



ARPA

**NONPROFIT CAPITAL
PROJECT FUND**

Creative Pinellas

Small Purchases Contract

SMALL CAPITAL PURCHASE GRANT AGREEMENT

BY AND BETWEEN

PINELLAS COMMUNITY FOUNDATION

AND

CREATIVE PINELLAS INCORPORATED

THIS SMALL CAPITAL PURCHASE GRANT AGREEMENT (hereinafter “**Agreement**”), effective upon the last date executed below, by and between **PINELLAS COMMUNITY FOUNDATION**, a public charitable foundation established by Trust Agreement Dated January 1, 1969, as may have been amended from time to time, whose address is 17755 US Highway 19 North, Suite 150, Clearwater Florida 33764, (hereinafter, “**AGENCY**”) and **CREATIVE PINELLAS INCORPORATED**, whose address is 12211 Walsingham Road, Largo, Florida 33778 (hereinafter “**GRANTEE BENEFICIARY**”).

WITNESSETH:

WHEREAS, in response to the emergence of a novel coronavirus and the respiratory disease it causes (hereinafter, “**COVID-19**”), the World Health Organization (hereinafter, “**WHO**”) has officially characterized COVID-19 as a pandemic that constitutes a Public Health Emergency of International Concern; and

WHEREAS, the American Rescue Plan Act of 2021 (“**ARPA**”) is a federal emergency legislative package designed to facilitate nationwide recovery from the devastating economic and health impacts of the COVID-19 public health emergency; and

WHEREAS, the Pinellas County Government (“**County**”) received an allocation pursuant to the ARPA State and Local Fiscal Recovery Fund (“**SLFRF**”) and the Board of County

Commissioners (“Board”) approved a Spending Plan for the SLFRF Spending (“Spending Plan”) which includes the Pinellas ARPA Nonprofit Capital Projects Fund (“Project Fund”); and

WHEREAS, the County has contracted with Agency to administer the Project Fund on behalf of the County; and

WHEREAS, **AGENCY** has determined that **GRANTEE BENEFICIARY** has experienced a negative economic impact as a result of the COVID-19 pandemic as evidenced by: a reduction in revenue for 2020 compared to 2019, an increase in demand for services, or a need for additional capital assets to adapt operations to accommodate health and safety guidelines by the Centers for Disease Control and Prevention (CDC);

NOW THEREFORE, the parties hereto, mutually agree as follows:

1. Specific Grant Information:

This project shall be undertaken and accomplished in accordance with the terms and conditions specified herein and the Appendices named below, which are attached hereto and by reference incorporated herein:

a) Grantee Beneficiary Name: **Creative Pinellas Incorporated**

b) Grantee Beneficiary Contact and Notice Information:

Primary Contact Name: **Barbara St. Clair**

Address: **12211 Walsingham Road, Largo, Florida 33778**

Phone Number: **727-460-5477**

Grantee’s Unique Entity Identifier (UEI) : **Q5C2A3CNZKL9**

c) Federal Award Identification Number: **SLFRP4653 Direct payment from the Department of the Treasury (“Treasury”) pursuant to Coronavirus State and Local Fiscal Recovery Funds pursuant to the American Rescue Plan Act.**

- d) Federal Award Date: 8/12/2021
- e) Period of Grant Performance, Start and End Date: **May 22, 2023 – August 15, 2026**
- g) Amount of Funds Awarded: **\$148,972.00** (hereinafter, “Awarded Funds”).
- h) Name of Federal Awarding Agency, Pass-Through Entity, and Contact Information for Awarding Official of the Pass-Through Entity:

Federal Awarding Agency:

United States Department of Treasury

Pass-Through Entity:

Pinellas County

Pass-Through Entity:

Pinellas Community Foundation

Contact Information for Awarding Official of the Pass-Through Entity:

Duggan Cooley, CEO, Pinellas Community Foundation

17755 US Highway 19 N, Suite 150

Clearwater, FL 33764

- i) Assistance Listing Number and Name

Assistance Listing Number (at time of disbursement): **21.027**

Assistance Listing Name: Coronavirus State and Local Fiscal Recovery Funds

- j) Indirect Cost Rate for GRANTEE BENEFICIARY portion of the Federal Award:

none

2. Small Capital Purchase :

The **GRANTEE BENEFICIARY**'s small capital purchase is approved IN FULL and will be awarded from the **AGENCY** consistent with the **GRANTEE BENEFICIARY**'s application for award of funds for the small capital purchase (attached as Appendix 5) and which is consistent with the purpose of assisting a non-profit entity that has experienced a negative economic impact as a result of the COVID-19 pandemic in accordance with the applicable criteria set by ARPA and SLFRF.

- a) **GRANTEE BENEFICIARY** shall be awarded \$148,972.00 for the small capital purchase set forth in their application (Appendix 5) and on the time schedule set forth on the estimated purchase schedule in Appendix 6 which is the Pre-Contract Information Form.
- b) **GRANTEE BENEFICIARY** agrees to deliver these funds pursuant to the following requirements:
 - i. Compliance with all rules and guidelines of the ARPA and SLFRF requirements including certifications and/or attestations of compliance as appropriate by ARPA and SLFRF and/or the County or AGENCY.
 - ii. Compliance with Appendix 1 – including, but not limited to, ARPA and SLFRF Guidance and Requirements.
 - iii. Compliance with Appendix 2 – Attestation.
 - iv. Compliance with Appendix 3 – Minimum Reporting Requirements
 - v. Compliance with Appendix 4 – Minimum Insurance Requirements.
 - vi. Compliance with Appendix 5 – Application for Funding.
 - vii. Compliance with Appendix 6 – Pre-Contract Information Form.
 - viii. Attestation to the accuracy of capital project costs and that the capital

project costs are not otherwise reimbursable by a different source and that the costs comply with the ARPA and SLFRF requirements.

- ix. Compliance with all deliverables/benchmarks in compliance with the deadlines set forth in the application as modified by the Pre-Contract Schedule (Appendices 5 & 6). Dates for compliance may be extended upon mutual agreement of the parties in writing provided completion will be accomplished within the timeframes required by the ARPA and SLFRF guidelines. **AGENCY** will not extend any compliance dates that could jeopardize the completion dates required by ARPA and/or SLFRF and it is within the sole discretion of **AGENCY** to require completion well in advance of the dates required by ARPA and/or SLFRF.
- x. Compliance with any other applicable, state, local and federal laws, rules and regulations.

