



## Pinellas County ArtsCatalyst Educational Access Grant

### **SUMMER CAMP PROVIDER GUIDELINES**

#### **OPPORTUNITY**

The Creative Pinellas ArtsCatalyst Grant was created to make it possible for young people in Pinellas County (age 5 – 18) to have great arts and cultural experiences at Pinellas County area local summer camps. We anticipate being able to provide approximately 200 to 300 grants.

This includes going to camp at arts centers, community centers, city programs and more, with as many as qualified approved organizations in Pinellas County as possible receiving up to 10 grants or \$1,500 in grant funds, whichever comes first, based on total 2019 funds available.

Qualified organizations in Pinellas County include non-profit arts organizations and community organizations, libraries and city or county program open to the public who offer arts programming. In order to be eligible, the program has to be primarily arts-related – not simply have an arts component (theatre, dance, photography, music, etc.).

Although we would like to fund everybody who needs financial support and every eligible program, our funds are limited. Additionally, funding is based upon applicants selecting your organization's camp. So, it is possible that some organizations may not receive funding, and not all organizations will receive the full 10 grants/\$1,500 cap.

#### **DATES YOU NEED TO KNOW:**

- Applications open: March 12, 2019
- Applications close: May 31, 2019
- Campers must attend programs between May 31, 2019 and August 14, 2019
- Program must be completed by August 14, 2019
- Invoices due from Summer Camp providers no later than Friday, August 30, 2019. (Friday before Labor Day weekend)

## WHAT YOU NEED TO DO

- CONFIRM Your Participation with Us:
  - Confirm participation by sending a reply email to [summercamp@creativepinellas.org](mailto:summercamp@creativepinellas.org) as soon as possible with the following:
    - Contact Name
    - Title
    - Email
    - Phone-main point of contact
    - Include the website address (URL) for your summer camp offerings {This listing will be listed and linked on the Arts Catalyst website so that Pinellas County parents and youth know they can submit a grant application for your camps.}
  
- REGISTER Your Camper:
  - Each approved camper will receive an email notification from Creative Pinellas.
  - Your organization will receive an email which will include:
    - Approved Camper Name
    - Camper Address
    - Camp Program that the camper would like to register for with their ArtsCatalyat grant.
  - Staff members should be prepared to reach out to ArtsCatalyst grant recipients and complete registration into your arts summer camp program within 3-5 business days.
    - Please feel free to use your normal registration procedures. (For example if you use online registration with a promo code – you can give camper a promo code to use)
    - Or you can create a special registration process for this grant that works for you.
  - Once you register the camper you will need to track the camper attendance.
    - If for some reason they do not attend or stop attending before the season is complete, please follow your normal cancelation/refund policy and treat Creative Pinellas accordingly.
  - Grant funds can only be used for registration and cannot be used for extras like field trips, food, supplies etc.
  - Creative Pinellas will keep track of all campers who received grants and funding for your program. When your organization has reached or comes close to the 10/\$1500 limit we will let you know and stop rewarding ArtsCatalyst grants.
  - You will also have the opportunity to notify Creative Pinellas if your camp is full, and we stop approving ArtsCatalyst grants for your program as well.
  - If Creative Pinellas notifies you that a camper has a been awarded an ArtsCatalyst grant and you do not have room in the program you can offer an alternative arts-related camp in your organization for the same funds. If the costs are significantly different please contact Creative Pinellas first for approval.
  - You may also put the camper on a wait list for the requested arts program, again please alert Creative Pinellas to reserve those funds for your organization and please alert the camper of their wait list status.

- If there is no availability in the camp program or wait list available, please let Creative Pinellas and the camper know, so that alternative programs can be suggested to the camper to use their funding. The camper will be able to reapply, but will need to include a new summer camp arts program.
- Once a camper's registration has been processed, send an email with a copy of the registration to [summercamp@creativepinellas.org](mailto:summercamp@creativepinellas.org)

**Please Note:**

We are aware that there are some families/children that have never registered for camps; do not have access to the internet; may need to complete the application in person or use a paper application. We appreciate your assistance to provide a great registration experience.

