



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

**FY 2020-2021 YOUTH ARTS ENRICHMENT PROGRAM  
GRANT 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 REGARDING THE YOUTH ARTS ENRICHMENT PROGRAM, PLEASE CONTACT:

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Phone (305) 375-2161 / Fax (305) 375-3068  
[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 Miami-Dade County Department of Cultural Affairs 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

Since 2006, The Children's Trust has provided annual funding support to the Miami-Dade County Department of Cultural Affairs and has awarded over \$16 million in grants to expand cultural arts programs for children and youth in Miami-Dade County. This generous funding provided by The Children's Trust has enabled the Department to greatly expand cultural arts programs for children and youth in Miami-Dade County, by creating a comprehensive array of grants programs for non-profit youth arts providers. By combining resources and efforts this way, The Children's Trust and the Department are able to coordinate and advance our shared goals of strengthening families and seeking ways for all children to achieve their fullest potentials.

This innovative funding partnership is enabling the Department of Cultural Affairs to elevate its level of support to cultural groups dedicated to year-round arts programs for kids; support more opportunities for kids and their families to experience the arts together, in places convenient to their homes and schools; provide summer arts and science camp scholarships for kids who otherwise would not have the opportunity to participate in such programs; give thousands of children the chance to participate in arts experiences in their schools, after care programs and in their neighborhood art centers; and inaugurate new inclusive arts programs for children with disabilities.

The Youth Arts Enrichment Program (YEP) was created as a joint initiative of the Miami-Dade County Department of Cultural Affairs and The Children's Trust. The YEP Grants Program 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.

The objective of the YEP Grants Program is to enrich the lives of children through the arts by making the arts available to more children and families throughout Miami-Dade County, whereby, children will have opportunities to have positive live arts experiences through:

- Arts Instruction
- Arts Intervention
- Healing/Expressive Arts
- In-school Arts Residencies and Performances
- Out-of-School/Public Arts Exhibitions and Performances

This program provides project-based funding to non-profit organizations to underwrite the costs of producing high quality, enriching live arts activities in these areas.

Priority attention will be given to:

- registration-based projects that provide children and youth the opportunity for ongoing/long-term direct participation in the arts with demonstrated measurable outcomes;

- projects that provide children and youth the opportunity to participate in exceptional, innovative and transformative live arts experiences not otherwise available to them; and
- projects that serve children, youth and young adults with disabilities through inclusive arts and cultural programs so that kids of all abilities and their families can participate fully in the arts.

## ELIGIBILITY

To be eligible to apply, an organization must:

- be 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. Applications from not-for-profit organizations designated tax-exempt under other subsections of 501(c) will be reviewed on a case-by-case basis. Proof of incorporation and IRS tax-exempt designation is required at the time of application; or
- 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
- 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;
  - may qualify as a public or private institution of higher education, if all the following criteria are met:
    - its primary mission is to the creation, performance, exhibition and/or presentation of a year-round season of public cultural programming not related to degree-granting programs;
    - the program is overseen by a community-based board of directors or advisory board that meets regularly; and
    - the public at-large is the primary target audience and direct beneficiary of the program.
- be the project “owner/presenter” directly responsible for managing, overseeing and implementing ALL administrative aspects of the proposed project, including but not limited to: data collection, reporting, scheduling, program design, production, implementation, contracting for artists/services, etc.;
- have a minimum one-year track record of producing high quality, cultural arts programs for children and/or youth in Miami-Dade County;
- **not** be a fiscal agent applying on behalf of another entity;
- **not** be 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.

- **not** be an educational organization or facility (such as a daycare/preschool, school, college or university, other than university-operated cultural institutions as defined above, that provide services, cultural programs and open access to the community and the general public beyond their educational mission and on a regular basis.

Funded programs must be geographically located in Miami-Dade County. Grant funds may not be used to underwrite scholarships for children/youth who reside outside of Miami-Dade County. Applications from fiscal agents will **not** be accepted.

Organizations receiving funding through the Youth Arts Miami (YAM) Grants Program are not eligible to apply.

Organizations currently being funded through other Department of Cultural Affairs grants programs must demonstrate that the proposed project is in addition to the organization's current activities, beyond its typical outreach activities and programming. YEP grant dollars cannot be used to supplement or supplant other Department of Cultural Affairs grant funds. Proposed projects must be separate and apart from the organization's youth arts education and outreach programs as described in its other Department of Cultural Affairs grants.

