

CITY OF ORLANDO
FUNDING AGREEMENT FOR FISCAL YEAR 2022 TO 2023
WITH UNITED ARTS OF CENTRAL FLORIDA, INC.

THIS FUNDING AGREEMENT, (“Agreement”) made and entered into this ___ day of _____, 2022, by and between the **CITY OF ORLANDO, FLORIDA**, a municipal corporation organized and existing under the laws of the State of Florida, (“the City”), and **UNITED ARTS OF CENTRAL FLORIDA, INC.**, a Florida not for profit corporation (“the Agency”).

WITNESSETH THAT:

WHEREAS, the Agency has applied to the City for a donation of funds in order to provide such services and programs (collectively the “Services”) as are set forth on **Exhibit "A"** attached hereto and incorporated herein by this reference; and

WHEREAS, these Services benefit, in whole or in part, the citizens of the City; and

WHEREAS, the City has determined that there is a public need for such Services and that a valid public purpose in promoting the general health, welfare and safety of the citizens of the City would be served by funding the Services; and

WHEREAS, in order to serve the public need and in furtherance of the public purpose, the City has appropriated funds to be granted to the Agency for providing such Services; and

WHEREAS, the parties mutually desire to enter into this Agreement whereby the Agency will receive and disburse the aforementioned funds of the City for the purpose of providing the Services in accordance with the terms and conditions set forth herein; and

WHEREAS, the Agency has available the necessary qualified and trained personnel, facilities, materials and supplies to perform the Services set forth in this Agreement;

NOW, THEREFORE, in consideration of the promises and of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereby agree as follows:

1. **INCORPORATION OF PREAMBLE.** The preamble of this Agreement set forth above is true and correct and is incorporated herein by this reference as if fully set forth below.

2. **FUNDING.** The City has appropriated for the period commencing October 1, 2022, and ending September 30, 2023, the total sum of **Four Hundred Seventy Thousand, Five Hundred Seventy and 00/100 Dollars (\$470,570.00)** to be administered and disbursed by the Agency solely for the purposes set forth herein (hereinafter “Funds”). The amount of the Funds

is based upon a per capita formula of \$1.65 per person. The Agency acknowledges that it is the City's intent to fund the Agency in FY2022-2023, and in years thereafter, at an amount to be determined by the City based on a per capita or other funding formula that is equitable or equivalent to other government agencies in the region. The Agency agrees to provide and perform the Services in accordance with the terms and conditions set forth herein.

3. **PAYMENTS.** The City's contribution shall be made to the Agency in one payment of **Four Hundred Seventy Thousand, Five Hundred Seventy and 00/100 Dollars (\$470,570.00)**, unless otherwise approved and authorized in writing by the Chief Administrative Officer and the Chief Financial Officer of the City. Payment by the City shall be contingent upon: (a) receipt and approval by the City of the progress and financial reports specified in Paragraph 4 below; (b) inclusion of the audit provisions set forth in Paragraph 7 below in sub-recipient agreements; (c) compliance by the Agency with any and all requirements, terms and conditions contained in this Agreement; and (d) the continuing faithful performance of all of the provisions of this Agreement, including the provision of Services, by the Agency. Contingent upon all requirements having been met, the Funds will be disbursed by the City to the Agency in one lump sum payment of \$470,570.00 within thirty (30) days of the Effective Date.

4. **PROGRESS AND FINANCIAL REPORTING.** The Agency agrees to submit progress and financial reports on a quarterly basis to the City's Assistant to the Director in form and content acceptable to the Assistant to the Director in accordance with the schedule set forth on **Exhibit "B"** attached hereto and incorporated herein by this reference. At a minimum, subject to requests for additional information by the Assistant to the Director, such progress reports shall include an evaluation of the Services and must indicate the amount or level of Services provided to City of Orlando residents. Moreover, the quarterly reports shall be consistent with the Services detailed herein and shall identify expenditures associated with or related to the Funds. Failure to comply with the requirement for submission of such reports in form and content acceptable to the Assistant to the Director shall constitute grounds for termination of this Agreement and may result in the ineligibility of the Agency to receive contributions from the City. Completion of the prior year's reporting requirements, if any, and submission of all required annual financial statements are a prerequisite to receipt of any payment under this Agreement.

