



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

**FY 2018-2019 SUMMER ARTS & SCIENCE CAMPS FOR KIDS  
GRANT 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 GRANT APPLICATION INSTRUCTIONS.**

**FOR QUESTIONS AND ASSISTANCE REGARDING THE SUMMER ARTS & SCIENCE CAMPS FOR KIDS GRANT PROGRAM, PLEASE CONTACT:**

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- ♦ **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 Miami-Dade County Department of Cultural Affairs program or meeting, please contact Francine Andersen 305-375-4634 [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

Since 2006, The Children's Trust has provided annual funding support to the Miami-Dade County Department of Cultural Affairs and has awarded over \$14.6 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 potentials.

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 Children's 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.

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 or 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 comprehensive and specialized cultural arts and science summer camps.

Priority attention will be given to:

- projects that address children and youth whose ability to participate in such programs may be limited by geography, economics or disability;
- projects that are able to expand program offerings and/or capacity in order to reach a broader population of underserved children and youth; and
- projects in which unduplicated children and youth underwritten by SAS-C funding will attend the camp program for four weeks or more.

## 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. Proof of incorporation and IRS tax-exempt designation is required at the time of application;
- be the camp “owner/presenter” directly responsible for managing, overseeing and implementing ALL administrative aspects of the proposed camp program, including but not limited to camper registration, data collection, reporting, scheduling, program design, production, implementation, contracting for artists/services, etc.;
- 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;
- **not** be a fiscal agent applying on behalf of another entity; and
- **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.

Funded programs must be geographically located in Miami-Dade County, be open to the community at large, and not solely be for the benefit of the applicant organization, or its students or members. Grant funds may not be used to underwrite scholarships for children/youth who reside outside of Miami-Dade County. Applications from fiscal agents will **not** be accepted.

This program operates on an annual cycle, and applications are available and considered only once for each program-funding period (June 1 – August 30). An organization may only apply once per cycle. Successful applicants to the SAS-C Grants Program may not receive funding in the same funding year from any other Department program or directly from The Children’s Trust for the same project expenses.

**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.

## DEADLINES

For application and deadline schedule information, go to the Summer Arts & Science Camps for Kids (SAS-C) grant information page at:

<https://www.miamidadearts.org/summer-arts-science-camps-kids-sas-c-program>

### **Application Deadline:**

Organizations are encouraged to complete the entire application process **at least 72 hours in advance of the application deadline to ensure successful submittal**. At precisely **11:59 PM** on the deadline date, the online grant system will automatically close the application system. Organizations that fail to complete the entire submittal process by this deadline will be locked out of the system and deemed ineligible. Applications submitted by any other means are not acceptable.

Please be aware that BEFORE you are able to access the online grant application, 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 and Request Form* will be reviewed by the Program Administrator to determine whether or not your organization is eligible to apply for the requested grant. This review may take up to 3 business days. Only after the Program Administrator has confirmed your eligibility can you be provided access to the online grant application. 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 7 business days prior to an upcoming deadline is neither an adequate timeframe for successful completion nor a reasonable expectation of staff.**

### **First-Time Applicants: Program Administrator Review:**

Applications received from first-time applicants by the grant program's published application deadline will be reviewed by the Program Administrator. Feedback and suggestions for strengthening and/or correcting the application will be provided approximately 7 days prior to the corrected/final application deadline. Applicants are solely responsible for making any and all revisions to their applications, should they so choose. Department staff **WILL NOT** make corrections on behalf of applicants. Applicants are encouraged to complete their corrections at least 3 business days in advance of the corrected/final application deadline to ensure successful submittal. At precisely 11:59 PM on the corrections deadline date, the online grant system will close access to the application for corrections.

### **Returning Applicants: Program Administrator Courtesy Review (Optional):**

Prior applicants to the Summer Arts and Science Camps for Kids Grant (SAS-C) have the option to submit a completed application, including **all** required support materials, **no later than 11:59 PM one full calendar week in advance of the grant program's published application deadline** for a thorough "Courtesy Review" by the Program Administrator. Staff will read and review narratives, uploads and other sections of the application and provide

feedback, comments and/or questions related to the proposal. Applicants who submit in time for a Courtesy Review will have the opportunity to finalize their applications during the program's corrections period and are **solely responsible** for making any and all revisions to their applications by the program's corrections deadline date, should they so choose. Department staff **WILL NOT** make corrections on behalf of applicants. The Courtesy Review process is a technical assistance service and in no way guarantees that an application will be recommended for funding by the grants review panel.

