



MIAMI-DADE COUNTY  
DEPARTMENT OF CULTURAL AFFAIRS

FY 2015-2016 COMMUNITY GRANTS PROGRAM  
GUIDELINES AND APPLICATION INSTRUCTIONS

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

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

MANDATORY REQUIREMENTS FOR FIRST-TIME APPLICANTS:

1. ATTEND A PRE-GRANT COMMUNITY GRANTS SPECIFIC WORKSHOP
2. SCHEDULE A CONSULTATION WITH PROGRAM ADMINISTRATOR

RETURNING APPLICANTS ARE ONLY REQUIRED TO SCHEDULE A CONSULTATION WITH PROGRAM ADMINISTRATOR PRIOR TO REQUESTING ACCESS INTO THE GRANT APPLICATION. NOTE: THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS.

PLEASE CALL 305-375-4209 TO SCHEDULE A CONSULTATION NO LESS THAN 10 BUSINESS DAYS PRIOR TO THE RESPECTIVE QUARTERLY APPLICATION DEADLINE. FOR QUESTIONS AND ASSISTANCE REGARDING THE COMMUNITY GRANTS PROGRAM, PLEASE CONTACT:

Roxana Barba, Community Grants Program Administrator  
Miami-Dade County Department of Cultural Affairs  
111 NW 1st Street, Suite 625  
Miami, FL 33128  
[rbarba@miamidade.gov](mailto:rbarba@miamidade.gov)  
305-375-4209 Phone / 305-375-3068 FAX

- ◆ 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.

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 at 305-375-4634 or by email at [culture@miamidade.gov](mailto:culture@miamidade.gov) five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service.)

## PROGRAM OBJECTIVE

Funded by Miami-Dade County, the Community Grants Program is responsive on a quarterly basis to not-for-profit organizations developing small and large-scale community-based cultural (dance, theater, music, visual arts) programs, as well as projects and events, such as fairs, parades, neighborhood festivals, conferences and publications that have a strong artistic component. The Community Grants panel will consider projects **only** if they have a strong community involvement and/or outreach component. The Community Grants Program is particularly sensitive to the needs of:

- ◆ Indigenous cultural neighborhood activities and projects encouraging the preservation of heritage, traditions and culture.
- ◆ Social service organizations and cultural groups developing collaborative intervention projects using the arts.

## ELIGIBILITY

To be eligible to apply, an **organization must:**

- ◆ **be legally incorporated in the State of Florida AS NOT-FOR-PROFIT corporation, with designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code, or a unit of local government.** Applications from not-for-profit organizations designated tax exempt under other subsections of 501(c) will be reviewed on a case-by-case basis. Proof of incorporation and IRS tax-exempt designation is required at the time of application;
- ◆ have its registration status with the Florida Division of Corporations active and in good standing, pursuant to Chapter 617, Florida Statutes;
- ◆ be presenting activities and/or programs that are located within Miami-Dade County, that benefit local audiences, and that exhibit the potential to become regular or recurring local events
- ◆ NOT be an educational organization or facility (such as a daycare/preschool or school);
- ◆ NOT be a higher education institution whose proposed project is for the benefit of degree seeking students, or is in service of other academic purposes, or is primarily for the academic community's benefit; institutions of higher education may only submit applications specifically to present or produce artistic/cultural programming projects that are open to the general public;
- ◆ NOT be a religious organization whose proposed project, in whole or in part, is designed to promote religious or sectarian activities or to encourage the preference of a particular religion;
- ◆ be in compliance with grant agreement requirements of any previous grants provided through the Community Grants Program or other Miami-Dade County funding sources, including timely and satisfactory submission of all reports.

Individuals and unincorporated groups may apply for program grants under fiscal agency sponsorship for no more than three (3) funding cycles. In such cases, the application must be submitted by the sponsoring organization. The event must be open and accessible to the general public.

**A COMMUNITY GRANT CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE PROGRAM, PROJECT OR EVENT.**

**NOTE:** An organization may only apply once in a program-funding year (October 1 - September 30). Successful applicants to the Community Grants Program may not receive funding in the same funding year from any other Department program, with the exception of the Capital Acquisitions, Capital Development, International Cultural Exchange, Summer Arts & Science Camps for Kids, Tourist Development Council and Youth Arts Enrichment Grants programs.

## **DEADLINES**

Applications must be received for the quarter corresponding to the dates of the proposed activity. For application and deadline schedule information, go to the Community Grants program information page at:

<http://miamidadearts.org/community-grants-cg-program>. Department staff reserves the right to defer the review of applications to future panel meetings.

