



## **CITY OF PALM COAST CULTURAL GRANT FY 2025-26**

***This cycle of grants is exclusively for programs and activities occurring between October 1, 2025 and September 30, 2026***

These grants are funded by the City of Palm Coast. Grants will be awarded on a competitive basis to nonprofit, tax-exempt, 501c (3) Florida organizations that meet the eligibility criteria and provide arts, history, heritage, and cultural events and programs in the City of Palm Coast. Funding is awarded based on the organization or project's Cultural Significance and Quality, Access & Community Engagement, and Organizational Capacity. FC3 anticipates that total grant requests will exceed funds available; consequently, applicants should not assume that successful grant applications will be fully funded.

**Only applications that have cultural programming as their primary focus will be considered for funding.** Cultural disciplines include but are not limited to, architecture, crafts, creative writing, dance, design, history, literature, media arts, music, photography, theatre, traditional arts, visual arts, and heritage, and the execution, exhibition, or presentation of such allied cultural forms.

The Flagler County Cultural Council (FC3) is committed to supporting and enhancing arts, culture, history, and heritage programming in Flagler County. FC3 intends to encourage local organizations to develop both new projects and administrative capabilities. However, during this grant cycle, only project/program grants will be considered. Funds provided through this grant program should enhance the organization's ability to attract new audiences and find additional funding from other sources.

**BASIC ELIGIBILITY** All applicant organizations must meet the following eligibility criteria at the time of application.

- Events and programs must take place within the City of Palm Coast.
- All applications must be led by an active nonprofit Florida corporation registered with the Florida Division of Corporations. Preference is given to those organizations with a principal address in Flagler County.
- Only nonprofit arts, culture, history, humanities, and heritage organizations with documented 501(c)3 status may apply.
- For-profit businesses qualified to do business in the State of Florida and located in Flagler County may only apply in partnership with a local non-profit organization for funding of arts, culture, or heritage special events.
- Applications must be based on the event expense budget only. A single application may be submitted for multiple events
- Programs, services, and events must be open to the public and of benefit to residents of Flagler County.

- Organizations must show in their application that they are capable of at least a dollar-for-dollar match for the grant amount requested from the Council. In-kind contributions to this project may be considered as up to 30% of this match.
- Nonprofit organizations must provide a copy of their most recently filed IRS Form 990, IRS Form 990EZ, or 990 postcard. (Filing must be dated within 18 months before the application deadline date.)
- Organizations that have not fulfilled contractual grant agreements with FC3, the City of Palm Coast, or Flagler County in previous years are not eligible for funding.

**APPLICATION RESTRICTIONS** Organizations may submit only one application for a City of Palm Coast Cultural Grant in each fiscal year.

**SPECIAL ELIGIBILITY REQUIREMENTS** Applicants must also meet these additional eligibility requirements based on organization revenue:

- A. Organizations with less than \$100,000 in revenue on their most recently filed IRS forms
- Must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations for one year. If the applicant is registered, but their status is not “active,” the application will be deemed ineligible.
  - Must be registered with the Florida Department of Agriculture and Consumer Services and hold a current Solicitation of Contributions document.
  - Have tax-exempt status under Section 501(c)(3) of the IRS code for one year. Organization must be in good standing at the time of application.
  - Must have completed one full year of programming in Flagler County prior to application.
- B. Organizations with more than \$100,000 in revenue on their most recently filed 990 or 990EZ (refer to Part 1, Line 12 of IRS Form 990 or Part 1, Line 9 of IRS Form 990EZ)
- Must be registered as an active nonprofit Florida corporation with the Florida Division of Corporations for two years. If the applicant is registered, but their status is not “active,” the application will be deemed ineligible.
  - Must be registered with the Florida Department of Agriculture and Consumer Services and hold a current Solicitation of Contributions document.
  - Have tax-exempt status under Section 501(c)(3) of the IRS code for two years at the time of application. Organization must be in good standing at the time of application.
  - Must have completed two full years of programming in Flagler County prior to application.



## **APPLICATION PROCESS**

**The deadline for FY 2025-26 City of Palm Coast Cultural Grant applications is 5:00 pm on Friday, August 22, 2025**

Organizations that wish to apply for funding must submit a complete application before 5:00 pm on the published application deadline, including all requested information, through the online portal at <https://www.flaglerartsandculture.org/grantapplication>

Questions regarding any portion of the application or application process must be submitted in writing via email to [info@flaglerartsandculture.org](mailto:info@flaglerartsandculture.org) on or before August 20, 2025. No alterations may be made to submitted applications after the submission deadline on August 22, 2025.

**NEW THIS YEAR - All organizations who intend to apply for this grant must send a representative to one of the available grant workshops.** The workshops will be held at the Tourism Development Council Office, 120 Airport RD, Suite 3, Palm Coast, FL 32164 on **Monday, July 21 at 10 am or Thursday, July 24 at 3:30 pm.** Organizations who do not send a representative to a workshop will be deemed ineligible to apply. Please let us know which workshop your organization plans to attend at [info@flaglerartsandculture.org](mailto:info@flaglerartsandculture.org).

Applications will be scored by an evaluation team that will present its recommendations to the Palm Coast City Council for final approval. Applicants will be notified of the grant panel review date.

Final award decisions are made by the Palm Coast City Council, not the Flagler County Cultural Council. To ensure fair consideration for all applicants, communication regarding this funding process to or with any City department, employee, elected official, or any other person involved in the evaluation of or consideration of the applications is prohibited until the City Council has formalized its funding decision. It is possible that, despite the recommendations of the granting panel, the City of Palm Coast may decide not to provide funding.

