

MIAMI-DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS
CULTURAL DEVELOPMENT GRANT PROGRAM
TRAVEL/CONSULTANT MINI-GRANT PROGRAM GUIDELINES



OVERVIEW

As a component of the technical assistance offered through the Cultural Development (CDG) Grant Program, each grantee is able to access a subsidy for eligible expenses travel, consultant(s) and/or technical assistance.

Funds may be applied to opportunities that directly enhance the artistic and/or administrative quality of the organization, such as:

- Conference travel
- Workshop attendance
- Board development consultants
- Organizational capacity building
- Management, fundraising, marketing or artistic consultants
- Financial systems, reporting and internal control consultants
- Website or software systems development
- Master teachers/artists-in-residence for the benefit of executive administrative staff (reviewed on a case-by-case basis)
- Travel related to artistic fact-finding/information gathering/research (i.e. viewing performances, events or exhibitions for which you are interested in contracting)

*Administrative and/or artistic costs directly related to your program activities are NOT eligible expenditures. Please check with the Program Administrator if you have any questions.

REQUESTS

CDG grantees are eligible to receive up to \$2,500 per year, per organization. Organizations may allocate the entire subsidy towards one project or divide the subsidy over multiple projects. Funded project(s) must occur within the fiscal year in which the CGD grant was awarded, October 1 – September 30.

DEADLINES

All requests for mini-grants MUST be submitted sufficiently in advance of incurring the expense(s) so that they can be reviewed and approved prior to commencing the project.

- When requesting a travel grant, forms must be submitted to the Program Administrator no less than three (3) weeks prior to travel. If requesting travel on an emergency basis, you must submit the request at least one (1) week prior to the travel date and include a letter of explanation concerning the emergency basis of the request.
- When requesting a consultant grant, forms must be submitted no less than three (3) weeks prior to commencing consulting services.

APPLICATION INSTRUCTIONS

Complete the Travel/Consultant Mini-Grant - Request Form and attach at least one (1) of the following as support material for the request:

- A detailed travel itinerary
- A letter of invitation
- Resumes of artists
- Resumes of consultants
- Conference brochure or materials

Submit the completed form with original signature and attachments to:

Adriana Pérez
Cultural Development Grant Program Administrator
111 NW 1st Street, Suite 625
Miami, FL 33128

Forms may be submitted via email to adriana.perez@miamidade.gov or by U.S. Mail.

All requests will be reviewed for program compliance and approved by the Program Administrator and the Director of the Department of Cultural Affairs. You will receive confirmation via email of the approval of your request within ten (10) business days. Fantasy Theatre Factory, Inc. fiscal agent for the *Travel/Consultant Mini-Grants* component of the program, will issue a check within fourteen days of approval notification.

REPORTING REQUIREMENTS – TRAVEL GRANTS

Within ten (10) business days of your return, the following forms **must** be submitted:

- A completed **Travel/Consultant Mini-Grant - Final Report Form**;
- **Copies of boarding passes, receipts for hotel, taxi and other applicable travel expenses (not required for per diem)**;
- A **one page** written report indicating your experience and how it has benefited your organization; and
- A check payable to Fantasy Theatre Factory, Inc., in the event you owe a balance due to unused grant funds.

Submit the completed forms with original signature and attachments to the address noted above (see "*Application Instructions*").

REPORTING REQUIREMENTS – CONSULTANT GRANTS

Within thirty days of completion of services rendered, the following forms **must** be submitted:

- A completed **Travel/Consultant Mini-Grant - Final Report Form**;
- Copies of canceled checks **and** invoices detailing services provided;
- A **one page** written report indicating how this service has benefited your organization; and
- A check payable to Fantasy Theater Factory, Inc., in the event that you owe a balance due to unused grant funds.

Submit the completed forms with original signature and attachments to the above address (see "*Application Instructions*").

If you have questions about the forms or use of funds, please contact Adriana Pérez, Cultural Development Grant Program Administrator at 305-375-5019 or via email at adriana.perez@miamidade.gov.