborough County.
- f. Hillsborough County – shall mean the incorporated and unincorporated areas within the boundaries of Hillsborough County, Florida.

**SECTION 3. COMPOSITION OF THE CULTURAL ASSETS COMMISSION;
VACANCIES; MEMBERSHIP TERMS; REMOVAL OF MEMBERS**

- a. Each Cultural Assets Commission member will be charged with the responsibility of serving the best interest of promoting cultural assets in Hillsborough County, and no Commission member shall view his or her role as member to be that of representing any particular geographic area of the County, interest group, institution, community organization or audience. No individual committed to, or owing allegiance to, any such faction shall be eligible to serve on the Cultural Assets Commission. Under no circumstances shall a Commission member be allowed to apply for or to receive funding under the Cultural Assets Program.
- b. The Cultural Assets Commission shall consist of a minimum of eleven (11) members chosen by the Board of County Commissioners. The Board of County Commissioners shall select Cultural Assets Commission members from the qualified electors residing in Hillsborough County under the following criteria: One commissioner representative of the Board of County Commissioners (as designated by the BOCC Chairman); the Mayor of the City of Tampa (or designee); the Mayor of the City of Temple Terrace (or designee); the Mayor of the City of

Plant City (or designee); and at a minimum seven (7) additional members, a minimum of which will be three (3) representatives of a community-based philanthropic organization and/or private foundations and the balance of representatives to consist of individuals possessing one or more of the following skill sets – cultural-based organizations and program delivery, event production, corporate giving, natural and recreational assets, fine arts, local history, creative industries, culinary assets, place-making, tourism, marketing, and economic development.

- c. Vacancies occurring on the Cultural Assets Commission shall be filled by the Board of County Commissioners. In filling vacancies, County staff shall conduct a solicitation process consistent with the selection process with other County boards and councils, in order to compile a list of well-qualified prospective Commission appointees to be voted on by the BOCC.
- d. The term of office for each member shall be three years. The terms of all members appointed to represent elected officials shall be concurrent with the term of the serving elected official.
- e. The Cultural Assets Commission shall meet at least quarterly.
- f. Three (3) consecutive unexcused absences from Commission meetings shall constitute a cause for a member to be removed from the Commission, which removal shall be approved by a majority vote of the remaining Commission members.

SECTION 4. ELECTION OF OFFICERS; STAFFING OF CULTURAL ASSETS PROGRAM

- a. *Election of Officers.* The Cultural Assets Commission shall elect annually one of its members to be its Chair and another to be its Vice-Chair. No member of the Commission may serve as Chair for more than one (1) term. The Commission may elect such other officers as it deems appropriate.
- b. *Staffing.* The Arts Council of Hillsborough County shall administer the Cultural Assets Program and provide administrative support to the Cultural Assets Commission. The Arts Council of Hillsborough County shall employ a Program Director to carry out the policies and day-to-day operations of the Program established by the Cultural Assets Commission. The Program Director will be supported by and report to the Executive Director of the Arts Council of Hillsborough County. These services shall be memorialized in an agreement between the BOCC and the Arts Council.

SECTION 5. POWERS OF THE CULTURAL ASSETS COMMISSION

Subject to the advice and consent of the BOCC, and within the limit of funds available to it and the conditions set forth in this Ordinance, the Cultural Assets Commission shall have all legal powers necessary and appropriate to effectuate its purposes and duties as set forth in this Ordinance including the power:

- a. To recommend organizations to the BOCC for financial support, including grants to organizations sponsoring activities pursuant to such regulations as the Cultural Assets Commission may adopt and publish; and

- b. To adopt by-laws for the regulation of the Commission's affairs and the conduct of its business; and
- c. To advertise within or without the state any of the activities, events or facilities of the Cultural Assets Commission; and
- d. To advise the BOCC, and to create and implement a strategy with which to engage the private and philanthropic community to establish a matching fund to County funding. Such fundraising shall be facilitated by the non-profit organization affiliated with the Arts Council of Hillsborough County.
- e. With BOCC consent, to make and enter into all contracts and agreements necessary or incidental to the purposes and the performance of the duties imposed and the execution of the powers granted under this Ordinance, and to employ such director, consulting services, engineers, superintendents, managers, construction and financial experts and attorneys, and such employees and agents as may be deemed necessary in the judgment of the Cultural Assets Commission; and
- f. To organize advisory committees; and
- g. To give such priority to the accomplishment of purposes, objectives and duties of the Cultural Assets Commission as it shall determine to be in the best interest of promoting the cultural assets in Hillsborough County; and
- h. To request and obtain such assistance, services and information from other government agencies or entities as will enable the Cultural Assets Commission to properly carry out its objectives under this ordinance; and

- i. To seek and accept appropriations or funds from any federal, state, county, city or municipal governmental entity, or any individual, partnership, joint venture or corporation; and
- j. To do all acts or things necessary or convenient to carry out the powers expressly granted in this Ordinance. All such functions described herein that have contractual and/or financial implications shall be performed by the Arts Council and within the scope of the contract for services with the Arts Council for administration of the Cultural Assets Program.

SECTION 6. COMMISSION MEETINGS; PUBLIC HEARINGS; COMMITTEES AND ADVISORY PANELS; RULES; REPORTS

- a. All meetings shall be open to the public and conducted in accordance with the requirements of the Sunshine Law. Cultural Assets Commission meetings shall be held at least quarterly pursuant to notice and at such times and places as the Commission shall determine. A simple majority of the current membership of the Cultural Assets Commission shall comprise a quorum for the transaction of business at Cultural Assets Commission meetings.
- b. The Cultural Assets Commission may establish such working committees of its members as it deems appropriate to carry out its purposes, objectives, duties and powers.
- c. The Cultural Assets Commission may convene such advisory panels and consult with such advisors and experts as it deems necessary and appropriate for carrying out its objectives, duties and powers.

- d. The Cultural Assets Commission shall formulate and publish rules, policies, and procedures setting forth the criteria pursuant to which its financial aid is given, and such other rules, policies and procedures regarding administration of the Cultural Assets Program and the Commission's activities as deemed appropriate.
- e. The Cultural Assets Commission shall file annually with the Board of County Commissioners a report summarizing its activities conducted during the preceding year and setting forth recommendations. The Commission's annual report, and such other reports as it deems appropriate, shall be made available to the public.

SECTION 7. PUBLIC PURPOSE

This ordinance, being for a public purpose and for the welfare of the citizens of Hillsborough County, Florida, shall be liberally construed to effect the purposes stated herein.

SECTION 8. SEVERABILITY

If any section, subsection, sentence, clause or a provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

SECTION 9. INCLUSION IN THE HILLSBOROUGH COUNTY CODE

The provisions of this Ordinance shall be included and incorporated in the Hillsborough County Code of Ordinances and Laws as an addition or amendment thereto and shall be appropriately renumbered to conform to the uniform numbering system of the Hillsborough County Code.

SECTION 10. EFFECTIVE DATE

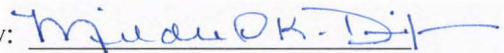
This Ordinance shall take effect upon receipt of the official acknowledgment from the Secretary of State acknowledging receipt of a certified copy of this Ordinance and that said Ordinance has been filed in said office.

**STATE OF FLORIDA)
COUNTY OF HILLSBOROUGH)**

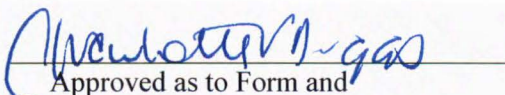
I, PAT FRANK, Clerk of the Circuit Court and Ex Officio Clerk of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of an Ordinance adopted by the Board at its regular meeting of March 21, 2018, as the same appears of record in Minute Book 502 of the Public Records of Hillsborough County, Florida.

WITNESS my hand and official seal this 22nd day of March, 2018.

PAT FRANK, CLERK

By: 
Deputy Clerk

APPROVED BY COUNTY ATTORNEY

By: 
Approved as to Form and
Legal Sufficiency



APPENDIX B

Cultural Assets Commission Rules of Order/By-Laws

**CULTURAL ASSETS COMMISSION
Hillsborough County, Florida**

Rules of Order/By-Laws

Rule 1. INTRODUCTION

The purpose of these rules is to provide for the smooth and orderly functioning of the business of the Cultural Assets Commission of Hillsborough County, Florida (Commission) and to provide a basis for resolving questions of procedure when they arise. The Commission is established as provided in the Hillsborough County Ordinance No. 18-12 (Ordinance) and shall be governed by such Ordinance and as set forth in these rules.