**Applications submitted for Courtesy Review that are in DRAFT form, have incomplete narrative or budget sections and/or are missing required support documents, will NOT be eligible for a Courtesy Review.**

Applicants who waive their option for a Courtesy Review and submit their applications by the grant program's published application deadline will receive a technical sufficiency review **only** (i.e. staff will check the forms to ensure the grant program's minimum eligibility criteria has been met and all required documents have been submitted; narratives, uploads and other sections of the application will NOT be read and reviewed). Comments, questions and feedback will **NOT** be provided to the applicant during the program's corrections period. Applicants who waive their option for a Courtesy Review will have the opportunity to finalize their application during the program's corrections period and submit by the grant program's corrections deadline date. **Applicants whose submissions does not meet minimum technical qualifications will be notified and their application will NOT be eligible for further consideration.**

**NOTE:** First-time and returning applicants who submit a substantially incomplete application at the time of the grant program's published application 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.

### **Corrections Deadline:**

Application corrections requested by the Program Administrator will be issued approximately 7 days prior to the corrected/final application deadline. Organizations are encouraged to complete their corrections at least 3 business days in advance of the corrected/final application deadline to ensure successful submittal. At precisely 11:59 PM on the corrections deadline date, the online grant system will automatically close the application system for corrections.

## APPLICATION INSTRUCTIONS

**The Summer Arts & Science Camps for Kids (SAS-C) Grant Program is utilizing an online application process through the Department's website.** Please visit [www.miamidadearts.org](http://www.miamidadearts.org) and click on the GRANTS / SURVEY MONKEY APPLY 2018-2019 to access the Department's online grants program portal page.

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

**ALL SAS-C applicants (both new and returning) MUST attend ONE of the SAS-C specific workshops. There are no exceptions to this requirement.**

To RSVP for one of the mandatory SAS-C pre-grant submission workshops, go to: <http://www.miamidadearts.org/workshops>

### **Application Process:**

To apply, applicant organizations **MUST** complete ALL of the "tasks" associated with the grant application via SurveyMonkey Apply. Make sure to allow sufficient time to complete each task to ensure compliance with the program's requirements.

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

If you have questions or need assistance accessing the online application, please contact Katherine Revell, SAS-C Grant Program Administrator at 305-375-5830 or via email: [Katherine.Revell@miamidade.gov](mailto:Katherine.Revell@miamidade.gov)

## TECHNICAL REQUIREMENTS

### TO SATISFY THE PROGRAM'S TECHNICAL REQUIREMENTS, APPLICANTS:

- ✓ **MUST** ATTEND THE MANDATORY PRE-GRANT SUBMISSION WORKSHOP AS DESCRIBED ABOVE. [Click here to RSVP for workshops](#)
- ✓ **MUST** COMPLETE AND SUBMIT A GRANT ELIGIBILITY AND REQUEST FORM IN THE SURVEYMONKEY APPLY GRANT SYSTEM AND BE ASSIGNED PERMISSION BY THE PROGRAM'S GRANT ADMINISTRATOR, BEFORE BEGINNING WORK ON THE GRANT APPLICATION.
- ✓ **MUST** COMPLETE ALL REQUIRED "TASKS" IN THE ONLINE APPLICATION PROCESS
- ✓ **MUST** SUBMIT A COMPLETE AND SELF-SUFFICIENT APPLICATION AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS.
- ✓ **MUST** MAKE CERTAIN YOUR APPLICATION IS COMPLETED AND SUBMITTED NO LATER THAN 11:59 PM ON THE DEADLINE DATE USING THE ONLINE APPLICATION GRANT SYSTEM.
- ✓ **MUST** ANSWER ALL QUESTIONS COMPLETELY AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS AND ATTACHMENTS.
- ✓ **MUST** INCLUDE LETTERS OF AGREEMENT/COMMITMENT FROM ANY ORGANIZATION THAT IS PROVIDING ASSISTANCE TO YOUR ORGANIZATION TO IMPLEMENT THE PROPOSED ACTIVITIES DESCRIBED IN YOUR APPLICATION, INCLUDING STUDENT RECRUITMENT ASSISTANCE AND PROJECT VENUES.
- ✓ **MUST** LIST AS THE ORGANIZATION CONTACT PERSON AN INDIVIDUAL WHO IS KNOWLEDGABLE ABOUT THE PROJECT, ORGANIZATION AND BUDGET AND WHO CAN BE REACHED DURING REGULAR BUSINESS 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 AN APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

## FUNDING REQUEST CAPS

Organizations may request up to \$45,000.

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.

Matching funds cannot be derived solely from The Children's Trust. Applicants 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.

