



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

**FY 2019-2020 ARTISTS PROFESSIONAL DEVELOPMENT PROGRAM  
GUIDELINES AND APPLICATION INSTRUCTIONS**

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

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

FOR QUESTIONS OR ASSISTANCE REGARDING THE ARTIST PROFESSIONAL DEVELOPEMNT PROGRAM, PLEASE CONTACT:

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- ◆ Para asistencia en español, llame a nuestra oficina, 305-375-4634.
- ◆ Pou plis enfomasyon 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, and/or any accommodation to participate in any County-sponsored program or meeting, please contact Francine Andersen 305-375-4634 [culture@miamidade.gov](mailto:culture@miamidade.gov) five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

## PROGRAM OBJECTIVE

Funded by Miami-Dade County, the Artists Professional Development Program is an ongoing series of independent workshops and retreats designed to deliver skill-building opportunities to diverse communities of artists who originate works (composers, playwrights, film-makers, visual artists, choreographers, etc.) and to those who execute work (actors, dancers, and musicians). The goal of the program is to provide artists with the tools to organize, plan, and sustain their creative careers.

The series aims to help artists:

- ◇ break patterns of crisis management and increase satisfaction in your art practices and careers;
- ◇ identify, acquire, and build skills needed to reach goals with individual projects and/or career objectives; and
- ◇ communicate clearly and effectively about your work.

## Artists Help Each Other

The workshops / retreats are co-led by professional consultants and trained Artist Leaders so that you may benefit from the consultants' considerable experience in their fields, as well as the artists' personal perspectives and experiences, in the belief that artists are often the best resource for each other. The workshops and retreats encourage opportunities for group and individual interaction.

To determine which workshop and/or retreat best suits your needs, contact the Program Administrator to schedule a consultation (a phone consultation is **required** in order to proceed with an application).

## WORKSHOP/RETREAT PROGRAM SCHEDULE

Workshops and retreats will take place at various times throughout the year. These opportunities will be announced via the Department's newsletter *News to Use* and posted on the Artists Professional Development (APD) Program information at [www.miamidadearts.org](http://www.miamidadearts.org) / ARTISTS / GRANTS as they become available. Therefore, it is **strongly** recommended artists sign-up to receive *News to Use* by visiting [www.miamidadearts.org](http://www.miamidadearts.org) and clicking SUBSCRIBE to be informed of application opportunities as they become available.

Programs will cover a wide range of areas related to a professional career as an individual artist. Topics may include financial literacy, documentation, internet/social media presence, intellectual property & contract negotiation, branding, marketing/public relations and fundraising with an emphasis on strategic planning.

## ELIGIBILITY

Professional artists of all artistic disciplines residing in Miami-Dade County are eligible to apply. A professional artist is defined as a person who creates, on an ongoing basis, original works of art within an artistic discipline or executes artistic work created by others and is pursuing this work as a means of livelihood **or** a way to achieve the highest level of professional recognition.

To be eligible to apply, you **must**:

- Be a professional working artist\*;
- Be over 18 years of age;
- Have resided and worked in Miami-Dade County for at least one (1) year at the time of application (selections will be made contingent on proof of residency); and

- Must schedule a pre-application phone consultation with the Program Administrator.

\*Professional artists returning to school to pursue undergraduate or graduate degrees **are** eligible to apply. Non-professional students pursuing undergraduate or graduate degrees, non-professionals who engage in the arts as a hobby, or employees of Miami-Dade County are **not** eligible.

Proof of residency in Miami-Dade County, beginning not later than one year prior to the application deadline date, through one of the acceptable forms of documentation defined by the Department, is required upon selection.

Artists selected to participate in the artists professional development program must commit to attend for the duration of the workshop and/or retreat for which they were selected to attend.

## DEADLINES

### Application Deadline:

Deadlines to submit applications to attend workshops and/or retreats will be announced via the Department's newsletter *News to Use* and posted on the Artists Professional Development (APD) Program information at [www.miamidadearts.org](http://www.miamidadearts.org) / ARTISTS / GRANTS at varying times throughout the year. Therefore, it is **strongly** recommended artists sign-up to receive *News to Use* by visiting [www.miamidadearts.org](http://www.miamidadearts.org) and clicking SUBSCRIBE.

Artists are encouraged to complete the application at least 72 hours in advance of the application deadline to ensure successful submittal. **Late applications cannot be accepted.** At precisely 11:59 PM on the deadline date the online grant system will automatically close. Artists who fail to complete the submittal process by this deadline will be locked out of the system and deemed ineligible. Applications submitted by any other means are not acceptable. **APD has no corrections period.**

## APPLICATION INSTRUCTIONS

**The Artists Professional Development Program (APD) is utilizing an online application process through the Department's website.** Please visit [www.miamidadearts.org](http://www.miamidadearts.org) and click on the GRANTS / SURVEY MONKEY APPLY tab to access the APD application. you must complete all tasks associated with the application via *SurveyMonkey Apply* and submit no later than the published deadline date and time.

All applicants **MUST** schedule a phone consultation with Department staff, either in person or by telephone, NO LATER THAN ONE WEEK PRIOR TO DEADLINE. **There are no exceptions to this requirement.** Please contact Adriana S. Pérez at 305-375-5019 or via email at [adriana.perez@miamidade.gov](mailto:adriana.perez@miamidade.gov) to arrange a consultation.

## TECHNICAL REQUIREMENTS

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

- ✓ **MUST** ATTEND A PRE-GRANT CONSULTATION (call 305-375-5019 for appointment).

- ✓ **MUST** COMPLETE THE ENTIRE APPLICATION PROCESS AND SUBMIT IT ONLINE NO LATER THAN 11:59 PM ON THE DEADLINE DATE.
- ✓ **MUST** ANSWER ALL QUESTIONS COMPLETELY.
- ✓ **MUST** PRINT A COPY OF THE COMPLETED APPLICATION AND ANY SUPPORT MATERIALS FOR YOUR RECORDS.
- ✓ **MUST** PROVIDE PROOF OF RESIDENCY IN MIAMI-DADE COUNTY FOR AT LEAST ONE YEAR PRIOR TO APPLICATION DEADLINE.
- ✓ **CANNOT** SUBSTITUTE AN APPLICATION WITH A SELF-CREATED OR SCANNED FORM. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

## **SELECTION PROCESS**

Submissions will be reviewed by a panel of experts. To arrive at the finalists, the panel will consider your level of professional involvement based on submitted support materials. The selected finalists will be notified via email with instructions. You are **required** to attend the workshop and / or retreat for which you were selected. Programs are scheduled to take place at the offices of the Department of Cultural Affairs in downtown Miami.

## **COMPLIANCE AND LIABILITY**

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 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.

*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. 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.*