



MIAMI-DADE COUNTY  
DEPARTMENT OF CULTURAL AFFAIRS

FY2016-2017 MAJOR CULTURAL INSTITUTIONS (MCI) GRANTS  
PROGRAM INTERIM YEAR  
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.

**A CONSULTATION WITH DEPARTMENT STAFF IS A REQUIREMENT. NOTE: THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

FOR QUESTIONS AND ASSISTANCE REGARDING THE MAJOR CULTURAL INSTITUTIONS GRANTS PROGRAM, PLEASE CONTACT:

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305-375-4636 Phone / 305-375-3068 FAX  
[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 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, the Major Cultural Institutions (MCI) Grants Program is designed to provide stable and substantial funding to fully professional institutions with year-round programs and **annual fiscal operations specifically in Miami-Dade County** that satisfy the eligibility requirements. The objective of this program is to help support the annual operations of and programming provided to the community by Miami-Dade's largest, exemplary cultural organizations. In so doing, the Cultural Affairs Council reaffirms and carries out its fiduciary responsibility to maximize the impact of investing public tax dollars, and assures the steady provision of outstanding cultural products throughout Miami-Dade County and contributes to the County's overall vitality as a community and as an attractive tourist destination.

MCI organizations have a documented history of at least five years of providing high quality programming to large and diverse audiences from across Miami-Dade County and beyond. They also have a documented impact on the local economy and contribute to the growth and development of artistic excellence. These organizations provide a variety of programs to the public, implement outreach endeavors and provide services to a wide range of audiences and/or underserved communities. Programs supported by MCI grants are multifaceted, and of local, regional, national and, often, international significance.

## ELIGIBILITY

To be eligible to apply, Designated Major Cultural Institutions must demonstrate compliance with each of the following criteria:

- The institution must have received a recommendation for funding from the program during the last fiscal year, and/or have been invited by Department staff to apply for this current cycle;
- The institution is:
  - a) legally incorporated in the State of Florida as NOT-FOR-PROFIT, with designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code; or
  - b) a political subdivision of Miami-Dade County or one of its municipalities, to be considered and determined on a case-by-case basis, provided that the organization provides services, cultural programs and open access to the community and the general public on a regular basis; or
  - c) qualify as a public or private institution of higher education, provided that the organization provides services, cultural programs and open access to the community and the general public beyond their educational mission and on a regular basis; and
  - d) active and in good standing with regard to its registration status with the Florida Division of Corporations pursuant to Chapter 617, Florida Statutes;
- The institution has a mission endorsed by its governing board and the institution's primary purpose and function, as defined by its Articles of Incorporation and By-laws, is the creation, performance, exhibition, and/or presentation of arts and cultural activities on a year-round basis;
- The institution is governed by a board which meets regularly, operates under a set of by-laws, and has a fiduciary responsibility for the institution;

- The institution has professional, paid, full-time staff leadership;
- The institution has a board-endorsed long-range strategic plan, business plan and organizational chart;
- The institution is **not** 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;
- The institution must have its primary office in Miami-Dade County;
- The institution has demonstrated a sustained and significant commitment to achieving cultural or artistic excellence generally recognized throughout the community, and within its discipline regionally and nationally;
- The institution has demonstrated a sustained and significant contribution to the cultural and economic life of Miami-Dade County, evidenced by:
  - a) a proven track record of having presented full and regular seasons of cultural programs open to the general public for an uninterrupted five year period;
  - b) an impact of its programming that is of county-wide, regional and national significance;
  - c) a documentable trend of substantial Miami-Dade audience support through ticket sales, annual subscriptions and/or memberships, earned income and fund raising attainments for each of the preceding three years;
  - d) a demonstrated commitment to making artistic excellence accessible through core public programming that includes a professionally managed education and outreach program that benefits all segments of the community; and
  - e) a current season which sustains the general level of programming and impact in Miami-Dade County as prior years' activities;
- The institution demonstrates long term fiscal responsibility and long-range planning;
- The institution can document, through audits and/or investment records, that an endowment meeting the following discipline-specific minimum level thresholds is established and operating for the exclusive benefit of the applicant organization (Dance: \$100,000; Theater: \$100,000; Museums/Gardens/Visual Arts: \$600,000; Sponsor/Presenter: \$600,000; Music: \$1,000,000); or can provide a board-adopted, specific and benchmarked, multi-year plan for establishing and capitalizing an institutional Endowment Fund structured to achieve the appropriate required level;
- Proof of the Institution's current accreditation status as conferred by the American Alliance of Museums (AAM), the Association of Zoos and Aquariums (AZA) or proof that the organization is in the process of obtaining accreditation;
- Proof of the institution's current and involved membership in the appropriate national service organization for its field/discipline, except in the case where no such organization exists.