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.

## **GRANT PAYMENTS**

If awarded, funded projects will be paid to grantees according to the following timeframe, after the Clerk of the Board certifies and confirms the authorizing Resolution, and grant award contracts are fully and duly executed:

- 80% of award upon receipt of properly executed grant award agreements
- 20% of award upon project completion and review and approval of correct and complete final report and all required reporting documentation

Grant payments are anticipated to be released no sooner than May of the fiscal year for which the grant was awarded. Grant awards will not be released until all completed 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 SUMMER ARTS & SCIENCE CAMPS FOR KIDS (SAS-C) GRANT 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 camp project in the categories indicated below. **General overhead or other operating expenses not directly related to the proposed project are not permitted.**

- ✓ Artistic, administrative, technical salary support and/or consultant fees
- ✓ Honoraria
- ✓ Direct program costs
- ✓ Before and Aftercare Costs
- ✓ Production costs
- ✓ Equipment rental
- ✓ Expendable supplies/materials
- ✓ Purchase of equipment up to \$2,000 (only project-specific related and with prior approval by Department of Cultural Affairs staff)
- ✓ Marketing
- ✓ Printing
- ✓ Publications
- ✓ Space rental (only project-specific related such as performance/exhibition venues)
- ✓ In-County travel and transportation costs (such as field trip busses, 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

- ✗ Any expenses incurred or obligated prior to or after the approved grant project period
- ✗ In-direct costs/overhead expenses such as space rental, insurance and utilities
- ✗ Compensation or reimbursement for forfeited revenues, such as grantee issued complimentary tickets, admissions or scholarships
- ✗ Scholarship underwriting for non-Miami-Dade County student residents.
- ✗ 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 (must be project-specific and requires prior approval by Department of Cultural Affairs staff)
- ✗ Proposal preparation

- × 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/competitions and/or any entry fees related to such events
- × Hospitality costs including, food/meals, decorations or affiliate personnel, with the exception of artists
- × Cash prizes and awards such as scholarships, plaques, trophies or medals
- × 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), 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 SAS-C funded programs as a result of having been awarded a SAS-C grant. Indirect costs assessed as a consequence of other, non-County grant support received by a SAS-C funded program may not be assigned to, charged against or debited from County grant funds.
- × Grant expenditures not included in the applicant's original application as presented to and approved by the grant review panel, and/or not included in the Grantee's Restatement of Project budget as part of the Grantee's Grant Award Agreement and approved by the Director of the Miami-Dade County Department of Cultural Affairs.

## 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 (up to 30 points):**

- Demonstrated high quality, active/direct participation and enriching experiences for children and youth 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

- Evidence of measurable impact on participants based on pre- and post-assessments
- Number of unduplicated children and youth anticipated to be served directly by the camp program

## **2) Artistic/Scientific Merit (up to 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
- Demonstrated track record of providing high quality, comprehensive and specialized cultural arts or science summer camp programs for children and/or youth in Miami-Dade County
- Support materials (brochures, articles, letters of support, etc.)

## **3) Management Capability (up to 20 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
- Ability to document/provide evidence of student participation and outcomes
- Ability to document/provide evidence of committed partners or collaborators
- 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) Priority Attention Considerations:**

- Ability to reach underserved children and youth who may be limited by geography, economics or disability **(up to 10 points)**
- Expanded program offerings and/or capacity in order to reach a broader population of underserved children and youth **(up to 10 points)**

## **5) Frequency and duration of activities and opportunities for repeated or extended participation in the proposed program (up to 10 bonus points):**

- Opportunity for unduplicated children underwritten by SAS-C funding to attend the camp program for four weeks or more
  - 19 or more program attendance days – 3 pts
  - 29 or more program attendance days – 5 pts
  - 45 or more program attendance days – 10 pts

## **PANEL PRESENTATIONS**

Applicants are encouraged to attend the panel application review meeting as observers, and will be notified in writing of its scheduled time, date and location. Although formal presentations by applicants are not permitted during the panel meeting, applicants may be provided an opportunity to address direct questions posed by panelists, address outstanding issues raised by the panel and/or help clarify points during the panel discussion. Applicants are not permitted to interact with panelists at any other time during the proceedings or during panel breaks. Presentations or involvement of any kind by an applicant, other than the above noted exception, may result in the disqualification of the application by the program panel and/or the withdrawal of the application by Department staff.