Rule 2. STANDING RULES OF ORDER

Robert's Rules of Order, most current edition, are adopted as parliamentary authority for the conduct of all meetings of the Commission except when they are inconsistent with these rules of order or any other provisions of law which apply to this Commission.

Rule 3. QUORUM.

A quorum is the number of Commission members necessary to legally transact business. Six (6) members of the Commission shall constitute a quorum. Should a quorum not be present, the Commission is authorized to take citizen comment, to take steps to obtain quorum, and to adjourn.

Rule 4. OFFICERS AND DUTIES

4.1 A Chair and the Vice-Chair shall be selected annually at the Commission's organizational meeting and prior to the Commission's review of the first round of grant applications for a fiscal year.

4.2 The Chair shall preside at all meetings of the Commission. In the absence of the Chair, the Vice-Chair shall preside. In the absence of either the Chair or Vice-Chair, a presiding officer shall be selected by a majority vote of Commission Members present.

4.3 The Chair shall decide all points of order and procedure subject to these rules,

unless directed otherwise by a majority of the Commission members present.

Rule 5. ADMINISTRATOR

The Hillsborough County Administrator shall appoint a County employee (Administrator) to serve as secretary to the Commission, recorder and custodian of all Commission records. The Administrator shall be responsible for providing notice of all scheduled Commission meetings to the Commission members and to the public, and shall make recommendations to the Commission regarding rules of procedure. When requested by the Chair, the Administrator may represent the Commission at public meetings.

Rule 6. SCHEDULING OF MEETINGS

No meetings of the Commission shall be held on less than forty-eight (48) hours notice to the Commission members of the time and place of such meetings.

Rule 7. ATTENDANCE AT MEETINGS

7.1 Faithful and prompt attendance at all meetings of the Commission and conscientious performance of duties shall be required for continuing membership on the Commission. Should a member miss more than three (3) consecutive regular meetings, the Chair, with the concurrence of a majority of the entire Commission, may recommend to the Board of County Commissioners that a vacancy be declared and that the vacant position be filled.

7.2 Commission members who are unable to attend scheduled Commission meetings should notify the Chair and the Administrator. In cases of extreme emergency, a member may attend a Commission meeting virtually or by phone however no official action may take place unless an in-person quorum is present. Members who are not physically present at Commission meetings cannot vote. Should a need arise to cancel a Commission meeting, whether for lack of a quorum or otherwise, the Administrator shall have authority to cancel such a meeting.

Rule 8. ABSTENTION

No Commission member may abstain from voting on any matter before the Commission upon which official action is to be taken unless there is or appears to be a possible

conflict of interest under the provisions of applicable laws. In such cases, said Commission member shall comply with the disclosure requirements of State law.

Rule 9. APPLICATIONS INVOLVING COMMISSION MEMBER

A Commission member may not vote on any matter regarding which he/she is a party or has a financial interest.

Rule 10. DISCLOSURE POLICY

All Commission members shall adhere to the Cultural Assets Commission Disclosure Policy, which Policy is attached to these rules as Exhibit A. Each Commission member shall have a signed Disclosure Statement on file with the Administrator. Commission members shall sign new Disclosure Statements for each fiscal year of service on the Commission. Commission members shall update the Disclosure Statements as necessary.

Rule 11. MINUTES

Written minutes of all meetings of the Commission shall be prepared by the Administrator within thirty (30) days of each Commission meeting, except in cases of unavoidable delay. These written minutes shall be open for public inspection.

Rule 12. OPEN MEETINGS

All meetings of the Commission shall be open to the public. Meetings of the Commission shall be previously advertised by the Administrator.

Rule 13. EFFECTIVE DATE

These rules shall become effective immediately upon adoption by the Commission.

Adopted by the Cultural Assets Commission on *October 26, 2020*.

EXHIBIT "A"

CULTURAL ASSETS COMMISSION DISCLOSURE STATEMENT

I understand that Florida Law prohibits me from voting on any measure that would result in a "special private gain or loss" to me, my business associates, or my "relatives" as defined in §112.3143, Florida Statutes (father, mother, son, daughter, husband, wife, brother, sister, father-in-law, son-in-law or daughter-in-law, as applicable).

1) Please list your employer: _____

2) Please list any companies, partnerships, or business affiliations in which you or any of your relatives (as defined above) have an ownership interest.

_____	_____
_____	_____
_____	_____

3) Please list any organizations (cultural, historical, scientific, sporting, etc.) in which you serve as a volunteer and in what capacity. (If needed, attach additional page.)

_____	_____
_____	_____
_____	_____
_____	_____

I have read and understand the Cultural Assets Commission Disclosure Policy and have completed the information on this Disclosure Statement as it pertains to me and my relatives (as defined above).

Member: _____

Signature: _____ Date: _____

APPENDIX C

Cultural Assets Commission Members

**CULTURAL ASSETS COMMISSION
MEMBER ROSTER FY 2025
(as of: 6/4/2025)**

ELECTED OFFICIALS

REPRESENTATIVE OF THE BOARD OF COUNTY COMMISSIONERS
COMMISSIONER KEN HAGAN, BOCC

THE MAYOR OF THE CITY OF TAMPA (or Designee)
IAN WHITNEY, Associate Director of Government Affairs

THE MAYOR OF THE CITY OF TEMPLE TERRACE (or Designee)
ALISON FERNANDEZ, Council Member

THE MAYOR OF THE CITY OF PLANT CITY (or Designee)
MERCEDES PEREZ, Assistant City Manager

MEMBERS:

KEITH ARSENAULT

Role: Cultural-Based Organizations and Program Delivery, Event Production, Corporate Giving, Natural and Recreational

Term: 04/16/2025 through 04/30/2028

JASON CARROLL

Role: Cultural-Based Organizations and Program Delivery, Event Production, Corporate Giving, Natural and Recreational

Term: 05/15/2019 through 05/31/2022; Reappointed through 04/30/2028

SANTIAGO CORRADA

Role: Cultural-Based Organizations and Program Delivery, Event Production, Corporate Giving, Natural and Recreational

Term: 05/15/2019 through 05/31/2022; Reappointed through 04/30/2028

PATRICIA DOUGLAS

Role: Community-Based Philanthropic Organization and/or Private Foundation

Term: 05/18/2022 through 05/19/2025; Reappointed through 04/30/2028

ELIZABETH FRAZIER, Vice-Chair

Role: Community-Based Philanthropic Organization and/or Private Foundation

Term: 05/15/2019 through 05/31/2022; Reappointed through 04/30/2028

CHRISTINA PEPIN

Role: Community-Based Philanthropic Organization and/or Private Foundation

Term: 05/18/2022 through 05/19/2025; Reappointed through 04/30/2028

MICHAEL TOMOR

Role: Cultural-Based Organizations and Program Delivery, Event Production, Corporate Giving, Natural and Recreational

Term: 05/18/2022 through 05/19/2025; Reappointed through 04/30/2028

APPENDIX D

Government in Sunshine Summary

GOVERNMENT IN THE SUNSHINE SUMMARY

Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There are three basic requirements of section 286.011, Florida Statutes:

- (1) meetings of public boards or commission must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken.

A. What is a "meeting"?

Any time two members of the same board have interaction regarding an issue that could foreseeably come before their board for action. Examples include workshops, phone calls, e-mails, use of a liaison as a "go between," or where the Board delegates the authority to one of its members to act on its behalf.

B. Must be "open to the public at all times"

1. Meeting Facility – cannot discriminate on race, sex, creed, color, religion, etc. nor can it unreasonably restrict access. The Attorney General's Office (the "AGO") has advised against holding luncheon meetings because the public may feel obliged to purchase food or beverages.
2. Public participation – Effective October 1, 2013, members of the public must be given a reasonable opportunity to be heard on an issue before the board or commission of a local government. Such opportunity does not have to occur at the same meeting at which the board or commission takes official action if the opportunity occurs at a meeting that is during the decision making process and is within reasonable proximity in time before the meeting at which the board or commission takes official action (Section 286.0114, Florida Statutes, 2013).

C. "Reasonable" Notice Required

1. In order for a meeting to be available to the public, the statute requires that reasonable notice be given.
2. Type of notice – varies with the circumstances. The AGO recommends:
 - a. Date, time, place, and subject matter to be discussed (agenda not required but advised).
 - b. Prominently displayed notice.

