



MAS

**MIAMI-DADE COUNTY
DEPARTMENT OF CULTURAL AFFAIRS
MIAMI-DADE ARTS SUPPORT
GRANTS PROGRAM GUIDELINES
CARES Act Coronavirus (COVID-19) Relief Fund**

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

THESE GUIDELINES HAVE BEEN UPDATED AS OF AUGUST 17, 2020.

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

- ◆ Para asistencia en español, 305-375-4634 o culture@miamidade.gov.
- ◆ Pou plis enformasyon 305-375-4634 ou culture@miamidade.gov.

For more information, visit the online Miami-Dade Arts Support Action Center at miamidadearts.org/miami-dade-arts-support-action-center-cares-act-coronavirus-relief-fund.

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, and/or any accommodation to participate in any County-sponsored program or meeting, please contact Francine Andersen 305-375-4634 culture@miamidade.gov five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service.)

PROGRAM OBJECTIVE

The Miami-Dade Arts Support (MAS) Grants Program utilizes resources from the federal Coronavirus Relief Fund (CRF) to help provide relief to arts and cultural businesses impacted by the Coronavirus (COVID-19). The Miami-Dade County Board of County Commissioners and Mayor have approved \$10 million of CRF resources to fund the three components of MAS: Category A – Organizations with Pre-established Grant awards; Category B - Organizations without Pre-established Grant awards; and Artists Support grants – addressed through separate guidelines, available in the MAS Action Center. MAS grants will be provided to Miami-Dade-based arts and cultural businesses that have had to cease operations, lay off employees or whose operations and programming have been severely diminished due to locally mandated closure orders. All grants are subject to the availability of funds.

FUNDING REQUESTS

CATEGORY A - Organizations with Pre-established Grant Awards

Cultural organizations in this category have been notified by the Department of Cultural Affairs of a pre-established maximum grant award amount for which each organization is eligible to apply. These grant award amounts are based proportionately on FY 2019-2020 Department of Cultural Affairs grant awards, direct support provided by the County to cultural institutions, and a limited number of other theaters identified as impacted by COVID-19. Arts organizations under this Category A may submit applications for the use of the CRF dollars up to the maximum amount of available funds established for their organization. Submitted requests must meet the requirements for eligible expenses for CRF uses as outlined in the ELIGIBLE USES section of these guidelines; AND provide evidence that the submitted expenses are reasonably consistent with organizations' prior financial records.

Organizations that have FY 2019-2020 grants from the Department's Community Grants and/or Tourist Development Council grants programs can apply for eligible expenses in Category B.

CATEGORY B - Organizations without Pre-established Grant Awards

Cultural organizations, arts groups, and artists collectives without a pre-established operating grant award from the Miami-Dade County Department of Cultural Affairs for FY 2019-2020 may be eligible to apply for CRF support from the Coronavirus Grants Program. Applicants to this category must adhere to the same eligibility criteria and requirements of Category A. Organizations in Category B may apply for eligible expenses and CRF uses as outlined in the ELIGIBLE USES section of these guidelines.

MAXIMUM REQUEST – CATEGORY B

To determine the maximum request, organizations whose **primary** mission is to produce or present arts programs should refer to their total annual operating budget. Organizations whose primary mission is **NOT** cultural, should refer to their annual **program budget strictly for their arts-related activities.**

<i>Request Amount</i>	<i>Budget Size</i>
up to \$5,000	Organizations with *budgets under \$500,000
up to \$10,000	Organizations with *budgets between \$500,000 – \$1,000,000
up to \$15,000	Organizations with *budgets over \$1,000,000

Funding requests will be reviewed on a case-by-case basis to confirm that they meet the requirements for eligible expenses for CRF uses as outlined in the ELIGIBLE USES section of these guidelines AND provide evidence that submitted expenses are reasonably consistent with organizations' prior financial records. Grants are subject to availability of funds.

Organizations designated eligible to apply in Category A are not eligible to apply in Category B – Organizations without Pre-established Grant Awards.

Unincorporated groups may apply for a grant under the fiscal agency sponsorship of an eligible arts and cultural organization that is incorporated as a not-for-profit, tax-exempt organization. In such cases, the application must be submitted by the sponsoring organization. Please see the "Fiscal Agency Sponsorship" section below.