## **GRANT APPLICATION REVIEW AND AWARD PROCESS**

For application schedule information, go to the Summer Arts & Science Camps for Kids (SAS-C) grant program information page at:

<http://www.miamidadearts.org/summer-arts-and-science-camps-kids-sas-c-program>

### **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 SurveyMonkey Apply System indicating the recommended corrections, corrections procedures and deadline date to submit corrections and required materials for panel distribution. Panel meeting specifics such as date confirmation, time and location will be provided to applicants prior to the panel meeting. Note: Department staff may not review final corrected applications prior to distribution to the grant evaluation panel.

### **PANEL REVIEW AND RECOMMENDATION**

- ◆ The Summer Arts & Science Camps for Kids grants panel will review and score applications at the panel evaluation meeting. A list of panel members will be provided in advance of the application review process 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 Cultural Affairs Council, recommendations are forwarded to the Board of County Commissioners and the 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 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 an electronic 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.
- ◆ Failure to submit a complete and correct grant award package by the due date will result in a delay in processing the grant award. Funded applicants that fail to return the agreement within 60 days of the date of the award letter will have their grant recommendation rescinded by the Department of Cultural Affairs, unless the Grants Program Administrator has approved an award agreement extension.
- ◆ 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 of that fiscal year.

## **GRANT PAYMENT**

- ◆ Once reviewed and executed, grant agreements and a request for payment equal to 80% of the approved grant award are sent to the Finance Department.
- ◆ Upon project completion and review and approval of correct and complete final report and all required reporting documentation, a request for payment equal to the remaining 20% 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 on record in the Finance Department. It is imperative that grantees notify Cultural Affairs staff AND the Finance Department of any address 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 for payment 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.

- ◆ Grant payments are anticipated to be released beginning in May of the fiscal year for which the grant was awarded. Grantees can review payment status via the Miami-Dade County Department of Finance Vendor Payment Inquiry website:

[https://w85exp.miamidade.gov/VInvoice/1\\_0a\\_vendor\\_login.jsp](https://w85exp.miamidade.gov/VInvoice/1_0a_vendor_login.jsp)

**NOTE: GRANT AWARDS WILL BE AVAILABLE FOR RELEASE DURING THE COUNTY'S FISCAL YEAR FOR WHICH THE GRANT WAS AWARDED, OCTOBER 1 – SEPTEMBER 30. 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**

**By accepting County funds, the grantee is 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.**

The Grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, 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."**

For radio or television broadcast, the following voice-over language must be used: **"This program is supported in part by the Miami-Dade County Department of Cultural Affairs."**

For television broadcast, display of the County logo and the "[www.miamidadearts.org](http://www.miamidadearts.org)" web address is required. The grantee must also use the County's logo in marketing and publicity materials, including but not limited to newsletters, press releases, brochures, fliers, websites or any other materials for dissemination to the media or general public.

Grantees are required to credit the County's support in any communications about the grant-funded project on social media platforms using @MiamiDadeArts and #MiamiDadeArts.

To download logos and review publicity and credit requirements, [visit the Publicity and Credit Requirements section of the Miami-Dade County Department of Cultural Affairs website](https://www.miamidadearts.org/publicity-and-credit-requirements) at: <https://www.miamidadearts.org/publicity-and-credit-requirements>

***www.miamidadearts.org > Grants > Grant Resources > Publicity and Credit Requirements.***

In addition, grantees receiving funds through the 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 Children's 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: [The Children's Trust Media Kit & Logos.](#)

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..."

## CONTRACT COMPLIANCE REQUIREMENTS

Grantees receiving funding through the SAS-C Grants Program shall be required to participate in a one-day All Kids Included (AKI) Professional Development Workshop on Inclusion Strategies for Children and Youth with Disabilities. The workshop will provide SAS-C grantees with a hands-on approach and practical strategies for achieving inclusive arts and science summer camp experiences for children and youth. The grantee's camp director plus another key staff member, such as the individual responsible for camp counselor training and/or day-to-day camp operations are required to attend this mandatory workshop training.

For the Professional Development Workshop on Inclusion Strategies for Children and Youth with Disabilities workshop schedule, go to:

<https://www.miamidadearts.org/summer-arts-science-camps-kids-sas-c-program>

**A Final Report is required to be submitted within forty-five (45) days of the project completion date.** The SAS-C Grant Reporting Instructions (including all additional requirements and current forms) may be downloaded from the Miami-Dade County Department of Cultural Affairs Grant Reporting webpage at:

<https://www.miamidadearts.org/grant-reporting-documents>

In addition to the SAS-C Final Report and accompanying documentation, SAS-C Grantees shall utilize pre- and post- assessments and submit documentation to measure the following outcome indicators:

Outcome and Target %	Participants to be Measured	Data Source / Measurement Tool	Timing
85% of children/youth improve proficiency of arts skills	Arts Based SAS-C Programs	Youth ARTS Program Participant Skills Assessment (Americans for the Arts, Youth ARTS Toolkit, 2003 - adapted)	Pre & Post
85% of children/youth improve science skills	Science Based SAS-C Programs	Youth ARTS Program Participant Skills Assessment (Americans for the Arts, Youth ARTS Toolkit, 2003 - adapted)	Pre & Post
85% children/youth will increase positive peer relationships	All SAS-C Programs	Youth ARTS Pre & Post Assessment of Participant Peer Relationships (Americans for the Arts, Youth ARTS Toolkit, 2003 - adapted)	Pre & Post

Grantees shall also submit the SAS-C Student Roster documenting participant demographics\*, aggregate attendance, and performance measures as indicated in the SAS-C Student Roster.

\* Demographic information required for CHILDREN/YOUTH participating in SAS-C funded programs:

- Zip Code of children's residence
- Paren't or guardian's email address
- Gender (male, female)
- Age Range in years (0-5, 6-12, 13-18, 19-22, Unknown)
- Race (American Indian or Alaskan Native, Asian, Black or African American, Pacific Islander, White, Other, Unknown)
- Ethnicity (Hispanic, Haitian, Other, Unknown)
- Child's Current Grade Range (Elementary, Middle, High School, Not in School)
- Child's Current School
- Documented Disability / Disability Type
- Dependency
- Delinquency

Grantees shall also submit a summary of the results of the Client Satisfaction Surveys administered to the parents and students by all Grantees funded through the SAS-C Grants Program.

## **CONTRACT COMPLIANCE AND INFRACTION POLICY**

SAS-C Grant recipients shall be subject to the requirements of the **SAS-C Contract Compliance and Infraction Policy** as outlined below, which includes:

- evaluating grantee performance as it relates to future funding by incorporating prior year outcomes data and contractual compliance reporting information in the subsequent year's grant application, and which will be taken into account in the application scoring criteria; and
- implementing automatic penalties for organizations having serious prior year compliance issues in subsequent year's grant applications (see chart below).



## **Contract Compliance Issues include:**

### **1) Late reporting**

- Final Reports are due within forty-five (45) days of the project completion date.
- Final Reports will not be recorded as being submitted to the Department of Cultural Affairs until all required reporting components are submitted, which include:
  - a. Final Report Formset
  - b. Final Report Expense Summary Template
  - c. Copies of cancelled checks or bank issued evidence of payments, together with corresponding invoices/receipts
  - d. At least three (3) support documents related to the funded project, such as:
    - i. brochures / flyers
    - ii. press releases / news clips / advertisements
    - iii. sample photos or other media documenting project activities
    - iv. parent / student / teacher surveys or testimonials
  - e. Student Roster Template(s)
  - f. Youth Arts & Science Pre- and Post- Assessments
  - g. The Children's Trust Parent Satisfaction Survey Data (Google Doc form)
  - h. The Children's Trust Child Information Forms
  - i. Student Attendance Log / Records

### **2) Total number of children/youth contracted to be served not met**

### **3) Number of children/youth with disabilities contracted to be served not met**

### **4) Insufficient Student Data (missing, incomplete, inaccurate, or insufficient attendance and/or pre/post assessments)**

The following table outlines the penalties that shall be imposed in subsequent year's grant applications for each of the infractions pertaining to the prior year contract compliance issues:

SAS-C and YEP Contract Compliance Infraction Policy								
Compliance Issue	Grant Program	Grace Period	Infraction	Penalty	Infraction	Penalty	Infraction	Penalty
1) Late reporting	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> <li>• YEP Cat B</li> </ul>	<=7 days	8-14 days	-3 points Mgt/Fin Capability	15-44 days	-5 points Mgt/Fin Capability	>44 days	1 year Ineligible
2) Total number of children/youth contracted to be served	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
3) Number of children/youth/young adults with disabilities contracted to be served	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
4) Insufficient Data	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=10%	11-20%	-3 points Mgt/Fin Capability	21-30%	-5 points Mgt/Fin Capability	>30%	1 year Ineligible
a. Number of actual days attended	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
b. Pre-Assessments	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
c. Post-Assessments	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible

## RELEASE OF GRANT FUNDS

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 for 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 for 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 of the same fiscal year.

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, physical ability, gender identity or gender expression, or status as a victim of domestic violence, dating violence or stalking, 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, physical ability, gender identity or gender expression, or status as a victim of domestic violence, dating violence or stalking, 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 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.*