

MIAMI-DADE COUNTY
DEPARTMENT OF CULTURAL AFFAIRS

SAS-C
Summer 2010



**SUMMER ARTS & SCIENCE CAMPS FOR KIDS GRANTS PROGRAM
GUIDELINES AND APPLICATION FORM**

GUIDELINES AND APPLICATIONS AVAILABLE	JULY 2009
FUNDING PERIOD	JUNE 1, 2010 – AUGUST 30, 2010
<u>MANDATORY GRANT WORKSHOP*</u> (MUST ATTEND 1)	TUESDAY, OCTOBER 6, 2009, 3:00 PM 111 NW 1ST ST., 6TH FLOOR CONFERENCE ROOM
- OR -	TUESDAY, OCTOBER 20, 2009, 3:00 PM 111 NW 1ST ST., 6TH FLOOR CONFERENCE ROOM
APPLICATION DEADLINE	<u>MONDAY, NOVEMBER 2, 2009, 4:00 PM</u>
CORRECTED APPLICATION PACKAGE DEADLINE (APPLICATION REVIEW COPIES)	<u>MONDAY, DECEMBER 7, 2009, 4:00 PM</u>
APPLICATION REVIEW MEETING*	FRIDAY, JANUARY 8, 2010, 12 PM 111 NW 1ST ST., 6TH FLOOR CONFERENCE ROOM
FUNDS DISTRIBUTED TO GRANTEEES (ESTIMATED)	APRIL 2010

*NOTE: MEETING DATES AND TIMES 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.

ATTENDANCE AT ONE OF THE SAS-C GRANT WORKSHOPS IS MANDATORY. NOTE: THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

PLEASE CALL 305-375-4634 TO RSVP FOR THE WORKSHOP.

Submit complete application packages and all required copies by 4 PM on the deadline date(s) to:

Francine M. Andersen
Chief of Arts Education
Miami-Dade County Department of Cultural Affairs
111 NW 1st Street, Suite 625
Miami, FL 33128

GUIDELINES AND APPLICATIONS ARE AVAILABLE IN ACCESSIBLE FORMAT UPON REQUEST

- ◆ For general information or assistance, call the Miami-Dade County Department of Cultural Affairs at 305-375-4634.
- ◆ It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act. The facility is accessible. For sign language interpreters, assistive listening devices or materials in accessible format, please call (305) 375-4634 (TDD: 1-800-955-8770) at least five days in advance of the meeting date.
- ◆ Para asistencia en español, llame a nuestra oficina, 305-375-4634.
- ◆ Pou plis enformasyon sil vou ple rele biwo nou nan numewo, 305-375-4634.
- ◆ Pour informations supplémentaires, contactez notre bureau au numero, 305-375-4634.

PROGRAM OVERVIEW & OBJECTIVES

Since 2006, The Children's Trust has provided annual funding support to the Miami-Dade County Department of Cultural Affairs and has awarded over \$4.8 million in grants to expand cultural arts programs for children and youth in Miami-Dade County. This generous funding provided by The Children's Trust has enabled the Department to greatly expand cultural arts programs for children and youth in Miami-Dade County, by creating a comprehensive array of grants programs for non-profit youth arts providers. By combining resources and efforts this way, The Children's Trust and the Department are able to coordinate and advance our shared goals of strengthening families and seeking ways for all children to achieve their fullest potential.

This innovative funding partnership is enabling the Department of Cultural Affairs to elevate its level of support to cultural groups dedicated to year-round arts programs for kids; support more opportunities for kids and their families to experience the arts together, in places convenient to their homes and schools; provide summer arts and science camp scholarships for kids who otherwise would not have the opportunity to participate in such programs; give thousands of children the chance to participate in arts experiences in their schools, after care programs and in their neighborhood art centers; and inaugurate new inclusive arts programs for children with disabilities.

The Summer Arts & Science Camps for Kids (SAS-C) Grants Program was created as a joint initiative of the Miami-Dade County Department of Cultural Affairs and The Children's Trust. The SAS-C Grants Program is funded by The Children's Trust. The Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County.

The objective of the SAS-C Program is to grant funding to non-profit organizations that will provide underserved children in Miami-Dade County with opportunities to attend high quality cultural arts and science summer camp programs at little or no cost. Funding through the SAS-C Grants Program is intended to augment existing programs, providing more children with the opportunity to participate in cultural arts and science summer camps. Priority attention will be given to projects that address children whose ability to participate in such programs may be limited by geography, economics or disability.