This program operates on an annual cycle, and applications are available and considered only once for each program-funding period (October 1 – May 31). Successful applicants to the YEP Grants Program may not receive funding in the same funding year for the same project from any other Department program or directly from The Children's Trust.

**GRANTEES ARE ADVISED THAT THE DEPARTMENT AND THE CHILDREN'S TRUST ARE WORKING IN CAREFUL COORDINATION** with each other to ensure that projects that ultimately receive funding from both granting organizations do not use grant dollars for the same project.

## **DEADLINES**

For application and deadline schedule information, go to the Youth Arts Enrichment Program (YEP) grant information web page at:

<http://www.miamidadearts.org/youth-arts-enrichment-yep-grants-program>

### **Application Deadline:**

Applicants are strongly encouraged to complete the application process at least 3 business days in advance of the application deadline to ensure successful submittal. At precisely 11:59 PM on the deadline date the online grant system will close access to the application. Organizations that fail to complete the entire two-step submittal process by this deadline will be locked out of the system and deemed ineligible. Applications submitted by any other means are not acceptable.

Please be aware that BEFORE you are able to access the grant application stage, 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 – 5 business days. Only after the Program Administrator has confirmed your eligibility can you be provided access to the grant application stage. 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.

**Requests to apply to this program received at or after 5:00 PM on the program's final application deadline day will not be accepted.**

**First-Time Applicants: Program Administrator Review:**

Applications received from first-time applicants by the grant program's published application deadline will be reviewed by the Program Administrator. Feedback and suggestions for strengthening and/or correcting the application will be provided approximately 7 days prior to the corrected/final application deadline. Applicants are solely responsible for making any and all revisions to their applications, should they so choose. Department staff **WILL NOT** make corrections on behalf of applicants. Applicants are encouraged to complete their corrections at least 3 business days in advance of the corrected/final application deadline to ensure successful submittal. At precisely 11:59 PM on the corrections deadline date, the online grant system will close access to the application for corrections.

**Returning Applicants: Program Administrator Courtesy Review (Optional):**

Prior applicants to the program have the option to submit a completed application, including **all** required support materials, **no later than 11:59 PM one full calendar week in advance of the grant program's published application deadline** for a thorough "Courtesy Review" by the Program Administrator. Staff will read and review narratives, uploads and other sections of the application and provide feedback, comments and/or questions related to the proposal. Applicants who submit in time for a Courtesy Review will have the opportunity to finalize their applications during the program's corrections period and are **solely responsible** for making any and all revisions to their applications by the program's corrections deadline date, should they so choose. Department staff **WILL NOT** make corrections on behalf of applicants. The Courtesy Review process is a service and in no way guarantees that an application will be recommended for funding by the grants review panel.

**Applications submitted for Courtesy Review that are in DRAFT form, have incomplete narrative or budget sections and/or are missing required support documents, will NOT be eligible for a Courtesy Review.**

Applicants who waive their option for a Courtesy Review and submit their applications by the grant program's published application deadline will receive a technical sufficiency review **only** (i.e. staff will check the forms to ensure the grant program's minimum eligibility criteria has been met and all required documents have been submitted; narratives, uploads and other sections of the application will NOT be read and reviewed). Comments, questions and feedback will **NOT** be provided to the applicant during the program's corrections period. Applicants who waive their option for a Courtesy Review will have the opportunity to finalize their application during the program's corrections period and submit by the grant program's corrections deadline date. **Applicants whose submission does not meet minimum technical qualifications will be notified and their application will NOT be eligible for further consideration.**

First-time and returning applicants who submit a substantially incomplete application at the time of the grant program's published application deadline, as deemed by the Program Administrator and the Department Director, will receive notification via email and/or US mail from the Department Director as to the incomplete status of the application. A copy of this notice will be forwarded to the program panel prior to their review, alerting panelists to the status of the application at time of deadline.

### **Corrections Deadline:**

Application corrections suggested 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 3 business days in advance of the corrected/final application deadline to ensure successful submittal. At precisely 11:59 PM on the corrections deadline date, the online grant system will automatically close the application system for corrections.

## **APPLICATION INSTRUCTIONS**

**The Youth Arts Enrichment Program (YEP) Grant is utilizing an online application process available through the Department's website.** Please visit [www.miamidadearts.org](http://www.miamidadearts.org) and click on the GRANTS tab to access SurveyMonkey Apply, the Department's online grant program portal page.

