



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

**FY 2019-2020/2020-2021  
PLAYWRIGHT 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 APPLICATION FORM.**

FOR QUESTIONS AND ASSISTANCE REGARDING THE PLAYWRIGHT DEVELOPMENT PROGRAM, PLEASE CONTACT:

Adriana S. Pérez, Program Administrator  
Miami-Dade County Department of Cultural Affairs  
111 NW 1<sup>st</sup> Street, Suite 625  
Miami, FL 33128  
[asp@miamidade.gov](mailto:asp@miamidade.gov) | [www.miamidadearts.org](http://www.miamidadearts.org)  
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, Playwrights Development Program (PDP) is a series of two-day workshops conducted by nationally-renowned playwrights in conjunction with the Theatre League of South Florida and the Deering Estate at Cutler. The program is designed to provide intensive support for cultivating new work from Miami-Dade County's growing and diverse community of playwrights. Local playwrights are invited to submit work samples for review by a panel that will admit a limited number of participants into the series.

The PDP Cycle lasts the duration of two years with the series consisting of three weekend workshops each of the two years (a total of 6 weekend workshops) with exact dates to be determined. Selected local playwrights *must* agree to attend all workshops, at which they will be provided with the opportunity to further develop their work in intensive sessions with a nationally-renowned playwright. Participation at meetings scheduled in addition to the workshops may also be required. At the conclusion of the series, "workshopped" plays may be presented in professionally produced readings at the Deering Estate.

Prior years' PDP included the participation of John Guare, Edward Albee, Maria Irene Fornes, Leslie Ayvazian, Nilo Cruz, A.R. Gurney, Eduardo Machado, Arthur Kopit, Tina Howe, Christian Parker, Carlos Murillo, Kenneth Finkle, Deborah Zoe Laufer and Sheri Wilner.

## PARTICIPATING PLAYWRIGHT

The master playwright for the 2019-2020/2020-2021 program cycle is yet to be determined.

## ELIGIBILITY

All professional writers 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.

Applicants must be over 18 years of age. Artists must 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. Non-professional students pursuing undergraduate degrees, non-professionals who engage in writing as a hobby, or employees of Miami-Dade County are *not* eligible

**ARTISTS IN THE CURRENT CYCLE OF PLAYWRIGHTS DEVELOPMENT PROGRAM MAY OPT TO RETURN TO UPCOMING CYCLE TO FURTHER DEVELOP A WORK IN PROGRESS.**

## DEADLINES

### **Application Deadline:**

For application and deadline schedule information, go to the Playwrights Development Program (PDP) Program information page at:

<http://miamidadearts.org/playwright-development-program-pdp>

## **Application Deadline:**

Playwrights are encouraged to complete the application process at least 72 hours in advance of the application deadline to ensure successful submittal. At precisely 11:59 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. PDP has no corrections period. Applications and support material will be reviewed by the members of the panel as originally submitted.

## **APPLICATION INSTRUCTIONS**

The PDP 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/SURVEYMONKEY APPLY tab to access the PDP program guidelines.

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

All PDP applicants MUST attend a consultation with Department staff, either in person or by telephone AT THE LATEST, 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.

## **Application Process:**

To apply, applicant organizations MUST complete all of the "tasks" associated with the grant application via *SurveyMonkey Apply*. Make sure to allow sufficient time to complete each task to ensure compliance with the program's requirements.

Before you are able to access the grant application form, you must have a user account for basic log-in access and complete and submit a *Grant Eligibility and Request Form*. Once you have completed these steps, your *Grant Eligibility and Request Form* will be reviewed by the Program Administrator to determine whether or not your organization is eligible to apply for the requested grant. This review may take up to 3 business days. Only after the Program Administrator has confirmed your eligibility can you be provided access to the grant application form. It is critical to keep these steps and this timeline in mind when preparing to submit a grant online.

**Requesting access to the grant application less than 7 business days prior to an upcoming deadline is neither an adequate timeframe for successful completion nor a reasonable expectation of staff.**

**NOTE:** A playwright 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.

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/WORK SAMPLE.
- ✓ **MUST** MAKE CERTAIN YOUR SUBMISSION IS COMPLETED NO LATER THAN 11:59 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
- ✓ **MUST** UPLOAD A FULL LENGTH WORK SAMPLE. Applicants are *not* required to submit work intended for development during the program.
- × **CANNOT** SUBSTITUTE AN APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

## EVALUATION CRITERIA, SELECTION PROCESS AND SCHEDULE

Submissions will be judged by a national panel of playwriting/dramaturgy experts. To arrive at the finalists, the panel will take into account the applicant's level of professional involvement based on the body of 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 last four years prior to the application date. Failure to comply with this condition will result in disqualification.

Participants in the program will have their work showcased at a festival of staged readings at the Deering Estate.

Late applications *cannot* be accepted! For application and deadline schedule information, go to the Playwright Development Program (PDP) Program information page at:

<http://miamidadearts.org/playwright-development-program-pdp>

## PUBLICITY AND CREDIT REQUIREMENTS

The Grantee must include the following credit line in all promotional and marketing materials related to this grant including web sites, news and press releases, public service announcements, broadcast media advertisements and announcements, event programs, and publications: "The (insert event/program name) is made possible **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 Department’s logo in marketing and publicity materials whenever possible. Please call the Department to request an electronic logo file or download it from the CGO website under the Manage Award tab, at:

<http://miamidadearts.org/publicity-and-credit-requirements>

**Grantees are 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 YAM, 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, flyers, 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 Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County.”**

To download an electronic version of The Children’s Trust logo, please go to: [www.thechildrenstrust.org](http://www.thechildrenstrust.org).

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...”**

## **LIABILITY**

*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 victim of domestic violence, dating violence or stalking, or source of income, 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 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, 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 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.*