



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

**FY 2022-2023 YOUTH ARTS MIAMI (YAM) GRANTS PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS**

***** PLEASE READ ALL MATERIALS CAREFULLY *****

**THE DEPARTMENT OF CULTURAL AFFAIRS RESERVES THE RIGHT TO REVISE
INFORMATION PUBLISHED IN THESE GUIDELINES AND GRANT APPLICATION
INSTRUCTIONS.**

FOR QUESTIONS PLEASE CONTACT:

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- ◆ **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 the requirements of the Americans with Disabilities Act. To request materials in accessible format, sign language interpreters, CART, and/or any accommodation to participate in Miami-Dade County Department of Cultural Affairs sponsored programs or meetings, please contact Francine Andersen 305-375-4634 / culture@miamidade.gov, at least five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

PROGRAM OBJECTIVE

The Youth Arts Miami Grants Program provides annual operating support to non-profit youth arts organizations having a year-round presence in Miami-Dade County, whose primary mission is to create, present or exhibit cultural programs for, and/or, with children and youth.

The Youth Arts Miami Grants Program provides an arena in which cultural organizations, whose primary mission is to serve children and youth, can compete fairly with like organizations. In addition, the Youth Arts Miami Grants Program provides an opportunity to reinforce the Department's Arts Education goals and objectives, as well as to provide specialized professional development and technical assistance opportunities to these organizations.

ELIGIBILITY

To be eligible to apply, an organization must:

- have as its primary purpose and function, **as defined by the Articles of Incorporation and By-laws of the organization**, the creation, performance, exhibition and/or presentation of the arts for children/youth, and/or, with children/youth on a year-round basis;
- have a minimum consecutive **three-year** track record of providing a **year-round** season of youth arts activities for children/youth in Miami-Dade County;
- include public access components in its programming, such as performances or exhibitions;
- 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;
- **not** be a municipality or governmental entity;
- **not** be an educational institution (such as a daycare/pre-school, school, college or university); and
- **not** be a religious organization whose proposed programming, in whole or in part, is designed to promote religious or sectarian activities or to encourage the preference of a particular religion.

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 Youth Arts Miami Grants Program may not receive funding in the same funding year from any other Department of Cultural Affairs annual operating support program or from the Community Grants programs. Applications from educational institutions, non-arts, or service organizations and fiscal agents will not be accepted.

CORONAVIRUS (COVID-19) UPDATE

In light of the continued uncertainty surrounding the impact of the coronavirus (COVID-19) on public programs, staff will advise the panel to evaluate proposals based upon the quality of the application and the ability to satisfactorily address each of the evaluation criteria, as stated in the program guidelines. Applicants may choose to submit applications that assume in-person public programs and events and/or online “virtual” public activities. At the time grant agreements are issued in October 2022, the Department will assess the feasibility of presenting public programs in traditional venues and performing spaces; if necessary, the Department will continue to exercise appropriate contractual flexibility to allow grantees the presentation of virtual programs and other program delivery strategies to fulfill public presentation requirements.

DEADLINES

For application and deadline schedule information, go to the Youth Arts Miami (YAM) grant program information page at:

<http://www.miamidadearts.org/youth-arts-miami-yam-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. **Requests to apply to the program received at or after 5:00 PM on the program’s final deadline will NOT be accepted.**

You must have a user account for basic log-in access and complete and submit a *Grant Eligibility and Request Form* before you can access the grant application. Once you have completed and submitted the form, it will be reviewed by the Program Administrator to determine whether your organization is eligible to apply for the requested grant. This review may take up to 5 business days. Only after the Program Administrator has confirmed your eligibility can you be provided access to the online grant application. 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.

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 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 Youth Arts Miami (YAM) Grants 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 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 submissions 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 Miami (YAM) Grants Program is utilizing an online application process available through the Department's website. Please visit www.miamidadearts.org and click on the GRANTS tab to access SurveyMonkey Apply (SMA), the Department's online grant program portal page.

Pre-Grant Submission Workshops/Consultations:

All applicants are **REQUIRED** to attend a workshop or pre-grant submission consultation at least one week prior to the application deadline, either by telephone or by virtual platform (such as Zoom or GoToMeeting) with the YAM 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 unfamiliar with SMA, your consultation will require additional time to cover system basics.

There are no exceptions to these requirements.

To RSVP to attend one of the virtual YAM Pre-Grant Workshops, go to: <https://www.miamidadearts.org/content/youth-arts-miami-yam-grants-program-workshop> or contact Francine Andersen via e-mail at fran@miamidade.gov.