3. Term of Agreement.

This Agreement shall commence upon execution and the Agreement shall expire 60 days after the final purchase set forth on Appendix 5. The expiration date of this Agreement may be extended, by mutual agreement of the parties in writing.

4. Compensation.

a) The **AGENCY** agrees to provide **GRANTEE BENEFICIARY** an amount not to exceed One Hundred Forty Eight Thousand Nine Hundred Seventy Two Dollars and 00/100 cents (\$148,972.00) as an award of Small Capital Purchase Spending Plan of the County for the purchase as described in Section 2.

b) **GRANTEE BENEFICIARY** shall maintain a Budget Plan and

Benchmark/Deliverables Plan setting forth the time frame for each benchmark/deliverable (Appendix 5 & 6), as approved by **AGENCY**. Time frames for deliverables in the Pre-Contract Information Form (Appendix 6) shall replace time frames in the application for funding (Appendix 5). Any change in date for deliverables/benchmarks must be approved in advance by **AGENCY** in its sole discretion but in no case will any change be approved that is outside the deadline set by ARPA and SLFRF.

c) The **AGENCY** shall determine which expenses in the Budget Plan (Appendix 5) may be paid as an advance to the **GRANTEE BENEFICIARY**, if any, and which expenses will be paid on a cost-reimbursement basis, with the **GRANTEE BENEFICIARY** to submit invoices with supporting documentation to justify the reimbursement of expenses. If any amount is paid as an advance payment to **GRANTEE BENEFICIARY**, the **GRANTEE BENEFICIARY** must provide sufficient documentation of usage of the funds for allowed purposes under this agreement in order to receive any future payments.

d) Any funds expended in violation of this Agreement or in violation of appropriate Federal, State, and **AGENCY** requirements or any unspent funds shall be refunded in full to County. If this Agreement is still in force, future payments shall be withheld by the **AGENCY**.

5. Performance Measures.

The **GRANTEE BENEFICIARY** agrees to submit any and all documentation requested by **AGENCY** to support expenditures and any and all documentation as may be requested by **AGENCY** as needed for ARPA and SLFRF compliance and must provide regular written updates to **AGENCY**, on a schedule provided by **AGENCY**, regarding progress towards project completion including all approved expenditures to date. **GRANTEE BENEFICIARY** must maintain detailed accounting and tracking of all expenditures.

6. Data Sharing.

The **GRANTEE BENEFICIARY** agrees to share data with the **AGENCY** as deemed necessary by **AGENCY**, in its sole discretion, for expenditure validation, trend review, and performance monitoring.

7. Insurance.

GRANTEE BENEFICIARY will be required to maintain appropriate insurance to cover the Small Capital Purchases funded by this Agreement. See Appendix 4 for Minimum Insurance Requirements applicable to this Agreement. **GRANTEE BENEFICIARY** must comply at all applicable times with the insurance required.

8. Monitoring.

GRANTEE BENEFICIARY will work with **AGENCY** to meet the requirements of 2 C.F.R. § 200.329 (Monitoring and reporting program performance). This may include, but is not limited to, the following:

- a) The monitoring requirements set forth in Appendix 3 – Minimum Reporting Requirements.
- b) **GRANTEE BENEFICIARY** will work with the **AGENCY** to establish policies and procedures as required.
- c) **GRANTEE BENEFICIARY** will cooperate in site visits if required by **AGENCY** including, but not limited to, any documentation related to this GRANT, and will provide related information at any reasonable time.
- d) **GRANTEE BENEFICIARY** will submit other reports and information in such formats and at such times as may be prescribed by the **AGENCY**.
- e) All monitoring reports will be as detailed as may be reasonably requested by the

AGENCY and will be deemed incomplete if not satisfactory to the **AGENCY** as determined in its sole reasonable discretion. Reports will contain the information or be in the format as may be requested by the **AGENCY**.

9. Special Situations.

GRANTEE BENEFICIARY agrees to inform **AGENCY** within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Incidents may include, but are not limited to, those resulting in injury, media coverage or public reaction that may have an impact on the **AGENCY'S** or **GRANTEE BENEFICIARY'S** ability to protect and serve its participants, or other significant effect on the **AGENCY** or **GRANTEE BENEFICIARY**. Incidents shall be reported to the designated **AGENCY** contact below by phone or email only. Incident report information shall not include any identifying information of the participant.

10. Amendment/Modification.

In addition to applicable federal, state and local statutes and regulations, this Agreement expresses the entire understanding of the parties concerning all matters covered herein. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the form of a written amendment to this Agreement and formally approved by the parties.

11. Closeout

a) Upon termination in whole or in part, the parties hereto remain responsible for compliance with the requirements in 2 C.F.R. Part 200.344 (Closeout) and 2 C.F.R. Part 200.345 (Post-closeout adjustments and continuing responsibilities).

b) This Agreement will not terminate, unless terminated as provided in Section 12, until Closeout is completed consistent with requirements detailed in the Appendices attached hereto, and to the satisfaction of the **AGENCY**. Such requirements shall include but are not limited to submitting final reports and providing program deliverables and closeout information as requested by **AGENCY**, County and/or the US Treasury Department or its authorized representatives, and reconciliation of program funding.

c) All invoices and requests for reimbursement shall be submitted within 30 days following the end of the project and budget period.

d) All un-spent funds must be reimbursed to the **AGENCY or the County as appropriate**, by the **GRANTEE BENEFICIARY** by the expiration date.

e) This provision shall survive the expiration or termination of this Agreement.