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

**ALL YEP applicants (both new and returning) MUST attend ONE of the Youth Arts Enrichment Program (YEP) specific workshops. There are no exceptions to this requirement.**

To RSVP for one of the mandatory YEP pre-grant submission workshops, go to: <http://www.miamidadearts.org/workshops>

## **Application Process:**

To apply, applicant organizations MUST complete ALL of the “stages” and “tasks” associated with the grant application via SurveyMonkey Apply. Make sure to allow sufficient time to complete each stage and task to ensure compliance with the program’s requirements.

Applicants are solely responsible for the content of their application packages. The application submission review conducted by Department staff and the corrections period 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 e-mail and/or US mail from the Department Director as to the incomplete status of the application. A copy of this notice will be forwarded to the program panel prior to their review, alerting panelists to the status of the application at time of deadline.

If you have questions or need assistance accessing the online application, Dana Pezoldt, YEP Grant Program Administrator at 305-375-2161 or via e-mail: [danap@miamidade.gov](mailto:danap@miamidade.gov).

## **TECHNICAL REQUIREMENTS**

### **TO SATISFY THE PROGRAM’S TECHNICAL REQUIREMENTS, APPLICANTS:**

- ✓ **MUST** ATTEND THE MANDATORY PRE-GRANT SUBMISSION WORKSHOP AS DESCRIBED ABOVE. [Click here to RSVP for workshops](#)
- ✓ **MUST** COMPLETE AND SUBMIT A GRANT ELIGIBILITY AND REQUEST FORM IN THE ONLINE GRANT SYSTEM AND BE GRANTED PERMISSION BY THE PROGRAM’S GRANT ADMINISTRATOR, BEFORE BEGINNING WORK ON THE GRANT APPLICATION.
- ✓ **MUST** COMPLETE THE ENTIRE TWO-STEP ONLINE APPLICATION PROCESS (ELIGIBILITY AND REQUEST FORM, AND APPLICATION STAGE).
- ✓ **MUST** SUBMIT A COMPLETE AND SELF-SUFFICIENT APPLICATION AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS.
- ✓ **MUST** MAKE CERTAIN YOUR COMPLETE APPLICATION IS COMPLETED AND SUBMITTED NO LATER THAN 11:59 PM ON THE DEADLINE DATE USING THE ONLINE APPLICATION GRANT SYSTEM.
- ✓ **MUST** ANSWER ALL QUESTIONS COMPLETELY AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS AND ATTACHMENTS.
- ✓ **MUST** INCLUDE LETTERS OF AGREEMENT/COMMITMENT FROM ANY ORGANIZATION THAT IS PROVIDING ASSISTANCE TO YOUR ORGANIZATION TO IMPLEMENT THE

PROPOSED ACTIVITIES DESCRIBED IN YOUR APPLICATION, INCLUDING STUDENT RECRUITMENT ASSISTANCE AND PROJECT VENUES.

- ✓ **MUST** LIST AS THE ORGANIZATION 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** DOWNLOAD AND SAVE A COPY OF THE COMPLETED APPLICATION AND ANY SUPPORT MATERIALS FOR YOUR RECORDS.
- ✗ **CANNOT** SUBSTITUTE THE ONLINE APPLICATION WITH SELF-CREATED OR SCANNED FORMS. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

## CATEGORIES

The Youth Arts Enrichment Program (YEP) is structured into three funding categories:

### **CATEGORY A – Ongoing/Long-Term (Registration-Based) Projects:**

Provides project-based funding support for projects that provide children and youth the opportunity for ongoing/long-term direct participation in the arts, such as sequential arts instruction, after-school arts programs, in-school arts residency programs, winter and spring break arts camps, etc. These projects must be able to measure the impact of repeated participation in these programs on the students over the project period and document measurable outcomes.

**CATEGORY B – Arts Enrichment:** Provides project-based funding support for projects that provide children and youth the opportunity to participate in exceptional, innovative and transformative live arts experiences.

**CATEGORY C – All Kids Included:** Provides project-based funding support for projects that primarily serve children, youth and young adults with disabilities through inclusive arts and cultural programs so that kids of all abilities and their families can participate fully in the arts. Category C applicants must have previous experience implementing projects involving children and/or youth with disabilities and must consult with the program administrator prior to submitting an Eligibility and Request form.