- c. Emergency situations require using the most effective notice under the circumstances, and at least 24 hours before the meeting.

D. Requirement for Written Minutes

- 1. Written Minutes – Statute specifically requires that written minutes be promptly recorded and open to public inspection.
- 2. Recorded Meetings – May record the meeting but must still take written minutes.
- 3. Verbatim Transcripts – Minutes do NOT need to be verbatim transcripts, "minutes" connote a brief summary or series of brief notes.
- 4. Tape recordings are NOT required – but once made, they also become public records.

Any questions regarding the Sunshine Law should be referred to Mary Helen Farris, the Hillsborough County Attorney's Office at (813) 272-5670.

APPENDIX E

Special Events Partnership Grant Timeline

SPECIAL EVENTS PARTNERSHIP GRANT (SEPG)
FUNDING PROCESS SCHEDULE

SAMPLE TIMELINE

Scheduled Date	Scheduled Time	Purpose
Mid-June	9:00 a.m.	Grant Application Period Opens
Mid-July	5:00 p.m.	Grant Application Period Closes
Mid-July to Early August	N/A	Staff Review
Early August to Early September	N/A	Cultural Assets Commission Review
Mid-September	9:30 a.m.	Cultural Assets Commission Meeting
Mid-October	9:00 a.m.	Presentation of Final Recommendations and Budget to BOCC
Mid-October to Mid-November	N/A	Agreements Sent to Grantees
Tentative Schedule subject to approval by Staff and Cultural Assets Commission		

APPENDIX F
Sample Application

Program Overview

Case Id:

Name:

Address:

Program Overview



**Hillsborough
County Florida**
Arts Council

Hillsborough
County, FL Arts
Council
Special Event
Partnership Grant
Program

Hillsborough County, FL Arts
Council

601 East Kennedy Boulevard
Tampa, FL 33602
(813) 571-6994

arts@HillsboroughCounty.org

OVERVIEW OF SPECIAL EVENTS PARTNERSHIP GRANT

The Special Events Partnership Grant is for events organized by nonprofit organizations only. The grant is designed to strengthen and promote cultural assets through growing and supporting arts and cultural events that encourage place-making and community-building outcomes aligned with Hillsborough County's economic and community prosperity goals. These events should communicate the authentic County story, activate public spaces, enrich the lives of residents, and leverage private sector financial support while aligning to economic development objectives of achieving greater patron spending and maximizing visitation to our market.

A cultural asset, for the purposes of this program, is defined as a contributing element of the County's uniqueness, personality, and character, which falls under one or more of the following categories:

- Fine arts
- Historic
- Natural and or recreational
- Lifestyle, culinary, and/or creative industries

***Please note: Charitable fundraising events are not eligible for this program**

Available grant funds are competitively awarded to selected applicants and are issued in the form of a sponsorship in 3 separate payments. The first payment can be requested upon execution of the Agreement and prior to the event and is limited to forty percent (40%) of the total award, subject to review of required documentation. The second payment can be requested upon completion of the event and is limited to forty percent (40%) of the total award, subject to review of the required documentation. The final payment must complete the reporting requirements and is limited to twenty percent (20%) of the total award. If the final event actual cash expenses deviate substantially from the event budget submitted with the Awardee's application, or as revised as part of installment Payment One, the County, in its sole discretion, may reduce the final payment.

ELIGIBILITY

- This grant is for events organized by nonprofit organizations only.
- The special event must be held in a publicly accessible location within Hillsborough County.

- A special event can be a one-day event, a multi-day event occurring on consecutive days, or a related series of events over an extended period of time.
- All special events must be inclusive (no limits on who may purchase tickets or attend).
- The special event cannot already receive Hillsborough County funding through certain County programs. See the “Leveraging County Funding” section of the grant program guidelines for more details.

THINGS TO CONSIDER

- The program is not for maintaining an event as it currently exists. This program is intended for new, emerging events and significantly expanding the impact of existing events.
- Applications are judged on the following criteria:
 - Ability to Strengthen and Promote Cultural Assets (25 Points)
 - Fiscal Responsibility and Organizational Capacity (25 Points)
 - Accessibility to the Public and Community Benefit (20 Points)
 - Accessibility and Diversity of Local Vendors and Talent (15 Points)
 - Marketing and Public Relations Plan (15 Points)
- Applicants can review a sample grant agreement with the county here [Sample Agreement](#)*
- Applicants can view the full scoring criteria here [Application Scoring Rubric](#)

***Please note that all Agreements must be approved by the Assistant County Administrator, Economic Prosperity and fully executed by both parties within thirty (30) days of grant award approval by the Board of County Commissioners or the grant award is considered forfeited.**

For a full list of program guidelines, please visit the Hillsborough County website at [Apply for a Cultural Assets Program Special Events Partnership Grant](#)

Eligibility

Case Id:

Name:

Address:

Eligibility

Please provide the following information.

1. Is your organization classified by the Internal Revenue Service as a tax-exempt, charitable organization under one of the following sections of the United States Internal Revenue Code: 501(c)(3), 501(c)(4), or 501(c)(6)?
2. Does your organization receive Hillsborough County funding other than this program you are applying for today?
3. Is the primary purpose of your event to fundraise for a nonprofit organization?

Documentation



IRS Determination Letter ***Required**

A. Organization Information

Case Id:

Name:

Address:

A. Organization Information

Please provide the following information.

A.1. Legal Name of Applicant Organization:

A.2. Federal ID Number:

A.3. Grant Contact Person:

A.4. Grant Contact Title:

A.5. Address:

A.6. Daytime Phone:

A.7. Email:

A.8. Organization Website:

A.9. Mission Statement:

A.10. Briefly describe your organization:

B. Event Information

Case Id:

Name:

Address:

B. Event Information

Please provide the following information.

ABILITY TO STRENGTHEN AND PROMOTE CULTURAL ASSETS

B.1. Event Name:

B.2. Event Date(s):

B.3. Location/Address of Event:

B.4. Number of Expected Attendees:

B.5. Number of Expected Vendors:

B.6. Please provide a detailed description of the event for which you are requesting funding.

Attach an Event Plan to help clarify the event's objectives, activities, and logistics.

☐ Event Plan ***Required**

***No files uploaded*

B.7. Select which cultural asset is being highlighted.

☐ Fine Arts

☐ Historic

☐ Natural and/or Recreational

☐ Lifestyle, Culinary, and/or Creative Industries

Explain how your event will engage the community with and raise awareness of this asset.

B.8. Is this a new event?

B.9. Is this or will this be a recurring event?

B.10. Do you plan to continue the event in the future?

B.11. How will this event show growth and have a greater impact on the community compared to previous events?

B.12. Does this event require a permit from your local government?

B.13. What are the anticipated costs for the purchase of tickets? If the event is free, indicate that there is no charge.

B.14.

Upload a safety plan indicating how you will establish security for this event. Examples of what this may include:

- Event details, including a map or site plan of the event
- Risks associated with the event
- Crowd management planning
- An emergency plan detailing actions to be taken and by who in case of a major incident
- Fire precautions to be taken
- First aid procedures
- An indication of any safety personnel present at the event, such as police or paramedics
- Additional factors not listed here which may impact safety of attendees at the event
- Plan may also include safety features or safety-related plans from the venue where the event is taking place

☐ Logistics and Safety Plan ***Required**

***No files uploaded*

B.15. Upload a marketing or advertising plan for the event.

☐ Marketing Plan ***Required**

***No files uploaded*

B.16. What percentage of the event budget is allocated to marketing?

0.00%

B.17. As part of the evaluation criteria, we aim to 'Promote the County as a destination.'

Please provide a percentage breakdown of your marketing efforts, indicating how much will be targeted in-region versus out-of-region to drive tourism.

B.18. If you do not have out-of-region marketing planned in your budget, how else is your event promoting the County as a destination?

B.19. As part of the evaluation criteria, we aim to 'Attract Visitors – increase tourism revenue.'
How will your event attract non-county residents and contribute to increased tourism revenue?

B.20. What benefits does the event provide to County residents? Is the event designed to appeal to all residents, or to a specific segment or interest group?

B.21. Do you have any plans for post-event marketing or media outreach?

C. Fiscal Management

Case Id:

Name:

Address:

C. Fiscal Management

Please provide the following information.

FISCAL MANAGEMENT

C.1. Provide details about your full event budget.