5. **501(C)(3) STATUS.** Agency represents and warrants to City that it has applied for and received tax exempt status from the United States Internal Revenue Service ("IRS") as a 501(C)(3) organization as evidenced by a determination letter from the IRS. A copy of the IRS letter approving Agency's tax exempt status shall be provided to the City prior to the distribution of any Funds to Agency. The Agency will maintain its tax exempt status with the IRS and its status as an active entity in good standing with the State of Florida throughout the term of this Agreement. If the Agency should, during the term of this Agreement, lose its IRS tax exempt status or its active or non-profit status with the State of Florida, it will immediately notify the City, and the City reserves the right to terminate this Agreement immediately and discontinue payments to the Agency.

6. **NONDISCRIMINATION.** The Agency agrees that it shall not unlawfully discriminate in the provision of Services. Agency shall provide Services without regard to race,

color, creed, sex, sexual orientation, age, national origin, disability or marital status and in compliance with Chapter 57 of the Code of the City of Orlando, Title VII of the Civil Rights Act of 1964 as amended, and any and all other applicable federal, state or local laws, rules or regulations, whether presently existing or hereafter promulgated. Agency shall not use any portion of the Funds for religious instruction, worship, proselytizing, or any other unauthorized purpose.

7. **ACCOUNTING AND AUDIT.** The Agency will submit copies of its audited annual financial statements to the City as follows: (1) upon execution of this Agreement (or as soon thereafter as such statements are prepared) for the Agency's immediately preceding fiscal year and (2) thereafter for each fiscal year of Agency during which it receives or expends any Funds from the City under this Agreement such statements shall be submitted upon completion by the Agency which submission date shall not exceed one hundred eighty (180) days following the end of the Agency's fiscal year. For all financial statements and records related to the Funds, the Agency will utilize those accounting practices and procedures and maintain those records regarding receipts and disbursements of the Funds as are in accordance with generally accepted accounting principles (GAAP). All such records shall be open to inspection and audit by the Assistant to the Director or by the Assistant to the Director's designee during normal business hours during the term of this Agreement. Additionally, the Agency will maintain its books and records related to the Services provided utilizing the Funds, and the City will be entitled to audit such books and records, for a period of five (5) years from the date of the last payment under this Agreement. Any cost incurred by the Agency as a result of an audit shall be the sole responsibility of, and shall be borne by, the Agency. In addition, should the Agency provide any or all of the Funds to sub-recipients, then, and in that event, the Agency shall include in its written agreements with such sub-recipients a requirement that records of the sub-recipient be open to inspection and audit by the City or the City's designee to the same extent as those of the Agency.

8. **MONITORING.** The Agency will permit the City and the City's designees to monitor the Services to ensure compliance with the terms of this Agreement. The Agency shall, to assist in the monitoring of its Services, provide the City and the City's designees with access to all client records and such other information as the City may deem necessary. In the event of breach of this Agreement by Agency, the City reserves the right to pursue all legal and equitable remedies available to it including, but not limited to, the right to suspend or terminate payments under this Agreement and the right to restitution with respect to any Funds utilized by the Agency in a manner which is not in conformance with the terms of this Agreement. Agency shall make restitution to the City of any Funds not used in conformance with the terms of this Agreement within fifteen (15) days of demand by the City.

9. **TERMINATION.** This Agreement may be terminated by either party at any time, with or without cause, upon written notice to the other party. Said notice shall be delivered in the manner set forth in Paragraph 22 below. The termination of this Agreement shall not relieve the Agency from any obligations under this Agreement with respect to funds paid to the Agency prior to termination.