12. Termination.

a) If the **GRANTEE BENEFICIARY** fails to fulfill or abide by any of the provisions of this Agreement, **GRANTEE BENEFICIARY** shall be considered in material breach of the Agreement. Where a material breach can be corrected, **GRANTEE BENEFICIARY** shall be given thirty (30) days to cure said breach. If **GRANTEE BENEFICIARY** fails to cure, or if the breach is of the nature that the harm caused cannot be undone, **AGENCY** may immediately terminate this Agreement, with cause, upon notice in writing to the **GRANTEE BENEFICIARY**.

b) In the event the **GRANTEE BENEFICIARY** uses any funds provided by this Agreement for any purpose or program other than authorized under this Agreement, the **GRANTEE BENEFICIARY** must repay such amount to the **AGENCY or County** and may in the **AGENCY'S** sole discretion, be deemed to have waived the right to additional funds under this Agreement.

c) If **GRANTEE BENEFICIARY** fails to comply with the deliverable benchmark dates agreed to and **AGENCY** does not agree to extend the deadlines in its sole discretion, this Agreement will automatically terminate.

d) If the **County** cancels or revokes the Project Fund or revokes its award to **GRANTEE BENEFICIARY** for any reason whatsoever in the **County's** sole discretion, this Agreement will automatically terminate.

e) The **AGENCY** may terminate this Agreement without advance notice and without a cure period for any reason whatsoever as determined in **AGENCY's** sole discretion for any reason or for convenience.

f) The **AGENCY**, **County**, or the United States Department of Treasury may terminate this agreement in accordance with 2 C.F.R. § 200.340 (Termination).

13. Assignment/Subcontracting.

a) This Agreement, and any rights or obligations hereunder, shall not be assigned, transferred or delegated to any other person or entity. Any purported assignment in violation of this section shall be null and void.

b) The **GRANTEE BENEFICIARY** is fully responsible for completion of the Small Capital Purchase required by this Agreement and for completion of all subcontractor work, if authorized as provided herein. The **GRANTEE BENEFICIARY** shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the **AGENCY**, without the prior written consent of the **AGENCY**, which shall be determined by the **AGENCY** in its sole discretion.

14. Indemnification.

The **GRANTEE BENEFICIARY** agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the **AGENCY**, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the **AGENCY**, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of **GRANTEE BENEFICIARY**; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; except only such injury or damage as shall have been occasioned by the sole negligence of the **AGENCY**.

15. Business Practices.

a) The **GRANTEE BENEFICIARY** must utilize financial procedures in accordance with generally accepted accounting procedures and Florida Statutes, including adequate supporting documents, to account for the use of the funds provided by the **AGENCY**.

b) The **GRANTEE BENEFICIARY** must retain all records (programmatic, property, personnel, and financial) relating to this Agreement for five (5) years after final payment is made.

c) All **GRANTEE BENEFICIARY** records relating to this Agreement are subject to audit by the federal government or its representatives, or the **AGENCY** and its representatives.

d) Prior to beginning work under this Agreement, **GRANTEE BENEFICIARY** must register with and use the E-verify system to verify the work authorization status of all new employees of the **GRANTEE BENEFICIARY** and comply with F.S. 448.095, including, but not limited to all provisions of 449.095(5).

16. Nondiscrimination.

a) The **GRANTEE BENEFICIARY** shall not discriminate against any applicant for employment or employee with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment or against any client because of age, sex, race, ethnicity, color, religion, national origin, disability, marital status, or sexual orientation.

b) The **GRANTEE BENEFICIARY** shall not discriminate against any person on the basis of age, sex, race, ethnicity, color, religion, national origin, disability, marital status or sexual orientation in admission, treatment, or participation in its programs, services and activities.

c) The **GRANTEE BENEFICIARY** shall, during the performance of this Agreement, comply with all applicable provisions of federal, state and local laws and regulations pertaining to prohibited discrimination.

17. Independent Contractor.

It is expressly understood and agreed by the parties that **GRANTEE BENEFICIARY** is at all times hereunder acting and performing as an independent contractor and not as an agent, servant, or employee of the **AGENCY**. No agent, employee, or servant of the **GRANTEE BENEFICIARY** shall be, or shall be deemed to be, the agent or servant of the **AGENCY**. None of the benefits provided by the **AGENCY** to their employees including, but not limited to, Worker's Compensation Insurance and Unemployment Insurance are available from **AGENCY** to the employees, agents, or servants of the **GRANTEE BENEFICIARY**.

18. Additional Funding.

Funds from this Agreement may not be used as the matching portion for any federal grant except in the manner provided by Federal and State law and applicable Federal and State rules and regulations. The **GRANTEE BENEFICIARY** agrees to make all reasonable efforts to obtain

funding from additional sources wherever said **GRANTEE BENEFICIARY** may qualify. Should this Agreement reflect a required match, documentation of said match is required to be provided to the **AGENCY**.

19. Governing Law.

The laws of the State of Florida shall govern this Agreement.

20. Conformity to the Law.

The **GRANTEE BENEFICIARY** shall comply with all federal, state and local laws and ordinances and any rules or regulations adopted thereunder, including but not limited to ARPA and SLFRF.

21. Prior Agreement, Waiver, and Severability.

This Agreement supersedes any prior Agreements between the Parties and is the sole basis for agreement between the Parties as to this Small Capital Purchase. The waiver of either party of a violation or default of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent violation or default hereof. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

22. Agreement Management.

Pinellas Community Foundation designates the following person(s) as the liaison for the **AGENCY**:

Duggan Cooley, CEO
Pinellas Community Foundation
17755 US Highway 19 North, Suite 150
Clearwater FL 33764
727-531-0058

GRANTEE BENEFICIARY designates the following person(s) as the liaison for the

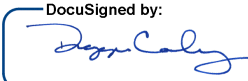
GRANTEE BENEFICIARY:

Barbara St. Clair, CEO
Creative Pinellas Incorporated
12211 Walsingham Road, Largo, Florida 33778
727-460-5477

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year written below.

AGENCY: Pinellas Community Foundation

By: 
528C89A7304941D...
Duggan Cooley
CEO

Date: 10/3/2023 | 9:15 AM PDT

GRANTEE BENEFICIARY: Creative Pinellas Incorporated

By: 
FE7F3E90433948A...
Barbara St. Clair, CEO
barbara.stclair@creativepinellas.org

Date: 11/27/2023 | 9:20 PM EST

GRANTEE BENEFICIARY: Creative Pinellas Incorporated

By: 
F830423FACDB4BA...
David Warner, President
david.warner5@icloud.com

Date: 9/29/2023 | 1:21 PM PDT

Schedule of Appendices

Appendix 1 – ARPA and SLFRF Guidance and Requirements

Appendix 2 – Attestation

Appendix 3 – Minimum Monitoring Requirements

Appendix 4 – Minimum Insurance Requirements

Appendix 5 – Application for Funding (including budget plan)

Appendix 6 – Pre-Contract Information Form (including time frame for Deliverables/Benchmarks)

