Pinellas County Arts Catalyst Educational Access Grant

SUMMER CAMP PROVIDER GUIDELINES

*Updated March 2, 2020*

OPPORTUNITY

The Creative Pinellas Arts Catalyst 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 summer camps. This includes going to camp at arts centers, community centers, city programs and more.

Qualified organizations in Pinellas County include non-profit 501c3 arts organizations and community centers, libraries and city programs open to the public who offer arts programming. In order to be eligible, the program must be primarily arts-related – not simply have an arts component (theatre, dance, photography, music, etc.) Each applicant can only receive a grant for one session. A session is a single program where generally the same campers attend without new campers joining during that period of time. Typically, a session is one week, with some exceptions (especially for theater camps.) Sessions are not the entire summer. Sessions are not overnight.

Arts organizations (501c3) can receive up to $2,500 in grant funds. Non-profits (501c3) other than arts organizations such as community centers and municipalities who offer arts programming can receive up to $1,500 in grant funds. 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 maximum amount.

DATES YOU NEED TO KNOW:

- Applications open: March 2, 2020
- Applications close: Once allocated funds are depleted.
- Campers must attend programs between May 29, 2020 and August 7, 2020
- Program must be completed by August 7, 2020
- Requests for Funds are due from Summer Camp providers no later than Friday, September 4, 2020. (Friday before Labor Day weekend).
WHAT YOU NEED TO DO

• CONFIRM Your Participation with Us:
  o You can confirm participation by going to https://creativepinellas.org/artscatalyst/ and using the sign up button. You can also send an email to summercamp@creativepinellas.org requesting the sign up link.

  o Please prepare the following information to include in your sign-up:
    ▪ Marketing Contact
    ▪ Grant Contact
    ▪ Email
    ▪ Phone
    ▪ 501c3 Tax ID Number
    ▪ Website address (URL) for your summer camp offerings
      {This listing will be listed and linked on the Arts Catalyst webpage so that Pinellas County parents and youth know they can submit a grant application for your camps.}

• REGISTER Your Camper:
  o Each approved camper will receive an email notification from Creative Pinellas.

  o Your organization will receive an email which will include:
    ▪ Approved Camper Name
    ▪ Camper Address
    ▪ Camp Program, Session, Cost, and Dates
    ▪ Parent/Guardian Contact

  o Staff members should be prepared to reach out to Arts Catalyst 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.

  o 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 session is complete, please follow your normal cancellation/refund policy and treat Creative Pinellas accordingly.
    ▪ For tracking purposes, Creative Pinellas will reach out to your official grant contact to confirm successful registration. Alternatively, you can send an email to summercamp@creativepinellas.org when a grant recipient is successfully registered for a session.

  o Grant funds can only be used for registration and cannot be used for extras like field trips, food, supplies etc.

  o Creative Pinellas will keep track of all campers who are awarded grants and funding for your program. When your organization has reached or comes close to the funding limit, we will let you know and stop awarding Arts Catalyst grants when you have reached your maximum funding limit.

  o Please notify Creative Pinellas if your camp is full or approaching full capacity.

  o If Creative Pinellas notifies you that a camper has a been awarded an Arts Catalyst 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.
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 update their application but will need to include a new summer camp arts program.

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Please Note:

- We appreciate your assistance to provide a great registration experience.
  - REQUEST for Funds: Creative Pinellas understands that it may be difficult to request and receive payment before campers 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 Request for Funds.
    - You can request funds once a camper has successfully been registered for a session or you can request funds at a later date. All requests must be placed no later than September 4, 2020.
    - You can choose to request funds for individual campers or multiple registrations at one time.

- PROVIDE Demographics:
  - In early September, Creative Pinellas will send a survey requesting basic information about who attended which programs and demographics for our grant reporting. Surveys need to be completed by September 21, 2020.

THE SMALL PRINT

- In total, Creative Pinellas has up to $2,500 in grant funds for eligible nonprofit arts organizations, and $1,500 for eligible nonprofit community organizations, and city or county programs open to the public who offer summer camp arts programming.
- Summer camps fill up quickly, so even though your camper has a grant available, we understand that does not guarantee a space in your program.
- Once the camper has received notification of an award of the Arts Catalyst 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 as long as the new session is within the same cost.
  - 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 grant cap, the camper can update their application 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

- Support for 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 Arts Catalyst funds will go to expand the program and add more campers (i.e. in addition to rather than to supplant any grant program the organization already has.)
- Creative Pinellas will fund up $2,500 in grant funds per arts organization, and $1,500 per non-profits other than arts organizations such as community centers and municipalities. As participation in summer camps is driven by the applicant choice and funding availability, not all organizations may receive any funding or the maximum amount. 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 cap at a later date 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.