Organizations are encouraged to complete the application process **at least 72 hours in advance to ensure successful submittal**. Please be aware that BEFORE you are able to access the grant application FormSet, you must have a user account for basic log-in access and complete and submit a *Grant Eligibility and Request Form*. Once you have completed these steps, your Grant Eligibility must be reviewed by staff and must be determined to be eligible by the Program Administrator, which may take up to 3 business days. Only after staff has confirmed your eligibility can you be provided access to the grant application FormSet. It is critical to keep these steps and this timeline in mind when preparing to submit a grant online. **Requesting access to the grant application less than 3 business days prior to an upcoming deadline is neither an adequate timeframe for successful completion nor a reasonable expectation of staff.** At precisely **4:00 PM** on the deadline date, 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. Applications submitted by any other means are not acceptable.

### **Corrections Deadline:**

Application corrections requested by the program administrator must be received by 3:59 PM on the corresponding Corrected Application Deadline date. Organizations are encouraged to complete their corrections at least 72 hours in advance to ensure successful submittal. At precisely **4:00 PM on the specified date**, the online grant system will automatically close the application system for corrections.

## **APPLICATION INSTRUCTIONS**

**The Community Grants (CG) program is utilizing an online application process through the Department's website.** Please visit [www.miamidadearts.org](http://www.miamidadearts.org) to access the FY 2015-2016 Community Grants program guidelines.

### **Pre-Grant Submission Workshops/Consultations:**

- ◆ ATTENDANCE AT A COMMUNITY GRANTS SPECIFIC WORKSHOP PRIOR TO THE CORRESPONDING QUARTERLY DEADLINE IS REQUIRED FOR ALL FIRST-TIME APPLICANTS. VISIT OUR WEBSITE AT [WWW.MIAMIDADEARTS.ORG](http://WWW.MIAMIDADEARTS.ORG) FOR A LIST OF WORKSHOP DATES, TIMES AND LOCATIONS.
- ◆ A CONSULTATION WITH DEPARTMENT STAFF IS REQUIRED FOR ALL RETURNING APPLICANTS, NO LESS THAN 10 BUSINESS DAYS PRIOR TO THE ONLINE APPLICATION DEADLINE. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

### **Application Process:**

To apply, applicant organizations MUST complete ALL of the items listed below by the program's deadline date via the Culture Grants Online (CGO) grant system. Make sure to allow sufficient time to complete each of the following:

- 1) FIRST complete the Grant Eligibility and Request Form AND be deemed eligible by the program's Grant Administrator BEFORE accessing Part 1 of the grant application FormSet.
- 2) Fully complete and successfully SUBMIT Part 1 of the grant application FormSet.
- 3) Fully complete and successfully SUBMIT Part 2 of the grant application FormSet.

Applicants are solely responsible for the content of their application packages. The application submission review conducted by Department staff and the corrections period 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 make corrections on behalf of applicants.

**NOTE:** An organization that submits a substantially incomplete application at the time of deadline, as deemed by the program administrator and the Department Director, will receive notification via email and/or US mail from the Department Director as to the incomplete status of the application. A copy of this notice will be forwarded to the program panel prior to their review, alerting panelists to the status of the application at time of deadline.

If you have questions or need assistance accessing the online application, please contact Roxana Barba, Program Administrator at 305-375-4209 or via email: [rbarba@miamidade.gov](mailto:rbarba@miamidade.gov).

### **APPLYING UNDER FISCAL AGENCY SPONSORSHIP**

Individuals and unincorporated organizations may apply for program grants under the fiscal agency sponsorship of an eligible, not-for-profit, tax-exempt, organization for no more than three (3) funding cycles. In such cases, the application must be submitted by a sponsoring organization incorporated in the State of Florida and recognized as being exempt from federal income tax as described in section 501(c)(3) of the Internal Revenue Code. An organization acting as fiscal agent on behalf of an individual or organization will be required to meet all eligibility and grant compliance requirements as outlined in the guidelines. The sponsored entity CANNOT be a FOR-PROFIT CORPORATION.

If applying through a fiscal agent, all information provided in the application form and the attachments to the application must reflect the activities of the sponsored entity. The sponsored entity is the individual(s) or organization actually producing or presenting the activities. Documentation from the fiscal agent will also be required.