Satisfaction of the threshold technical requirements, such as the three-year average minimum operating revenue budget size and corporate status, is not sufficient for designation as a Major Cultural Institution under this program. To achieve designation, an organization must demonstrate a deep involvement in and steady track record of active cultural programming, which advances its mission and has a significant impact both within its field of endeavor and within the local community.

Major Cultural Institutions affiliated with colleges and universities may be eligible to apply for general operating support. In addition to the eligibility requirements listed above for stand-alone arts organizations, school-affiliated applicants must meet the following eligibility criteria also:

- The application's primary mission is to present or produce artistic/cultural programming;
- The organization's programming is not directly related to the university's academic programs;
- The programming is open to the public and meets all the requirements expressed in the guidelines;
- The organization has a community-based board of directors or advisory board that meets regularly;
- Each applicant entity within the College or University must submit an annual operating budget bearing the certification and explicit written verification of the applicant's expenditures and revenues by the College or University's Sponsored Research and Finance Departments, in order to comply with the audit requirements for eligibility.

It is the responsibility of the Grant Review Panel to evaluate all applications based on the eligibility requirements and review criteria presented in these guidelines. Other considerations, such as whether the organization is better suited for funding through another Department grant program, may enter into the Panel's decision-making process.

This program operates on an annual cycle and applications are available and considered only once for each program funding year (October 1 - September 30). Successful applicants to the Major Cultural Institutions Grants Program may not receive funding in the same funding year from some of the Department's other grants programs. Please discuss this with the MCI program administrator if you have questions.

## DEADLINES

For application and deadline schedule information, go to the Major Cultural Institutions (MCI) grants program information page at:

<http://www.miamidadearts.org/major-cultural-institutions-mci-grants-program>

**Application Deadline:** Organizations are encouraged to complete the online application process at least 72 hours in advance of the application deadline to ensure successful submittal. At precisely 4:00 PM on the deadline date, the online grant system will automatically close the application system. Organizations that 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.

**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 72 hours in advance to ensure successful submittal. At precisely 4:00 PM on the corrections deadline, the online grant system will automatically close the application system for corrections.

## APPLICATION INSTRUCTIONS

The Major Cultural Institutions (MCI) Grants 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 / ONLINE GRANTS tab to access the Culture Grants Online (CGO) system.

### Pre-Grant Submission Consultation:

All returning MCI applicants are REQUIRED to schedule a **mandatory** consultation *at least one week* prior to the application deadline, either by phone or in person, with the MCI Program Administrator before access will be granted to the online application.

In addition, if you are a first-time applicant and/or a new staff member who is unfamiliar with the online grants system, your consultation must be in person and will require additional time to cover the CGO system basics.

**There are no exceptions to these requirements.**

To schedule your consultation, contact Kelly Allocco at 305-375-4636 or via email at [KellyA@miamidade.gov](mailto:KellyA@miamidade.gov).

### Application Process:

To apply, applicant organizations MUST complete ALL of the items listed below by the program's deadline date via the Culture Grants Online (CGO) grant system. Make sure to allow sufficient time to complete each of the following:

- 1) FIRST, complete the initial MCI Grant *Eligibility and Request Form* AND be deemed eligible by the program's Grant Administrator BEFORE accessing Part 1 of the grant application FormSet.
- 2) SECOND, after receiving notification of eligibility, sign back into the system and fully complete and successfully SUBMIT PART 1 of the grant application FormSet.
- 3) THIRD, after submitting a complete PART 1, sign back into the system and fully complete and successfully SUBMIT PART 2 of the grant application FormSet.

Applicants are solely responsible for the content of their applications. 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.

**NOTE:** An organization that submits a 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 affixed to each copy of the application prior to review by the program panel, alerting panelists to the status of the application at time of deadline.

If you have questions, would like to schedule your required consultation appointment or need assistance accessing the online application, please contact Kelly Allocco, MCI Program Administrator, at 305-375-4636 or via email at [KellyA@miamidade.gov](mailto:KellyA@miamidade.gov).