APPENDIX 1 – Requirements

GRANTEE is required to comply with all rules and guidelines of ARPA and SLFRF including but not limited to those set forth below as well as any additional rules or guidelines propounded in the future or any modifications to existing rules or guidelines. Please see below for applicable rules and guidelines:

US Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds Website - <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

Overview of the Final Rule - <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Final Rule - <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>

DS
BSC

APPENDIX 2 – Attestation

I, Barbara St. Clair, am the CEO of Creative Pinellas Incorporated, and I certify that:

1. I have the authority on behalf of Creative Pinellas Incorporated to sign this Attestation.
2. I understand that the Pinellas Community Foundation will rely on this attestation as a material representation in making a direct payment to this Organization.
3. I attest that all information is true, accurate and complete and that all capital project costs submitted are accurate.
4. Creative Pinellas Incorporated attests that proposed expenditures outlined in the grant proposal are necessary and appropriate to remedy economic harm caused by the COVID-19 Pandemic, are for capital expenditures to aid the organization in supporting residents and/or the community, and do not supplant existing services or budgets, and are not reimbursable by any other means.
5. Creative Pinellas Incorporated attests it will only expend funds from this grant which are approved and aligned with the awarded proposal, are necessary and appropriate to remedy economic harm caused by the COVID-19 Pandemic, do not supplant existing services or budgets, and are not reimbursable by any other means.

By: Barbara St. Clair

Signature:  _____
DocuSigned by:
Barbara St. Clair
E27E3E90433948A

Title: CEO

Date: 11/27/2023 | 9:20 PM EST

APPENDIX 3 – Minimum Reporting Requirements

During the Term of this Agreement, **GRANTEE BENEFICIARY** must comply with all reporting requirements as set forth in the discretion of **AGENCY**. This includes, but not limited to:

1. Provide monitoring reports at intervals requested by **AGENCY** with respect to ongoing compliance towards timely completion of purchases in the time frame approved in the Pre Contract Schedule and other details as requested by **AGENCY**;
2. Complete and accurate documentation of expenditures in compliance with approved award.
3. Site visit(s) at the time determined by the **AGENCY**.
4. Final Close Out report, detailing the impact of this funding and the relief of the negative economic impact related to COVID-19, provided to **AGENCY** in accordance with Section 11 of this Agreement (Closeout).

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APPENDIX 4 – Minimum Insurance Requirements

For the duration of this Agreement, **GRANTEE BENEFICIARY** must maintain the following minimum insurance requirements. Failure to do so will be a breach of contract and **GRANTEE BENEFICIARY** will no longer be eligible for funding and will be required to return any funds already provided to it.

GRANTEE BENEFICIARY must obtain and/or maintain general liability insurance through the duration of the performance period and must list Pinellas Community Foundation as additional insured on the GL policy. Pinellas Community Foundation's contact information is:

**17755 US HWY 19 N., Ste. 150
Clearwater, FL 33764
727-531-0058**

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Appendix 5 - Application for Funding (including budget plan)

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BSL

Application Form

Organization Information

Brief Project Descriptor

Please briefly describe this organization's request.

Outdoor awning, technology upgrades, and portable dance floor to increase access to arts programming

If you have previously applied for a Small Purchase and would like your previous request copied over to update and submit for consideration in Round Two, please contact Rose Cervantes. Due to the current inflationary environment, you will need to obtain new bids/estimates for your proposed purchases regardless of a prior submission. The new request amount must also fit within the maximum request amounts for Round Two.

If you would like to complete this application in Word first and copy your answers over later, use the following link: [Download Application](#)

The evaluation rubric that will be used to score your request can be downloaded [here](#).

Please pay attention to character limits while working on your draft. These limits include spaces.

Organization Name*

Creative Pinellas, Inc

Proposal Name*

Please choose a short name to identify this project within the grant portal:

Creative Pinellas Community Engagement Upgrades

EIN*

45-2414664

Incorporation Year*

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

2011

Organizational Mission Statement*

What is your organization's mission statement? This should be no longer than one or two sentences.

Creative Pinellas' mission is to foster and sustain a vibrant, inclusive, and collaborative arts community across Pinellas County. We provide support, connection, and opportunities to artists, organizations, and the public in order to grow and sustain the area as an internationally recognized arts and cultural destination.

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on SAM.gov and apply for one here (it is free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. **However**, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

Q5C2A3CNZKL9

Annual Operating Budget Size*

Please provide the amount of your annual operating budget, (expenditures only) for your entire organization.

\$1,233,574.00

Parent Non-Profit/Subsidiaries*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

Amount Requested

\$148,972.00

Amount Requested (Annual Operating Budget > \$500,000)

Amount Requested (Annual Operating Budget > \$500,000)*

Because your annual operating budget is over \$500,000, the maximum grant request for your organization is \$150,000.

\$148,972.00

Request Specifics

Priority Areas*

For Round 2 of this funding process, the ARPA Nonprofit Capital Project Fund is prioritizing organizations that offer programming, and whose capital purchase is related to, the following areas:

- Individuals with Disabilities
- Food Security
- Specialized Healthcare
 - Mental Health
 - Dental Care
 - Substance Use Disorders
- Housing

Not offering programming in these areas does not disqualify you from applying. However, this prioritization will result in 10 bonus points being awarded to eligible requests when scored.

Does your organization and its proposed capital purchase fit into one of these areas?

Yes

Organization Programmatic Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. What does your organization **do** and **how long** has it been doing it?

If you have indicated above that your programming and proposed purchase fit into the priority areas for this funding round, please be sure to describe the relevant programming.

Creative Pinellas (CP) was formed as a 501c4 organization in 2011 to promote arts & culture as part of the County's economic development strategies. It became a 501c3 nonprofit in 2017 & has grown from 1 FTE to 6.

Creative Pinellas provides arts-centric programs throughout the County. Located in central Pinellas, CP presents multidisciplinary programs in its extensive gallery space, in a large courtyard between the office & gallery buildings, plus the park's 100 seat auditorium, drawing visitors & residents to engage with presentations, exhibitions & workshops. For example, we are working with the 6th district Drug Court to bring an art exhibition, presentation, and reception to CP. More information is attached at the end of the application.

