



**MIAMI-DADE COUNTY
DEPARTMENT OF CULTURAL AFFAIRS**

**AUDIENCE ACCESS GRANTS PROGRAM
GUIDELINES AND APPLICATION FORM**

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

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

SUBMIT COMPLETE APPLICATION PACKAGE AND ALL REQUIRED DOCUMENTS TO:

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

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 Miami-Dade County Department of Cultural Affairs 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.)

- ◆ For general information or assistance, call the Miami-Dade County Department of Cultural Affairs at 305-375-4634.
- ◆ 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.
- ◆ Pour informations supplémentaires, contactez notre bureau au numero, 305-375-4634.

PROGRAM OVERVIEW AND OBJECTIVES

The Department of Cultural Affairs is committed to continuing its collaborative efforts in working with people with disabilities and cultural/community organizations to help address ADA compliance issues, programmatic accessibility, and audience development and outreach efforts. The Department strives to ensure that all of its grantees are likewise committed to making their facilities and programs accessible to people of all abilities.

The Department also works actively in partnership with VSA Florida on a number of key initiatives, with the objective of creating regional and national models of best practices for increasing participation in the arts by making cultural activities more accessible for our residents and visitors. This includes working with VSA Florida to promote and facilitate accessible cultural programming in the community, and providing opportunities and technical assistance for cultural organizations and arts administrators on issues related to accessibility for audiences with disabilities.

The Audience Access (AUD) Grant Program is designed to provide funding to promote and help pay for arts program ADA/access technology and services, such as American Sign Language (ASL) interpreters, captioning, audio description, materials in accessible format, ADA/access training, and other such services to ensure programmatic access for audiences of all abilities. This program is *not* intended to provide assistance in funding capital/facilities projects or improvements, such as construction, renovation or equipment purchases.

For additional ADA/Access resources, please visit <http://www.miamidadearts.org/education-outreach-access/ada-accessibility>.

GENERAL ELIGIBILITY

To be eligible to apply, an organization must:

- 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;
- be a current grant recipient of the Miami-Dade County Department of Cultural Affairs in good standing; and

- 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.

REQUESTED GRANT AMOUNT

- Applicants may request up to \$2,500 per fiscal year.
- Organizations may apply more than once per fiscal year as long as the total amount awarded does not exceed \$2,500 per fiscal year.

MATCHING FUNDS

- No match is required. Applicants should thoroughly explore other funding sources in addition to seeking support from this program.

ALLOWABLE GRANT USES

- ✓ Equipment rental, personnel and materials necessary to provide programmatic accessibility as mandated by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, such as:
 - American Sign Language (ASL) Interpreters
 - Captioning Services
 - Audio Description Services
 - Sighted Guide and/or Touch Tour Services
 - Program/Exhibit or Other Materials in Accessible Format
 - Accessible Technology, Materials and Supplies
- ✓ ADA/Accessibility Consultant Fees for Services, such as:
 - ADA/Access Training for Staff, Performers, Volunteers and Docents
 - Assistance with ADA/Access Self-Evaluation
 - Development of an ADA/Access Plan

RESTRICTIONS

- Grant funds may not be used for expenses incurred or obligated prior to or after the approved grant project period.
- Grant funds may not be used to support commercial activities.
- The project must be completed within the fiscal year in which the grant was awarded (fiscal year period is October 1 – September 30).

AN AUDIENCE ACCESS GRANT CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE PROJECT FOR WHICH FUNDS ARE AWARDED.

APPLICATION INSTRUCTIONS AND APPLICATION CHECKLIST

Prospective applicants must call and request a consultation with the program administrator, Francine Andersen, 305-375-5024, at least two weeks prior to submitting an application. Consultations may be conducted by phone.

The Audience Access (AUD) grant application is available on the Department of Cultural Affairs CGO website at: <http://www.miamidadearts.org/audience-access-aud-grants-program> and is available upon request via email (fran@miamidade.gov).

Application formats may not be altered or manipulated in any way.

Submit the items below:

- One (1) SIGNED ORIGINAL completed application form.
- Printed copy of the current Miami-Dade County Department of Cultural Affairs ADA Survey (submitted through Culture Grants online with Part 1 of the Organization's General Operating Support Grant) at: <http://miamidadearts.culturegrants.org>).
- Estimate(s), invoice(s), purchase order(s), or contract(s) for ADA/Accessible service(s) or materials to be purchased.

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DEADLINES

Applications will be accepted on a year round basis, subject to the availability of funds. Funding is limited and eligible projects will be awarded on a first come, first serve basis. Projects must occur within the same fiscal year in which grant awards are made. The fiscal year period is October 1 – September 30. Project extensions beyond the fiscal year in which grant awards are made will not be permitted.

GRANT PAYMENTS

Grant payments will be made on a reimbursement basis. Requests for payment must be submitted within thirty (30) days of the project completion date, and no later than September 15th of the fiscal year in which the project occurred.

If awarded, funded projects will be paid on a reimbursement basis following the submission of the required documentation listed below:

- A one-page summary describing your project/event and how the Audience Access grant was used to achieve ADA/Programmatic Accessibility for your audience.
- Paid invoice(s)/receipt(s) for ADA/Accessible service(s) or materials purchased.
- Proof of payment for service(s) or materials purchased (cancelled checks, bank issued proof of payment, etc.).
- Up to three (3) project/event support documents (program, advertisements, flyers, etc.).

GRANT COMPLIANCE REQUIREMENTS

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 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, October 1 – September 30. Grant awards will not be released until all required documentation is submitted and final reports for previous years' funding from all Department programs are received.**

Reimbursement requests for grant funds not received and paid by the end of the County's fiscal year in which they were awarded, shall revert to the Department of Cultural Affairs on September 30. Project extensions beyond the fiscal year in which grant awards are made will not be permitted.

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 (at <http://miamidadearts.culturegrants.org/navigation/links/page/manage-award>).

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 serves its board, the Art in Public Places Trust, commissioning, curating, maintaining and promoting the County's award-winning public 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 Council on Arts and Culture, 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.