ELIGIBILITY

To be eligible to apply, an organization must:

- be legally incorporated in the State of Florida as NOT-FOR-PROFIT with tax-exempt status under section 501(c)(3) of the United States Internal Revenue Service Code. Applications from not-for-profit organizations designated tax exempt under other subsections of 501(c) will be reviewed on a case-by-case basis; or be an educational institution (such as a school, college or university), municipality or governmental entity;
- be the entity directly responsible for managing, overseeing and implementing ALL administrative aspects of the proposed camp program, including but not limited to camper registration, reporting, data collection, scheduling, program design, etc.; and
- have a minimum one-year track record of providing high quality, comprehensive and specialized cultural arts or science camp programs for children and/or youth in Miami-Dade County.

NOTE: AN ORGANIZATION MAY ONLY APPLY ONCE IN A PROGRAM-FUNDING PERIOD. Successful applicants to the SAS-C Grants Program may not receive funding in the same funding year from any other Department program for the same project.

IMPORTANT: GRANTEES ARE ADVISED THAT THE DEPARTMENT AND THE CHILDREN'S TRUST ARE WORKING IN CAREFUL COORDINATION with each other to ensure that camp programs that ultimately receive funding from both granting organizations do not use grant dollars for the same project expenses or to underwrite scholarships for the same children/youth participants.

A SAS-C GRANT CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE STATED FUNDING PERIOD.

FUNDING REQUEST

Organizations may request up to \$30,000. Note: funding is limited and applicants must demonstrate the administrative, programmatic, fiscal and technical capacity to implement the project and to manage the amount of their request responsibly.

MATCHING FUNDS

Applicants must demonstrate a **cash** match for the funding requested. The Summer Arts & Science Camps for Kids Grants Program shall not be considered the sole source of funding for the proposed project. Applicants should thoroughly explore other funding in addition to seeking support from this program. Other Department of Cultural Affairs grants may not be used as matching funds for this project. Applicants are advised that proposals substantiating a strong cash match as well as a broad base of funding support often are considered more favorably by the review panel, resulting in a competitive advantage.

EVALUATION CRITERIA

It is the mandate and responsibility of the Summer Arts & Science Camps for Kids Grants review panel to evaluate all proposals to meet the objective of the program, based on the criteria below. The panel may at its own discretion, create and/or refine its policies as necessary and advisable during the evaluation process.

Each application shall be reviewed using the following criteria:

1) Impact (30 points):

- Potential for children and youth to have high quality, active/direct participation and enriching experiences in the cultural arts or sciences
- Effectiveness in utilizing the arts or sciences to create positive, stimulating and educational experiences for children and youth
- Demonstrated success in improving and developing best practices for providing high quality summer arts or science summer camp programs
- Number of children and youth anticipated to be served directly by the camp program

2) Artistic/Scientific Merit (30 points):

- Artistic/scientific quality of the camp program
- Description and scope of the proposed camp program
- Reputation, expertise and experience of key artistic/scientific personnel implementing the camp program
- Reputation and history of the organization, its programs and services
- Track record of providing high quality, comprehensive and specialized cultural arts or science camp programs for children and/or youth
- Support materials (brochures, articles, letters of support, etc.)

3) Management Capability (25 points):

- Reputation, expertise and experience of key administrative personnel
- Capacity to attract a broad base of financial support from other private and public sources as evidenced in matching funds and in-kind services
- Financial stability of the organization
- Administration of previous Department grants; timely submission of final reports for applicants who have received previous Department funding
- Board and/or volunteer support of the organization

4) Reach (15 points):

- Ability to reach underserved children and youth who may be limited by geography, economics or disability

ALLOWABLE GRANT EXPENDITURES

- ✓ Artistic, instructional, technical salary support and/or administrative costs directly associated with the project
- ✓ Honoraria
- ✓ Direct program costs
- ✓ Before and Aftercare costs
- ✓ Production costs
- ✓ Marketing expenses specifically associated with the project
- ✓ Printing of materials specifically associated with the project
- ✓ Publications
- ✓ In-County travel and transportation costs (such as field trip buses, taxis or shuttle services)
- ✓ Equipment rental
- ✓ Space rental
- ✓ Expendable supplies/materials
- ✓ Equipment rental and personnel necessary to provide program accessibility as mandated by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