Key Creative Pinellas programs include:

- The Gallery at Creative Pinellas-offering exhibition, performance/convening space & a sales venue where Pinellas' artists can sell their work
- Professional Development-workshops, live & streaming panels & Co.Starters entrepreneurial training
- Grants-to professional & emerging artists, murals & special projects such as the Lealman CRA, NEA grants for recovery/job retention
- SPACEcraft-traveling art project offering arts experiences countywide
- Community gatherings, panels, artists talks/workshops on important issues in the arts, community building & placemaking
- Performances-interdisciplinary performing & visual arts events in the Gallery

CP regularly exhibits works by CP grant awardees (all genres) plus national/international artists of merit. The gallery & auditorium are also used for convenings on equity/inclusion, artist wellbeing (physical/mental/economic) and arts & social justice. Outreach programs for youth & families extend further into the community, including community murals, participant-driven funding for youth arts summer camps & hands-on public art projects.

Creative Pinellas is the only arts center providing free arts/cultural programming mid-county.

Community Need*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

Keenly aware of the demographics of Pinellas County, its historically segregated, poverty vulnerable and transportation/opportunity limited areas, Creative Pinellas' (CP) programs are intended to strengthen communities and residents' well-being through the arts. CP's programs purposefully engage underserved areas & populations, as well as the County's cultural hubs.

The nearby neighborhoods of Ridgecrest & Orange Lake Village (both QCT zones) are over 50% Black, 23% White & 11% Hispanic. The median income for the two areas is below \$40,000, and 19% of the families live in poverty.

The cluster of Creative Pinellas, Florida Botanical Gardens & Heritage Village provide a central location for community engagement. The buildings CP occupies were completed in 2001 & need enhancements to fully benefit the communities they serve & the programs offered. The auditorium's stage/sound/lighting technology has not been updated since installation. Creative Pinellas holds important events like the transformative WE CONVENE community meetings on the arts, outreach programs like the Imagine Blackness artist presentation & exhibit, & discussions & community education around substance abuse with the Art in Recovery: Artwork from the Sixth Judicial Circuit Adult Drug Treatment Court exhibit. Currently, CP averages 2,100 participants/month – a number that continues to grow.

Exhibits, receptions & public activities spread out outside the gallery when we need to seat more than 100 guests. For example, we had 125+ families (350+ people) in the courtyard for our Pinellas County Schools Youth Art Month celebration March 5, 2023. Families and speakers struggled through the awards ceremony as the unyielding sun heated the concrete surfaces of the courtyard making it nearly unbearable. Yet it was the only space large enough to host all who wanted to attend. We could do so much more if shade were provided – which would also accommodate our many park visitors.

Negative Economic Impact on Organization*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- Inflationary pressures
- A reduction in revenue since the onset of the pandemic
- An increase in pandemic-related revenue that is restricted, or otherwise does not permit the purchase of capital assets
- The use of reserves for pandemic-related unbudgeted expenses
- Allocation of resources to meet a pandemic-related increase in demand for services, which results in a lack of resources to purchase capital assets
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC

You have the option to upload supporting documentation regarding negative economic impact. However, please limit your upload to no more than five pages.

Our budget from the Convention & Visitors Bureau (CVB) was cut from \$896,070 to \$537,642 as a result of the downturn in tourism dollars. The \$358,428 difference was never made up, hitting us hard in 2020. Creative Pinellas received a \$141,222 PPP Loan, and the CVB contribution was returned to the 2020 funding level in 2022, but the shortfall/impact carried over into the present as we did not receive an inflationary adjustment in 2022 or 2023, even though operating costs have gone up.

Further, the needs of the creative community have grown. The creative economy was significantly impacted by the downturn. As the Local Arts Agency for Pinellas County, arts organizations look to us for help, increasing the demand for services and additional outreach. Theatres continue to experience audiences slow to return. Small presentation venues in central Pinellas County with adequate equipment are difficult to come by for meetings/convenings for cultural & community events. Creative Pinellas stepped up to meet these needs, further challenging the resources of the organization.

In recognition of the role and importance of the arts, the County has approved Creative Pinellas to build a countywide cultural plan. While this is a very positive step, additional funding for the arts is suspended until the plan is completed. Fortunately, prior to this decision, we did receive a commitment to fund a small pilot program providing funds for artists and organizations to advertise/promote their products/services to County visitors via local media outlets.

Other new and expanded programs responding to the needs of the creative community (including Art in Recovery, Pinellas County Youth Art & First Monday performances by American Stage) have been funded through reserves through and since the pandemic, but that solution is not sustainable. Further, Creative Pinellas does not have the capacity to budget for capital projects that are now needed to accommodate the increased community need.

Creative Pinellas is developing other sources of funding for the increased demand, but that is a longer-term solution. The combined \$217,206 shortfall, flat funding, inflation & the County's Covid-related denial of new funding initiatives over the last 3 years is keenly felt, creating an estimated minimum negative impact of

between \$350,000 & \$600,000 in unfunded requests. The need is now, to adapt to the new conditions & provide more equitable free cultural programming that will benefit the community. The capital purchases will allow Creative Pinellas to serve both the creative & the greater community more effectively.

Proposal Description*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your purchase proposal and address the following:

- What will you be purchasing with these funds?
- What is the estimated lifespan of the purchase/improvement?
- How does it address the negative economic harm you described in the previous question?

Creative Pinellas proposes to purchase improvements for two areas of programming:

1. Courtyard Space – provide sun protection for outdoor events
2. Auditorium – upgrade of presentation technology

1. Courtyard Awning – the large concrete courtyard between the CP administrative offices and the Gallery radiates glaring light and heat in the Florida sun. It is often too hot to hold even a reception there because of the heat. Exhibition opening receptions naturally spill over into the courtyard, which is often utilized for additional presentations and performances. A modular shade feature for the courtyard would make outdoor events feasible and provide visitors to the Gallery and park with a place to assemble and a place to relax.

2. Auditorium – The buildings in the park were completed in 2001, 22 years ago. The auditorium was designed to provide a community meeting space using the technology of the times. The technology is now dated and not useable for streaming meetings or presentations, nor is it compatible with current computer technology. Creative Pinellas is forced to hire a media company for any event in the auditorium, costing \$1,800 for each event. Although the stage is small, at 100 seats the auditorium is a perfect size for artist talks, community meetings/convenings, for streaming presentations, film festivals, poetry readings, small musical ensembles, etc. New media equipment (sound/projection & cameras) would allow CP to better utilize the auditorium, be more cost effective and accommodating to the growing/changing needs of the community for meeting/convening/presentation space, and for streaming and/or video events. Additionally, the auditorium is utilized much more now for artist presentations prior to a gallery exhibition, enhancing the exhibition experience.