10. **INDEMNIFICATION.** The Agency agrees to indemnify, defend and save harmless the City from and against any and all liability, claims, demands, damages, expenses, fees,

fines, penalties, suits, proceedings, actions and cost of actions, including attorneys' fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with any or all of the following: (1) the acts or omissions of the Agency, its employees, officers, directors, sub-recipients or agents related to this Agreement, (2) the provision of any Services by the Agency, its sub-recipients or agents, or (3) the mere existence of this Agreement itself.

11. **NO WAIVER.** Continued performance by either party after a default or violation of any of the terms, covenants or conditions herein shall not be deemed a waiver of any right to terminate this Agreement or elect any other remedy or action, nor shall it be construed or act as a waiver for any subsequent default.

12. **CONSTRUCTION; SEVERABILITY.** This Agreement shall be construed in accordance with the laws of the State of Florida. It is agreed to by the parties that if any covenant, condition or provision contained in this Agreement is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any other covenants, conditions or provisions contained herein.

13. **NONASSIGNABILITY.** The Agency may not assign its rights or obligations under this Agreement without the prior written consent of the Assistant to the Director, which assignment may be agreed to, denied, or conditioned in part or in whole as the Assistant to the Director deems appropriate in his or her sole discretion. A successor agency does not automatically have any rights to the Funds disbursed under this Agreement by its position as a successor. A successor agency must receive prior approval from the Assistant to the Director before it can receive Funds. Failure to comply with this section may result in immediate termination of this Agreement.

14. **THIRD PARTY BENEFICIARY.** This Agreement is solely for the benefit of the parties signing hereto and no right, nor any cause of action shall accrue to or for the benefit of any third party.

15. **NO JOINT VENTURE.** It is mutually understood and agreed that nothing contained in this Agreement is intended to or shall be construed as creating, or shall in any way create or establish a relationship as partners or joint venturers between the parties hereto or constitute the Agency as the agent or representative of the City for any purpose or in any manner whatsoever.

16. **VENUE.** Exclusive venue in any action to construe or enforce the provisions of this Agreement shall be in the circuit court of and for Orange County, Florida and shall be governed by the laws of the State of Florida. The Agency agrees to notify the City in writing within ten (10) business days of the occurrence of any incident or action such as, but not limited to, lawsuits, injuries, or allegations of abuse or neglect filed against the Agency, related to the Services provided under this Agreement.

17. **CORPORATE TABLE/TICKETS.** In the event the Agency holds a fundraising event, the Agency agrees to give the City, upon its request, up to the number of tickets available

to a top level event sponsor at no cost in consideration of the contribution provided to the Agency under this Agreement. This provision may be waived by the Assistant to the Director.

18. **CREDITS.** The Agency will give written credit to the City as a sponsor/financial supporter in all acknowledgements, brochures, catalogues, invitations, press releases, printed materials, and all other marketing, promotions and advertising related to the Services. The form and manner of such written credit shall be mutually agreed to by the parties. This provision may be waived by the Assistant to the Director.

19. **ATTENDANCE AT ANNUAL NEIGHBORHOOD AND COMMUNITY SUMMIT.** The Agency will send a representative(s) to participate in the annual City of Orlando Mayor's Neighborhood and Community Summit. The Agency shall be responsible for any Summit registration fees and costs associated with attending this annual Summit. The purpose of the Summit is to bring together, human services, arts & cultural, civic, community-based, faith-based and neighborhood leaders to gain insight on innovative and exciting City initiatives, discuss community building opportunities and create partnerships that contribute to a vibrant city. This provision may be waived by the Assistant to the Director.

