



MIAMI-DADE COUNTY
DEPARTMENT OF CULTURAL AFFAIRS



NATIONAL
ENDOWMENT
FOR THE ARTS

FY 2009-2010
EMPLOYMENT FOR THE ARTS
IN A STRUGGLING ECONOMY
GRANT PROGRAM GUIDELINES



GUIDELINES AVAILABLE	TUESDAY, OCTOBER 27, 2009
FUNDING PERIOD	JANUARY 1, 2010 – SEPTEMBER 30, 2010
MANDATORY PRE-GRANT WORKSHOPS (MUST ATTEND ONE) CALL 305-375-4634	TUESDAY, NOVEMBER 3, 2009 AT 10:00AM OR THURSDAY, NOVEMBER 5, 2009 AT 3:00PM
APPLICATION AVAILABLE	TUESDAY, NOVEMBER 3, 2009 AT 5:00PM
APPLICATION DEADLINE	THURSDAY, NOVEMBER 19, 2009 AT 11:59PM
PANEL MEETING*	THURSDAY, DECEMBER 17, 2009 AT 10:00AM

*NOTE: PANEL MEETING DATE AND TIME SUBJECT TO CHANGE.

*****PLEASE READ ALL MATERIALS CAREFULLY*****

THE DEPARTMENT OF CULTURAL AFFAIRS RESERVES THE RIGHT TO REVISE INFORMATION PUBLISHED IN THESE GUIDELINES AND APPLICATION FORM.

QUESTIONS? CONTACT THE ADMINISTRATOR BELOW:

John C. Copeland, EASE Grant Program Administrator
Miami-Dade County Department of Cultural Affairs
111 NW 1st Street, Suite 625
Miami, Florida 33128
jcope@miamidade.gov
305-375-4634 Phone / 305-375-3068 Fax

- ◆ Para asistencia en español, llame a nuestra oficina, 305-375-4634.
- ◆ Pou plis enfòmasyon sil vou ple rele biwo nou nan numewo, 305-375-4634.

It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act. To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any County-sponsored program or meeting, please contact Francine Andersen 305-375-4634 culture@miamidade.gov five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service.)

PROGRAM OBJECTIVE

The Miami-Dade County Department of Cultural Affairs has received \$250,000 in National Endowment for the Arts (NEA) federal stimulus funds provided through the American Recovery and Reinvestment Act (ARRA) for distribution to the arts community in Miami-Dade County. The Department will subgrant 100% of the ARRA funding received through the Employment for the Arts in a Struggling Economy (EASE) grant program. EASE will focus on restoring cultural arts jobs in organizations that provide year-round programming, full seasons of activity, and high artistic quality across Miami-Dade County.

ELIGIBILITY

The eligible applicant pool will be drawn from Miami-Dade County non-profit cultural groups currently funded through the Department's seven competitive grants programs that provide general operating support.

To be eligible to apply to the EASE Program, an organization must:

- have received a grant from the Department in FY 2009-2010 in one of the following grants programs:
 - Major Cultural Institutions (MCI)
 - Cultural Advancement (ADV)
 - Festivals & Special Events (FEST)
 - Youth Arts Miami (YAM)
 - Hannibal Cox, Jr. (HCJ)
 - Service Organizations (SERV)
 - Developing Arts in Neighborhoods (DAN);
- have NOT accepted any previous American Recovery and Reinvestment Act funding award from either the National Endowment for the Arts, Southern Arts Federation, State of Florida Division of Cultural Affairs or any other ARRA funded program;
- be legally incorporated in the State of Florida as a **NOT-FOR-PROFIT corporation, with designated tax exempt status** under section 501(c)(3) of the United States Internal Revenue Code;
- have as its primary purpose and function, as defined by the Articles of Incorporation and By-laws of the organization, engagement and/or facilitation in the creation of artistically excellent and culturally diverse performing, visual, literary and presenting arts programs. Qualifying organizations will be engaged year-round in the creation or presentation of art, within or across artistic fields and disciplines, which demonstrate the potential to achieve regional, national, or international visibility as evidenced by current programs and management structure. Organizations will have gained recognition through intense commitment to a unique artistic vision;
- attend one mandatory pre-grant submission workshop (**RSVP to 305-375-4634**) to receive the Invitational Code; and
- have at least one paid professional administrator.

EASE GRANT FUNDING CARRIES NO COMMITMENT FOR CONTINUED, RENEWED OR FUTURE SUPPORT BEYOND THE PERIOD DURING WHICH THE GRANT IS AWARDED.

FUNDING REQUEST CAPS

Organizations may submit one request for funding to restore only one of the following:

- \$15,000 in funding support to restore a full-time position
- \$10,000 in funding support to restore a part-time position
- \$ 5,000 in funding support to restore a contract position

The Department of Cultural Affairs strives to provide funding to organizations that exhibit an ability to sustain the staff position beyond the grant funding period. It is anticipated that successful requests will be funded at the full amounts; however, applicants should be aware that since there are limited funds available and a high interest in the program, it is anticipated that few actual awards will be made.