## TECHNICAL REQUIREMENTS

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

- ✓ **MUST** SCHEDULE AND COMPLETE A MANDATORY PRE-GRANT SUBMISSION CONSULTATION WITH THE PROGRAM'S ADMINISTRATOR (AT LEAST ONE WEEK PRIOR TO DEADLINE).
- ✓ **MUST** COMPLETE AND SUBMIT A GRANT *ELIGIBILITY AND REQUEST FORM* IN THE CGO ONLINE GRANT SYSTEM AND BE ASSIGNED PERMISSION TO PROCEED BY THE PROGRAM'S GRANT ADMINISTRATOR, BEFORE BEGINNING WORK ON PART 1 OF THE GRANT APPLICATION.
- ✓ **MUST** COMPLETE THE ENTIRE ONLINE APPLICATION PROCESS (BOTH PART 1 AND PART 2, INCLUDING ALL REQUIRED SUPPORT DOCUMENTS). MUST ANSWER ALL QUESTIONS COMPLETELY.
- ✓ **MUST** MAKE CERTAIN YOUR COMPLETE APPLICATION (BOTH PART 1 AND PART 2) IS COMPLETED AND SUBMITTED NO LATER THAN 4:00 PM ON THE DEADLINE DATE USING THE CGO MIAMI ONLINE APPLICATION GRANT SYSTEM.
- ✓ **MUST** LIST AS THE ORGANIZATION'S 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, EMAILED, MAILED OR HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

## CATEGORIES

The MCI Grants Program operates with two (2) categories of eligibility for designation/funding consideration:

- **Category A:** addresses **performing arts institutions** with a three-year average annual operating revenue budget in excess of \$3 million for operations and activities in Miami-Dade County *only*, exclusive of tangible collections, capital funds or assets, and/or endowment corpus; and
- **Category B:** addresses collecting and exhibiting institutions with extensive public programming and outreach, including **museums, botanic gardens and visual arts centers** with a three-year average annual operating revenue budget in excess of \$1.5

million for operations and activities in Miami-Dade County *only*, exclusive of tangible collections, capital funds or assets, and/or endowment corpus.

## **MULTI-YEAR CYCLES**

The Major Cultural Institutions Grants Program operates on a four-year review cycle with a pre-application qualification and invitation to apply, comprehensive application submission, and a full panel review completed in the first year (FY 2014-2015) and a more streamlined interim application form and review process for the subsequent three years (FY 2015-2016, FY 2016-2017 and FY 2017-2018).

MCI Grants awarded in the comprehensive FY 2014-2015 cycle of the program define a grant award level for the remainder of the cycle, subject to annual adjustments to award level based on audited organizational budget information, and contingent upon the availability of funding and upon a satisfactory review and recommendation of the interim application forms by the Department of Cultural Affairs and the Cultural Affairs Council. Grantees must have satisfactorily met all program criteria, as well as prior year's reporting requirements to be eligible for renewed funding.

New applicants who can demonstrate sufficient satisfaction of all eligibility criteria and program requirements during the program's interim cycle years may submit a comprehensive application for review. However, any potential new applicants must contact the MCI program administrator in advance, to discuss their eligibility for current or future grant cycles before being invited to apply.

If a new applicant is determined to be eligible based on the program's guidelines and criteria during an interim cycle year and if that organization has a panel recommendation to be included in the MCI program, the organization will be *designated* a Major Cultural Institution. However, grant awards for any Major Cultural Institutions that are newly *designated* during the interim cycle years will be made only if additional funding becomes available through an increase of funds for the program's annual allocation, above and beyond the current fiscal year's program allocation.

Designation as a Major Cultural Institution during any previous cycle does not necessarily guarantee that an institution will continue to be so designated or eligible for funding through this program in subsequent years.

## **FUNDING REQUEST CAPS**

Grants awarded in the FY 2014-2015 comprehensive cycle of the MCI Grants Program are intended to define grant award levels from FY 2014-2015 through FY 2017-2018, contingent on the availability of funding, and upon fulfillment of interim year application/reporting requirements provided by the grantee and accepted as satisfactory by the Department of Cultural Affairs. During the interim years of FY 2015-2016 through FY 2017-2018, grant awards will follow the same funding parameters as were considered by the panel for FY 2014-2015.

**Grant awards are determined by a combination of the following three (3) factors:**

1. **the total MCI program allocation** (contingent on Miami-Dade County Mayor and Board approval in September);
2. **the organization's average operating *cash* revenues in *Miami-Dade County only* over the last three years**, as demonstrated by the applicant's audited financial statements and IRS Form 990s (determining 75% of the total program allocation, with not more than 10% of that proportion being appropriated to any one organization on the basis of average cash operating revenues); and
3. **the average score of the application** (out of 100 possible total points, but not less than 75 points), as evaluated by the panel during its comprehensive review for FY 2014-2015, based upon the panel's evaluation and review criteria (determining 25% of the total program allocation).