20. **INSURANCE.** The Agency will have in force during the term of this Agreement the insurance coverages listed below. Current and valid certificates of insurance for said insurance coverages will be provided to the Assistant to the Director upon execution of this Agreement by the Agency. Upon the expiration or modification of such certificates of insurance, the Agency shall provide continuing proof of insurance to the Assistant to the Director for the coverages listed below. The insurance coverages shall contain a provision that forbids any cancellation, changes or material alterations in the coverages without providing thirty (30) days written notice to the City (except for cancellation of a policy for non-payment which may provide for a minimum of ten (10) days notice to the City).

a. Commercial General Liability -- The Agency will provide and maintain a commercial general liability policy with limits of not less than \$1,000,000 per occurrence and in the aggregate, for bodily injury and property damage.

b. Automobile Liability -- The Agency will provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$500,000 per occurrence, combined single limits for bodily injury and property damage.

c. Workers' Compensation -- The Agency will provide full and complete Workers' Compensation coverage as required by Florida state law, as well as Employer's Liability coverage of not less than \$100,000.

d. Employee's Honesty Insurance (Fidelity Insurance) -- The Agency will provide coverage of not less than \$10,000 per occurrence.

21. **ENTIRE AGREEMENT.** This Agreement, including any Exhibits hereto, contains all the terms and conditions agreed to by the parties. No other agreement, oral or written,

regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.

22. **NOTICE.** Any and all notices to be delivered hereunder shall be in writing and shall be deemed to be delivered:

- (i) when hand delivered to the person hereinafter designated,
- (ii) on the date of deposit in the United States Mail, return receipt requested, or
- (iii) on the date such notice is given into the possession of a national delivery company, including but not limited to Federal Express, for delivery requiring signature acceptance,

addressed to a party at the address set forth below, or at such other address as the applicable party shall have specified, from time to time, by written notice to the other party delivered in accordance herewith. The Director or her designee shall have full authority to send all notices related to this Agreement on behalf of the City. The parties' addresses are as follows:

City: City of Orlando
Attention: Marcia Hope Goodwin, Director
Office of Community Affairs
400 South Orange Avenue, 2nd Floor
Orlando, Florida 32801
Telephone: 407-246-3501

Internal City Contact: City of Orlando
Attention: Julie Tindall, Community Outreach Manager
Office of Community Affairs
400 South Orange Avenue, 2nd Floor
Orlando, Florida 32801
Telephone: 407.246.3275

Official Agency Contact: Jennifer Evins, President & CEO
United Arts of Central Florida, Inc.
216 Pasadena Place Orlando, FL 32803
jennifer@unitedarts.cc
Phone: 407.628.0333 x225

Internal Agency Contact: David Whitfield, Finance Director
United Arts of Central Florida, Inc.
216 Pasadena Place Orlando, FL 32803
finance@UnitedArts.cc
Phone: 407.628.0333, extension 226

IN WITNESS WHEREOF, the parties hereto have executed these presents and have set their hands and seals the day and year first above written.

CITY OF ORLANDO, FLORIDA

BY _____
Mayor/Pro Tem

ATTEST:

Stephanie Herdocia, City Clerk

APPROVED AS TO FORM AND LEGALITY,
for the use and reliance of the
City of Orlando, Florida only.

_____, 2022

Chief Assistant City Attorney
City of Orlando, Florida

UNITED ARTS OF CENTRAL FLORIDA, INC.
a Florida not for profit corporation

By: _____
Signature of Authorized Representative/Officer

Printed Name/Title

Address

Federal ID Number _____

* * * * *

EXHIBIT “A”

AGENCY’S SCOPE OF SERVICES FOR FISCAL YEAR 2022-2023

UNITED ARTS OF CENTRAL FLORIDA, INC.

PROGRAM(S) FOR WHICH THE FUNDING IS REQUESTED:

The mission of United Arts of Central Florida (United Arts) is to: Enrich communities by investing in art, science and history.

Core values: Trust, Professionalism, Excellence, Inclusion, and Leadership.

United Arts’ provides support through direct funding through grants, arts education and other contract services, collaborative fundraising, and capacity building and technical assistance opportunities. The agency is also a community convener, networker and advocate for the arts, and provides annual data regarding the economic impact of the arts and creative industries in Central Florida.