GRANT USE RESTRICTIONS

- × In-direct costs such as grantee issued complimentary tickets, admissions or scholarships
- × Remuneration of County employees for any services rendered as part of a project receiving a grant from the Department of Cultural Affairs
- × "Bricks and mortar" or permanent equipment, unless the purchase price is less than the cost of rental (with prior approval by Department of Cultural Affairs staff)
- × Debt reduction
- × Out of County travel or transportation
- × Personal vehicle travel expenses (such as mileage, gas, tolls)
- × Social/Fundraising events, beauty pageants or sporting events
- × Hospitality costs including decorations or affiliate personnel (with the exception of artists)
- × Cash prizes
- × Lobbying or propaganda materials
- × Charitable contributions
- × Events not open to the public; unless the event serves to specifically benefit Miami-Dade County government

APPLICATION INSTRUCTIONS

ATTENDANCE AT ONE OF THE SUMMER ARTS & SCIENCE CAMPS FOR KIDS GRANTS WORKSHOPS IS REQUIRED. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

PLEASE CALL 305-375-4634 TO RSVP FOR THE WORKSHOP. REFER TO PAGE ONE (1) OF THESE GUIDELINES FOR THE PROGRAM SCHEDULE.

Department of Cultural Affairs grant applications are available in Microsoft Word format on our website (www.miamidadearts.org) and are available upon request via email (culture@miamidade.gov) or on a CD-R. Applicants must make arrangements with grants program administrators and supply their own CD-R. Application formats may not be altered or manipulated in any way.

APPLICATION CHECKLIST

Submit the items below *following this sequence* **no later than 4 PM on the deadline date:**

One (1) Original Application Package (Marked “Original”)

- One (1) SIGNED ORIGINAL completed application form.
- A one-page organizational history (labeled “Organizational History”).
- Brief biographies or resumes of project director, principal staff and key artistic personnel.
- Current Organizational Board List, providing names and addresses of board members and officers. Please identify any members of your board who are Miami-Dade County government employees.
- A sample activity schedule from the previous summer’s camp.
- A sample activity schedule for the proposed camp program.
- NO MORE THAN THREE (3)** support documents, maximum size 8½” x 11” – such as brochures, programs, news articles, letters of recommendation, student/teacher/parent testimonials, etc. Note: excess materials will be removed by staff and not submitted for panel review.
- Letter(s) of commitment/agreement from any organization(s) with whom you are partnering to implement the proposed project.
- A copy of the completed SAS-C Final Report Form (excluding cancelled checks and invoices) pertaining to the organization’s previous SAS-C grant, if applicable. Note: Final Reports are due within 45 days of the stated project completion date as a condition of contract.
- One (1) Copy of the most recently submitted Internal Revenue Service Form 990 for Non-Profit Organizations **or** most recent audited budget performed by an independent, certified public accountant for the last completed fiscal year **or** compilation statement encompassing the last completed fiscal year performed by an independent, certified public accountant attesting to the applicant’s financial position as recorded.
- One (1) Copy of the current Articles of Incorporation as filed with the State of Florida.
- One (1) Copy of current IRS letter of tax-exempt status.

Sample Panelist Copy (Marked “Copy”)

- One (1) COPY of signed, completed application form.
- A one-page organizational history (labeled “Organizational History”).
- Brief biographies or resumes of project director, principal staff and key artistic personnel.
- Current Organizational Board List, providing names and addresses of board members and officers. Please identify any members of your board who are Miami-Dade County government employees.
- A sample activity schedule from the previous summer’s camp.
- A sample activity schedule for the proposed camp program.

- ☑ **NO MORE THAN THREE (3)** support documents, maximum size 8½” x 11” – such as brochures, programs, news articles, letters of recommendation, student/teacher/parent testimonials, etc. Note: excess materials will be removed by staff and not submitted for panel review.
- ☑ Letter(s) of commitment/agreement from any organization(s) with whom you are partnering to implement the proposed project.
- ☑ A copy of the completed SAS-C Final Report Form (excluding cancelled checks and invoices) pertaining to the organization’s previous SAS-C grant, if applicable. Note: Final Reports are due within 45 days of the stated project completion date as a condition of contract.