Each year, MCI applicants must satisfactorily meet all program criteria, as well as prior years' reporting requirements, to be recommended for continued funding. Funding award levels are based upon the applicant's competitive score achieved during the comprehensive cycle's panel evaluation and review in the FY 2014-2015 cycle, and the Institution's three-year, average cash revenue budget size, factored against the total available funding allocation for the MCI Grants Program in the current fiscal year.

Annual funding through the Major Cultural Institutions Grants Program will not exceed 10% of the applicant's average annual cash operating revenues for *Miami-Dade County only* activities over the last three, most recent completed fiscal years (audited), exclusive of tangible collections, capital funds or assets, and/or endowment corpus.

For working purposes, grantees that have been previously designated and funded through the Major Cultural Institutions grants program should forecast the same MCI grant award amount as provided in the most recent fiscal year, when preparing the Organizational Budget in the online application form.

## **GRANT PAYMENTS**

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

Grant payments are anticipated to be released no sooner than January of the fiscal year in 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 the close of the County's fiscal year ending on September 30<sup>th</sup>. All funding allocations are subject to the availability of funds.

**AN MCI GRANT CARRIES NO COMMITMENT FOR CONTINUED, RENEWED OR FUTURE SUPPORT BEYOND THE PERIOD DURING IN WHICH THE GRANT IS AWARDED.**



## **ALLOWABLE GRANT EXPENDITURES**

Grant funds must be used exclusively for the organization's general operating support for the programs described in the organization's application. Allowable categories for expenditures include:

- ✓ Administrative, artistic, technical staff, grants writing, development personnel or consultant salary support
- ✓ Production costs related to organization's proposed project/season
- ✓ Honoraria
- ✓ Equipment rental and expendable project related supplies and materials
- ✓ Marketing
- ✓ Printing and Publications, website development and training
- ✓ In-County travel and transportation costs
- ✓ Space Rental
- ✓ Equipment rental or purchase 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**

- × No more than 25% of a Grantees' total administrative budget (i.e. salaries, benefits and fringes for the applicant's management personnel; general overhead costs; clerical or administrative personnel who do not directly provide the services required pursuant to the Grantee's contract with the County) may be paid from grant funds
- × Proposal preparation
- × Repayment of prior debt or deficit reduction
- × Debts, contingencies, fines and penalties, interest and other financial costs
- × Expenses incurred or obligated prior to or after the grant period (October 1 through September 30)
- × Building, renovating or remodeling of facilities or other capital items
- × Out of County travel or transportation costs
- × Remuneration of County employees for any services rendered as part of a project receiving a grant from the Department of Cultural Affairs
- × Social/Fundraising events, beauty pageants or sporting events
- × Income generating events for an organization other than the applicant organization
- × Hospitality costs including private entertainment, food, beverages, decorations or affiliate personnel, with the exception of artists
- × Cash prizes, awards, plaques, or scholarships
- × Re-granting
- × Lobbying the County Commission or the Mayor, the judicial branch, or any public agency or office, nor for propaganda materials
- × Charitable contributions or donations
- × 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/exhibition), 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 MCI funded programs as a result of having been awarded an MCI grant. Indirect costs assessed as a consequence of other, non-County grant support received by an MCI funded program may not be assigned to, charged against or debited from County grant funds.

## EVALUATION CRITERIA

It is the mandate and responsibility of the Major Cultural Institutions Grants Program Panel to evaluate all proposals to meet the objective of the program, based on the criteria below. Full program criteria and point structure are applied during the first year of the multi-year cycle *only*, or in the case of new applicants. During interim review cycles, the panel will be comprised of Cultural Affairs Council members.

Each application is evaluated and scored using the following criteria:

### 1) 35 POINTS: Cultural Excellence *as demonstrated by:*

- Artistic quality of the organization's public presentations of exhibits, productions and programs in Miami-Dade County over the past three fiscal years that have been recognized locally, regionally and/or nationally as culturally excellent
- Description and scope of the organization's current and proposed future programming, which sustains and advances the applicant's cultural discipline and mission, while making it available to a wider audience
- Specific efforts by the institution to expand the cultural field or discipline in which it specializes, such as expanding repertoire and/or commissioning new work; acquiring new works of art; new facility development; national or international collaborations with other cultural institutions; etc.
- Proof of consistent County logo usage and credit acknowledgement requirements in all organization's programs, press releases, websites and advertisements for grant-supported activities as is feasible.

