



## Ocala Municipal Arts Commission Grant Program

The Ocala Municipal Arts Commission (OMAC) is an advisory agency of the City of Ocala established by the City to provide for the artistic and cultural development of the City. OMAC is designated as the Local Arts Agency for Marion County by the Marion County Commission to serve all art forms and cultural groups throughout Marion County. (Resolution 92-R-129) Funding for the Ocala Municipal Arts Commission Grant Program is provided from the State of Florida through revenues received from the sale of Arts License Plates.

OMAC typically meets bi-monthly at 4:00 p.m. on the first Wednesday in February, April, June, August, October, and December at Ocala City Hall, Council Chambers (110 SE Watula Ave., Ocala, FL 34471). In accordance with Florida's Sunshine Laws, all OMAC meetings and all grant materials, awards, and reports are submitted into the public record.

Grant applications are reviewed and awarded on a rolling basis throughout the year. Applicants will be notified about the OMAC meeting date and time their application will be reviewed.

**The purpose of the Ocala Municipal Arts Commission (OMAC) Grant Program is to provide non-profit visual and performing art organizations, educational institutions, and individual artists financial support to pursue artistic endeavors that will benefit the community by fostering the awareness and development of the cultural climate in Ocala/Marion County, Florida.**

### Eligible Recipients:

1. **Individual Artists:** Minimum of one year residency in Marion County, Florida, haven't received an OMAC grant award within the last twelve (12) months, and a project proposal that demonstrates a dedication to promoting the arts within the community.
2. **Arts Organizations:** Non-profit art organizations with 501 (c)(3) tax exempt status or educational institutions with one year of dedicated service to promoting the arts in the Marion County community and haven't received an OMAC grant award within the last twelve (12) months.

### The following are non-allowable expenditures:

- Expenses incurred or obligated prior to becoming a recipient of funds.
- Lobbying or attempting to influence federal, state, or local legislation.
- Building, renovation, or remodeling of facilities.
- Capital expenditures (includes acquisitions, building projects, renovations, etc.).
- Bad debts, contingencies, fines and penalties, interest, and other financial costs.
- Private entertainment, food, beverages.
- Projects which are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, handicap, age, gender identity, sexual orientation, or marital status.
- Contributions and donations.
- Publicly inaccessible or private project location.
- Administrative costs



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### Funding Criteria:

1. The maximum grant amount is typically \$1,000; however, the Commission maintains a degree of flexibility based upon the expected cultural impact of the project or program throughout the community. The Commission retains the ability to partially fund grant requests.
2. The Commission awards only one grant per twelve (12) months to an Arts Organization or Individual Artist.
3. New projects and applicants will be prioritized.
4. The Commission will not award grants to arts organizations, educational institutions, or individuals who have not closed out previous grants by providing the proper follow up documentation and/or who failed to carry out their grant projects or programs as anticipated.
5. If funded, recipient must provide a numbered invoice to City of Ocala for grant disbursement.
6. **Recipient agrees to provide the Ocala Municipal Arts Commission with a final report within thirty (30) days of the close of the project.** The recipient is required to use the Grant Recipient Form to document how the funds were spent and provide a description of the outcome of the project's impact within the community. Supporting materials are required with the final report including but not limited to photos, marketing examples, surveys, testimonials, etc.
7. Any public art project requires documentation of assurances of resultant artwork lasting a minimum of five (5) years.

### Submittal Requirements:

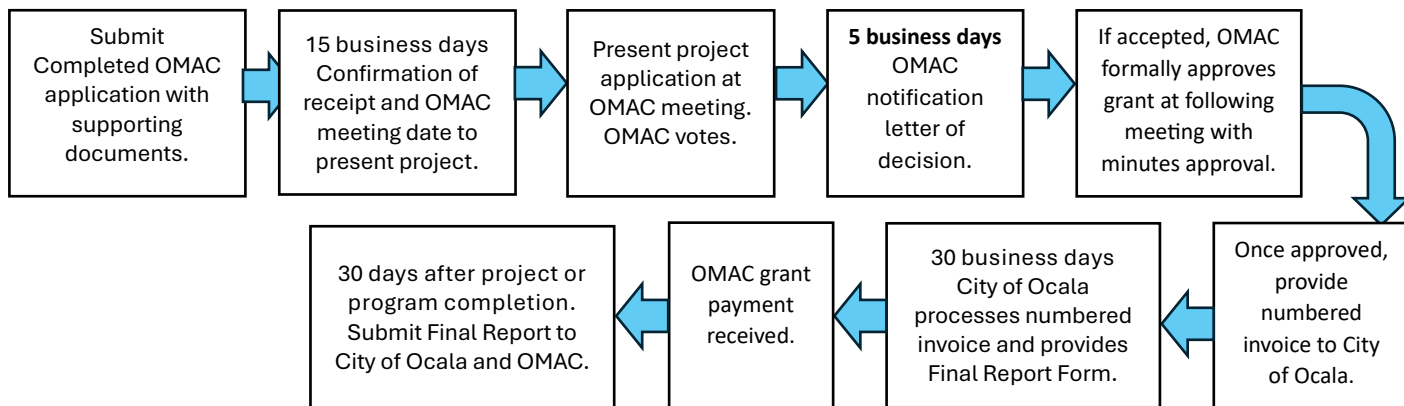
1. Provide a completed OMAC Grant Application filled out in its entirety. Partially completed applications will not be considered.
2. Provide a written description of your project, event, or activity/program, **including the timeline of the project or program**, and how it will help benefit the community and foster the cultural climate of Ocala and/or Marion County, Florida.
3. Provide a specific itemized budget or list of expenses required for your project or program. Provide details of additional sources of funding to offset expenses as well as the ability to accept partial funding. Provided budget template can be used.
4. The applicant (artist, authorized artist representative or acting agency, or authorized representative active within the applying organization) must physically present their application to OMAC on the date notified by a member of City of Ocala Cultural Arts. Submit any visual documentation, published literature or music, letters of support or reference, and any promotional materials and accolades explaining the program or project with the application for this presentation.
5. Presentations will occur at Ocala City Hall, Council Chambers (110 SE Watula Ave., Ocala, FL 34471) unless otherwise notified.
6. **Applications should be submitted in advance of proposed project start date or event (preferably 3 months) to allow sufficient time for review and processing.**
7. Non-profit arts organizations must be registered as a 501 (c)(3) tax-exempt organization. A copy of IRS letter or certificate must be attached to, and submitted with, the OMAC application.