MATCHING FUNDS

No match is required. Applicants should thoroughly explore other funding sources in addition to seeking support from this program. Applicants are advised that proposals substantiating matching funds and demonstrating the ability to sustain the position may be considered more favorably by the review panel, resulting in a competitive advantage.

GRANT PAYMENTS

If awarded, funded projects will be paid out according to the following timeframe:

- 50% of award upon receipt of properly executed grant award agreements
- 50% of award upon submission of an interim project report and payroll timesheets documenting the expenditures for the salary of the restored position

EVALUATION CRITERIA

All applications will be evaluated on the criteria listed below:

- 1) The degree to which the professional staff position supports and/or advances the mission of the organization, the creation or presentation of art, and/or is important to the stability and day-to-day operations of the organization;
- 2) An explanation of the central factors leading to the elimination of the position, duration of the position within the organization and the effect that restoring this position will have on the organization this season; and
- 3) Matching funds that may be available and the plan to sustain the position beyond the grant period.

ALLOWABLE GRANT EXPENDITURES

- Paid professional staff position that has been eliminated between October 1, 2008 and October 27, 2009 due to economic downturn.
- The type of positions may be: administrative, artistic, technical support and/or combinations of these functions.
- An applicant must be able to demonstrate that the funds will be used exclusively to support the salary for the re-hiring of the position.

GRANT USE RESTRICTIONS

Miami-Dade County EASE grant funds may **not** be used for:

- ✗ Positions that support fundraising activities including but not limited to donor relations, grant writing, development, independent consultants or other similar activities
- ✗ Expenses incurred or obligated prior to or after the grant period (January 1, 2010 to September 30, 2010)
- ✗ Regranting
- ✗ Lobbying the County Commission or the Mayor, the judicial branch, or any public agency or office, nor for propaganda materials
- ✗ Indirect costs: Fees for indirect costs may not be assessed against EASE funded programs as a result of having been awarded an EASE grant. Indirect costs assessed as a consequence of other, non-County grant support received by an EASE funded program may not be assigned to, charged against or debited from County grant funds.

APPLICATION INSTRUCTIONS

The EASE Grant Program is utilizing an online application process through the Department's website. Access to the online application will be available November 3, 2009 at 5:00 PM. Please visit www.miamidadearts.org to access the FY 2009-2010 EASE Grant Program Guidelines.

An Invitational Code will be required to access and complete the online application. This code will only be provided to attendees of the Mandatory Pre-Grant Workshop.

Applicants are solely responsible for the content of their application packages. The application submission review conducted by Department staff is provided as a courtesy assistance service and in no way guarantees that an application will be recommended for funding by the grants review panel. Department staff will not make corrections on behalf of applicants.

If you have questions or need assistance accessing the online application, please contact John Copeland, Program Administrator at 305-375-4634 or via email: jcope@miamidade.gov.

DEADLINES

The application deadline is Thursday, November 19, 2009. Organizations are encouraged to complete the application process at least 72 hours in advance to ensure successful submittal. At precisely 11:59 PM on November 19, 2009, the online grant system will automatically close the application system. Organizations that fail to complete the submittal process by this deadline will be locked out of the system and deemed ineligible.

TO SATISFY THE PROGRAM'S TECHNICAL REQUIREMENTS APPLICANTS:

- ✓ **MUST** ATTEND ONE OF THE MANDATORY PRE-GRANT SUBMISSION WORKSHOPS (RSVP to 305-375-4634).
- ✓ **MUST** COMPLETE AN ENTIRE ONLINE APPLICATION.
- ✓ **MUST** MAKE CERTAIN YOUR SUBMISSION IS COMPLETED NO LATER THAN 11:59 PM ON NOVEMBER 19, 2009 USING THE ONLINE APPLICATION GRANT SYSTEM.
- ✓ **MUST** ANSWER ALL QUESTIONS COMPLETELY.
- ✓ **MUST** LIST AS THE ORGANIZATION CONTACT PERSON AN INDIVIDUAL WHO IS KNOWLEDGABLE ABOUT THE PROJECT, ORGANIZATION AND BUDGET AND WHO CAN BE REACHED DURING OFFICE HOURS (MON-FRI: 9:00 AM - 5:00 PM).

- ✓ **MUST** PRINT A COPY OF THE COMPLETED APPLICATION AND ANY SUPPORT MATERIALS FOR YOUR RECORDS.
- ✗ **CANNOT** SUBSTITUTE APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATION REVIEW PROCESS

SUBMISSION AND REVIEW

- ◆ Upon submission, Department staff will review each application for technical sufficiency and, if necessary, request clarification from the applicant if the application does not demonstrate technical sufficiency.

