



**DAN**

**MIAMI-DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS  
FY 2022-2023 DEVELOPING ARTS IN NEIGHBORHOODS  
GRANT PROGRAM GUIDELINES**

**\*\*\* 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](mailto: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 Developing Arts in Neighborhoods Grants Program (DAN) provides funding and technical assistance support to small and/or developing cultural groups **with annual organizational budgets under \$100,000 that create, present or produce year-round cultural activities and arts programs in Miami-Dade County** at the grassroots level, including underserved neighborhoods, communities or special populations.

This program strongly encourages applications from groups whose activities:

- ◆ possess the potential to build audiences and sustained community or neighborhood support for the arts;
- ◆ encourage people to include arts in their everyday lives;
- ◆ are deeply rooted in the cultural life of a neighborhood or community;
- ◆ preserve and embrace the indigenous heritage, traditions, customs, beliefs and/or rituals of a particular culture or ethnic group; and
- ◆ enhance community development and/or revitalization efforts.

## ELIGIBILITY

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

- be legally incorporated in Florida as NOT-FOR-PROFIT for at least two (2) years prior to the application deadline;
- have a total organization budget for the **last completed fiscal year of \$100,000 or less** (total in-kind contributions may not exceed 25% of the total organization budget);
- 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 on a year-round basis (organizations whose primary mission it is to create, present or exhibit cultural programs for children and/or with children are **not** eligible);
- have at least a demonstrable **two-year track record** of creating, producing or presenting year-round cultural programs and activities;
- have been awarded a grant from the Department's Community Grants (CG) Program within the last two (2) years;
- present at least three (3) distinct programs or services marketed and available to a broad audience;
- have or demonstrate a strategy to include multicultural community representation on its Board, staff, and working as artists; and
- **not** be a college or university department, municipality, governmental entity, educational facility (such as a daycare/preschool or school); 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 religion.

Proof of incorporation and IRS tax-exempt designation is required at the time of application. Individuals and unincorporated groups may apply for program grants under the fiscal agency sponsorship of an eligible not-for-profit, tax-exempt organization for no more than three (3) funding cycles. In such cases, the application must be submitted by the sponsoring organization.

NOTE: This program operates on an annual cycle, and applications are available and considered only once in a program-funding year (October 1 - September 30). Successful applicants to the Developing Arts in Neighborhoods Grants program may **not** receive funding in the same funding year from any other Department of Cultural Affairs annual operating support program. Developing Arts in Neighborhoods grantees **are** eligible to apply to and receive funding through the Capital Development Grants Program, International Cultural Exchange Grants Program, Summer Arts and Science Camp for Kids Grants Program, the Tourist Development Council Grants Program and the Youth Arts Enrichment Grants Program. Applications from non-arts or service organizations will not be accepted.

## **APPLYING UNDER FISCAL AGENCY SPONSORSHIP**

Unincorporated organizations may apply for program grants under the fiscal agency sponsorship of an eligible, not-for-profit, tax-exempt, organization. In such cases, the application must be submitted by a sponsoring organization incorporated in the State of Florida and recognized as being exempt from federal income tax as described in section 501(c)(3) of the Internal Revenue Code. An organization acting as fiscal agent on behalf of another group will be required to meet all eligibility and grant compliance requirements as outlined in the guidelines.

If you are applying through a fiscal agent, all information provided in the application form and the attachments to the application must reflect the activities of the sponsored entity. The sponsored entity is the organization producing or presenting the activities.

It is important that both the fiscal agent and the sponsored entity be aware of and accepts the responsibilities of the fiscal agent relationship. The fiscal agent is required to comply with **all** the requirements of the grant contract. This includes, but is not limited to:

- Fiscal administration of the grant award, which includes the correct documentation and use of the grant award for the purposes described in the grant agreements;
- Grant reporting which includes submission of completed final reports according to the required deadlines;
- Appropriate program monitoring and evaluation, which includes availability for site visits by Miami-Dade County representatives;
- Appropriate forms of credit included in all promotional and marketing materials related to the awarded project; and
- Contractual requirements. The fiscal agent must comply and/or ensure compliance with all contractual requirements as they apply to the event(s), program(s) and/or activity(ies) supported by the grant. Legal requirements include, but are not limited to, liability and indemnification; compliance with all applicable federal, state and county laws; and the terms of all grants of which this is a sub-grant. Please note that the Miami-Dade County Affidavits and/or contract provisions include the following: Ownership Disclosure; Employment Disclosure; Criminal Record; Employment Drug-Free Workplace policy; Employment Family Leave policy; Disability Nondiscrimination policy; and a policy Regarding Delinquent and Currently Due Fees or Taxes.

