

## OFCC Community Grants Initial Submittal Checklist Descriptions

**Organization contact information:** This is the person who will serve as the OFCC's main contact at the organization. This information includes name, title, mailing address, e-mail, and phone.

**Organization contact information for legal notices (if different than above):** This information includes name, title, mailing address, e-mail, and phone.

**Project location:** The physical location where the project is being constructed. This information includes street address, city, ZIP code, and county.

**Description of scope of entire project:** A project scope is a written statement that describes the work needed in a construction project.

**Evidence that scope qualifies as construction for grant purposes:** The appropriated funds can only be spent on construction, as defined in ORC §123.28(K). "Construction" includes acquisition, including acquisition by lease-purchase, demolition, reconstruction, alteration, renovation, remodeling, enlargement, improvement, site improvements, and related equipping and furnishing.

**Description of how project presents culture:** The project must support culture, as defined in ORC §123.28(A). "Culture" means any of the following: (1) Visual, musical, dramatic, graphic, design, and other arts, including, but not limited to, architecture, dance, literature, motion pictures, music, painting, photography, sculpture, and theater, and the provision of training or education in these arts; (2) The presentation or making available, in museums or other indoor or outdoor facilities, of principles of science and their development, use, or application in business, industry, or commerce or of the history, heritage, development, presentation, and uses of the arts described above and of transportation; (3) The preservation, presentation, or making available of features of archaeological, architectural, environmental, or historical interest or significance in a state historical facility or a local historical facility.

**Is the facility listed on the National Register of Historic Places?** If the facility where the project is being constructed is listed on the National Register, the OFCC requests that the project sponsor submit its plans to the Ohio Historic Preservation Office for review. OHPO information can be found online at <https://www.ohiohistory.org/> or by calling 614-298-2000.

**Appropriation Name and Amount:** This is the project name and amount as it appears in the capital bill.

**Total project budget including local funding:** The project budget may include, but is not limited to design, construction, land acquisition, environmental assessment and remediation, exhibits, furniture, fixtures, equipment, construction management and other professional service fees, legal fees, marketing, start-up operations, operating endowments, utilities and other costs. It should be noted that not all of these costs may be eligible for reimbursement from the funding appropriated to the project through the OFCC.

**Documentation of full funding:** The organization must demonstrate that it possesses adequate resources to fund the project (or phase of the project, if applicable) in its entirety. A project is "fully funded" when the organization can demonstrate that the funds to pay for all hard and soft costs of a project have

## OFCC Community Grants Initial Submittal Checklist Descriptions

been raised. "Raised" means written pledges from credit-worthy entities, written funding commitments from governmental entities and/or written guarantees and/or cash receipts, or a combination of these to the OFCC's satisfaction.

**Documentation of local match:** The organization must demonstrate that it has local contributions amounting to not less than 50 percent of the total state funding for the project. "Local contributions" may include the value of the site where a cultural project is to be constructed. All local contributions, except a contribution attributable to such a site, shall be for the costs of construction of a cultural project or the creation or expansion of an endowment for the costs of operation of a cultural facility.

**Construction commencement and completion date:** The construction schedule must include a start date and expected finish date.

**If leased, Non-Disturbance and Estoppel (NDE) Agreement:** Coordination is required when the organization leases the cultural facility from a third-party owner of the property. Although the property owner does not need to be a 501(c)(3) or governmental entity, the property owner must acknowledge and enter into legal agreements that allow the Commission to continue to use the facility for the provision of culture to the public, even if the lease between the owner and the project sponsor is terminated. This is typically accomplished through the use of a Non-Disturbance and Estoppel Agreement.

**Proof of insurance:** The organization must have property and liability insurance coverage of at least the amount of the state funding, and add the OFCC as a certificate holder. The organization must submit documentation of this to the OFCC (e.g., an ACORD™ certificate).