- Enter a zero "0" if there is no amount
- Round amounts to the dollar

EXPENSES

Expenditure	Details	Total Budgeted Amount	Amount of Grant Funds Requested	Source of Matching Funds (Cash, Tickets, Sponsors, etc.)
1. Personnel – Administrative (W2) (e.g.: Director’s salary)		\$0.00	\$1.00	
2. Outside Professional Services-Artistic (e.g. musician or band for event)		\$0.00	\$1.00	
3. Outside Professional Services-Other (e.g.: audio visual company)		\$0.00	\$1.00	
4. Rent - Venues		\$0.00	\$1.00	
5. Travel Directly Related to Project (e.g.: mileage reimbursement)		\$0.00	\$1.00	
6. Marketing		\$0.00	\$1.00	
7. Safety/Security		\$0.00	\$1.00	
8. Permits		\$0.00	\$1.00	
9. Insurance		\$0.00	\$1.00	
10. Equipment		\$0.00	\$1.00	
11. Sanitation/Janitorial Services		\$0.00	\$1.00	
12. Other Project Related expenses (e.g.: supplies)		\$0.00	\$1.00	
TOTAL		\$0.00	\$12.00	

C.2. Explain how you will pay for this project:

REVENUE

SOURCE OF REVENUE (Tickets, Sponsorships, Other Grants, etc.)	Date Requested	Secured Y/N	Amount
	M/d/yyyy		\$1.00
	M/d/yyyy		\$1.00
Total			\$2.00

C.3. Most recently filed IRS Form 990

☐ Most Recently Filed IRS Form 990 ***Required**

C.4.

Please provide a detailed response addressing the following points from the evaluation criteria:

- The degree to which your funding request is reasonable.
- How you plan to demonstrate a broad base of financial support, including noting any contingency plans you may have if any revenue source becomes unavailable.
- Your ability to raise private support and build sustainable partnerships.
- The accuracy and prudence of your proposed budgets.

C.5. If your project will use funds from other grant programs (other than the one you're currently applying for), please specify the source and the total amount of the grant.

Grant Funding Source	Date Received	Amount
		\$0.00

C.6. Please attach documentation that supports the estimated value of any in-kind contributions (e.g., donated services or materials).

Note that in-kind contributions do not count toward the required matching funding for this program.

☐ In-Kind Contributions

C.7. Past performance: For repeat applicants or grantees, please provide the following details for each past event: event name, amount of grant received, year received, and the current status of the event.

Event Name	Amount of Award Received	Year Received	Status (completed, forfeited, in progress, etc)
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C.8. If grant funds were not fully expended, please explain why.

D. Additional Evaluation Criteria

Case Id:

Name:

Address:

D. Additional Evaluation Criteria

Please provide the following information.

ABILITY TO STRENGTHEN AND PROMOTE CULTURAL ASSETS

The extent to which the event:

- Is consistent with the program objectives
- Fosters a vibrant community
- Creates a sense of community
- Contributes positively to place-making
- Catalyzes the evaluation of cultural engagement and civic pride
- Promotes the rich history, heritage, amenities, natural environment, and authentic characteristics that make the County special
- Supports the programming and use of local parks, public spaces, and amenities
- Encourages partnerships between organizations, members of the community, and businesses – creates positive entanglements that drive greater collaboration among cultural assets

Briefly describe how your organization's event meets the criteria above.

ECONOMIC IMPACT AND COMMUNITY BENEFIT

D.1. Will the event feature local talent and entertainment from Hillsborough County?

D.2. Will the event involve Hillsborough County-based vendors and small businesses to support event activities, such as printing materials, event planning, or sales of goods and services?

D.3. Define clear and measurable outcomes of the following event impacts:

- Economic impact of event to local vendors
- Return-on-investment to the community for the public investment

Quality of Team

- Experience as successful event delivery agents
- Ability to produce a well-planned and safe event, including the ability to effectively manage costs, attract event attendees, and obtain necessary permits, clearances, insurances, and event authorizations in a timely manner

- Past event success and reliability
- No evidence of any sustained complaints relative to past events from residents, vendors, attendees or staff
- Financial stability of the applicant organization

Please describe how your organization meets the criteria above. List up to five key personnel involved in the project, including a brief description of their roles. Additionally, provide the number of paid staff and volunteers who will be involved in executing the event, along with a brief description of their roles on the event day.

E. Required Documents

Case Id:

Name:

Address:

E. Required Documents

Please provide the following information.

Documentation

☐ Event Plan ***Required**

***No files uploaded*

☐ Marketing Plan ***Required**

***No files uploaded*

☐ Permit/Permit Application

***No files uploaded*

☐ Organization Finances (Balance Sheets for Last Two Years) ***Required**

***No files uploaded*

☐ Most Recently Filed IRS Form 990 ***Required**

***No files uploaded*

☐ IRS Determination Letter ***Required**

***No files uploaded*

☐ Two Letters of Support (Letters should be for your organization/event) ***Required**

***No files uploaded*

☐ Logistics and Safety Plan ***Required**

***No files uploaded*

Certification

Case Id:

Name:

Address:

Certification

Once an application is submitted, it can only be "Re-opened" by an Administrator.

☐ By submitting this application, I certify the information contained herein, including all attachments and support materials, is true and accurate to the best of my knowledge. I understand that if I am awarded and accept a Special Event Partnership Grant, my acceptance of the award implies a commitment to complete the proposal as stated in the application and to abide by the administrative requirements established by the Arts Council of Hillsborough County.

☐ I hereby certify that I am authorized to submit this application, and that the information contained in this application, all accompanying documents and support materials, is true and correct to the best of my knowledge. I acknowledge that my electronic signature below shall have the same legal effect as my written signature.

Signature:

APPENDIX G
Cultural Assets Commission
Scoring Rubric



**Hillsborough
County** Florida
Arts Council

SPECIAL EVENT PARTNERSHIP GRANT APPLICATION SCORING RUBRIC

(Must receive minimum of 50 points to be eligible for funding)

Instructions:

1. Review all grant application materials
2. Review scoring descriptions and grant criteria
3. Score the grant application using the scoring worksheets
4. Evidence for meeting the criteria may be found in any portion of an application or associated support materials.

Scoring Descriptions:

Exceptional/Strong: The applicant has provided **overwhelming and clear** evidence throughout the application that demonstrates that all of the funding criteria are met. The plans are clear, well-articulated and appropriate. The budget is realistic, comprehensive, and carefully aligned with the narrative. The support materials are of the highest quality, highly relevant, and lead to a deeper understanding of the organization and its work.

Good: The applicant has provided **sufficiently clear** evidence throughout the application that demonstrates that the most crucial criteria are met. The plans are clear and appropriate but are not always well-expressed. The budget is realistic and reasonably aligned with the narrative, The support materials are of good quality and relevance.

Fair/Weak: The applicant has provided **limited or very limited** evidence in the application that demonstrates that criteria are barely met or not met at all. The plans lack detail and may be hard to understand. The budget has limited detail or is unrealistic and not well aligned with the narrative. The support materials are limited or of poor quality.

<u>CRITERIA: ABILITY TO STRENGTHEN AND PROMOTE CULTURAL ASSETS - 25 Points</u>	<u>POINTS AWARDED</u>
• Event is consistent with the program objectives • Fosters a vibrant community and creates a sense of community • Contributes positively to place-making • Catalyzes the evolution of cultural engagement and civic pride • Promotes the rich history, heritage, amenities, natural environment and authentic characteristics that make the County special • Supports the programming and use of local parks, public spaces and amenities • Encourages partnerships between organizations, members of the community and businesses – creates positive entanglements that drive greater collaboration among cultural assets	
<u>CRITERIA: FISCAL MANAGEMENT - 25 Points</u>	<u>POINTS AWARDED</u>
• Quality of the financial plan and event feasibility • Explanation of how grant funds will be spent to cover the costs • Budget by major categories • Past County investment and other County investment being sought for the current application • The degree to which the request is reasonable • Demonstration of a broad base of financial support • Ability to raise private support, and build and establish sustainable partnerships • Accuracy and prudence of all budgets	
<u>CRITERIA: ECONOMIC IMPACT AND COMMUNITY BENEFIT - 20 Points</u>	<u>POINTS AWARDED</u>
Description of clear and measurable outcomes of the following event impacts:	
• Attract visitors – increase tourism revenue • Economic Impact of event to local vendors • Return-on-investment to the community for the public investment • Promotion of the County as a destination • Benefit of the event to residents - overall residents or only a benefit to a specific segment or interest • Impact on the visibility and awareness of Hillsborough County internally and externally • Degree to which the event has broad-based community appeal or support	

