Capacity Building: Central Florida

APPLICATION WORKSHEET

About the Program

Capacity Building: Central Florida is a two-year technical assistance and strategic planning intensive for up to 20 arts and cultural organizations throughout Central Florida in Orange, Lake, Osceola, and Seminole counties. Launching in 2024, the program is fully underwritten by the DeVos Family Foundation.

Successful applicants will be selected through a broad-based process that assesses goals, financial status, artistic plans, and commitment to the program. The DeVos Institute and the DeVos Family Foundation will prioritize assembling a cohort of dynamic, diverse arts organizations committed to building capacity through the program.

Eligibility

This competitive opportunity is open to organizations in Orange, Lake, Osceola, and Seminole counties. Participating organizations may include 'traditional' discipline producing and presenting organizations (in the fields of dance, music, and theater); museums and galleries; community-based cultural centers; non-profit film and media practitioners; arts education providers; historical societies and properties; public art agencies; and other, non-profit arts-adjacent activities such as botanical gardens, literary organizations, etc.

Program participants must provide evidence of at least three years of recent programming, employ at least one permanent staff member, or part-time equivalents, and have an annual operating budget of at least $100,000, including in-kind contributions.

Application Worksheet

This worksheet is an optional planning document provided to assist in gathering the necessary information in advance of completing the online application. While it includes the same questions and information found in the online application, it does not serve as an alternative to the online application form which can be found HERE.

Organization Details

- Organization Name

- Organization Website

- Organization Phone Number

Organization Contact Information

To streamline program correspondence, 2 key representatives (Primary / Secondary Contact) from the organization will be responsible for circulating program information to relevant board and staff members.

We also request that organizations provide 1-2 additional points of contact.

- Contact details for the individual who will serve as the Primary Contact for the duration of the program.

- Contact details for the individual who will serve as the Secondary Contact for the duration of the program.

- Contact details for 1-2 additional staff and/or board members who will be involved in the program.

The following region-specific questions will be asked.

- Is your organization a member/grantee of United Arts of Central Florida?

- Has your organization received a state of Florida Division of Arts & Cultural Affairs grant?

- If you have received a Florida Division of Arts & Cultural Affairs grant, in what year/years did you receive it?

Mission and Programming

1. Please provide the organization's mission, vision, and/or value statement(s) as appropriate.

2. In what year was the organization founded?

3. In what key artistic discipline/s does the organization work?

Organizations may use existing material to support their responses to the questions below, either by uploading a document or by narrative response.

4. Please provide a brief description of the organization's purpose, objectives, and goals, if not explicitly stated in its mission/vision/value statement/s.

5. Please provide a description of the organization's key programs.

6. Please describe the communities served by the organization, including audience members, program participants, and event attendees.

Staff and Volunteers

7. Number of paid, full-time staff (Please differentiate between Administrative, Artistic, and Teaching/Educational)

8. Number of paid, part-time staff (Please differentiate between Administrative, Artistic, and Teaching/Educational)

9. Number of unpaid staff members/volunteers (Please differentiate between Administrative, Artistic, and Teaching/Educational)

Rationale for Participation

10. Does the organization have a major goal or aspiration for the next 5 years? Please explain

11. What impact does the organization see this program having on its operations? What does success look like as a result of the program?

Financial Information

12. Please upload the organization's most recently completed audited financials.

13. Please upload the organization's operating budget for the current fiscal year.

14. Please enter the following financial information. If your FY23 is not yet complete, please include projections.

    a) Earned Revenue for FY21, FY22, and FY23
    b) Contributed Revenue for FY21, FY22, and FY23
    c) Total Operating Budget for FY21, FY22, and FY23

Additional Attachments

15. Please upload a single document of biographies for the senior leadership team.

16. If applicable, please upload a copy of the organization's most recent Strategic Plan.

Final Thoughts

17. Please describe any other considerations important to the organization that this program should address.

Program Terms of Agreement

If invited to participate in this program, the organization commits to the following:

- Relevant staff will communicate regularly with the organization's assigned Institute advisor;
- Program-related staff and board will participate actively in all training activities, both in-person and virtual;
- Program-related staff and board will participate actively in all strategic planning activities, both in-person and virtual;
- Relevant staff and board will submit the Institute's Cycle Audit, completed by a minimum of three organizational representatives including executive, artistic, and board leadership;
- Program contacts will maintain regular communication with Institute staff as pertains to program participation; and
- Program-related staff and board representatives will attend all group intensives.

A signature and acknowledgement of these terms from the organization's leadership (executive, artistic, or board – or equivalent) is required to submit the application.