## FUNDING REQUEST CAPS / AWARDS

### **CATEGORY A - Ongoing/Long-Term (Registration-Based) Projects:**

Applicants in Category A may request up to \$30,000.

### **CATEGORY B – Arts Enrichment:**

Grant recipients in Category B will each receive an award of \$10,000.

### **CATEGORY C – All Kids Included:**

Applicants in Category C may request up to \$20,000.



## **MATCHING FUNDS**

The **Youth Arts Enrichment Program shall not be considered the sole source of funding** for the proposed project. Applicants should thoroughly explore other funding in addition to seeking support from this program.

Applicants must furnish a minimum \$1 to \$1 funding match in cash, or a combination of cash and in-kind contributions. In-kind contributions may not exceed 25% of the total cash project revenues.

No other Department of Cultural Affairs grants or direct grants from The Children's Trust may be used as matching funds for this project.

## **GRANT PAYMENTS**

If awarded, funded projects will be paid to grantees according to the following timeframe, after the Clerk of the Board certifies and confirms the authorizing Ordinance/Resolution, and grant award contracts are fully and duly executed:

- 50% of award upon receipt of properly executed grant award agreements
- 50% of award upon project completion and review and approval of correct and complete final report and all required reporting documentation

Grant payments are anticipated to be released no sooner than January of the fiscal year for 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 30 days after grant project completion.** All funding allocations are subject to the availability of funds.

**A YOUTH ARTS ENRICHMENT PROGRAM GRANT CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE PROGRAM, PROJECT OR EVENT.**

## **ALLOWABLE GRANT EXPENDITURES**

Grant dollars may be used only for expenses directly related to the proposed project in the categories indicated below. **General overhead or other operating expenses not directly related to the proposed project are not permitted.**

- ✓ Artistic, administrative, technical salary support and/or consultant fees
- ✓ Honoraria
- ✓ Direct program costs
- ✓ Production costs

- ✓ Equipment rental
- ✓ Expendable supplies/materials
- ✓ Purchase of equipment up to \$2,000 (only project-specific related and with prior approval by Department of Cultural Affairs staff)
- ✓ Marketing
- ✓ Printing
- ✓ Publications
- ✓ Space rental (only project-specific related such as performance/exhibition venues)
- ✓ In-County travel and transportation costs (such as field trip busses, taxis or shuttle services)
- ✓ Equipment rental 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**

- ✗ In-direct costs/overhead expenses such as space rental, insurance and utilities
- ✗ Compensation or reimbursement for forfeited revenues, such as grantee issued complimentary tickets, admissions or scholarships
- ✗ Remuneration of County employees for any services rendered as part of a project receiving a grant from the Department of Cultural Affairs
- ✗ "Bricks and mortar" or permanent equipment, unless the purchase price is less than the cost of rental (must be project-specific and requires prior approval by Department of Cultural Affairs staff)
- ✗ Proposal Preparation
- ✗ Debt reduction
- ✗ Out of County travel or transportation
- ✗ Personal vehicle travel expenses (such as mileage, gas, tolls)
- ✗ Social/Fundraising events, beauty pageants or sporting events/competitions and/or any entry fees related to such events
- ✗ Hospitality costs including decorations or affiliate personnel, with the exception of artists
- ✗ Cash prizes and awards such as scholarships, plaques, trophies or medals
- ✗ Lobbying or propaganda materials
- ✗ Charitable contributions
- ✗ 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), 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 YEP funded programs as a result of having been awarded a YEP grant. Indirect costs assessed as a consequence of other, non-County grant support received by a YEP funded program may not be assigned to, charged against or debited from County grant funds.
- ✘ Grant expenditures not included in the applicant's original application as presented to and approved by the grant review panel, and/or not included in the Grantee's Restatement of Project budget as part of the Grantee's Grant Award Agreement and approved by the Director of the Miami-Dade County Department of Cultural Affairs.

## **EVALUATION CRITERIA**

It is the mandate and responsibility of the Youth Arts Enrichment Program Grants panel to evaluate all proposals to meet the objective of the program, based on the criteria below. The panel may at its own discretion, create and/or refine its policies as necessary and advisable during the evaluation process.