These unbudgeted purchases help offset the unrealized loss of program revenue, enabling Creative Pinellas to provide additional free or affordable services and programs for the greater community.

Guiding Principles - Client Impact*

The American Rescue Plan Act, which provides the funding for this grant program, aims to ensure an equitable recovery from the COVID-19 pandemic. According to federal guidance, the term “equity” is defined as:

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

Will this purchase benefit the community members defined above that have experienced disproportionate negative impacts from the COVID-19 pandemic? If so, how?

Serving the underserved is a strong determinant of Creative Pinellas' programming. We are committed to fostering, cultivating & preserving a culture of equity, diversity & inclusion. The requested capital purchases would provide the community with more opportunities for free programming in a safe environment.

1-Courtyard Awning

For people with a low median income, a public place to enjoy high quality activities for free is potentially life changing -if it is comfortable & welcoming. Based on recent events like the Youth Art Month & the African American Heritage Celebration (for which we had to rent a tent), we can fit 300+ in auditorium style seating in the courtyard. We can also set it up with tables for community conversations, convenings & workshops, at no charge to our visitors or nonprofits who would like to use the space. However, none of this is possible without shade.

Since Covid, park attendance has increased 20-30% as the need for a safe place to connect, to attend programs & events, to view exhibits & relax in safe comfort has grown. CP's courtyard is a perfect place for outdoor activities in conjunction with an exhibition/performance in the Gallery or auditorium, or for community arts & other events, except for the harsh Florida sun. The awning would allow for expanded use of the space.

2-Auditorium technology

Similarly, the auditorium does not meet its potential as a community venue. The auditorium is across a breezeway from the Gallery & could be utilized more often & with greater impact if the aged media technology were updated. While the air quality system was recently upgraded, the outdated technology constricts our ability to use the auditorium requiring us to rent A/V equipment for panel discussions, artist presentations, guest speakers & workshops, to record events, or for offsite participants to join from remote locations. The technology purchase would help diversify cultural offerings & support additional community partnership programs.

Number Served*

How many people will directly benefit from this capital purchase annually?

25000

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Unduplicated

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital purchase.

The Gallery, courtyard and auditorium at Creative Pinellas serves close to 25,000 unduplicated persons annually, plus an additional 50,000 to 100,000 visitors to the park. Making our facilities more welcoming & attractive will in turn build awareness of, and create more critical mass for, the programs and services we offer. It will also provide more opportunities for artist presentations, exhibitions and sales of their work.

Additionally, Creative Pinellas' outreach programs such as SPACEcraft mobile arts classrooms, hosting events by arts organizations such as the ART in Recovery: Artwork from the 6th Judicial Circuit Adult Drug Treatment Court (additional information on this program is attached at the end of the application), American Stage's First Monday performances & much more, draw in new visitors to the center or introduce arts to outlying areas, encouraging inspiration and creativity.

Geographic Impact & Priority Populations

The ARPA Nonprofit Capital Project Fund seeks to offset the negative economic impact Pinellas nonprofits faced due to the COVID-19 pandemic. Organizations who serve disproportionately impacted communities will be considered as serving a priority population. There are several ways to determine if your clients were disproportionately impacted.

Examples of disproportionately impacted communities include those who:

- Live in a Qualified Census Tract (QCTs)
 - Defined by U.S. Department of Housing and Urban Development (HUD)
 - U.S. Treasury guidance prioritizes use of ARPA funds within QCTs
 - To assess if your organization serves or is headquartered in a QCT, use the following link: https://www.huduser.gov/portal/sadda/sadda_qct.html
In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to "Color QCT Qualified Tracts." The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.
- Low- and moderate-income household and communities
- Households that qualify for federal assistance programs, such as SNAP and TANF
- Historically marginalized communities (BIPOC communities, persons with disabilities, LGBTQ+, religious minorities, and other communities that fit in the Equity definition provided on the ARPA website and application)

Benefits and Geography of Purchase*

Please describe the following:

1. The communities/clients that will benefit from this capital purchase, and whether they were disproportionately impacted by the pandemic according to the examples above.
2. The geographic areas in which this capital purchase will be put into use. Be as specific as possible.

The proposed purchases will provide public amenities for Creative Pinellas' Pinewood Cultural Park location. The location is mid county, with close proximity to two QCT zones (Ridgecrest and Orange Lake Village), providing nearby cultural services to underserved areas.

Creative Pinellas is located just south of Ridgecrest, a predominantly Black neighborhood & is close to other mostly Black/Hispanic neighborhoods with high poverty rates. This area, where Creative Pinellas is located, lies in what is otherwise an arts desert and is adjacent to low-moderate income neighborhoods. The art centers that offer arts education to children & adults are located in St. Petersburg, Dunedin, Safety Harbor and in beach communities. A number of art museums are in located in St. Petersburg, plus one in Tarpon Springs. Pinellas' two professional theatre companies are located in St. Petersburg. There are both transportation and financial barriers to participation.

The close neighborhood proximity makes the arts programs that we offer more accessible, as it reduces the barriers caused by lack of transportation, especially for young people.

Our diverse programs are offered free of charge and are available to people of any/all income levels. Our facilities are also free to other nonprofit organizations and community groups. The requested improvements would be made available to all, free of charge.

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your Sunbiz registration, you may search here: <https://dos.myflorida.com/sunbiz/search/>

12211 Walsingham Road, Largo, FL 33778

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

No

Community Connection

PCF understands the value of authentic and diverse representation in philanthropy and in Pinellas County. To this end, we ask demographic and representation questions to gauge the human impact your organization has on the communities you serve.

PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

If your staff, board, executive leadership, or long-term volunteers have personal identities or experiences that allow for a meaningful connection with your clients, please feel free to describe this connection below. When possible, please use internal data or specific details to describe how your organization is representative and connected to the communities you serve.

Creative Pinellas effectively connects with arts & culture organizations, residents in nearby municipalities & unincorporated areas, and countywide visitors through its many and diverse programs to enrich the lives of families & youth who may be engaging with the arts for the first time. Our programs inspire and enable creativity, which in turn enables creative problem solving & self-expression, which enhances academic performance and life success.

Creative Pinellas serves individual artists, arts/cultural organizations large and small. We talk to artists & arts leaders frequently, get input, and deliver programs that fulfill their needs as well as those of the surrounding community.