<u>CRITERIA: ADMINISTRATION ABILITY - 15 Points</u>	<u>POINTS AWARDED</u>
• Quality of the business plan (quality of the event plan)	
• Quality of the logistics plan (quality of the safety plan)	
• Quality of the marketing plan	
• Ability to describe the target audience for the proposed event and demonstrate knowledge about how best to engage with them	
• Feasibility of accomplishing the project as described	
• Completeness and clarity of application	

<u>CRITERIA: QUALITY OF TEAM - 15 Points</u>	<u>POINTS AWARDED</u>
• Experience as successful event delivery agents	
• Ability to produce a well-planned and safe event, including the ability to effectively manage costs, attract event attendees, and obtain necessary permits, clearances, insurances, and event authorizations in a timely manner	
• Past event success and reliability	
• No evidence of any sustained complaints relative to past events from residents, vendors, attendees or staff	
• Financial stability of the applicant organization	

	Fair/Weak	Good	Exceptional/Strong
Ability to Strengthen and Promote Cultural Assets (25 Points) – The application provides information supporting cultural assets, consistency with program objectives, demonstrates collaboration with community and business partners, and supports the activation of public parks, public spaces, and other amenities.	There is no indication of supporting cultural assets. It is unclear how program objectives are met. There is no evidence of community partnerships or collaboration. There is no use of public parks, public spaces, or other amenities. (0 to 8 points)	Descriptive information is adequate. The application demonstrates that program objectives will be met. There is limited information on community partnerships or collaboration. There is some evidence of use of public parks, public spaces, or other amenities. (9 to 17 Points)	Descriptive information is very detailed. The event provides direct and clear correlation to supporting program objectives. There are extensive, clear collaborations with community partners. The event activates a public park, public space, or other amenity. (18 to 25 Points)
Fiscal Management (25 Points) – The application describes the organization’s ability to complete event fiscally.	Descriptive information is missing or unrelated; the relationship of the request to goals of the grant are unclear. Budget information is weak or unclear. There is no evidence of broad financial support and/or ability to raise private support is unclear. (0 to 8 Points)	Descriptive information is adequate. Some information is provided regarding the alignment of the goals of the grant to the project description; budget is included but not detailed. There is some evidence of broad financial support and/or ability to raise private support. (9 to 17 Points)	Descriptive information is very detailed; request directly relates to the goals of the grant. Budget information is clear and understandable, and consistent with the narrative. It is very clear that the event has broad financial support and/or the ability to raise private support. (18 to 25 Points)
Economic Impact and Community Benefit (20 Points) – There is evidence of ROI to the community and a clear benefit to our residents. Efforts have been made to ensure that the event will attract non-county residents and increase tourism revenue. There is evidence that local talent and businesses are being utilized to implement the event	There is little or no description of benefit to the residents and/or no clear ROI for the community. Descriptive information is inadequate or there is little or no evidence of strategies to attract out of County attendees. The narrative is vague and non-specific regarding strategies to engage local talent and businesses in the event. (0 to 6 Points)	There is evidence of efforts being made to benefits to residents and ROI for the community. Minimal strategies for attracting out of town attendees are provided. Strategies to engage local talent and businesses are adequate. (7 to 13 Points)	The narrative is clear and accurate and provides specific strategies for attracting out of town attendees. Goals for achieving benefits for residents and community ROI are clear and reasonable. Narrative includes specific strategies for engaging local talent and businesses. (14 to 20 Points)
Administration Ability (15 Points) – The application describes the organization’s ability to complete event in actuality. The application itself is clear and complete.	Descriptive information in the application is missing or unrelated. Required plans are unclear or lacking in detail. Spelling or math errors are present in the	Descriptive information is adequate. Required plans are adequate. Few other issues are present in the application. Target audience is vague. (5 to 10 Points)	Descriptive information is very detailed. Required plans are detailed. Application is complete and clearly written. Target audience is well established. (11 to 15 Points)

	Fair/Weak	Good	Exceptional/Strong
	application. Target audience is not established. (0 to 4 Points)		
Quality of Team (15 Points) – The application provides information regarding key personnel, staff, and volunteers. There is evidence that sufficient and properly trained personnel are in place to execute this event.	Description of personnel is unclear. Little or no information on paid staff and volunteers is provided. There is no evidence of success as event delivery agents. (0 to 4 Points)	Limited information on key personnel. Vague information on paid staff and volunteers. Vague evidence of success as event delivery agents provided. (5 to 10 Points)	Description of key personnel is detailed and clear. Detailed information on paid staff and volunteers. Application provides a clear narrative of the project team as successful event delivery agents. (11 to 15 Points)

APPENDIX H
Sample Agreement

**HILLSBOROUGH COUNTY SPECIAL EVENTS PARTNERSHIP GRANT
AWARD AGREEMENT**

THIS GRANT AGREEMENT (“Agreement”) dated this _____ day of _____, 202____, is entered into by and between Hillsborough County, a political subdivision of the State of Florida, hereinafter referred to as "County", and (AWARDEE NAME), hereinafter referred to as “Awardee.”

WHEREAS, the Hillsborough County Board of County Commissioners (“BOCC”) adopted Ordinance 18-12, finding a valid public purpose in promoting cultural assets through the creation of a Cultural Assets Commission, charged with growing and supporting Special Events (“Events”) that encourage place-making and community-building outcomes aligned with the County’s economic and community prosperity goals; and

WHEREAS, these Events should communicate the authentic County story, activate public spaces, enrich the lives of residents and leverage private sector financial support while aligning to economic development objectives of achieving greater patron spending and maximizing visitation to our market; and

WHEREAS, a Cultural Asset is as a contributing element of the County’s uniqueness, personality and character, which falls under one or more of the following categories: Fine Arts; Historic; Natural and/or Recreational; or Lifestyle, Culinary, and/or Creative Industries; and

WHEREAS, a sense of place and community are an integral part of retaining and attracting talented workforce, business capital and of course growing job opportunities; and

WHEREAS, a quality community celebrating its unique culture and seeking to celebrate its diverse personality is widely recognized as an integral part of an overarching economic development strategy; and

WHEREAS, the Awardee has submitted an application to the County’s Special Events Partnership Grant Program (“Program”) for funding of event-related expenses for the Event described in Exhibit A, Special Events Partnership Grant Program Application, attached hereto and incorporated herein; and

WHEREAS, the Awardee acknowledges that the COVID-19 pandemic is a known risk to any event’s success; and

WHEREAS, the Awardee will comply with all local, state and federal COVID-19 related public health requirements during their Event; and

WHEREAS, the Awardee acknowledges that there is a known risk of the Event being canceled or significantly affected by lowered attendance due to the public’s own health concerns with mass gatherings and/or due to mandated reductions in capacities; and

WHEREAS, the Awardee acknowledges that the Awardee bears full risk for any lost or unrealized revenue, or other Event problems associated with COVID-19, which is a known pandemic affecting mass gatherings and events; and

WHEREAS, the Awardee acknowledges that the County will not continue to provide any funds to the Awardee in the event the Awardee cannot conduct the Event described in Exhibit A, Special Events Partnership Grant Program Application, and that the County will not absolve the Awardee of any of its known risk; and

WHEREAS, on September 19, 2019, the BOCC approved a Special Events Partnership Grant form agreement for contracting with Program Awardees that are approved by the BOCC and authorized the Director of Economic Development to enter into agreements with these approved Program Awardees utilizing an approved form agreement; and

WHEREAS, on February 2, 2022, the BOCC approved by resolution a modification to the Special Events Partnership Grant form agreement for contracting with Program Awardees that are approved by the BOCC and authorized the County Administrator, or designee, to enter into agreements with approved Program Awardees utilizing this modified form agreement; and

WHEREAS, acceptance and distribution of such grant award is contingent upon execution of a grant agreement with County.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for good and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and the Awardee agree as follows:

ARTICLE 1
Recitals

The aforesaid recitals are true and correct and are incorporated herein by reference.

ARTICLE 2
Scope of Agreement

The Awardee shall carry out the Event as described in **Exhibit A, Special Events Partnership Grant Program Application**, attached hereto and incorporated herein by reference.

ARTICLE 3
Term of Agreement

This Agreement shall remain in effect from the date of execution by both parties, to terminate on the 60th day after completion of the Event, unless sooner terminated or extended in advance thereof pursuant to the provisions of this Agreement. With good cause and consent of the County Administrator, or designee, both Parties may agree in writing to an extension of up to sixty (60) days beyond the initial term end date.