Please review these guidelines and contact the Grants Administrator, Nikenna Benjamin, at Nikenna.Benjamin@miamidade.gov, for more information about eligibility and the application process.

ELIGIBILITY

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

- have received a notification from the Department of Cultural Affairs with an invitation to apply to this category;
- be legally incorporated or organized as a legal business entity in the State of Florida; and
- have as its primary purpose and function, as defined by the Articles of Incorporation, Articles of Organization, Operating Agreement and By-laws of the organization, the creation, performance, exhibition and/or presentation of the arts and culture.

To be eligible to apply to Category B, an organization **must**:

- be based in Miami-Dade County;
- be legally incorporated in the State of Florida;
- have a primary arts and culture purpose and function;
- have at least a one-year track record of creating, producing or presenting cultural programs and activities;
- be presenting activities and/or programs that are located within Miami-Dade County, that benefit local audiences and that are open and accessible to the general public;
- NOT be an educational organization or facility (such as a daycare/preschool or school);
- NOT be a school support organization (such as parent-teacher association, booster club or auxiliary organization); and
- NOT be a religious organization whose cultural programs, in whole or in part, is designed to promote religious or sectarian activities or to encourage the preference of a particular religion.

Proof of a legal address for the organization in Miami-Dade County is required at the time of application (PO Box addresses are ineligible). Organizations with a legal address outside of Miami-Dade County **and** a proven track record of providing a significant level of arts and culture programs in Miami-Dade County that benefit Miami-Dade County audiences may apply, and will be reviewed on a case-by-case basis.

Individual departments of colleges and universities are eligible to apply, provided that the department has at least a one-year track record of creating, performing, exhibiting and/or presenting a year-round season of public performances not related to degree-granting programs, involve professional artists as principal participants of the programs, involve a community-based board of directors or advisory board that meets regularly, and the public at-large is the primary target audience and direct beneficiaries of the program.

Fiscal Agency Sponsorship: Unincorporated groups may apply for a grant under the fiscal agency sponsorship of an eligible arts and cultural organization that is incorporated or organized as a not-for-profit, tax-exempt organization. In such cases, the application must be submitted by the sponsoring organization. It is important that both the fiscal agent and the sponsored entity be aware of and accept the responsibilities of the fiscal agent relationship. The fiscal agent is required to comply with **all** the requirements of the grant contract.

If you are applying through a fiscal agent, all information provided in the application form and the attachments to the application must reflect the COVID-19 related expenses of the sponsored entity. **A fiscal sponsor may not submit a request for COVID-19 related expenses as part of an application filed with a sponsored entity.**

AN ORGANIZATION APPLYING AS FISCAL AGENT FOR ANOTHER APPLICANT MAY APPLY FOR ITS OWN GRANT.

ELIGIBLE USES

CRF funds can be used for eligible expenses (defined below) as a result of demonstrated COVID-19 financial impacts and these expenses must have been incurred between March 1, 2020 and December 30, 2020.

Organizations can submit expenses that already have been incurred between March 1, 2020 and August 31, 2020 in one or more of the categories below for reimbursement. Expenses submitted for this time period must be accompanied by substantiating documentation.

In addition, organizations can estimate eligible expenses expected to be incurred between September 1, 2020 and December 30, 2020 and also submit a "advance" request now for these funds. Please be advised that a final report will need to substantiate the use of all CRF grant monies.

Organizations must reimburse Miami-Dade County for any CRF funds received and not used, not used for eligible purposes, and/or not satisfactorily substantiated.

Eligible uses include:

- ***Business Interruption Costs.*** Support to cover general operating expenses related directly to required closures due to COVID-19. Examples of eligible expenses include:
 - staff position support (including W-2 employees and 1099 independent contractors) for salaries and related benefits for employees on payroll at the time of closing
 - facilities overhead costs, such as utilities, security, insurance, maintenance, etc.