Application Process:

To apply, applicant organizations **MUST** complete all 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.

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, please contact Francine Andersen via e-mail at fran@miamidade.gov.

TECHNICAL REQUIREMENTS

TO SATISFY THE PROGRAM'S TECHNICAL REQUIREMENTS, APPLICANTS:

- ✓ **MUST** ATTEND A PRE-GRANT SUBMISSION WORKSHOP OR CONSULTATION WITH THE PROGRAM ADMINISTRATOR AT LEAST ONE WEEK PRIOR TO SUBMITTING AN APPLICATION.
- ✓ **MUST** COMPLETE AND SUBMIT A GRANT ELIGIBILITY AND REQUEST FORM IN THE SMA ONLINE GRANT SYSTEM AND BE ASSIGNED 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 ALL APPLICATION TASKS).
- ✓ **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, COMPLETE ALL REQUIRED TASKS, AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS AND ATTACHMENTS.
- ✓ **MUST** LIST AS THE ORGANIZATION CONTACT PERSON AN INDIVIDUAL WHO IS KNOWLEDGABLE ABOUT THE PROGRAM ACTIVITIES, ORGANIZATION AND BUDGET AND WHO CAN BE REACHED DURING REGULAR BUSINESS HOURS (MON-FRI: 9:00 AM - 5:00 PM).
- ✓ **MUST** 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.

TRAVEL/CONSULTANT COMPONENT

Grantees funded through Categories A and B of the Youth Arts Miami grants program are eligible to access additional monies, if available, from a designated pool of funds to be used exclusively for institutional and/or artistic advancement. A separate TRAVEL/CONSULTANT MINI-GRANT REQUEST FORM is required to access these funds. The YAM Travel/Consultant Grant Request form is available on the YAM grant information webpage at:

<http://www.miamidadearts.org/youth-arts-miami-yam-grants-program>

YAM Travel/Consultant Mini-Grant dollars may be used to cover travel related expenses or consultants' fees to develop strategies and solutions in any of the following areas:

- board development
- organizational capacity building

- financial systems, reporting, and internal controls
- marketing and public relations
- facilities planning
- personnel management
- fundraising
- long range planning
- local, regional, national and international cultural planning
- out of county travel and transportation costs affiliated with organizational capacity building

CATEGORIES

The Youth Arts Miami (YAM) grants program is structured into three funding categories:

Category A funds large-sized professional youth arts organizations possessing the potential to achieve regional, national, or international visibility as evidenced by the organization’s current programs and structure.

To be eligible to apply for YAM Category A, an organization must:

- have been invited by Department staff to apply for Category A funding
- have operating revenues of more than \$500,000 for the last completed fiscal year, (including in-kind services support not to exceed 25% of total cash operating revenues)
- have at least one full time paid professional administrator
- have a significant youth-arts programming history with demonstrated success in:
 - steadily leveraging previous Department grants for organizational and artistic growth and advancement
 - creating, producing, and presenting innovative work
 - commissioning new/significant work
 - providing training and developing proficiency in a variety of genres within or across artistic disciplines
 - producing a comprehensive set of year-round programs encompassing direct, high-quality arts experiences for youth

Category B funds mid-sized semi-professional and professional youth arts organizations demonstrating operating revenues of between \$200,000 and \$500,000, for the last completed fiscal year as demonstrated by IRS 990 tax filing (including in-kind services support not to exceed 25% of total cash operating revenues), **and that employs at least one paid professional administrator.**

Category C funds small and/or developing youth arts organizations demonstrating cash operating revenues of between \$50,000 and \$200,000, for the last completed fiscal year as demonstrated by IRS 990 tax filing.

FUNDING REQUEST CAPS

CATEGORY A: Applicants in Category A may request up to \$125,000.

CATEGORY B: Applicants in Category B may request up to \$50,000.

CATEGORY C: Applicants in Category C may request up to \$25,000.

MATCHING FUNDS

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

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

GRANT PAYMENTS

If awarded, funded projects 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 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 45 days after grant project completion. All funding allocations are subject to the availability of funds.

