



# ART

**MIAMI-DADE COUNTY  
DEPARTMENT OF CULTURAL AFFAIRS  
FY 2023-2024 ARTIST ACCESS GRANT PROGRAM GUIDELINES**

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

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

APPLICANTS ARE ENCOURAGED TO ATTEND A PRE-SUBMISSION WORKSHOP ON **SEPTEMBER 6, 2023**, VIEW THE RECORDED LINK OR SCHEDULE A CONSULTATION WITH THE PROGRAM ADMINISTRATOR PRIOR TO SUBMITTING AN APPLICATION. **NOTE: WORKSHOP ATTENDANCE AND CONSULTATIONS ARE NOT REQUIRED IN ORDER TO APPLY.**

FOR QUESTIONS PLEASE CONTACT:

Roxana Barba, Program Administrator  
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Miami, FL 33128  
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Phone (305) 375-4209 / Fax (305) 375-3068  
[www.miamidadearts.org](http://www.miamidadearts.org)

- ◆ 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 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 and in partnership with FUNDarte, the Artist Access Grant Program is designed to assist practicing, professional artists in any medium or discipline residing in Miami-Dade County pursue opportunities that will advance their practice and careers in demonstrable ways.

Eligible opportunities include artistic professional development and skill-building opportunities such as specialized workshops, artist residencies, technique classes with master artists, conferences, teaching artist training, arts leadership training and other non-credit artistic learning opportunities (in person or virtual). Applicants must demonstrate how the potential, timeliness, and impact of the opportunities will forward the artist's career.

Project-oriented opportunities (such as exhibits or performances that consist of presenting work to the public), professional certification, certificate, degree-seeking opportunities, opportunities presented by students (high school, undergraduate, graduate and any student enrolled in a degree program at the time of application) and touring engagements are **not** eligible for funding consideration. Costs associated with the presentation of exhibits or performances (such as installation expenses, supplies and materials and other project-related expenses) are **not** eligible.

## FUNDING REQUEST

Artists may request up to \$2,000. An artist may apply **once** in a program year (October 1 – September 30); however, artists who apply in the Fall/Winter cycle and are not recommended for funding may re-apply for a new opportunity in the program's Spring/Summer cycle.

**An Artist Access Grant carries no commitment for future support beyond the time of the funded activity.**

## ELIGIBILITY

To be eligible to apply, an artist **MUST**:

- ◆ Be a working professional artist (defined as a person who has created a recognized body of work over a sustained period and pursues this work as a means of livelihood). Professionals who work directly with individual artists - such as curators, arts administrators, producers, or presenters - are **not** eligible to apply.
- ◆ Be at least 18 years of age, a legal full-time resident of Miami-Dade County and must have resided and worked in Miami-Dade County for at least one year prior to the application deadline
- ◆ Complete grant activities within twelve months of the start date in the application

- ◆ **Not** be enrolled in high-school or college/university

### **Eligible Opportunities:**

Artists may apply for funding support for the following artistic professional development opportunities. Grants are awarded on a reimbursement basis following submission of proof of payment(s) at the time a final report is due. Awards are not paid in advance.

**Requests for project-oriented opportunities will be disqualified and not forwarded to panel for review.**

Eligible opportunities include:

- Local, national, or international in-person and virtual workshops, conferences, independent study with a mentor artist and other artistic learning opportunities. Eligible expenses are registration and classes fees, mentor artists' fees, travel costs including airfare and stay, per diem, materials (bibliography and art supplies) and specialized equipment required to pursue the proposed professional development opportunity.
- Travel-related creative research. Applicant artists must provide evidence of research-based practice and substantial detail describing scope, collaborators, itinerary, and body of work to be developed because of the research. Eligible expenses include airfare, stay, per diem, transportation costs, bibliography, collaborators' fees.
- Skill building opportunities to help artists expand their skills in areas such as self-promotion, arts administration, website development and specialized software training.
- In-person and virtual teaching artist and arts leadership trainings to wholesomely advance artists' careers.

**The opportunity must take place within the corresponding cycle funding period.**

Applicants must provide supporting documentation such as letters of invitation, conference or workshop registration information, conference schedule, itinerary of activities, master artists and/or collaborators' bios, letters of support, etc. Proof of payment(s), including but not limited to, bank/credit card statements, receipts, and invoices, will be required for the final report.

### **NOTICE REGARDING TRAVEL FOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES OUTSIDE OF MIAMI-DADE COUNTY**

The Artist Access Program is accepting applications for in-person professional development opportunities that require travel outside of Miami-Dade County. The Department of Cultural Affairs strongly recommends each applicant check the Center for Disease Control and Prevention travel advisories for fully vaccinated and unvaccinated individuals prior to travel. Applicants who wish to move forward with a travel-related request and are funded by the panel are advised

they are proceeding at their own risk. Artist Access Program funding support does not assume direct or indirect responsibility for any consequences associated with an applicant's decision to travel.

### **Ineligible Opportunities:**

- Project-oriented opportunities (such as exhibits or performances that consist of presenting work to the public)
- Professional certification, certificate, degree-seeking opportunities
- Opportunities presented by students (high school, undergraduate, graduate and any student enrolled in a degree program at the time of application)
- Touring engagements
- Studio rental
- Equipment purchases not directly related to a professional development opportunity

It is recommended artists review the Frequently Asked Questions (FAQs) section of the Artist Access Grant Program page on the Department's website at [www.miamidadearts.org](http://www.miamidadearts.org).