- rent or mortgage payments
 - paid expenses for programs and events that did not occur, such as non-refundable deposits
 - cultural organizations that have physically re-opened to the public and are affected by decreased customer demand may apply for support for all of the costs listed above
- ***Mitigation Expenses for Re-opening.*** Expenses incurred directly in response to COVID-19 related to re-opening of facilities and offering of public activities. Examples of eligible expenses include:
 - staff (including W-2 employees and 1099 independent contractors) costs related to preparations for re-opening
 - COVID-19 training and health testing of staff (including W-2 employees and 1099 independent contractors)
 - contracting additional personnel required to manage re-opening health and safety requirements (such as professional cleaning companies, pandemic rules enforcement, etc.)
 - communications and marketing efforts specifically to address compliance with COVID-19 requirements
 - purchase of materials including personal protection equipment (PPE), disinfecting supplies, hand sanitizer, and signage production
 - purchase and implementation of physical accommodations that are mitigation measures specifically in response to COVID-19 and related construction costs for these accommodations (physical barriers and plexiglass protective screens, touchless fixtures and equipment such as faucets, toilets and water fountains, markers for social distancing)
 - ***Program Transition Support.*** Funding support to transition to virtual, online public cultural and educational programming. Examples of eligible expense include:
 - salaries (including W-2 employees and 1099 independent contractors) and costs incurred for the purpose of transition to an online platform
 - equipment, systems, and devices purchased specifically to facilitate the COVID-19 related move to virtual programming, including computers, tablets, and video cameras
 - increased broadband capability/speed (communications services), software apps like (Zoom, GoToMeetings), monthly charges for streaming services, etc.

Use of CRF funds for revenue replacement or revenue losses is NOT allowable.

Applicants may not submit expenses already covered by financial assistance from other emergency county, city, state, or federal forgivable loan or grant programs established in response to COVID-19 or by insurance or covered by any other funding provided by Miami-Dade County.

All submitted expenses for reimbursement must be accompanied by documentation that clearly substantiates the purpose(s), amount(s), date(s) incurred, and proof of payment of the expenses being requested. These requests and the accompanying documentation will be carefully reviewed

to ensure that they meet eligibility requirements. Examples of the supporting documentation required can be found in the MAS program Frequently Asked Questions (FAQs) in the [Miami-Dade Arts Support Action Center](#).

FUNDING RESTRICTIONS

- × Revenue replacement or revenue losses due to cancellation of programs, fundraisers and/or venue closures
- × Ongoing programming costs of an online platform(s) (e.g., artist and program production costs)
- × Infrastructure work for broadband services (e.g., rewiring, etc.)
- × Expenses previously covered by emergency financial assistance programs administered by the county, city, state, or federal forgivable loan or covered by any other funding provided by Miami-Dade County
- × Expenses previously covered by insurance

GRANT AWARDS

Grant awards for Categories A and B will be made after confirming the following:

- Applications are complete
- Submitted expenses are deemed eligible
- Satisfactory substantiation has been provided for eligible expenses submitted for the period of March 1, 2020 through August 31, 2020
- Submitted expenses are reasonably consistent with organizations' prior financial records

GRANT PAYMENTS

CRF funds will be paid to grantees, in one lump-sum amount, after:

- (1) grant award contracts are fully and duly executed;
- (2) the grantee has submitted substantiating documentation in support of the eligible expenses; and
- (3) the request for funding has been approved by the Department of Cultural Affairs.

CRF funds can be used for demonstrated financial impacts as a direct result of COVID-19 that have occurred between March 1, 2020 and December 30, 2020. Organizations may submit a request for reimbursement **and/or** projected expenses.

- **Reimbursement:** Organizations may submit a request for reimbursement of expenses incurred between March 1, 2020 and August 31, 2020 in one or more of the eligible categories. Expenses submitted for this time period **must** be accompanied by substantiating documentation.

- **Projected Expenses:** Organizations may submit estimated eligible expenses expected to be incurred in one or more of the eligible categories between September 1, 2020 and December 30, 2020.

Grantees of the MAS Grant Program will be required to complete a final report to substantiate the use of all CRF grant monies.

Unspent CRF funds, or CRF funds applied to ineligible expenses and/or expenses not satisfactorily substantiated must be reimbursed to Miami-Dade County.

STAFF SUPPORT

Applicants will receive staff support from the Department's grants administrator who manages their annual operating grant or primary project grant. Applicants without a designated grants administrator will be assigned a Department staff member who will be available to provide assistance. For general assistance, email us at culture@miamidade.gov.

GRANTS WORKSHOPS

The Department of Cultural Affairs is presenting mandatory online workshops for arts organizations that are submitting applications for these funds. A separate notice will be sent by email with the times and dates of these virtual sessions. The workshops schedule will also be posted online in the [Miami-Dade Art Support Action Center](#). Organizations planning to submit an application must register and attend at least one (1) workshop prior to submitting a grant.