- INVOICE for Payment:  
Creative Pinellas understands that it may be difficult to invoice and receive payment in time for camper to start the session they have applied for.\*
  - ***Creative Pinellas requests that organizations allow the camper to attend knowing that Creative Pinellas will do our best to reimburse the expense within 10 days of receiving your invoice.***
  - Invoices can be sent to us immediately upon registration or you can send them at a later date, as long as we receive them, no later than August 30, 2019.
  - You can choose to invoice us per individual camper or multiple registrations (up to 10) at one time. Include the following information for each participant:
    - Student Name
    - Camp Attended
    - Registration Fee
    - Please include your W-9 in your first invoice.
    - It can be emailed to [summercamp@creativepinellas.org](mailto:summercamp@creativepinellas.org) or mailed to:

*Creative Pinellas  
ArtsCatalyst Grant  
12211 Walsingham Road  
Largo, FL 33778*

\*Should you have any issue with invoicing, please contact Creative Pinellas at [summercamp@creativepinellas.org](mailto:summercamp@creativepinellas.org) and we will be happy to assist.

- PROVIDE Demographics:
  - In early September, Creative Pinellas will send a survey requesting basic information about who attended which programs and demographics about for our grant reporting. Surveys need to be completed by September 23, 2019.

## THE SMALL PRINT

- In total, Creative Pinellas has up to 10 grants or \$1,500 in grant funds, whichever comes first, per organization for as many eligible organizations as possible with the total 2019 funding available.
- Summer camps fill up quickly, so even though your camper has a grant available, we understand that does not guarantee a space your program.
- Once the camper has received notification of an award of the ArtsCatalyst grant from Creative Pinellas, your organization will be alerted by email. It is very important that your organization connects with the grant award camper within 3-5 business days or as soon as possible.
- If a grant is awarded, Creative Pinellas will pay the cost submitted in the application from camper and will be indicated in the email confirmation to your organization.
- If the program the camper would like to attend is unavailable:
  - They can use the grant at your organization for a different arts camp session.
  - They can be put on a waiting list in first come, first serve order. Campers on the waiting list will be notified if and when funds become available.
  - If there is not a different program available, or your organization has reached its 10 grant/\$1,500 cap, the camper can re-apply for a program at a different organization.
- Although the participating organizations in Pinellas County have the reputation for excellent programs, Creative Pinellas is not responsible for the health, safety or wellbeing of the campers who receive our grants, nor the quality of the camp experience.

## FUNDING POLICY

- Based on the amount of funding Creative Pinellas received from our funding partners in 2019, we expect to be able to provide an estimated 200 - 300 grants.
- Support for this, and all grants offered by Creative Pinellas depends on:
  - Eligibility of each applicant
  - The ability of each organization we are working with to accept people into their arts-related summer camp programs and comply with the program's guidelines.
  - Compliance from the applicant and the organization offering the day camp programs.
- Funds for this grant are designed to make camp more accessible to all. Therefore, for organizations that are already receiving camp funding from their municipal government and/or Pinellas County and/or agencies funded by Pinellas County, the expectation is that these ArtsCatalyst funds will go to expand the program and add more campers (i.e. in addition to rather than to supplant any scholarship program the organization already has.)

- Creative Pinellas will fund up to ten (10) grants or \$1500, whichever comes first, per organization for as many eligible organizations in Pinellas County as possible with the funding available. As participation in the summer camps is driven by the applicant's choice and funding availability, not all organizations may receive either funding or the full ten (10) grants or \$1500. Alternatively, if there are unused funds available toward the end of the registration period, Creative Pinellas reserves the right to distribute those funds to organizations that may have reached their 10 camper or \$1,500 cap at a later date and depending on demand.
- This grant funding can only be used for registration fees for summer camp sessions as per these guidelines.
- Creative Pinellas reserves the right to cancel or change the program for any reason and at any time.

*Thank you and we look forward to having a great arts summer together!*

As the County's Local Arts Agency, Creative Pinellas and the programs we deliver are funded by the Pinellas County Board of County Commissioners, Visit St Petersburg / Clearwater, the State of Florida, Department of State, Division of Cultural Affairs and by sales of the State of the Arts specialty license plate in Pinellas County.