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

ALLOWABLE GRANT EXPENDITURES

- ✓ Artistic, administrative, technical salary support and/or consultant fees
- ✓ Honoraria
- ✓ Direct program costs
- ✓ Production costs
- ✓ Equipment rental
- ✓ Expendable supplies/materials

- ✓ Purchase of equipment, computer hardware and/or software up to \$2,000 (must prior approval by Department of Cultural Affairs staff)
- ✓ Marketing
- ✓ Printing
- ✓ Publications
- ✓ Space rental
- ✓ 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

- ✗ 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 (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 YAM funded programs as a result of having been awarded a YAM grant. Indirect costs assessed because of other, non-County grant support received by a YAM 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 Youth Arts Miami Grants panel to evaluate all proposals to meet the objective of the program, based on the criteria below. Other considerations, such as if the proposed program is better suited for funding through another YAM Category or Department grant program, will enter the Panel's decision-making process. 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:

1) Impact - Efforts to Fulfill the Youth Arts Mission of the Organization (35 pts):

- Potential for children and youth to have high quality, active/direct participation and enriching experiences in the arts
- Effectiveness in utilizing the arts to create positive, stimulating and educational experiences for children and youth
- How well program outcomes address organization's primary mission
- Demonstrated success in improving and developing best practices for providing high quality youth arts programs
- Number of children and youth anticipated to be served directly by the program activities

2) Artistic Merit (30 pts):

- Artistic quality of the organization's programs and activities
- Organization's mission and purpose
- Description and scope of proposed programming
- Reputation and history of the organization, its programs and services
- Reputation, expertise and experience of key artistic personnel implementing the program activities
- Support materials documenting program activities (brochures, articles, letters of support, study guides, etc.)

3) Management, Organizational Development and Financial Capability (25 pts):

- Reputation, expertise and experience of key administrative personnel
- 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
- Effective evaluation methods
- Organization's growth potential and chances for survival
- Financial stability of the organization
- Capacity to attract a broad base of financial support from other public and private sources as evidenced in matching funds and in-kind services

4) Reach (10 pts):

- Ability to reach underserved children and youth who may be limited by geography, economics, or disability
- Impact on and involvement of Miami-Dade's multicultural community

SITE VISITS AND PANEL PRESENTATIONS

PLEASE NOTE: Considering the continued impact of the coronavirus (COVID-19) and social distancing guidelines recommended by the U.S. Centers for Disease Control, the site visit requirements noted below may be waived **or** substituted for virtual visits in this cycle. The Grant Administrator will provide a definitive ruling later in the review process when site visits would normally be scheduled.

SITE VISIT REQUIREMENTS: As part of the application evaluation process, each panelist will be assigned site visits for YAM applicants. All YAM applicants will be assigned one or more site visitors. Applicants will be contacted directly by the panelist(s) to arrange a site visit, which will occur prior to the panel evaluation meeting. Panelists may attend a performance, rehearsal or just visit the applicant's program/facility. Note: any member of the YAM panel may choose to make a site visit to any applicant organization, even if they have not been specifically assigned to do so. A list of panel members will be provided to applicants in advance of the panel evaluation meeting. In addition, Department staff, including the YAM program administrator, may conduct site visits during the application and/or funding period in relation to the organization's YAM funded programs.

Please note: applicants cannot discuss their application with panelists during site visits, but they may share general information about their program and operations. Also note, due to the Sunshine law, panelists should not attend site visits together.

PANEL PRESENTATIONS: Applicants are strongly encouraged to attend the panel evaluation meeting as observers and will be notified by e-mail 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 any direct questions which may be posed by panelists to 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 Miami (YAM) grant program information page at:

<http://www.miamidadearts.org/youth-arts-miami-yam-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 Miami grants program 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

- ◆ If awarded, 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 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. Grant payments are anticipated to be released beginning in January of the fiscal year for which the grant was awarded.

- ◆ 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. Information about Automatic Deposit and vendor payments can be found on the Finance website at: https://www.miamidade.gov/global/service.page?Mduid_service=ser1471545573198718. It is critically important to follow the instructions for Direct Deposit carefully, and to always keep your account information current with the County's Finance Department.

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" 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.*

COMPLIANCE REQUIREMENTS AND RELEASE OF GRANT 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 <https://www.miamidadearts.org/grant-reporting-documents>. All documents submitted to the Miami-Dade County Department of Cultural Affairs at any stage of the grant cycle process, including electronic submissions, are subject to the State of Florida Public Records Law, Chapter 119, Florida statutes. (Section 119.011(12), Fla. Stat.).

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 or physical ability, 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. Through staff, board and programmatic resources, the Department, the Council and the Art in Public Places 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 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 African Heritage Cultural Arts Center, Joseph Caleb Auditorium, Miami-Dade County Auditorium, and South Miami-Dade Cultural Arts Center, all dedicated to presenting and supporting excellence in the arts for the entire community. 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, the John S. and James L. Knight Foundation, the Peacock Foundation, Inc. and The Jorge M. Pérez Family 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.