PANEL REVIEW

- ◆ The EASE Grant Program Panel will review applications on December 17, 2009 at 10:00AM (Time/Date subject to change). A list of panel members is available upon request and will be available at the panel meeting.
- ◆ Applicants are encouraged to attend the panel review meeting in order to benefit from the comments and discussions first-hand. The panel may address questions directly to the applicant during the course of the review meeting. However, applicants are not permitted to interact with the panelists at any other time during the proceedings or during panel breaks.
- ◆ Grant recommendations are submitted to the Cultural Affairs Council for approval. The Council's decision is considered final and may not be appealed.

APPROVAL PROCESS

- ◆ Upon approval by the Council, recommendations are forwarded to the Board of County Commissioners and Mayor for final approval.
- ◆ Upon approval by the Board of County Commissioners and Mayor, properly completed grant agreements are submitted to the Office of the County Attorney, the Office of the County Manager and the Clerk of the Board for review and execution.

AWARD NOTIFICATION AND GRANT AGREEMENT

- ◆ Applicants will be notified of award by Email. The grant award package will include grant agreements (contracts), other required documents and instructions for proper completion. These documents must be properly completed before the grant award recommendation can be processed.

GRANT PAYMENT

- ◆ Once reviewed and executed, grant agreements and a request for payment equal to 50% of the approved grant award are sent to the Finance Department.
- ◆ Upon submission and approval of an interim project report and timesheets documenting the restoration of the funded position, a request for payment equal to the remaining 50% of the approved grant award is sent to the Finance Department.
- ◆ The grant award checks are prepared and mailed directly from the Finance Department to the grantee at the address provided on the grant agreement. **It is imperative that grantees make certain to notify staff of any address changes during this process.** Grantees may not request pickup of checks

COMPLIANCE REQUIREMENTS AND RELEASE OF FUNDS

Information regarding reporting forms will be provided to grantees with their executed grant agreement. Grantees will be required to submit both interim and final reports for this grant program.

Funded activities must take place within the County's 2010 fiscal year. All funding recommendations are contingent upon approval of the Cultural Affairs Council, the Miami-Dade County Mayor and Board of County Commissioners. **FY 2009-2010 EASE grant awards can be used to cover eligible**

expenses occurring only between January 1, 2010 - September 30, 2010. Grant awards will not be released until all final reports for previous years' funding from all Department programs are received.

FAILURE TO RETURN CONTRACTS BY THE CONTRACT SUBMISSION DEADLINE MAY RESULT IN A RESCINDED AWARD AND FUNDS SHALL REVERT BACK TO THE DEPARTMENT OF CULTURAL AFFAIRS.

All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, race or ethnicity, color, creed, national origin, religion, age, gender, or sexual orientation, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973.

Grantees must acknowledge the National Endowment for the Arts and the American Recovery and Reinvestment Act of 2009 in materials and announcements related to this grant. For printed or on-line material such as press announcements, guidelines, or other information provided for the general public, the NEA and Recovery Act logos should be used for the life of the grant period only. More information about the logos can be found at www.arts.gov/manageaward/recovery. The NEA reserves the right to change the language of the required acknowledgement of NEA support, as well as the right to disallow the use of the logos and acknowledgement of support.

The grantee must include the following credit line in all promotional and marketing materials related to this grant including web sites, news and press releases, public service announcements, broadcast media, event programs, and publications: ***“With the support of the Miami-Dade County Department of Cultural Affairs, the Cultural Affairs Council, the Miami-Dade County Mayor and Board of County Commissioners.”*** The grantee must also use the County’s logo in marketing and publicity materials whenever possible. Please call the Department of Cultural Affairs to request an electronic logo file or download it from our website (www.miamidadearts.org).

Grantees are required to recognize and acknowledge Miami-Dade County’s grant support in a manner commensurate with all contributors and sponsors of its activities at comparable dollar levels.

Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation or physical ability, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and Miami-Dade County ordinances No. 97-170, § 1, 2-25-97 and No. 98-17, § 1, 12-1-98.

The Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council develop cultural excellence, diversity and participation throughout Miami-Dade County by strategically creating and promoting opportunities for artists and cultural organizations, and our residents and visitors who are their audiences. The Department directs the Art in Public Places program and its board, the Art in Public Places Trust, commissioning, curating, maintaining and promoting the County’s art collection. Through staff, board and programmatic resources, the Department, the Council and the Trust promote, coordinate and support Miami-Dade County’s more than 1,000 not-for-profit cultural organizations as well as thousands of resident artists through grants, technical assistance, public information and interactive community planning. The Department receives funding through the Miami-Dade County Mayor and Board of County Commissioners, the Children’s Trust, the National Endowment for the Arts and the American Recovery and Reinvestment Act of 2009, the State of Florida through the Florida Department of State, Division of Cultural Affairs and the Florida Arts Council, and the John S. and James L. Knight Foundation. Other support and services are provided by Ticketmaster for the Culture Shock Miami program, the Greater Miami Convention and Visitors Bureau, the South Florida Cultural Consortium and the Tourist Development Council.