DEADLINES and DISQUALIFICATION

One (1) original application package and all required support materials plus one (1) sample panelist package with all required support materials, **must be received in the Department’s office no later than 4 PM on the deadline date, Monday, November 2, 2009.** Postmark dates or applications transmitted by fax are not acceptable.

Fifteen (15) panelist packages consisting of copies of the CORRECTED and COMPLETE application and all required support materials as outlined above, **must be received in the Department’s office no later than 4 PM on Monday, December 7, 2009.** In addition, applicants **must** provide the Program Administrator with one (1) copy of each page that differs from the original application **highlighting any revisions or modifications**, as well as any additional support material that was not included as part of the original application package submission.

Applicants to the Summer Arts & Science Camps for Kids Grants Program are solely responsible for providing the Program Administrator with the required number of application packages for panel distribution. **STAFF WILL NOT REVIEW CORRECTED/FINAL PANELIST PACKAGES, NOR WILL STAFF MAKE CORRECTIONS AND/OR COPIES FOR APPLICANTS.**

NOTE: An organization that submits a late or substantially incomplete application at the time of application deadline or corrections deadline, as deemed by the program administrator and the Department Director, will receive notification via mail from the Department Director as to the late or incomplete status of the application. A copy of this letter will be affixed to each copy of the application prior to review by the program panel, alerting panelists to the status of the application at time of deadline. Such applications are subject to disqualification by the panel.

TECHNICAL REQUIREMENTS

TO SATISFY THE PROGRAM’S TECHNICAL REQUIREMENTS:

- ✓ **DO ATTEND THE PRE-GRANT SUBMISSION WORKSHOP.**
- ✓ **DO SUBMIT A COMPLETE AND SELF-SUFFICIENT APPLICATION AND SUPPORT DOCUMENTS.**
- ✓ **DO MAKE CERTAIN THE COMPLETE SUBMISSION IS RECEIVED AT THE DEPARTMENT OF CULTURAL AFFAIRS’ OFFICE NO LATER THAN 4PM ON THE DEADLINE DATE. POSTMARKED APPLICATIONS ARE NOT ACCEPTABLE.**

- ✓ **DO MAKE CERTAIN THAT THE FIFTEEN (15) COMPLETE, CORRECTED PANELIST PACKAGES ARE RECEIVED AT THE DEPARTMENT OF CULTURAL AFFAIRS' OFFICE NO LATER THAN 4PM ON THE CORRECTIONS DEADLINE DATE. POSTMARKED APPLICATIONS ARE NOT ACCEPTABLE.**
- ✓ **DO FOLLOW THE SEQUENCE GIVEN IN THE APPLICATION CHECKLIST(S) ABOVE.**
- ✓ **DO ANSWER ALL QUESTIONS COMPLETELY. IF A QUESTION DOES NOT APPLY TO YOUR ORGANIZATION, MARK "N/A" OR "NOT APPLICABLE."**
- ✓ **DO LIST AS THE CONTACT PERSON AN INDIVIDUAL WHO IS KNOWLEDGEABLE ABOUT THE PROJECT, ORGANIZATION AND BUDGET AND WHO CAN BE REACHED DURING OFFICE HOURS (MON-FRI: 9:00 AM - 5:00 PM).**
- ✓ **DO SECURELY FASTEN (BINDER CLIP OR STAPLE – NO PAPER CLIPS) ALL PAGES AND SUPPORT MATERIAL TOGETHER AT THE UPPER LEFT HAND CORNER.**
- ✓ **DO KEEP A COPY OF THE COMPLETED APPLICATION AND ALL SUPPORT MATERIALS FOR YOUR RECORDS.**
- × **DON'T TRANSMIT YOUR APPLICATION BY FAX OR E-MAIL.**
- × **DON'T SUBSTITUTE APPLICATION WITH A SELF-CREATED OR SCANNED FORM.**
- × **DON'T USE COVER PAGES, COVER LETTERS, OR DIVIDER PAGES.**
- × **DON'T BIND IN NOTEBOOKS OR PLACE IN FOLDERS.**

APPLICATION REVIEW PROCESS

Applicants are encouraged to attend the application review meeting. However, **presentations or involvement of any kind by applicants at the review meeting are not permitted.** Presentations or involvement of any kind by an applicant may result in the disqualification of the application by the application review panel and/or the withdrawal of the application by Department staff.