It is important that both the fiscal agent and the sponsored entity be aware of and accepts the responsibilities of the fiscal agent relationship. The fiscal agent is required to comply with **all** the requirements of the grant contract. This includes, but is not limited to:

- Fiscal administration of the grant award, which includes the correct documentation and use of the grant award for the purpose(s) described in the grant agreement.
- Grant reporting which includes submission of completed final reports according to the required deadlines.
- Appropriate program monitoring and evaluation, which includes availability for site visits by Miami-Dade County representatives.
- Appropriate forms of credit included in all promotional and marketing materials related to the awarded project.
- Legal Provisions - The fiscal agent must comply and/or ensure compliance with all contractual requirements as they apply to the event(s), program(s) and/or activity(ies) supported by the grant. Legal requirements include, but are not limited to, liability and indemnification; compliance with all applicable federal, state and county laws; and the terms of all grants of which this is a sub-grant. Please note that the Miami-Dade County Affidavits and/or contract provisions include the following: Ownership Disclosure; Employment Disclosure; Criminal Record; Employment Drug-Free Workplace policy; Employment Family Leave policy; Disability Nondiscrimination policy; and policy Regarding Delinquent and Currently Due Fees or Taxes.

**AN ORGANIZATION APPLYING AS FISCAL AGENT FOR AN INDIVIDUAL OR ANOTHER ORGANIZATION MAY APPLY AGAIN DURING THE FISCAL YEAR FOR ITS OWN PROJECT OR AS A FISCAL AGENT FOR ANOTHER SPONSORED ENTITY.**

## **FUNDING REQUEST CAPS**

Major, annually recurring projects or events with a minimum two year consecutive track record, such as festivals, fairs and conferences benefiting a broad segment (drawing 1,000 people or more per day to the event) of the community with a total project budget of at least \$150,000 **MAY REQUEST UP TO \$15,000**; similarly qualified projects with a total project budget of less than \$150,000 **MAY REQUEST UP TO \$10,000**.

One-time cultural events, publications, or smaller annual projects - **MAY REQUEST UP TO \$7,500**.

## **MATCHING FUNDS**

Applicants must furnish a minimum \$1 to \$1 funding match, in cash, in-kind, or combination of both. In-kind contributions must not exceed 50% of the total cash project budget. **A Community Grant shall not be considered the sole source of funding.** Applicants should thoroughly explore other funding in addition to seeking support from this program.

## **GRANT PAYMENTS**

If awarded, funded projects will be paid to grantees after the Clerk of the Board certifies and confirms the FY 2015-2016 Budget Ordinance, and grant award contracts are fully and duly executed.

Grant awards will not be released until all completed FY 2014-2015 (prior year) final reports have been received and deemed complete. Final reports are due no later than 45 days after grant project completion. All funding allocations are subject to the availability of funds.

**A COMMUNITY GRANTS PROGRAM AWARD CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE PROGRAM, PROJECT OR EVENT.**

## **ALLOWABLE GRANT EXPENDITURES**

Grant dollars may be used only for expenses directly related to the proposed project in the categories indicated below. General overhead or other operating expenses not directly related to the proposed project are not permitted.

- ✓ Administrative (no more than 25% of grant request), artistic, technical salary support and/or consultant fees
- ✓ Honoraria
- ✓ Direct program costs
- ✓ Production costs
- ✓ Equipment rental
- ✓ Expendable supplies/materials
- ✓ Marketing
- ✓ Printing
- ✓ Publications
- ✓ Space rental (such as performance/exhibition venues)
- ✓ Insurance (specific to the event/project)
- ✓ In-County travel and transportation costs (such as field trip buses, taxis or shuttle services)
- ✓ 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/overhead expenses such as space rental, insurance and utilities
- × Compensation for forfeited revenues, 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 which are restricted to private or exclusive participation (e.g., by invitation and/or purchase requirements that exceed the cost of a typical, standard ticket to an event/performance, or which require an established relationship with the presenting organization in order to participate), including restricting access to programs or facilities on the basis of race or ethnicity, color, creed, national origin, religion, age, gender, sexual orientation or physical ability.
- × Indirect costs. Fees for indirect costs may not be assessed against Community Grant funded programs as a result of having been awarded a Community Grant. Indirect costs assessed as a consequence of other, non-County grant support received by a Community Grant funded program may not be assigned to, charged against or debited from County grant funds.