Each application shall be scored using the following criteria (maximum 100 points):

### **1) Impact (up to 35 points):**

- Demonstrated high quality, active/direct participation and enriching experiences in the arts for children and youth
- Effectiveness in utilizing the arts to create positive, stimulating and educational experiences for children and youth
- Demonstrated success in improving and developing best practices for providing high quality youth arts programs
- Frequency and duration of activities and opportunities for repeated or extended participation in the proposed program
- Number of children and youth anticipated to be served directly by the project
- Evidence of measurable impact on participants based on pre- and post-assessments (for Category A - ongoing/long-term projects specifically)

### **2) Artistic Merit (up to 35 points):**

- Artistic quality of the project
- Description and scope of project
- Design of the project to be a meaningful, multi-faceted and expanded teaching and educational experience for children and youth
- Support materials and documentation (video documentation, teaching guides, curriculum, brochures, news articles, letters of support, etc.)
- Expertise of key artistic personnel implementing the project

- Demonstrated track record of producing high quality cultural arts programs for children and/or youth
- Reputation and history of the organization, its programs and services

### **3) Management and Financial Capability (up to 20 points):**

- Reputation, expertise and experience of key administrative personnel
- Capacity to attract a broad base of financial support from other public and private sources as evidenced in matching funds and in-kind services
- Financial stability of the organization
- Ability to document/provide evidence of student participation and outcomes
- Ability to document/provide evidence of committed partners or collaborators
- Administration of previous Department grants; timely submission of final reports for applicants who have received previous Department funding
- Board and/or volunteer support of the organization

### **4) Reach (up to 10 points):**

- Ability to reach underserved children and youth who may be limited by geography, economics or disability, including those who are otherwise regularly identified as belonging to special populations, such as lesbian, gay, bisexual and transgender youth; children in foster care; youth under the jurisdiction of the juvenile justice system; children with incarcerated parents; and those who are homeless;

## **PANEL PRESENTATIONS**

**PANEL PRESENTATIONS:** Applicants are encouraged to attend the panel application review meeting as observers, and will be notified in writing of its scheduled time, date and location. Although formal presentations by applicants are not permitted during the panel meeting, applicants may 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. However, 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 deadline and schedule information, go to the Youth Arts Enrichment Program (YEP) grant program information page at:

<http://www.miamidadearts.org/youth-arts-enrichment-yep-grants-program>

### **SUBMISSION AND REVIEW**

- ◆ Upon submission, Department staff will review applications for technical eligibility and may 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 indicating the recommended corrections, corrections procedures and deadline date to submit corrections and required materials for panel distribution. Panel meeting specifics such as date confirmation, time and location will be provided to applicants prior to the panel meeting. Note: Department staff may not review final corrected applications prior to distribution to the grant evaluation panel.

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

- ◆ The Youth Arts Enrichment Program grants panel will review and score 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.
- ◆ 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 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 an electronic grant award package via e-mail which will include grant award agreements (contracts), other required documents and instructions for proper completion. These documents must be properly completed before the grant award recommendation can be processed.
- ◆ Funded applicants that fail to return a complete and correct grant agreement package within 60 days of the date on the award letter will have their grant recommendation rescinded by the Department of Cultural Affairs, unless the Grants Program Administrator has approved an award agreement extension. If the grant agreement due date falls on a Saturday, Sunday or legal holiday, the grant agreements will be due the following business day.

#### **GRANT PAYMENT**

- ◆ Once reviewed and executed, grant agreements and a request for payment equal to 50% of the approved grant award are sent to the Finance Department.
- ◆ Upon project completion and review and approval of correct and complete final report and all required reporting documentation, a request for payment equal to the remaining 50% of the approved grant award is sent to the Finance Department.
- ◆ The grant award checks are 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 January 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)

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

**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.**

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."**

For radio or television broadcast, the following voice-over language must be used: **"This program is supported in part by the Miami-Dade County Department of Cultural Affairs."**

For television broadcast, display of the County logo and the "[www.miamidadearts.org](http://www.miamidadearts.org)" web address is required. 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.

Grantees are required to credit the County's support in any communications about the grant-funded project on social media platforms using @MiamiDadeArts and #MiamiDadeArts.

To download logos and review publicity and credit requirements, visit the [Publicity and Credit Requirements](#) section of the Miami-Dade County Department of Cultural Affairs website at: *www.miamidadearts.org > Grants > Grant Resources > Publicity and Credit Requirements.*

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..."