SUBMISSION AND REVIEW

- { Upon submission, Department staff will review applications for technical eligibility and provide comments/suggestions to aid the applicant in improving the content and quality of the application. An application checklist will be sent via e-mail, fax, and/or mail to applicants indicating recommended corrections and the corrections deadline date. Panel meeting specifics such as date confirmation, time and location will be provided to applicants in the application checklist e-mail/fax/letter.

Applicants are solely responsible for the content of their application packages. The application submission review conducted by Department staff is provided as a courtesy, technical assistance service and in no way guarantees that an application will be recommended for funding by the grants review panel. Department staff will not review applications again after the corrections deadline, nor will staff make corrections on behalf of applicants. The application sets that are received in the office by the corrections deadline will be considered the applicant's final submission and sent for panel review.

PANEL REVIEW AND RECOMMENDATION

- { The Summer Arts & Science Camps for Kids Grants Program application review meeting will take place on Friday, January 8, 2010 – 12 PM (time and date is subject to change).
- { Grant recommendations are submitted to the Cultural Affairs Council for approval. The Council's decision is considered final and may not be appealed.

GRANT AGREEMENT

- { **Applicants will be notified of award by email/mail following the Council's decision.** 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.

APPROVAL PROCESS

- { Upon approval by the Cultural Affairs Council, recommendations are forwarded to the Recreation and Cultural Affairs Committee and 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 PAYMENT

- { Once reviewed and executed, grant agreements and a request for payment are sent to the Finance Department. The grant award check is 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.

NOTE: SUMMER 2010 GRANT AWARDS WILL BE AVAILABLE FOR RELEASE FOLLOWING BOARD OF COUNTY COMMISSIONERS' AND THE MAYOR'S APPROVAL OF GRANT RECOMMENDATIONS, ANTICIPATED TO OCCUR IN APRIL 2010 (DATE SUBJECT TO CHANGE). DUE TO THE STRICT CONSTRAINTS ACCOMPANYING EACH STEP OF THIS REVIEW PROCESS, IT IS CRITICAL THAT THE APPLICANT ADHERE TO ALL DEADLINES. FAILURE TO COMPLY WITH DEADLINES AND/OR INCORRECT EXECUTION OF CONTRACTS OR OTHER PAPERWORK WILL RESULT IN A DELAY OF PAYMENT OR CANCELLATION OF FUNDING.

GRANT COMPLIANCE REQUIREMENTS

A Final Report is required within forty-five (45) days of the project completion date. Final report forms are provided to grantees with their executed grant agreement and are available on the Department website at www.miamidadearts.org.

Funded activities must take place within the County's fiscal year for which they are approved (October 1 – September 30). All funding recommendations are contingent upon approval of the Department of Cultural Affairs FY2009-2010 budget by the Miami-Dade County Mayor and Board of County Commissioners, and are subject to the availability of funds. FY2009-2010 grant awards will be available for release during the County's fiscal year, October 1, 2009 – September 30, 2010. **Grant awards will not be released until all final reports for previous years' funding from all Department programs are received.**

Grant funds not encumbered (contracted for) by the end of the County's fiscal year in which they were awarded, or for which a project extension has not been approved, shall revert to the Department of Cultural Affairs on September 30, 2010.

All funded activities must provide equal access and equal opportunity in employment and services, and may 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 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 and the Cultural Affairs Council, the Miami-Dade County Mayor and Board of County Commissioners.”** The grantee must also use the Department's logo in marketing and publicity materials whenever possible. Please call the Department 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.

In addition, grantees receiving funds through the YAM, YEP, SAS-C and AKI grant programs must include The Children's Trust logo and the following statement in all materials related to the grant project, including but not limited to newsletters, press releases, brochures, fliers, websites or any other materials for dissemination to the media or general public: **“The (insert event/program name) is funded by The Children's Trust. The Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County.”** To download an electronic version of The Children's Trust logo, please go to: www.thechildrenstrust.org/MediaKit.asp.

Note: In cases where funding by The Children's Trust represents only a percentage of the grantee's overall funding, the above language can be altered to read “The (insert event/program name) is funded in part by The Children's Trust...”

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, 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.