ARTICLE 4
Method of Payment and Reporting Requirements

Payment of funds shall be made in accordance with Exhibit B, Method of Payment form, attached hereto and incorporated herein, and Exhibit C, Request for Payment Form, attached hereto and incorporated herein. County shall review and approve Awardee's Method of Payment submission for conformance with this Agreement.

If Awardee fails to perform any obligation hereunder, County may withhold or adjust the amount of payments due under the Agreement until all obligations are met. If Awardee fails to hold the Event as described in Exhibit A, Special Events Partnership Grant Program Application, all rights to payments may be forfeited.

ARTICLE 5
Maintenance and Review of Records

The Awardee and any of its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain all records and accounts, including, but not limited to, property, personnel and financial records, contractual agreements, memoranda of understanding, subcontracts, proof of insurance, and any other records related to or resulting from the Event to assure a proper accounting and monitoring of all funds awarded.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours. Awardee will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement.

Awardee shall retain all records and supporting documentation applicable to this Agreement for six (6) years from the date of payment to Awardee. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or the end of the required period, whichever is later. This Article shall survive the expiration or earlier termination of this Agreement.

ARTICLE 6
Program Policies

This Agreement is subject to the policies and procedures applicable to the Program as adopted by County, which are incorporated in this Agreement by reference.

ARTICLE 7
Indemnification

To the extent not otherwise limited by applicable law, Awardee shall indemnify, hold harmless and defend the County and the Hillsborough County Board of County Commissioners, and the respective agents and employees of County (all of the foregoing, collectively, the "Indemnified

Parties”) from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys’ fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by Awardee, its agents, subcontractors, assigns, heirs and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against any of the Indemnified Parties by any employee of Awardee, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for Awardee or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. The provisions of this paragraph shall survive the termination of this Agreement. No member of the County shall be personally liable under this subsection.

ARTICLE 8

Equal Opportunity; Non-Discrimination Clause

The Awardee shall comply with Hillsborough County, Florida - Code of Ordinance and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

Awardee shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, and executive orders are incorporated herein by reference.

At the time of execution of this Agreement by Awardee, Awardee shall submit the information required by Hillsborough County’s Equal Opportunity Requirements, which are attached hereto as Composite Exhibit “E” and incorporated herein.

ARTICLE 9

Governing Laws; Venue

This Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Hillsborough County, Florida.

ARTICLE 10

Compliance With Applicable Laws

Awardee shall comply with the requirements of all applicable federal, state and local laws and the

rules and regulations promulgated thereunder, including but not limited to, Florida's Public Records Act, Chapter 119, Florida Statutes. It shall be the responsibility of the Awardee to obtain all required permits or property rights necessary for completion of the Event.

ARTICLE 11

Headings

Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of this Agreement.

ARTICLE 12

Waiver

No waiver of any term, condition, default or breach of this Agreement shall be effective unless in writing and executed by the party granting such waiver, and no such waiver shall operate as a waiver of such term, condition, default or breach on any other occasion. No delay or failure to enforce any provision of this Agreement shall operate as a waiver of such provision or any other provision herein or in any document related hereto.

ARTICLE 13

Severability

In the event that any section, sentence, clause or provision of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 14

Survivability

Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 15

Event Publicity

Pursuant to BOCC Policy No. 10.04.00.00, any news release or other type of publicity pertaining to the Event performed by the Awardee pursuant to this Agreement shall recognize the contribution of the County. The Awardee shall recognize the County for its contribution in all promotional materials and at any event or workshop for which County funds are allocated. Any news release or other type of publicity must identify the County as a funding source. In written materials, the reference to the County must appear in the same size letters and font type as the name of any other funding sources.

ARTICLE 16
Third Party Beneficiaries/Independent Contractors

This Agreement is for the benefit of County and Awardee. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. Awardee acknowledges and agrees that it is not acting as an agent, officer or employee of County in performing its obligations hereunder. In no event shall any provision of this Agreement make County liable to any person or entity that contracts with or provides goods or services to Awardee in connection with the Event. There is no contractual relationship, either express or implied, between County and any person or entity supplying any work, labor, services, goods or materials to Awardee as a result of the Event.

Awardee shall carry out, or cause to be carried out, the Event described in Exhibit A, Special Events Partnership Grant Program Application, as an independent contractor. Awardee acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer, or employee of County.

ARTICLE 17
Amendment; Modifications

This writing embodies the entire Agreement and understanding between the Parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may be amended/modified only by a written instrument executed by County and Awardee expressly for that purpose.

ARTICLE 18
Termination of Agreement

In addition to the exercise of any other remedies available to it at law or in equity, the County may terminate this Agreement for Awardee's non-performance, as solely determined by County, upon no less than twenty-four (24) hours written notice to Awardee.

ARTICLE 19
Availability of Funds

The obligations of County under this Agreement are subject to the availability of funds lawfully appropriated annually for such purposes. In the event sufficient funds to fund this Agreement become reduced or unavailable, County shall notify Awardee of such occurrence, and County may terminate this Agreement, without penalty or expense to County, upon no less than twenty-four (24) hours written notice to Awardee. County shall be the final authority as to the availability of funds and how available funds will be allotted.

ARTICLE 20
Notice and Definition of Days

Any notice required or permitted to be given hereunder shall be sent by United States certified mail, return receipt requested, overnight delivery service or personal delivery with signature verification, to the attention of the following representatives of the parties:

A. If to County:

Martine Meredith Collier, Division Director
Arts Council
601 E. Kennedy Boulevard, 20th floor
Tampa, FL 33602
CollierM@hcfllgov.net

B. If to Awardee:

[REPRESENTATIVE NAME]
[REPRESENTATIVE TITLE]
[AWARDEE NAME]
[ADDRESS]
[CITY, ST ZIP CODE]
[TELEPHONE]
[EMAIL]

Any notice sent in accordance with this Article shall be deemed given two (2) days after deposit in the U.S. Mail, if sent certified mail, or upon receipt, if sent by overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article shall be deemed acceptance of such notice by such party.

ARTICLE 21
Access to Records

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services. The inclusion of this statement and provisions below shall not be construed to imply that the Awardee has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the Awardee is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the Awardee. As stated below, the Awardee may contact the County's Custodian of Public Records with questions regarding the application of the Public Records Law; however, the Awardee is advised to seek independent legal counsel as to its legal obligations. The County cannot provide the Awardee advice regarding its legal rights or obligations.

**IF THE AWARDEE HAS QUESTIONS REGARDING THE APPLICATION
OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDEE'S DUTY**

**TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT,
CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

- a) (813) 571-6991,**
- b) CollierM@hillsboroughcounty.org,**
- c) Martine Meredith Collier, Division Director, Arts Council, 601 E. Kennedy Blvd., 20th Floor, Tampa, Florida 33602**

If under this Agreement, the Awardee is providing services and is acting on behalf of the County as provided under section 119.011(2), Florida Statutes, the Awardee will comply with public records law, and agrees to:

- a) Keep and maintain public records required by the County to perform the services.
- b) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 19 Florida Statutes or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Awardee does not transfer the records to the County.
- d) Upon completion of the Agreement, transfer at no cost to the County, all public records in possession of the Awardee or keep and maintain public records required by the County to perform the service. If the Awardee transfers all public records to the County upon completion of the Agreement, the Awardee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Awardee keeps and maintains public records upon completion of the Agreement the Awardee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

Failure of the Awardee to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the County.

ARTICLE 22
Assignment

This Agreement may not be assigned in whole or in part without the prior written consent of County.

ARTICLE 23
Order of Precedence

In the event of any conflict between the provisions of this Agreement and the Exhibits, the provisions of the Agreement shall control over the provisions of the Exhibits.

ARTICLE 24
Conflict of Interest

The Awardee represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity; or incur any obligation of any nature which would conflict in any manner with the performance of the scope of service required hereunder.

ARTICLE 25
Drug Free Workplace

The Awardee shall administer, in good faith, a policy designed to ensure that Awardee is free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 26
Public Entity Crimes

The Awardee represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. Awardee also represents that it is not prohibited from entering into this Agreement by section 287.133.