DEADLINE

Application Deadline: MONDAY, AUGUST 31, 2020

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. Incomplete applications will be returned to the applicant and asked to re-submit the application and provide the missing information. Applications submitted by any other means are not acceptable.

Interested applicants who fail to meet the deadline should contact their designated Grant Administrator to discuss options for application to the program. Organizations without a designated Grants Administrator can contact us at culture@miamidade.gov.

To access the grant application, you must have a user account with SurveyMonkey Apply, the Department's online grant application portal, for basic log-in access (a current email address and password creation is required). See the APPLICATION INSTRUCTIONS below for details. Your Program Administrator can help provide access to the online grant application if additional assistance is needed.

Applications received before the program deadline will be reviewed on a first-come, first served basis in the order they are received. Awards will be issued as soon as the application has been reviewed, deemed complete, and approved.

APPLICATION INSTRUCTIONS

The MAS Program is utilizing an online application process through the Department's website. Please visit www.miamidadearts.org and click on the GRANTS tab to access SurveyMonkey Apply, the Department's online grants program portal page.

First-time applicants and/or new users unfamiliar with the Department's online grants portal page are encouraged to contact their Grants Administrator with any questions or if technical assistance is required. SurveyMonkey Apply is free for applicants.

The application questions are available now in the MAS Action Center. Applicants can begin to draft application responses and gather the necessary information before the application opens.

Application Process:

To apply, applicant organizations must complete all the tasks associated with the grant application via SurveyMonkey Apply. Make sure to allow enough 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. Department staff will not make corrections on behalf of applicants.

If you have questions or need assistance accessing the online application, please contact your assigned Department staff member.

Program Administrator Review:

Staff will read and review narratives, uploads and other sections of the application and provide feedback, comments and/or questions related to the application. Applicants will have the opportunity to amend their application and resubmit for further review. Department staff **WILL NOT** make corrections on behalf of applicants. Applicants will have one full calendar week to resubmit the application for funding consideration.

Applicants who submit a substantially incomplete application at the time of program's published application deadline, as deemed by the Program Administrator, will receive notification via email as to the incomplete status of the application.

Applications received before the program deadline will be reviewed on a first-come, first served basis, in the order they are received. Awards will be issued once the application has been reviewed, approved and deemed complete.

TECHNICAL REQUIREMENTS

TO SATISFY THE PROGRAM'S TECHNICAL REQUIREMENTS, APPLICANTS:

- ✓ **MUST** COMPLETE THE ENTIRE ONLINE APPLICATION PROCESS.
- ✓ **MUST** SUBMIT A COMPLETE AND SELF-SUFFICIENT APPLICATION AND SUPPORT DOCUMENTS.
- ✓ **MUST** MAKE CERTAIN YOUR SUBMISSION IS COMPLETED NO LATER THAN 11:59 PM ON THE DEADLINE DATE USING THE ONLINE APPLICATION GRANT SYSTEM.
- ✓ **MUST** ANSWER ALL QUESTIONS COMPLETELY AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS.
- ✓ **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** KEEP A COPY OF THE COMPLETED APPLICATION AND ANY SUPPORT MATERIALS FOR YOUR RECORDS.
- ✗ **CANNOT** SUBSTITUTE AN APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

PUBLICITY AND CREDIT REQUIREMENTS

The Grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, news and press releases, public service announcements, broadcast media, event programs, and publications: **"With the support of the Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council, the Miami-Dade County Mayor and Board of County Commissioners."** For radio or television broadcast, we require the following voice-over language: **"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. The County logo is available at www.miamidadearts.org under Grantee Resources. 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.

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.

COMPLIANCE REQUIREMENTS AND RELEASE OF GRANT FUNDS

A Final Report is required within forty-five (45) days of the project completion date. Final Report forms are available from the Department of Cultural Affairs' electronic grants system.

Funds are strictly to be used for financial impacts due to COVID-19 that occur between March 1, 2020 and December 30, 2020.

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.

All documents submitted to Miami-Dade County are subject to the State of Florida Public Records Law, Chapter 119, Florida statutes. (Section 119.011(12), Fla. Stat.)

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 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.