The intent of the grant program is to fund applications that best serve the interests of the City of Palm Coast and its residents and support a vibrant cultural atmosphere that is attractive to visitors. This grant is designed to help support local activities, not replace other funding or completely underwrite events.

FC3 reserves the right to accept or reject any application in whole or in part and to waive technicalities. Responses to this grant and related documents and communications become public records subject to the provisions of Chapter 119, Florida Statutes, the Florida Public Records Law.



**APPLICATIONS** All applications must include:

- A narrative statement including but not limited to: organization description; project description; project history; schedule; ticket or admission pricing; plans for free admissions for underserved groups, if any; educational components, if any; project's value to Flagler's arts, cultural and history community, and expected earned income, if any.
- Project/Program Budget
- Organization's Total Annual Budget
- Proposed economic impact using the Americans for the Arts Economic Impact calculator
- 501c3 determination letter
- Current Florida Division of Corporations Annual Report (Sunbiz.org)
- Current Florida Department of Agriculture and Consumer Services Solicitation of Contributions registration.
- A copy of your most recent tax filing
- Two months of bank and/or financial statements for proof of matching funds.
- A complete marketing plan showing proposed media buys, print materials, social posts, etc.
- Copies of previous season brochures, marketing materials, reviews, etc.
- A minimum of two letters of support. Letters must reflect support for this project and/or this organization.
- Statement indicating other grants or public funding that will be used for the same project.

**GRANTEE REQUIREMENTS** Successful grant applicants are contractually obligated to include FC3 and the City of Palm Coast in their materials as follows:

- FC3 and City of Palm Coast logos on all advertising and promotional materials.
- FC3 and City of Palm Coast will be mentioned in digital, radio, and TV advertising
- FC3 retains the right to use photographs/video of any grantee program or organization to further promote the granting program or arts, culture, and history in Flagler County.
- FC3 information must be displayed at venues during the event.
- A link to the FC3 website should appear on the grantee's website during the promotional period for the event.

**GRANT FUND USAGE** This is a reimbursement-based grant. Grant funds may only be used for the allowable expenses as detailed in the proposed budget. This year's grant



period begins October 1, 2025, and ends September 30, 2026. Costs incurred after this period will not be reimbursed.

Grant awards for this project may be used for the following:

- Marketing support, including advertising, design, and printing. (If these funds are used for collectibles, those items must include FC3 & City of Palm Coast logos.)
- Artists' and/or professional fees
- Onsite signage (must include FC3 & City of Palm Coast logos)
- Venue rentals
- Event set-up needs - tents, tables, porta-potties, specialized exhibit equipment, etc.
- Event related A/V equipment rentals and set-ups
- Project-specific technology support - this does not include basic management tools, computers, ticketing software, etc. (excludes purchase of fixed assets)
- Production expenses (excludes purchase of fixed assets)
- Educational materials specific to the event
- Event-based contract labor - police, fire, EMT, janitorial, etc.
- Artist/Professional Speaker Travel

Grant awards for this project may **not** be used for the following:

- Deficiencies in previously completed projects or for unanticipated costs of an ongoing project.
- Benefits and projects planned primarily for fund-raising purposes.
- Items purchased for resale including but not limited to food/beverages, plants, non-event related merchandise, toys, etc.
- Items to be sold for fundraising purposes (bricks, benches, plaques, etc.)
- Private entertainment, media events, on-site hospitality, food/beverages
- Plaques, awards, cash prizes, door prizes or scholarships.
- Licensing fees of any kind.
- Insurance costs
- Supplies not directly related to the event/program
- Interest on loans, fines, penalties, or costs of litigation.
- Re-granting.
- Professional services associated with general operations, i.e., legal, medical, engineering, accounting, auditing, etc.
- Debt reduction, including interest payments or reductions of deficits or loans.
- Sales tax payments.
- Projects not open to the general public and/or restricted to an organization's membership only.
- Conference travel.



- Capital expenditures (includes acquisitions, building projects, or renovations).
- Tangible property, including, but not limited to, copy machines, computer equipment, other office equipment, light fixtures, musical instruments, other equipment, and permanent collections.

**GRANT FUNDING LEVELS** *The maximum grant request is equal to 30% of the projected project/event budget or \$12,000, whichever is less.*

**GRANT BUDGET AND MATCH REQUIREMENTS**

This grant requires a minimum 1:1 match. The ability to provide this match should be documented by your event or organization's financial statements submitted with your application.

**GRANT FUND DISBURSEMENT** Grant funds will be distributed after the completion of your project, and following the submission of reimbursable receipts and required documentation. Requests for reimbursement for annual events must be requested within 30 days after the conclusion of the event. All requests must be received by September 15, 2026.

To receive a complete disbursement of funds, a required final grant report must be submitted along with receipts. Organizations that fail to submit final reports will not be eligible to apply for grants in the next funding cycle. Final reports must include:

- Zip code or other audience surveys that provide audience demographic information
- Number of people served
- Challenges faced during the grant period.
- Successes during the grant period
- Proof of required placement of FC3 and City of Palm Coast logos on materials, organization website, etc.
- Proof of FC3 and City of Palm Coast acknowledgement in any advertising
- Reactions to the grant process and suggestions

If the organization receives a grant but fails to complete its project and does not inform FC3 during the granting period, that organization will be ineligible to apply for the next granting cycle.

***Additional information and worksheets can be found at [flaglerartsandculture.org/grant-documents/](http://flaglerartsandculture.org/grant-documents/)***