ARTICLE 27
Electronic Signatures Authorized

The Parties agree that this Agreement and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

ARTICLE 28
E-Verify Requirement

To comply with Executive Order 12989 (as amended), the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the Awardee agrees to utilize the U.S. Department of

Homeland Security's E-Verify System (<https://e-verify.uscis.gov/emp>) to verify the employment eligibility status of all new employees hired by the Awardee during the term of the Agreement. If the Awardee enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the Awardee with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the Awardee for the duration of the Agreement or longer as provided in Article 5.

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IN WITNESS WHEREOF, the Parties have caused their respective authorized representatives to execute this Agreement effective as of the date first above written.

COUNTY: Hillsborough County, Florida

By: _____

Name: _____

Title: _____

Date: _____

AWARDEE: _____

By: _____
Authorized Representative

Print Name

Title

Date

ATTEST: Attest for the Awardee
(Two Witnesses Required)

By: _____
Witness

Print Name

By: _____
Witness

Print Name

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online
notarization this _____ day of _____, 20____, by _____
Name and Title of Officer or Agent

of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation) (State of Incorporation)

He/she is personally known to me or has produced: _____.
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

EXHIBIT A
SPECIAL EVENTS PARTNERSHIP GRANT PROGRAM APPLICATION

(ATTACH Awardee Application)

EXHIBIT B
GRANT AWARD AND METHOD OF PAYMENT

AWARDEE: _____
EVENT: _____

Part I. Maximum Grant Award

For its performance under this Agreement, Awardee will receive funds from the County in a Maximum Grant Award not to exceed (AMOUNT OF AWARD).

Part II. Payment Terms

The Maximum Grant Award will be disbursed to the Awardee in three (3) installments (Payment One, Payment Two, and Payment Three). The three installment payments are not to exceed an amount equal to forty percent (40%), forty percent (40%) and twenty percent (20%), respectively. Maximum Grant Award requirements for each payment are as follows:

Payment One:

The Awardee can request installment Payment One prior to the date of the Event in an amount not to exceed forty percent (40%) of the Applicant's approved grant award. In order to receive Payment One, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment Form, Exhibit D, Performance Report, and a pre-event report to include such items as: evidence of securing venue, proposed event schedule, update on talent or entertainment programming, and any material revisions to the budget or Marketing Plan for the event.

Payment Two:

The Awardee can request installment Payment Two after the Event has occurred in an amount not to exceed forty percent (40%) of the Applicant's approved grant award. In order to receive Payment Two, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment Form, Exhibit D, Performance Report, an event attendance report and evidence the Event occurred. Event Attendance Reports should include information such as number of attendees, number of vendors, and summary of programmed activities, as appropriate. Documentary evidence such as video links, programs, handouts, flyer would be sufficient documentation.

Payment Three:

The Awardee can request installment Payment Three only after the event described in Exhibit A, Special Events Partnership Grant Program Application, has occurred. In order to receive Payment Three, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment form, Exhibit D, Performance Report, and a financial report to include all actual event-related revenues and cash expenses, final number of attendees and number of vendors.

***If final event cash expenses deviate substantially from the event Estimated Cash Expenses submitted with the Awardee's application, or as revised as part of installment Payment One, the County, in its sole discretion, may reduce the final payment. Prior performance of applicants will be considered in future award cycles.**

Part III. Timing of Payment

All Requests for Payments, including the Final Request for Payment, shall be submitted to the County with all required documentation within sixty (60) days of completion of the Event. No Requests for Payment will be honored after this date. Upon receipt of the required documentation, a grant payment will be made to the Awardee and not to any contractor, subcontractor or any other person or entity other than the Awardee. The Event will be completed by the date specified in Exhibit A, Special Events Partnership Grant Program Application. If under any circumstance the Awardee fails to hold the Event and Payment One has been paid by the County, then, in lieu of paying the funds back to the County, any future proposals for events and awards to the Awardee may be reduced by up to the full amount of Payment One. Payments Two and Three are only available after completion of the Event described in Exhibit A, Special Events Partnership Grant Program Application. The County shall not be liable to any vendor, supplier or subcontractor for any expenses or liabilities incurred in connection with the Event and the Awardee shall be solely liable to its vendors, suppliers or subcontractor for all expenses and liabilities incurred in connection with the Event.

Part IV. COVID-19

COVID-19 is a pandemic and a known risk to any event's success. The Awardee will comply with all local, state and federal COVID-19-related public health requirements during their Event. The Awardee acknowledges that there is a known risk of the Event being cancelled or significantly affected by lowered attendance due to the public's own health concerns with mass gatherings and/or due to mandated reductions in capacities.

The Awardee acknowledges that the Awardee bears full risk for any lost or unrealized revenue, or other Event problems associated with COVID-19. The County will not provide any funds to the Awardee in the event they cannot conduct their Event as described in the Exhibit A, Special Events Partnership Grant Program Application, and will not absolve the Awardee of any of this known risk.

Part V. Availability of Funds

All funding under this Agreement is subject to availability and the amount may be reduced. The County shall be the final authority as to the availability of funds and how available funds will be allotted.

Part VI. Special Conditions

Pursuant to BOCC Policy No. 10.04.00.00, which is referenced in Article 15 of this Agreement,

the Awardee shall make available to the County similar sponsorship benefits as it offers to other sponsors including recognition for the County on event collateral and at the event. The Awardee will work with the County to obtain the proper County logo.

At no charge to the County, the Awardee shall provide access to the Event, including reasonable parking access if available, for a maximum of five (5) staff for purposes of monitoring consistency and compliance of the Event with this Agreement.

The County may request, at its sole discretion, to be provided a presence at the event (i.e., a vendor table, if applicable) similar to other sponsors and/or vendors to promote County activities, programs and/or items of interest to visitors and residents (the "Event Presence"). This Event Presence will be provided by the Awardee at no charge to the County.

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**EXHIBIT C
REQUEST FOR PAYMENT FORM**

HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
P.O. BOX 1110, TAMPA, FLORIDA 33601

AWARDEE: _____
EVENT: _____

REQUEST NUMBER: _____ AMOUNT: \$ _____

FINANCIAL STATUS REPORT

AWARD INSTALLMENTS	TOTAL APPROVED AWARD	CURRENT REQUEST	AMOUNT PAID	REMAININ GBALANCE
Payment One (40%)	\$			
Payment Two (40%)	\$			
Payment Three (20%)	\$			
TOTAL:	\$			

Note: Exhibit D, Performance Report, and support documentation must be included with this Request for Payment.

Check here if this is the Final Request for Payment: ☐

I affirm, under penalty of perjury, that this report represents an accurate and complete description of the grant activity within the report dates above, and that the conditions of the Grant Award, as set forth in this Agreement, have been complied with.

Authorized Agency Signature

Title

Date

EXHIBIT D PERFORMANCE REPORT

AWARDEE: _____
EVENT: _____

PAYMENT NUMBER: _____ REPORT DATE: _____

Performance reporting to include the following guidance, depending upon payment request.

Payment One:

The Awardee can request installment Payment One prior to the date of the Event in an amount not to exceed forty percent (40%) of the Applicant's approved grant award. In order to receive Payment One, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment Form, Exhibit D, Performance Report, and a pre-event report to include such items as: evidence of securing venue, proposed event schedule, update on talent or entertainment programming, and any material revisions to the budget or Marketing Plan for the event.

Payment Two:

The Awardee can request installment Payment Two after the Event has occurred in an amount not to exceed forty percent (40%) of the Applicant's approved grant award. In order to receive Payment Two, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment Form, Exhibit D, Performance Report, an event attendance report and evidence the Event occurred. Event Attendance Reports should include information such as number of attendees, number of vendors, and summary of programmed activities, as appropriate. Documentary evidence such as video links, programs, handouts, flyer would be sufficient documentation.

Payment Three:

The Awardee can request installment Payment Three only after the event described in Exhibit A, Special Events Partnership Grant Program Application, has occurred. In order to receive Payment Three, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment form, Exhibit D, Performance Report, and a financial report to include all actual event-related revenues and cash expenses, final number of attendees and number of vendors.

***If final event cash expenses deviate substantially from the event Estimated Cash Expenses submitted with the Awardee's application, or as revised as part of installment Payment One, the County, in its sole discretion, may reduce the final payment. Prior performance of applicants will be considered in future award cycles.**

Insert or attach appropriate and required information to this form.