For example, we connected with Pinellas Public Schools through the Clearwater Arts Alliance who needed a location to display the award-winning K-8 student artwork. From the connection made 5 years ago, we have hosted the Youth Art Month exhibit every year, and will continue to do so as long as the gallery & courtyard are available. The relationships we established with the schools enabled us to partner with Sutherland Elementary School & the Lealman Innovation Academy to engage two local artists to paint murals with students at the school. Also, as another outgrowth of that connection, we will be hosting the 13th Congressional District student art show, in April.

Through our partnership with the Pinellas County Board of County Commissioners, we were introduced to the art diversion program at the 6th Judicial District Drug Court and are in the process of creating the ART in Recovery exhibit and ancillary programs dealing with the role art in substance abuse recovery that will take place in the auditorium, courtyard and gallery (please see attachment).

Additionally, through other partnerships with nonprofit organizations such as the YMCA (Ridgecrest) we are establishing new collaborative programs to serve historically under resourced communities.

Creative Pinellas is committed to ensuring fair access to opportunities and resources, while taking into consideration individual's barriers or privileges, striving to eliminate those systemic barriers & privileges. As the local arts agency for Pinellas County, we work with any and all 108 county-wide arts & cultural organizations regardless of race/ethnicity, gender orientation or other identities. The arts embrace them all.

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled. Neurodiversity is defined as “the range of differences in individual brain function and behavioral traits, regarded as part of normal variation in the human population.” Examples of neurodiversity include autism spectrum disorders, ADHD, and dyslexia.

BIPOC

LGBTQ+

Decline to state

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled. Neurodiversity is defined as “the range of differences in individual brain function and behavioral traits, regarded as part of normal variation in the human population.” Examples of neurodiversity include autism spectrum disorders, ADHD, and dyslexia.

If your organization is volunteer-run and does not have an executive leadership team, please select "Not applicable."

BIPOC

LGBTQ+

Decline to state

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ defined as Lesbian, Gay, Bisexual, Transgender, Queer+
- Neurodiverse/physically disabled. Neurodiversity is defined as “the range of differences in individual brain function and behavioral traits, regarded as part of normal variation in the human population.” Examples of neurodiversity include autism spectrum disorders, ADHD, and dyslexia.

If your organization is volunteer-run and does not have an executive leader, please select "Not applicable."
None of the above

Proposal Costs

Please upload current verifiable bids, estimates, or price lists [from your potential vendor(s)]. These bids must be dated within the past 60 days. *Please ensure there is a date noted on the bid or some annotation as to when you obtained these estimates/bids.*

- If your purchase is BELOW \$75,000, you must upload TWO verifiable bids or estimates for the proposed purchases.
- If your purchase is ABOVE \$75,000, you must upload THREE verifiable bids or estimates for your proposed purchases.

This can be as simple as screenshots from Amazon or Best Buy (though PCF does not endorse or recommend any specific vendor) or may be from specialized vendors that sell your proposed purchase. If you have concerns regarding bids or estimates, please reach out to PCF staff.

Please note if you submitted a proposal in the first round of funding for Small Capital Purchases, you will be required to submit new bids for an accurate cost estimation in the current market.

If you need assistance compressing files, please email Rose Cervantes at rcervantes@pinellascf.org.

Bid/Estimate #1*

PDF files are accepted.

Creative Pinellas equipment bids #2-3.27.23.pdf

Bid/Estimate #2*

PDF files are accepted.

The required number of bids are compiled in the previous upload.pdf

Bid/Estimate #3

PDF files are accepted.

Sole Source*

In some cases, a proposed small purchase is only available from a single vendor, and as such, only one bid/estimate can be uploaded. If this is the case for your organization, please explain in the field below, and contact Rose Cervantes at rcervantes@pinellascf.org.

Otherwise, write "N/A" below.

Sole Source = N/A

Multiple bids are included in the uploaded file:

#1 - Awning - pages 2+

#2a - Auditorium media equipment - pages 6+

#2b - Auditorium media equipment - pages 16+

Related Parties*

Are any of the contractors/vendors that have provided bids/estimates a related party to your organization?

Examples of Related Parties

- A board member that owns the contracting company that provided a bid
- The relative of a director, officer, or executive team member owns a company that provided an estimate
- The CEO of the applying organization has a financial interest in the construction company providing a bid

If yes, identify the vendor and describe the relationship.

If no, write "No related parties below."

No related parties

Budget Summary*

Please use THIS TEMPLATE to indicate costs and any cash match your organization may have for the proposed purchases. Note: this spreadsheet will automatically round numbers to make it easier to read for committee members.

If you submitted a proposal in the first round of funding for Small Capital Purchases, you will be required to submit a new budget for an accurate cost breakdown in the current market. Additionally, this round of funding there is less available monies, and the max award request has decreased.

Please note that indirect costs are not permitted for small purchases.

If you have additional notes to add to your budget summary, you may do so in the text box below.

Budget-Template-Small-Capital-Purchases #2- Creative Pinellas 3.28.23.pdf

The proposed equipment purchases are in 2 categories:

1. Courtyard Awning: The bid/estimate is a package of parts as outlined in the attached.

2. Auditorium Media equipment. The bid/estimate is made up of a number of units listed as 1 package – in 2 parts: 2a = Sound/Projection equipment; 2b= Cameras for streaming, recording & distribution.

The preferred bids are listed in both the budget template and explained in detail on the uploaded attachment. The preferred bids are chosen as the best option for the facility & use.

We have confirmed with all vendors by phone that they expect a 5% increase (maximum) from their original bids. The increases are indicated in the attached bid document and in the budget template.

While some of the bids contain sales tax, this is adjusted in the budget summary and will be adjusted/corrected with the vendor as CP is tax exempt as a non-profit organization.

Other Funding Sources*

Please describe any other funding not already mentioned that your organization has applied for or obtained for this purchase.

This includes but is not limited to Community Block Development Grants (CBDG), local government grants (including Tourist Development Council funding), foundation grants, and private donors (you do not need to disclose donor identities but simply indicate the amount raised for this purchase). This includes any matching grants or in-kind contributions you may have obtained.

Please be sure these other funding sources are represented in the "Applicant Match" column in the budget summary uploaded above.