## **CONTRACT COMPLIANCE REQUIREMENTS**

**A Final Report is required within thirty (30) days of the project completion date.** The YEP Grant Reporting Instructions (including all additional requirements and current forms for YEP Category A - ongoing/long-term projects) may be downloaded from the Miami-Dade County Department of Cultural Affairs Grant Reporting webpage at:

<http://www.miamidadearts.org/grant-reporting-documents>

In addition to the Final Report and accompanying documentation, YEP Category A Grantees shall utilize pre- and post- assessments and submit documentation to measure the following outcome indicators:

<b>Outcome and Target %</b>	<b>Participants to be Measured</b>	<b>Data Source / Measurement Tool</b>	<b>Timing</b>
85% of children/youth improve proficiency of arts skills	YEP Category A: ongoing/long-term projects	Youth ARTS Program Participant Skills Assessment (Americans for the Arts, Youth ARTS Toolkit, 2003 - adapted)	Pre & Post
85% children/youth will increase positive peer relationships	YEP Category A: ongoing/long-term projects	Youth ARTS Pre & Post Assessment of Participant Peer Relationships (Americans for the Arts, Youth ARTS Toolkit, 2003 - adapted)	Pre & Post

YEP Category A Grantees shall also submit the Student Roster documenting participant demographic, aggregate attendance, and performance measures as indicated in the Student Roster.

YEP Category A Grantees shall also submit a summary of the results of the Client satisfaction surveys administered to the parents and students by all Grantees funded through the YEP Grants Program.

## **CONTRACT COMPLIANCE AND INFRACTION POLICY**

YEP grant recipients shall be subject to the requirements of the **YEP Contract Compliance and Infraction Policy** as outlined below, which includes:

- evaluating grantee performance as it relates to future funding by incorporating prior year outcomes data and contractual compliance reporting information in the subsequent year's grant application, and which will be taken into account in the application scoring criteria; and
- implementing automatic penalties for organizations having serious prior year compliance issues in subsequent year's grant applications (see chart below).

### **YEP Contract Compliance Issues include:**

#### **1) Late reporting**

- Final Reports are due within thirty (30) days of the project completion date
- Final Reports will not be recorded as being submitted to the Department of Cultural Affairs until all required reporting components are submitted, which include:



- a. Final Report Formset
- b. Final Report Expense Summary Template
- c. Copies of cancelled checks or bank issued evidence of payments, together with corresponding invoices/receipts
- d. Up to 3 support documents related to the funded project, such as:
  - i. brochures / flyers
  - ii. press releases / news clips / advertisements
  - iii. sample photos or other media documenting project activities
  - iv. parent / student / teacher surveys or testimonials
- e. Student Roster Template(s) (YEP Category A)
- f. Youth Arts & Science Pre- and Post- Assessments (YEP Category A)
- g. The Children's Trust Parent Satisfaction Survey Data (Google Doc form) (YEP Category A, if applicable)

**2) Total number of children/youth contracted to be served not met (YEP Category A)**

**3) Number of children/youth with disabilities contracted to be served not met (YEP Category A)**

**4) Insufficient Student Data (missing, incomplete, inaccurate, or insufficient attendance and/or pre/post assessments) (YEP Category A)**

The following table outlines the penalties that shall be imposed in subsequent year's grant applications for each of the infractions pertaining to the prior year contract compliance issues:

SAS-C and YEP Contract Compliance Infraction Policy								
Compliance Issue	Grant Program	Grace Period	Infraction	Penalty	Infraction	Penalty	Infraction	Penalty
1) Late reporting	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> <li>• YEP Cat B</li> <li>• YEP Cat C</li> </ul>	<=7 days	8-14 days	-3 points Mgt/Fin Capability	15-44 days	-5 points Mgt/Fin Capability	>44 days	1 year Ineligible
2) Total number of children/youth contracted to be served	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
3) Number of children/youth/young adults with disabilities contracted to be served	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
4) Insufficient Data								
a. Number of actual days attended	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=10%	11-20%	-3 points Mgt/Fin Capability	21-30%	-5 points Mgt/Fin Capability	>30%	1 year Ineligible
b. Pre-Assessments	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible
c. Post-Assessments	<ul style="list-style-type: none"> <li>• SAS-C</li> <li>• YEP Cat A</li> </ul>	<=5%	6-10%	-3 points Mgt/Fin Capability	11-15%	-5 points Mgt/Fin Capability	>15%	1 year Ineligible

**RELEASE OF GRANT FUNDS**

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 for 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.**

Grant funds not encumbered (contracted for) by the end of the County's fiscal year for 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.*