### 2) 35 POINTS: Organizational Stability and Management Capacity *as demonstrated by:*

- Activities of the organization's governing authority, professional administrative leadership, advisory committees, related auxiliaries, etc. in relation to the organization's mission and operations, and in relation to the community
- Proven ability to secure and properly use financial support from resources that support the development, growth and implementation of the organization's programs; and capacity to attract a broad base of financial support from other public and private sources as evidenced in matching funds and in-kind services
- Consistent, multi-year fiscal responsibility, accuracy and feasibility, including a strategic plan for Endowment building and/or deficit reduction
- A board-approved organizational long-range plan addressing institutional stability, fundraising, income development, arts education, outreach initiatives, audience

development and cultural diversity

**3) 20 POINTS: Impact and Audience Development** *as demonstrated by:*

- Generating audiences for its programs as evidenced by attendance at its presentations and trends in subscription and ticket sales and/or membership rolls over the past five fiscal years
- Marketing strategies and accomplishments as evidenced by the organization's concerted and/or innovative efforts designed to expand the existing audiences and cultivate new audiences
- Participation in the Department's efforts to expand cultural audiences as evidenced by participation in Culture Shock Miami and Golden Tickets

**4) 10 POINTS: Outreach Programs** *as demonstrated by:*

- Effective and illuminating education programs and community outreach initiatives designed to serve specialized populations and increase participation in the arts (e.g., children, people of culturally diverse backgrounds, senior citizens, people with disabilities, populations at risk, and/or other underserved or special constituency audiences)

**5) ADA Silver Anniversary Summit Participation (1 pt):**

- Those applicants with confirmed attendance at the Miami-Dade County ADA Silver Anniversary Summit on September 24 and/or September 25, 2015 shall have (1) one additional point added to their final average score.

## **PANEL PRESENTATIONS**

Applicants are strongly encouraged to attend the panel evaluation meeting as observers, and will be notified by email of its scheduled time, date and location. Although formal presentations by applicants are not permitted during the panel meeting, **applicants will 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 and deadline schedule information, visit MCI program information page at: <http://www.miamidadearts.org/major-cultural-institutions-mci-grants-program>

### **SUBMISSION AND REVIEW**

◆ **A consultation with the MCI Program Administrator is required** in order to be granted access to the online application in the CGO system. Please call 305-375-4636 to schedule a consultation with the MCI Program Administrator, Kelly Allocco.

◆ 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 CGO system or sent via e-mail, fax and/or mail to applicants indicating the recommended corrections, corrections procedures and deadline date to submit corrections and upload required materials in the CGO system for panel distribution. Panel meeting specifics such as date confirmation, time and location will be provided to applicants prior to the panel evaluation meeting. Note: Department staff may not review final corrected application packages prior to distribution to the grant panelists.

#### **PANEL REVIEW AND RECOMMENDATION**

◆ The MCI Grants Program Panel will review 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.

◆ After the panel review, 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 the Mayor, properly completed grant agreements are submitted to the Office of the County Attorney, the Office of the County Mayor 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. After the new fiscal year begins, grant recipients will receive notification that their grant award package, which include grant agreements (contracts), and other required documents are available for completion in the CGO online grants system. Detailed instructions for proper completion will be provided. These documents must be properly completed in the online system before they can be printed, executed and delivered to our office.

#### **GRANT PAYMENT**

◆ Once reviewed and executed, grant agreements and a request for payment are sent to the Finance Department. The grant award check is 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 December 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://was8exp.miamidade.gov/VInvoice/1\\_0a\\_vendor\\_login.jsp](https://was8exp.miamidade.gov/VInvoice/1_0a_vendor_login.jsp). Grant payments are anticipated to be released no sooner than January of the fiscal year in which the grant was awarded.

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

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 <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 REQUIREMENTS AND RELEASE OF FUNDS

A Final Report is required within forty-five (45) days of the project completion date. Information on completing the final report can be found on the Department of Cultural Affairs website at: <http://www.miamidadearts.org/grant-reporting-documents>.

Funded activities must take place within the County's fiscal year for which they are approved (October 1 through 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, October 1 through 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 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 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, the Joseph Caleb Auditorium and 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 and the State of Florida through the Florida Department of State, Division of Cultural Affairs and the Florida Arts Council, 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.*