We do not have any other funding sources at this time and are unlikely to be able to develop them in 2023 or 2024, due to Creative Pinellas' flat budget. If these purchases are not funded, our next opportunity would probably be F/Y 2025 at the earliest as those new funding sources are established.

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this purchase **decreases** ongoing operating costs, how will it do so?
- If this purchase **does not affect** operating costs, please note so below.

1. Awning – The storage and maintenance of the awning will be absorbed into Creative Pinellas' facilities budget.

2. Auditorium media equipment – Creative Pinellas will no longer need to spend up to \$2,000 on rented equipment and personnel for events. The savings will be redirected to existing personnel and to organizations for new community programming.

Any slight increase in operating costs is dramatically offset by the new and expanded programming opportunities to audiences, performers and organizations. Our programs remain free to the public.

Corrective and Investigative Action/Grant Recall

In the past three (3) years, has your organization or any affiliated parties with your organization had any of the following occur:

1. Been under legal investigation by a local, state, or federal institution?
2. Been placed on a corrective action plan by a funder?
3. Had grant funding recalled by a funder?

If yes, please describe the investigation, corrective action plan and/or grant recall, and the current status of such incidents. You may upload a PDF file to support your answer if necessary.

If no, write "N/A"

N/A

Insurance Requirements

Evidence of Insurance Coverage*

Grantees of the ARPA Nonprofit Capital Project Fund will be required to maintain appropriate insurance related to your operations and this purchase. PCF will determine whether this coverage is appropriate.

Please upload evidence of insurance.

If your organization does not have evidence of insurance coverage, please provide an explanation as to why.

Creative Pinellas Proof of insurance - merged.pdf
Attached is proof of insurance.

Insurance Requirement*

If you are awarded a contract from the ARPA Nonprofit Capital Project Fund, you may be required to list Pinellas Community Foundation as an additional insured through your general liability insurance or other appropriate coverages for the duration of the contract. If you would like to check with your insurance carrier on how to do this, here is the information about PCF you will need:

Pinellas Community Foundation
17755 US Highway 19 N
Suite 150
Clearwater, FL 33764
727-531-0058

Please check the box below to indicate that you understand and will be able to comply with this requirement if you are awarded a contract.

PCF will not ask for a certificate naming us as additional insured until the contracting stage.

Yes, I understand and will comply with this requirement if awarded a contract.

Organization Documentation

Please reach out to PCF staff if you have trouble uploading the files below. We are able to assist with file conversion and file compression.

Organization Budget*

Please upload your most recent, board-approved organizational budget for this fiscal year. PDF and Excel documents are accepted.

Creative Pinellas F-Y 2022_2023 budget.pdf

Board of Directors List*

Please upload your Board of Directors list.

Excel, Word, and PDF file formats are accepted.

Creative Pinellas Board September 2022.pdf

IRS Form 990*

Please upload a PDF copy of your most recently submitted IRS Form 990.

If Form 990 from your most recent fiscal year is delayed or you have received an extension, please explain in the text space below. You may also explain if you don't have a Form 990 due to organization type. You should still upload the most recent publicly available 990.

If you file a Form 990-EZ and do not have anything to attach, please note so below.

Only PDF files are permitted.

Creative Pinellas, Inc. 2020 Form 990 PDC.PDF

Attached is the 2020 Creative Pinellas 990. 2021 has not been filed yet.

Most Recent Financial Statements*

Upload a PDF version of your most recent financial statements. If you have audited financial statements, please upload the most recently conducted audit. If you do not have a recent audit, please explain why.

Creative Pinellas, Inc. 2021 Financial Statements.pdf

The attached are audited statements.

Post-Grant Requirements

Reporting Requirements Acknowledgment*

Grantees will be required to submit a pre-award agreement within two weeks of receiving an award notice. In addition, grantees will be required to submit a report within 30 days after the purchase is completed.

Financial information justifying all expenditures will also need to be provided. This includes but is not limited to:

- Invoices
- Canceled checks
- Credit card statements, along with a record of paying the credit card.

If you have any questions, please contact Rose Cervantes, ARPA Program Officer at rcervantes@pinellascf.org.

Yes, I agree to submit this grant agreement and impact report within the specified timeframes.

Additional Information

Additional Upload

If you have something to share, you can upload it here in PDF format.

CP PCF small caps attachment #2 - 3.27.23.pdf

Anything else to share?

Is there anything else that you would like Pinellas Community Foundation to know or other information your organization would like to share that isn't addressed elsewhere in this application?

The Gallery housed the Gulf Coast Museum of Art until 2008 when it closed and became property of Pinellas County. Due to economic impact of the recession, county priorities, lack of resources+, it remained closed for 10 years. In 2018, County Commissioners gave Creative Pinellas permission/limited funds to program the gallery part-time. With County support, Creative Pinellas transformed the space into a successful arts/cultural venue. But the buildings fall outside the County's key priorities/strategic plans, and investment continues to be limited. This grant will allow CP to upgrade the visitor experience at the gallery & park and sets the stage for the County to reassess its commitment to making new/more resources available.

Agreements

Affirmation of Application Materials*

I hereby certify that, to the best of my knowledge, the provided information within this application is true and accurate.

Yes

Public Application and Grant Process*

In order to maintain transparency for the use of public funding, PCF will publish all submitted funding requests, committee review meeting minutes, executed contracts, and reports to its website. This means your funding request in its entirety will be published. Please check the box below to indicate your understanding of this.

Yes, I understand.

Final Approval for Grant Award*

The grantmaking process administered by PCF results in funding recommendations by an external committee using an objective, public rubric. Final approval of recommendations is made by the Pinellas Board of County Commissioners.

Yes, I understand.

File Attachment Summary

Applicant File Uploads

- Creative Pinellas equipment bids #2-3.27.23.pdf
- The required number of bids are compiled in the previous upload.pdf
- Budget-Template-Small-Capital-Purchases #2- Creative Pinellas 3.28.23.pdf
- Creative Pinellas Proof of insurance - merged.pdf
- Creative Pinellas F-Y 2022_2023 budget.pdf
- Creative Pinellas Board September 2022.pdf
- Creative Pinellas, Inc. 2020 Form 990 PDC.PDF
- Creative Pinellas, Inc. 2021 Financial Statements.pdf
- CP PCF small caps attachment #2 - 3.27.23.pdf

APPENDIX 6 – Pre-Contract Information Form (including timeframe for deliverables/benchmarks) – Attached hereto

DS
BSC