



# CRC

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

**FY 2015-2016 CREATIVE CAPITAL PROFESSIONAL  
DEVELOPMENT 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 GRANT APPLICATION INSTRUCTIONS.

FOR QUESTIONS AND ASSISTANCE REGARDING THE CREATIVE CAPITAL PROFESSIONAL DEVELOPMENT PROGRAM, PLEASE CONTACT:

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Miami, FL 33128  
[asp@miamidade.gov](mailto:asp@miamidade.gov)  
Phone 305-375-5019 / Fax 305-375-3068

- ◆ 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 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

Funded by Miami-Dade County, this program is a professional development retreat presented in conjunction with the Creative Capital Foundation, a national non-profit organization based in New York City that supports artists pursuing innovative approaches to form and content in the media, performing and visual arts, and in emerging fields.

The Professional Development Retreat is designed to deliver skill-building opportunities to diverse communities of artists who originate works (composers, playwrights, film-makers, visual artists, choreographers, etc.).

The goal of this retreat is to provide you, the individual artist, with the tools to organize, plan, and sustain your creative career. These intensive weekend-long retreats cover the topics of marketing/public relations and fundraising with a particular emphasis on strategic planning.

The retreat aims to help you:

- ◆ break patterns of crisis management and increase satisfaction in your art practices and careers;
- ◆ identify, acquire, and build skills needed to reach goals with individual projects and/or career objectives; and
- ◆ communicate clearly and effectively about your work.

### Artists Help Each Other

The retreats are co-led by professional consultants and trained Creative Capital Artist Leaders so that you may benefit from the consultants' considerable experience in their fields, as well as the artists' personal perspectives and experiences, in the belief that artists are often the best resource for each other. The retreat encourages opportunities for group and individual interaction.

Visit the Creative Capital Foundation Professional Development Workshop Program website at <http://www.creative-capital.org/pdp>.

## ELIGIBILITY

All professional artists of all artistic disciplines residing in Miami-Dade County are eligible to apply. *A professional artist is defined as a person who creates, on an ongoing basis, original works of art within an artistic discipline, and is pursuing this work as a means of livelihood or a way to achieve the highest level of professional recognition.*

You must be over 18 years of age and have resided and worked in Miami-Dade County for one year at the time of application (selections will be made contingent on proof of residency). If you're a professional artist returning to school to pursue undergraduate or graduate degrees, you *are* eligible. Non-professional students pursuing undergraduate or graduate degrees, non-professionals who engage in the arts as a hobby, or employees of Miami-Dade County are *not* eligible.

Proof of residency in Miami-Dade County, beginning not later than one year prior to the application deadline date, through one of the acceptable forms of documentation defined by the Department, is required upon selection.

**ARTISTS SELECTED TO PARTICIPATE IN THE CREATIVE CAPITAL PROFESSIONAL DEVELOPMENT CORE WEEKEND PROGRAM MUST COMMIT TO ATTEND FOR THE DURATION OF THE RETREAT.**

## **DEADLINES**

### **Application Deadline:**

For application and deadline schedule information, go to the Creative Capital (CRC) program information page at:

<http://www.miamidadearts.org/creative-capital-crc-professional-development-program>

Artists are encouraged to complete the application process at least 72 hours in advance of the application deadline to ensure successful submittal. Late applications *cannot* be accepted! At precisely 4:00 PM on the deadline date the online grant system will automatically close the application system. Artists who 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. **CRC has no corrections period.** Applications and support material will be reviewed by the members of the panel as originally submitted.

## **APPLICATION INSTRUCTIONS**

**The Creative Capital Professional Development Program (CRC) is utilizing an online application process through the Department's website.** Please visit [miamidadearts.org](http://miamidadearts.org) and click on the GRANTS/ GRANTS FOR ARTISTS tab to access the CRC program guidelines.

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

All CRC applicants **MUST** schedule a phone consultation with Department staff, either in person or by telephone, **NO LATER THAN ONE WEEK PRIOR TO DEADLINE.** **There are no exceptions to this requirement.** Please call 305-375-5019 to arrange a consultation with Adriana S. Pérez.

**NOTE:** An artist who submits a late or substantially incomplete application at the time of deadline, as deemed by the program administrator and the Department Director, will receive notification via US mail from the Department Director as to the incomplete status of the application. A copy of this letter will be forwarded to the program panel, alerting panelists to the status of the application at time of deadline.

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

If you have questions or need assistance accessing the online application, please contact Adriana S. Pérez, Program Administrator at 305-375-5019 or via email: [asp@miamidade.gov](mailto:asp@miamidade.gov).

## TECHNICAL REQUIREMENTS

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

- ✓ **MUST** ATTEND A PRE-GRANT CONSULTATION (call 305-375-5019 for appointment).
- ✓ **MUST** COMPLETE THE ENTIRE ONLINE APPLICATION PROCESS.
- ✓ **MUST** SUBMIT A COMPLETE AND SELF-SUFFICIENT APPLICATION AND SUPPORT DOCUMENTS.
- ✓ **MUST** MAKE CERTAIN YOUR SUBMISSION IS COMPLETED NO LATER THAN 4:00 PM ON THE DEADLINE DATE USING THE ONLINE APPLICATION GRANT SYSTEM.
- ✓ **MUST** ANSWER ALL QUESTIONS COMPLETELY.
- ✓ **MUST** PRINT A COPY OF THE COMPLETED APPLICATION AND ANY SUPPORT MATERIALS FOR YOUR RECORDS.
- ✓ **MUST** PROVIDE PROOF OF RESIDENCY IN MIAMI-DADE COUNTY FOR AT LEAST ONE YEAR PRIOR TO APPLICATION DEADLINE (IF SELECTED).
- ✓ **MUST** UPLOAD WORK SAMPLES.
- ✓ **CANNOT** SUBSTITUTE AN APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

## SELECTION PROCESS AND EVALUATION CRITERIA

Submissions will be judged by a panel of arts experts. To arrive at the finalists, the panel will take into account your level of professional involvement based on submitted support materials. The selected finalists will be notified.

If you're selected to participate in the program, you will be **required** to attend both days of the workshop, scheduled at the offices of the Department of Cultural Affairs in downtown Miami.

**Late applications cannot be accepted!**

## COMPLIANCE AND LIABILITY

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. The Miami-Dade Department of Cultural Affairs is not responsible for loss or damage to submission and support materials. We will, of course, make every effort to take the greatest care possible in handling.

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 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.*