Services:

1. GRANTS AND CONTRACT FOR SERVICE OPPORTUNITIES

Operating Support Grants

- The Operating Support grant process includes a comprehensive evaluation that provides accountability as well as recommendations for strengthening the applicant organizations. Operating Support Grants are open to organizations of all budget sizes that do a full season of programming. Each organization is assessed on artistic merit, management and fiscal responsibility, and service to the community by a citizen’s review panel of individuals with expertise in these areas. United Arts expects to award over \$2.2 million in Operating Support Grants in FY22-23.

Project Grants

- Small grants of up to \$2,500, Project Grants are open to nonprofit organizations that do not provide a full year of programming, such as festivals. This program encourages a varied array of programming to reflect the diverse interest of residents in the Central Florida region.

Venue Subsidy Grants

- The Venue Subsidy Grant program is underwritten by Orange County to provide grants of up to 50% of the cost to rent venues in Orange County, up to \$50,000 per year. This program is designed to make performance space more affordable and, in doing so, bring arts and culture programming to communities throughout Orange County.

Diversity in the Arts contract for service opportunities

- The Diversity in the Arts program is a contract for service opportunity open to organizations led by people of color whose primary mission is arts and culture and who have never applied for funding from United Arts before. After their first year, awardees may apply for funding through this program for two subsequent years while they prepare themselves to take advantage of United Arts' other funding programs.

2. PROGRAMS AND SERVICES

FUNDRAISING

Collaborative Fundraising Campaign

- The only campaign of its kind in the state, United Arts joins forces with select Operating Support grantees for the annual *Collaborative Campaign for the Arts* to raise funds and awareness collectively in support of art, science and history.
- United Arts provides participating organizations with one unified pledge form listing all campaign partner's names and kicks it off with a collaborative mailing, allowing donors to give to all their favorite arts and cultural organizations with one commitment.
- Donors have an opportunity to write in the name of arts and cultural organizations that are not listed on the form.
- During the Collaborative Campaign, designated gifts to participating organizations are incentivized with a 15% match by United Arts.
- United Arts works closely with the 22 participating cultural partner organizations to assist them in reaching their personal campaign fundraising goals.

Workplace Giving

- The primary goals of workplace campaigns are to raise funds for arts and culture within workplace environments and to raise awareness for the rich array of arts and cultural organizations, performances and exhibits in the region.
- Workplace campaigns can vary in length and include on-site presentations by a United Arts representative, live performances or demonstrations by a campaign partner, and incentives for campaign participation.
- Workplace giving sites range from single to multi-site locations and include corporate and government employers with options for giving through payroll

- deduction, as facilitated by participating companies.
- Workplace campaigns may be held in conjunction with other fundraising entities to offer giving choices to employees, and as a convenience for employers.

Text-to-Give/Peer-to-Peer fundraising

- United Arts subscribes to MobileCause to provide group access to progressive fundraising tools for our grantees and our Collaborative Campaign partners. MobileCause offers:
 - Text-to-give fundraising tools, which are perfect for performance-based organizations that are in an ideal position to encourage audience members, before they turn off their phones or during intermission, to donate by texting to the code provided.
 - A peer-to-peer fundraising portal allows Board members to set their own fundraising goals and fundraise on behalf of their organization.

CONTRIBUTOR BENEFITS

Orlando Arts Magazine (OAM)

- *Orlando Arts Magazine* is United Arts' bi-monthly magazine. Published by Winter Park Publishing, the magazine covers area arts and cultural happenings and includes a cultural calendar. The magazine has a print run of 15,000 per issue (90,000 annually) and is a donor premium for United Arts donors who contribute \$50 or more.
- The magazine is distributed free of charge at various locations throughout the six-county region. There are over 80 drop sites in Orange County.
- OAM prints the annual cultural Summer Camp Guide in the March/April issue, and the Season Preview issue comes out in September/October.

