



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

**FY 2017-2018 DANCE MIAMI CHOREOGRAPHERS (DMC) 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 DANCE MIAMI CHOREOGRAPHERS PROGRAM, PLEASE CONTACT:

Adriana S. Perez, Program Administrator
Miami-Dade County Department of Cultural Affairs
111 NW 1st Street, Suite 625
Miami, FL 33128
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 five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service.)

PROGRAM OBJECTIVE

Funded by Miami-Dade County, Dance Miami provides non-matching awards of \$10,000 on a competitive basis to nurture the artistic development of Miami-Dade County-based professional choreographers for the creation of new work in all dance forms, including modern dance, ballet and folk. Local choreographers, who have an established body of work, are invited to submit work samples for review by a national panel for selection.

Please note that awards are taxable. If awarded, it is strongly recommended that the artist consult his/her own tax advisor or the Internal Revenue Service to determine his/her tax liability.

ELIGIBILITY

To be eligible to apply, a **professional choreographer** (defined as a person who has created a recognized body of original choreographic works over a sustained period of time, and who is striving to achieve the highest level of professional recognition; someone who creates, on an ongoing basis, original dance works and pursues this work as a means of livelihood) must:

- reside currently in Miami-Dade County, must have resided and worked in Miami-Dade County for at least one year at the time of application, and intends to remain a resident of Miami-Dade County during the program's fiscal year period, at a minimum; and
- be over 18 years of age.

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 and prior to execution of an award agreement. Recipients who do not remain residents of Miami-Dade County during the program's fiscal year, at a minimum, may be required to forfeit the award. Professional artists returning to school to pursue undergraduate or graduate degrees are eligible. Non-professional students pursuing undergraduate or graduate degrees, non-professionals who engage in dance as a hobby, or employees of Miami-Dade County are *NOT* eligible. All of the conditions, stipulations and requirements outlined in these guidelines also apply to and govern the agreements to be entered into with selected award recipients.

ARTISTS SELECTED TO RECEIVE A DANCE MIAMI CHOREOGRAPHERS AWARD FOR THREE CONSECUTIVE YEARS MUST WAIT ONE YEAR BEFORE RE-APPLYING TO THE PROGRAM.

DEADLINES

Application Deadline:

For application and deadline schedule information, visit the Dance Miami Choreographers (DMC) award program information page at:

<http://www.miamidadearts.org/dance-miami-choreographers-dmc-program>

Application Deadline (continued):

Choreographers 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. Choreographers 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. **DMC has no corrections period.** Applications and support material will be reviewed by the members of the panel as originally submitted.

APPLICATION INSTRUCTIONS

The Dance Miami Choreographers (DMC) program is utilizing an online application process through the Department's website. Please visit www.miamidadearts.org and click on the GRANTS / CULTURE GRANTS ONLINE tab to access the DMC program guidelines and application.

Pre-Grant Submission Consultations:

All DMC applicants **must** schedule a consultation with Department staff, either in person or by telephone, no later than one week prior to the deadline. There are no exceptions to this requirement. Please contact Adriana S. Pérez, Program Administrator at 305-375-5019 or via email at asp@miamidade.gov to schedule a consultation.

Application Process:

To apply, applicants must complete a *Grant Eligibility and Request Form* **and** be deemed eligible to apply by the program's Grant Administrator before accessing the DMC Application form. The application form must be completed in its entirety and successfully submitted no later than the program deadline in order to be considered for funding by the panel.

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 at 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 AWARDED)
- ✓ **MUST** UPLOAD WORK SAMPLES, NO MORE THAN 20 MINUTES IN LENGTH, INCLUDING THREE (3) OR FOUR (4) SAMPLES OF DIFFERENT WORKS PREMIERED WITHIN THE LAST 4 YEARS FOR PANEL REVIEW. EACH SAMPLE MUST BE CONTINUOUS (I.E., NON-EDITED AND INCLUDING NO SPECIAL EFFECTS SUCH AS DISSOLVES, FREEZE-FRAMES, ETC.).
- ✓ **CANNOT** SUBSTITUTE AN APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

GRANT PAYMENTS

If awarded, artists will be paid after the Clerk of the Board certifies and confirms the Miami-Dade County Budget Ordinance, and grant award contracts are fully and duly executed.

Payments are anticipated to be released no earlier than December of the fiscal year in which the award was granted. 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 DANCE MIAMI CHOREOGRAPHERS AWARD CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE PROGRAM, PROJECT OR EVENT.

SELECTION PROCESS AND EVALUATION CRITERIA

Submissions will be judged by a panel of national dance experts. To arrive at the finalists, the panel will take into account each applicant's level of professional involvement based on the body of choreographic work as evidenced by the submitted work samples and support materials. All samples of your work submitted for review must have been completed within the four consecutive years prior to the application date. Failure to comply with this condition will result in disqualification.

Submissions will be judged by the following general criteria:

- Degree of artistic excellence
- Evidence of an established, recognized body of original work over a sustained period of time

Award recipients must agree to remain active professionally and continue to create new choreography during the period of their award, at a minimum. Prior to the end of the fiscal year in which the award is granted, new work developed by the recipient during the award period is to be performed in a venue located within Miami-Dade County which is fully accessible to the public; these performances must be publicized to the general public. **Award recipients must notify the Department's program administrator in writing at least three weeks in advance of a scheduled public performance.**

PUBLICITY AND CREDIT REQUIREMENTS

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."** 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. Please call the Department to request an electronic logo file or download it from our website at <http://www.miamidadearts.org/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.

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..."

COMPLIANCE AND LIABILITY

A Final Report is required within forty-five (45) days of the project completion date.

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 in 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.**

It is expressly understood and intended that the funded Artist is merely a recipient of award funds and is not an agent or employee of Miami-Dade County, its Mayor, its Board of County Commissioners, or the Miami-Dade County Department of Cultural Affairs. Award 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 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 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.