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- 8. If funded, the OMAC logo must be used on appropriate material for grant programming. Materials with the OMAC logo must be submitted as proof with the final report. The final report is due 30 days after project/program completion.
- 9. You will be contacted within 30 days of the OMAC meeting regarding the decision on the grant application. If your application is funded, final approval will take place during the approval of the minutes at the meeting following the presentation of your grant.

## Application & Grant Process Timeline:



**Submit one digital application copy or one physical application to City of Ocala Cultural Arts, ATTN: OMAC.**

**Ocala Cultural Arts**  
[artinfo@ocalafl.gov](mailto:artinfo@ocalafl.gov)  
 201 SE 3<sup>rd</sup> Street  
 Ocala, FL 34471

Questions? Contact:  
 352-629-8383



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**OMAC GRANT APPLICATION**

**Applicant Information:**

Applicant Name (Organization or Individual Artist): \_\_\_\_\_

Name of individual to receive correspondence: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Application Type:

- Arts Organization
  - Attached 501 (c) (3) tax-exempt certificate.
  - Employer Identification Number (EIN): \_\_\_\_\_
- Educational Institution
  - Attached IRS or tax-exempt certificate.
  - Employer Identification Number (EIN): \_\_\_\_\_
- Individual Artist
  - Social Security Number (SSN): \_\_\_\_\_

**Project Information:**

Project or Program Name: \_\_\_\_\_

Grant Amount Requested: \$\_\_\_\_\_

Can proposed project/program continue with partial funding from OMAC?  Yes  No

Does this project/program have other funding sources? (If yes, please provide details.)  Yes  No

Additional Funding Sources: \_\_\_\_\_

- Attach itemized budget for proposed project/program. (Can submit own budget sheet or utilize and edit provided budget template. Template provided at end of the application.)



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**OMAC GRANT APPLICATION**

**Project Description:**

**\*\*Provide any additional attachments necessary to elaborate on proposed project/program.\*\***

Project/Program Category:

- Performing Arts (i.e., music, dance, drama, etc.)
- Visual Arts
- Literature
- Other: \_\_\_\_\_

Provide description of proposed program/project.

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Describe anticipated benefits of proposed project/program in Ocala and/or Marion County.

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**Previous OMAC Grant Funding:**

Provide details of last project/program funded by OMAC regardless of time. (If applicable.)

Date of funding: \_\_\_\_\_ Grant amount awarded: \$\_\_\_\_\_

Name of Project/Program: \_\_\_\_\_

- Tick box if applicant (Arts Organization, Educational Institution, or Individual Artist) received OMAC funding in the last 12 months.



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## OMAC GRANT APPLICATION

Recipient, individual, or authorized agent of the designated organization warrants and guarantees to the City of Ocala that the funds will be used only for the purpose herein specified, at and on the time, dates and location as herein specified, or, if not so used, will be returned to the City of Ocala.

Recipient also agrees to defend, indemnify, and hold harmless, the City of Ocala and all officers and employees of the City of Ocala from and against loss, damage, demand, liability or expense by reason of any damage or injury to property or persons which may be claimed to have arisen as a result of or in connection with these services.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Organization Contact Name & Title

\_\_\_\_\_  
Applicant Name (Organization or Individual Artist)

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Received previous OMAC funding?  Yes  No  In the last 12 months?

**OMAC Action:**

Approved Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Not Approved

Invoice Received Date: \_\_\_\_\_ Invoice Processed Date: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Final Report Received Date: \_\_\_\_\_

# OMAC Grant Proposal Budget Template

<b>Organization/Artist Name</b>	
<b>Project/Program Name</b>	
<b>Project Timeline/Dates</b>	

<b>Income/Projected Revenue:</b>	
Sponsorships	\$
Donations	\$
Other grants	\$
Merchandise sales	\$
Vendor fees	\$
Other cash received	\$
OMAC Grant award	\$
<b>Total Income/Revenue:</b>	\$
In-kind contributions	\$

<b>Expenses/Projected Costs:</b>		
Marketing	signs/flyers	\$
	banners	\$
	social media ads	\$
	print ads	\$
	<b>TOTAL Marketing:</b>	\$
Supplies	paint and brushes	\$
	instruments	\$
	tent	\$
	table and chairs	\$
	other event supplies	\$
	<b>TOTAL Supplies:</b>	\$
Operational	insurance	\$
	cleaning service/products	\$
	transportation	\$
	sound production	\$
	other operating costs	\$
	<b>TOTAL Operational:</b>	\$
Equipment	lift	\$
	sound equipment	\$
	<b>TOTAL equipment:</b>	\$
Fees	permit fees	\$
	alcohol license permit	\$
	<b>TOTAL Fees:</b>	\$
Instructor/Talent/Staff		\$
Other/Misc.		\$
<b>Total Expenses:</b>		\$