United Arts Card

- The *United Arts Card* is a donor premium for United Arts donors of \$100 or more. The card provides the bearer with 2-for-1 ticket opportunities or a 15% discount at a variety of local arts and cultural organizations' events, classes and gift shops. Discounted tickets opportunities encourage donors to try a variety of cultural events and expand their cultural repertoire. Over 2,000 cards are distributed annually.

ARTS EDUCATION

Arts Education Services

United Arts advocates for and facilitates K-12 arts education programs that correlate to Sunshine State Standards and become an essential part of the school curriculum. Programming draws from Lake, Orange, Osceola and Seminole counties and beyond, ensuring that students throughout the region have access to

cultural treasures, wherever they may be.

- Orange County Public Schools (OCPS) contracts with United Arts each year to facilitate curriculum-based arts education services in the schools. From concert etiquette to musical selections to ballet positions, teachers prepare students in advance for what they will see and hear. Services include in-school assemblies, hands-on workshops, field trips to theaters and museums, and virtual experiences, exposing students to a variety of genres including history, science, visual arts, dance, music, and theater. This \$549,000 annual contract provides both live and virtual experiences, ensuring that regardless of how they are learning, arts education remains a part of their curriculum.
- Arts and Cultural Access Funding - United Arts partners with local corporations to provide funding to cover the costs of classroom-specific arts education experiences.

Principals Arts Appreciation Breakfast

- In partnership with OCPS, United Arts hosts an annual gathering of arts administrators to ensure that arts education programming remains an important component of their school's curriculum.

Arts Education Event Website

- United Arts' Arts Education website, UAArtsEd.com provides a singular location where public, private and home school educators and administrators can learn about arts education programs available to school-age children as well as family-friendly events and camps for children of all ages. Lessons include performing arts, visual arts, literacy, science and history genres and are offered as field trips, workshops, in-school performances, and weekend events. The interactive website lets users search for programs, book offerings and provide feedback on programs experienced.

Career Pathways to Creative Sector Jobs

- Career Pathways to Creative Sector Jobs is a high school level curriculum-based career-training program designed to prepare students for back-of-house arts and entertainment jobs at area theme parks and cultural institutions. Through the program, students are able to earn certificates of completion in a variety of training modalities during high school as well as continue their education after graduation through a two-year or four-year degree program at Valencia. The curriculum in this program is designed specifically to reflect the job skills needed for employment in the arts and entertainment industry.
- This program was developed through grant funding from JPMorgan Chase. The pilot school for the program was Evans High School in Orlando and the program was later replicated at the new Toho High in Osceola County.
- This program is easily replicated and can be tailored to a school's individual needs. Once a school that wishes to implement this program is identified, United Arts works to identify a funder to underwrite the implementation and any capital investment costs.

ADDITIONAL SERVICES

- **Contracts for Service**
United Arts facilitates arts programming in the community through over-arching contracts with local businesses, school districts and government agencies. These opportunities connect the region's arts and cultural organizations with new contract service opportunities as well as assists them in reaching new audience in unique ways.
- **Events Website** – OrlandoAtPlay.com serves Central Florida and showcases arts and cultural events and experiences available throughout the seven-county region. Weekly newsletters go out to subscribers highlighting special offerings and discounted events for the week. United Arts actively markets the site, attracting visitors from all over the world and a user demographic that spans all age ranges. From metro buses emblazoned with the OrlandoAtPlay.com logo to ads in local magazines and playbills to national and international TripAdvisor, Facebook and Google AdWords digital advertising campaigns, OrlandoAtPlay.com trumpets to the world the diverse cultural offerings that are available in the Central Florida region.
- **Technical Assistance Workshops** – United Arts hosts grant workshops for potential and current applicants of United Arts grant programs and Orange County TDT grant programs, information sessions on State of Florida grant programs, and capacity-building opportunities in fundraising and marketing. Our UA 101 sessions share information about the various free resources United Arts has available including the OrlandoAtPlay.com events website and *Orlando Arts* (magazine), as well as training sessions on MobileCause's text-to-give platform, a United Arts sponsored fundraising tool. We host community forums and workshops on issues that impact the region's arts and cultural community.
- **Diversity, Accessibility, Inclusion, Equity**
United Arts is committed to arts and cultural programming that is as diverse as the community we serve and accessible to all, regardless of ability. Our grants application process requires thoughtful consideration on how our arts organizations market themselves and who they are reaching as well as an internal look at boards and staff and how they reflect the greater community. We apply those same metrics to our own board and staff.
- **Grants Management Services** – United Arts provides full-service grant management services that include assistance with developing grant guidelines and applications, grant application review and the management of approved grants, including reporting review and funds dissemination. United Arts manages TDT Cultural Tourism and Cultural Facilities Funding and Blockbuster Funding for Orange County Arts & Cultural Affairs.