## **HOW TO APPLY**

The applicant's deadline to apply must correspond to the funding period in which the professional development opportunity takes place (please refer to the FUNDING PERIOD in the DEADLINES section). The Artist Access Grant Program utilizes an online application process through the Department's website. Visit [www.miamidadearts.org](http://www.miamidadearts.org) and click on the GRANTS tab to access SurveyMonkey Apply, the Department's online grants program portal page.

### **Pre-Submission Workshop**

Applicants are strongly encouraged to attend the Artist Access Pre-Submission Workshop prior to the application's corresponding cycle deadline. Staff will be available to answer questions and review the program's eligibility criteria, application, and final report requirements. Recordings of the workshop will be available immediately after the workshop on the Artist Access Program information page at [www.miamidade.gov](http://www.miamidade.gov). Participants will be provided a link to the workshop after registration. Refer to the DEADLINES section for workshop dates and times.

The Artist Access application requires:

- Artist's CV and Bio
- Background information on professional development opportunity
- Letter of invitation and/or registration information (if applicable)
- Up to 6 work samples (online links, images and/or writing samples)
- Project budget detailing the cost of the opportunity
- Two (2) forms of proof of Miami-Dade County residency (for example, Florida Driver's License; voter registration card; current utility bill in applicant's name; etc.)

For a list of acceptable documents refer to the program’s FAQs section of the Artist Access Grant Program page at [www.miamidadearts.org/artist-access-art-grants-program](http://www.miamidadearts.org/artist-access-art-grants-program)).

**DEADLINES**

There are two (2) deadlines annually. Artists may apply **once** in a funding year (October 1 – September 30). If an artist applies in the Fall/Winter cycle and is not recommended for funding, the artist may re-apply in the Spring/Summer cycle for a new opportunity.

	FALL/WINTER	SPRING/SUMMER
Funding Period	October 1, 2023 – March 31, 2024	April 1, 2024 – September 30, 2024
Applications Available	September 1, 2023	February 5, 2024
Pre-Submission Workshop (optional)	September 6, 2023 – 4 PM via Zoom (recording will be available)	
<b>Application Deadline</b>	<b>October 9, 2023 – 11:59 pm</b>	<b>March 11, 2024 – 11:59 pm</b>
Panel Meeting	November 2, 2023	April 4, 2024

**EVALUATION CRITERIA**

The Artist Access Panel is composed by volunteer individual artists, arts administrators, educators and/or producers, who will evaluate each of the applications through a grant panel review process using the following criteria:

- Professional Growth/Career Advancement: Indication that the proposed activity is directly related to the artist’s professional experience and the activity supports the applicant’s professional and creative goals.
- Potential Impact: Relevance of the proposed opportunity as it relates to the applicant’s practice and its potential to make a significant contribution to the artist’s advancement.

(Artistic practice is supported by their artistic statement, work sample(s), resume, support letters and other support materials contained in the grant application.)

- Planning/Confirmation: Documentation to show the artist has been invited or registered for the activity/opportunity (if applicable) and presentation of detailed information regarding the opportunity, its budget (detailed cost estimates) and timeline.

Applying artists are encouraged to consider including the following:

- WHY the opportunity is critical at this juncture in your career
- WHAT the opportunity offers that will advance the artist's career; WHAT the impact will be in artist's practice and work
- WHO will artist work with and WHY opportunity is critical at this moment

All applicants will receive notification of the panel's decision following the panel meeting.

## **GRANT PAYMENT / REPORTING**

Awarded artists will receive their grant payment following submission of a final report. Grantees are solely responsible for managing the funds and submitting proof of expenses as part of the final report. Final reports must include copies of paid receipts and/or cancelled checks and a brief narrative related to the grant-funded activities. Awarded artists will receive the grant payment directly from FUNDarte, Inc., which serves as the fiscal agent of the Artist Access Grant Program. Awards are subject to the availability of funds.

**Professional development opportunities will be paid on a reimbursement basis.**

FOR QUESTIONS REGARDING GRANT PAYMENT AND FINAL REPORTING:

Carlos Caballero, Program Director  
FUNDarte  
7455 Collins Ave #201,  
Miami Beach, FL 33141  
[info@fundarte.us](mailto:info@fundarte.us)  
Phone (786) 348-0789  
<https://fundarte.us>

## **COMPLIANCE REQUIREMENTS**

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.

All documents submitted to the Miami-Dade County Department of Cultural Affairs at any stage of the grant cycle process, including electronic submissions, are subject to the State of Florida Public Records Law, Chapter 119, Florida statutes. (Section 119.011(12), Fla. Stat.).

*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. Through staff, board and programmatic resources, the Department, the Council and the Art in Public Places 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 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 African Heritage Cultural Arts Center, Joseph Caleb Auditorium, Miami-Dade County Auditorium, and South Miami-Dade Cultural Arts Center, all dedicated to presenting and supporting excellence in the arts for the entire community. 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, the John S. and James L. Knight Foundation, the Peacock Foundation, Inc. and The Jorge M. Pérez Family 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.*