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COMPOSITE EXHIBIT “E”

EQUAL EMPLOYMENT OPPORTUNITY - APPLICABLE STATUTES, ORDERS AND REGULATIONS*

HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes § 112.043, prohibits age discrimination in employment.
- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§ 760.01 – 760.11, as amended.
- Florida Statutes § 509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes § 725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§ 760.20 – 760.37.
- Florida Statutes § 760.40, provides for the confidentiality of genetic testing.
- Florida Statutes § 760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes § 760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes § 760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes § 760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).
- Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- Interagency Agreement promulgated on March 23, 1973.
- Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat. 713.
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- State and Local Assistance Act of 1972, as amended.
- Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100 -5.605.
- Executive Order 13673, Fair Pay and Safe Workplaces.

* “The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract.”

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the contractor agrees as follows:

- (1) The Awardee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Awardee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Awardee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Awardee will, in all solicitations or advertisements for employees placed by or on behalf of the Awardee, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The Awardee will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Awardee's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Awardee will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Awardee will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Awardee's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Awardee may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Awardee will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Awardee will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however*, That in the event the Awardee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Awardee may request the United States to enter into such litigation to protect the interests of the United States.

HILLSBOROUGH COUNTY EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION QUESTIONNAIRE

AWARDEE: _____
EVENT: _____

AWARDEE CIVIL RIGHTS STATUS

All responding Awardee's are requested to carefully review the following questions and provide responses as it relates to the Awardee's own affirmative action and equal opportunity practices.

Please respond to the following:

1. *Provide a copy of the Awardee's Affirmative Action Plan or Program (If not submitted within the past twelve (12) months).
2. Workforce Analysis by race/sex and EEO category.
3. If the Awardee receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the Awardee receptive to on-site reviews?
6. Does the Awardee have a procedure for resolving discrimination complaints?
7. Has the Awardee been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the Awardee anticipate hiring additional staff to perform this contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the Awardee's Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past twelve (12) months).

*A written Affirmative Action Plan or Program is required if the Awardee has fifteen (15) or more employees. If the Awardee has fewer than fifteen (15) employees, then an Affirmative Action Policy Statement is required.

SANCTIONS AND PENALTIES

1. Failure to comply with the Equal Opportunity and Affirmative Action requirements adopted by the Hillsborough County Board of County Commissioners may result in suspension or debarment of the firms or individuals involved. Debarment of firms by Hillsborough County for activity contrary to this program will be carried out according to the debarment procedures contained in the Hillsborough County Procurement Manual. Said firm or individual will be notified by registered mail of said suspension or debarment and may appeal suspension or debarment through the procedure set forth in the Procurement Manual.
2. The Hillsborough County Board of County Commissioners also reserves the right to reject any proposals from firms who have previously failed to perform properly and who have done so by commission or omission of an act of such serious or compelling nature that the act indicates a serious lack of business integrity or honesty or willingness to comply.

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EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS

AWARDEE: _____

EVENT: _____

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	MALE	FEM	WHT	BLK	HISP	API	AI	WHT	BLK	HISP	API	AI
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

***JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.**

(DO NOT LEAVE THIS PAGE BLANK)

HISP: HISPANIC
 API: ASIAN/PACIFIC ISLANDER
 AI: AMERICAN INDIAN

(REV) BID/EEO/G

EXHIBIT “E” (continued)

The Awardee’s failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned Awardee, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned Awardee by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned AGENCY further assures that it and its subcontractors’ facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST: Attest for the AGENCY
(Two Witnesses Required)

AWARDEE: _____

By: _____

By: _____

Signature of Authorized Awardee Representative

Print Name: _____

By: _____

Print Name: _____

Print Name: _____

Date Signed: _____

APPENDIX I

Examples of Payment Requests

**EXHIBIT C
REQUEST FOR PAYMENT FORM**

HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
P.O. BOX 1110, TAMPA, FLORIDA 33601

AWARDEE: Organization
EVENT: Festival

REQUEST NUMBER: 1 AMOUNT: \$ 11,024.81

FINANCIAL STATUS REPORT

AWARD INSTALLMENTS	TOTAL APPROVED AWARD	CURRENT REQUEST	AMOUNT PAID	REMAINING BALANCE
Payment One (40%)	\$11,024.81	\$11,024.81	\$0.00	\$0.00
Payment Two (40%)	\$11,024.81	\$0.00	\$0.00	\$11,024.81
Payment Three (20%)	\$5,512.40	\$0.00	\$0.00	\$5,512.40
TOTAL:	\$27,562.02	\$11,024.81	\$0.00	\$16,537.21

Note: Exhibit D, Performance Report, and support documentation must be included with this Request for Payment.

Check here if this is the **Final** Request for Payment: ☐

I affirm, under penalty of perjury, that this report represents an accurate and complete description of the grant activity within the report dates above, and that the conditions of the Grant Award, as set forth in this Agreement, have been complied with.

Authorized Agency Signature

Title

Date

EXHIBIT D PERFORMANCE REPORT

AWARDEE: _____
EVENT: _____

PAYMENT NUMBER: 1, 2 or 3 REPORT DATE: Same Date as Exhibit C

Performance reporting to include the following guidance, depending upon payment request.

Payment One:

The Awardee can request installment Payment One prior to the date of the Event in an amount not to exceed forty percent (40%) of the Applicant's approved grant award. In order to receive Payment One, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment Form, Exhibit D, Performance Report, and a pre-event report to include such items as: evidence of securing venue, proposed event schedule, update on talent or entertainment programming, and any material revisions to the budget or Marketing Plan for the event.

Payment Two:

The Awardee can request installment Payment Two after the Event has occurred in an amount not to exceed forty percent (40%) of the Applicant's approved grant award. In order to receive Payment Two, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment Form, Exhibit D, Performance Report, an event attendance report and evidence the Event occurred. Event Attendance Reports should include information such as number of attendees, number of vendors, and summary of programmed activities, as appropriate. Documentary evidence such as video links, programs, handouts, flyer would be sufficient documentation.

Payment Three:

The Awardee can request installment Payment Three only after the event described in Exhibit A, Special Events Partnership Grant Program Application, has occurred. In order to receive Payment Three, the Awardee must submit to the County a fully completed Exhibit C, Request for Payment form, Exhibit D, Performance Report, and a financial report to include all actual event-related revenues and cash expenses, final number of attendees and number of vendors.

***If final event cash expenses deviate substantially from the event Estimated Cash Expenses submitted with the Awardee's application, or as revised as part of installment Payment One, the County, in its sole discretion, may reduce the final payment. Prior performance of applicants will be considered in future award cycles.**

Insert or attach appropriate and required information to this form.

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APPENDIX J

Template for 60-Day Extension

[ON COMPANY/ORGANIZATION LETTERHEAD]

[Date]

Hillsborough County
Special Event Partnership Grant Program

RE: [Organization and Event]

To Whom It May Concern:

The Special Events Partnership Grant Agreement, Article 3, Term of the Agreement, allows a one-time sixty (60) day extension of the grant period that may be granted by the County's Arts Council Division (the "Arts Council") if requested in writing by the Grantee. The 60-day extension will end on [Date].

Based on Article 3 of the Agreement, please consider this letter as a written request for a one-time sixty (60) day extension. This extension is being requested because [reason for extension].

We appreciate your consideration of this extension request.

Thank you,

Signature

Printed Name

Title or Rank

APPENDIX K

Budget Template for Payment Requests

**SPECIAL EVENTS PARTNERSHIP GRANT
BUDGET TO ACTUALS WORKSHEET**

ORGANIZATION NAME:

NAME OF EVENT:

DATE(S) EVENT HELD:

TOTAL CASH COST OF EVENT:

EXPENSES

Note: Only CASH Expenses should be include as Expenses. (In-Kind and Volunteer services are ineligible.)

EXPENDITURES	EXPENSE DETAILS	TOTAL BUDGETED AMOUNT	TOTAL ACTUAL AMOUNT
1. Outside Professional Services - Artistic			
Name of Vendor			
Name of Vendor			
2. Outside Professional Services - Other			
Name of Vendor			
Name of Vendor			
3. Rental Expenses (Venue, etc.)			
Name of Vendor			
Name of Vendor			
4. Marketing			
Name of Vendor			
Name of Vendor			
5. Salaries/Employee Expenses			
Name of Vendor			
Name of Vendor			
6. Other Event Related Expenses			
Name of Vendor			
Name of Vendor			
TOTAL		\$ -	\$ -
Explain how you paid for the event:			

REVENUE

SOURCE OF REVENUE	DATE RECEIVED	AMOUNT REQUESTED	AMOUNT RECEIVED
TOTAL		\$ -	\$ -