## EVALUATION CRITERIA

The appropriateness for funding of the proposed program, project or event will be determined according to the Community Grants Program goals as stated below:

- 1) To develop high quality programs, projects, or events which promote community-based cultural, educational and civic outreach in our multiethnic community;
- 2) To support programs, projects or events which display a high degree of administrative capability in terms of scope, budget, individuals and organizations involved;
- 3) To provide for appropriate and sufficient marketing strategies and plans including amount of budget dedicated to this line item;
- 4) To demonstrate strategies for attracting financial support from other public as well as private sources as evidenced in matching requirements and in-kind services. The budget will be examined as to need, specific expenditures and funding participation from other sources;

- 5) To produce programs, projects or events in the under-served geographic locations of Miami-Dade County and to attract culturally diverse audiences
- 6) To comply with grants requirements, including timely submission of final reports for applicants who have received previous Department funding.

It is the mandate and responsibility of the Community Grants Program Panel to evaluate all proposals based on the above-stated criteria. Other considerations such as whether the proposed project, program or event is better suited for funding through another Department program may enter into the Panel's decision-making process.

## **GRANT APPLICATION REVIEW PROCESS**

Applicants are encouraged to attend the panel meeting. However, **presentations or involvement of any kind by applicants at the panel meeting are not permitted.** Presentations or involvement of any kind by an applicant may result in the disqualification of the application by the program 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 posted in the CGO system or sent via e-mail to applicants, indicating the recommended corrections, corrections procedures, deadline date to submit corrections and required materials for panel distribution and panel meeting specifics. NOTE: Department staff **will not** review applications again after the corrections deadline, nor will staff make corrections on behalf of applicants prior to distribution to the evaluation panel. The applicant is solely responsible for the content of the application. The application sets that are received online by the corrections deadline will be considered the applicant's final submission and forwarded for panel review.

### **PANEL REVIEW AND RECOMMENDATION**

- ◆ The Community Grants Program panel will review applications every quarter on the corresponding meeting date (time and dates are subject to change). A list of panel members is available upon request and will be available at the panel meeting.
- ◆ 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 e-mail following the Council's decision.** Grant recipients will receive a grant award package which 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 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 on record in the Finance Department. **It is imperative that grantees notify Cultural Affairs staff AND the Finance Department in writing of any address changes or bank account changes during this process.** Grantees may not request pickup of checks.

Alternatively, grantees may sign up for Automatic Deposit of County funds directly into the organization's bank account. This is the fastest way to receive County funds once the request has been processed by Finance. The Automatic Deposit sign up form and instructions can be downloaded at: <http://www.miamidade.gov/finance/direct-deposit.asp>. It is critically important to follow the instructions for Direct Deposit carefully, and to keep your account information current at all times with the County's Finance Department.

**NOTE: THE APPROXIMATE TIMELINE FROM DATE OF APPLICATION TO RECEIPT OF CHECK BY SUCCESSFUL APPLICANTS IS FIVE (6) MONTHS.** 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.

## PUBLICITY AND CREDIT REQUIREMENTS

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 advertisements and announcements, event programs, and publications: **"The (insert event/program name) is made possible 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 County's logo in marketing and publicity materials whenever possible. Download an electronic logo file from the CGO website at <http://www.miamidadearts.org/publicity-and-credit-requirements>

Non-use of the County's logo is a contractual violation and may result in loss of future funding support. Given the timing of events and application review, applicants may want to consider utilizing these acknowledgement materials in advance of the Community Grants' panel review and recommendation; however, advance use of these materials will not affect panel deliberations regarding the funding merits of the project/event.

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 Department of Cultural Affairs' 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 by making strategic investments in their future.”** To download an electronic version of The Children’s Trust logo, please go to: [www.thechildrenstrust.org](http://www.thechildrenstrust.org)

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...”**

## **GRANT COMPLIANCE REQUIREMENTS**

A Final Report is required within forty-five (45) days of the project completion date. Final report forms are available from the Department of Cultural Affairs’ electronic grants system. 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’ FY2014-2015 budget by the Miami-Dade County Mayor and Board of County Commissioners, and are subject to the availability of funds. Grant awards will be available for release during the County’s fiscal year in which the grant was awarded, October 1 - September 30. **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, 2016.

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.

*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. The Department also manages, programs and operates the South Miami-Dade Cultural Arts Center, a campus of state-of-the-art cultural facilities in Cutler Bay as well as Miami-Dade County Auditorium, Joseph Caleb Auditorium and the African Heritage Cultural Arts Center, all dedicated to presenting and supporting excellence in the arts for the entire community. 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 TicketWeb for the Culture Shock Miami program, the Greater Miami Convention and Visitors Bureau, the South Florida Cultural Consortium and the Tourist Development Council.*