In FY21, we managed \$3 million in CARES funding Orange County invested in the arts community.

- **Economic Impact Research 5** – In 2017, Americans for the Arts published its most recent updated study on the impact that arts and culture have on our local and national economy. *Arts & Economic Prosperity 5 (AEP5)*, demonstrates that nonprofit arts and culture is a \$400 million industry in the Central Florida Region supporting 13,764 full-time equivalent jobs. 9,630 of those jobs are in Orange County, generating **\$265 million in total industry spending and \$9.9 million in local government revenue. The study shows that 46% of Orange County audiences are non-residents and spend an average of \$37.58 per event attended, not including the cost of admission. With 3.8 million attendees per year, cultural event attendees generate over \$110 million per year in revenue for Orange County businesses. Complete study results are available on the United Arts website. Data collection for AEP6 will begin in calendar year 2022 with a report release date of the summer of 2023.**
- **Creative Industries Report** – Also with Americans for the Arts, The Creative Industries report expands the AEP5 study for the Central Florida region to include the for-profit creative industries. Included in the report are nonprofit museums, symphonies and theaters, for-profit film, architecture and advertising firms, and, unique to this area, the large number of artists employed in the theme parks in creative jobs. The 2017 report for Orange County boasts 4,284 arts related businesses employing 31,507 people. This is **58% of the arts related businesses in the Orlando Region and 78% of the employees.**
- **Community Leader Engagement** – United Arts engages community leaders in its work through committees, task forces, strategic planning, and grants review panels. We also participate with area partners on their panels, events, study groups, and related cultural collaborations. Regular meetings are held with cultural providers, and periodically with area leaders to discuss industry-related concerns.

EXHIBIT “B”

QUARTERLY REPORT SCHEDULE FOR FISCAL YEAR 2022-2023

Quarterly progress and financial reports for the reporting periods indicated are due in the Office of Community Affairs on the due date specified. Progress reports should include information on the amount of Funds expended and the Services provided with Funds in accordance with the requirements contained in Paragraph 4 of the Agreement. As required by the terms of the Funding Agreement, the Agency will provide documentation supporting expenditures associated with or related to the Funds. If a quarterly report due date falls on a weekend or holiday, the quarterly report shall be due to the Office of Community Affairs on the next business day.

<u>Reporting Period</u>		<u>Due Date</u>
First Quarter	Oct. 1 to Dec. 31	January 15th
Second Quarter	Jan. 1 to Mar. 31	April 15th
Third Quarter	Apr. 1 to June 30	July 15th
Fourth Quarter	July 1 to Sept. 30	Oct. 15th

Reports may be sent by regular mail or e-mail to:

City of Orlando
Office of Community Affairs
ATTN: Julie Tindall, Community Outreach Manager
P. O. Box 4990
Orlando, Florida 32802-4990
E-MAIL: julie.tindall@orlando.gov

Agency acknowledges and understands that the quarterly reports required by this Agreement are a material provision of the Agreement and that the failure of Agency to submit a quarterly report when due shall constitute grounds by the City, in its discretion and in addition to any other right or remedy available to the City, to refuse to make any additional disbursements of Funds to the Agency until such report is filed in form and content acceptable to the City.