**AN ORGANIZATION APPLYING AS FISCAL AGENT FOR AN ORGANIZATION MAY APPLY AGAIN DURING THE FISCAL YEAR FOR ITS OWN PROJECT.**

## **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, refer to the Developing Arts in Neighborhoods Grants Program information page at:

<http://www.miamidadearts.org/developing-arts-neighborhoods-dan-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 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 received at or after 5:00 PM on the program's final application deadline day will not be accepted.**

To access the grant application, 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, the request 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 will 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 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:**

Prior applicants to the Developing Arts in Neighborhoods Grant 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 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 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 requested 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 DAN Program is utilizing an online application process through the Department's website.** Please visit [www.miamidadearts.org](http://www.miamidadearts.org) and click on the GRANTS tab to access SurveyMonkey Apply, the Department's online grants program portal page.

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

First-time applicants and/or new users unfamiliar with the Department's online grants portal page **MUST** schedule a consultation with Department staff before accessing the system. **There is no exception to this requirement.**

To schedule a consultation, contact Roxana Barba by email at [rbarba@miamidade.gov](mailto:rbarba@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 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 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 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.

For questions contact Roxana Barba, Program Administrator via email at [roxana.barba@miamidade.gov](mailto:roxana.barba@miamidade.gov).

## **TECHNICAL REQUIREMENTS**

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

- ✓ **MUST** SCHEDULE A PRE-APPLICATION CONSULTATION WITH DEPARTMENT STAFF (REQUIRED FOR FIRST TIME 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** PRINT 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.

## **FUNDING REQUEST CAPS**

Each applicant organization may request **up to \$15,000** and may submit only one proposal per funding cycle.

## **MATCHING FUNDS**

Applicants must furnish a minimum \$1 to \$1 funding match in cash. The **Developing Arts in Neighborhoods Grants Program shall not be considered the sole source of funding.** 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 earlier than December 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 DEVELOPING ARTS IN NEIGHBORHOODS GRANTS PROGRAM 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 (with prior approval by Department of Cultural Affairs staff)
- ✓ Marketing
- ✓ Printing
- ✓ Publications
- ✓ Space rental
- ✓ In-County travel and transportation costs
- ✓ 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**

- × Proposal preparation
- × Compensation 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)
- × 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
- × Hospitality costs including decorations or affiliate personnel, except for contracted artists
- × Cash prizes
- × 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 DAN funded programs as a result of having been awarded a DAN grant. Indirect costs assessed because of other, non-County grant support received by a DAN 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 Developing Arts in Neighborhoods 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 project, program, or event is better suited for funding



through another Department program, will enter the Panel's decision-making process. Each application is scored using the following criteria:

**1) Artistic Merit (30 points):**

- Artistic quality of the programs
- Season description
- Brief resumes of key artistic participants
- Support materials (reviews, articles, brochures, etc.)
- Reputation of the organization, its mission, programs and services
- History of the organization

**2) Management Capability (20 points)**

- Brief resumes of key administrative staff
- Feasibility of marketing plan
- Effectiveness of evaluation methods
- Efforts by staff and board to develop and/or implement policies and programs rooted in cultural diversity
- Previous administration of Department of Cultural Affairs grants and timely submission of final reports

**3) Organizational Capability (20 points):**

- Involvement of members such as board members, staff, volunteers and/or artists reflective of the communities served in program planning and organizational development
- Ability to plan and carry out programs effectively
- Season planning process
- Programs offered are within the organization's mission and purpose
- Demonstrate potential to grow and advance the organization

**4) Efforts leading to long-term cultural enrichment of area served (20 points):**

- Impact and involvement of community organizations or programs as partners and collaborators
- Geographic location of programs and familiarity with and impact on the community and audiences
- Anticipated number of people to be directly served by the project or program
- Potential to build audiences and serve as a catalyst for community revitalization
- Deeply rooted in and reflective of the community targeted by the organization

**5) Budget Overview (10 points)**

- Financial stability of the organization
- Budget in line with level of programming offered
- Capacity to attract financial support from other private and public sources as evidenced in matching requirements and in-kind services

**PANEL PRESENTATIONS**

Applicants to the Developing Arts in Neighborhoods Grants Program are **required** to attend the panel meeting 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 will 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.

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 schedule information, refer to the Developing Arts in Neighborhoods Grants Program information page at:

<http://www.miamidadearts.org/developing-arts-neighborhoods-dan-grants-program>

### **SUBMISSION AND REVIEW**

- ◆ Upon submission, Department staff will review applications for technical eligibility and provide comments/suggestions to aid the applicant in improving the content and quality of the application. An application checklist will be posted in SurveyMonkey Apply 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 Developing Arts in Neighborhoods Grants Program panel will review 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 Manager and the Clerk of the Board for review and execution.

### **AWARD NOTIFICATION AND GRANT AGREEMENT**

- ◆ **Applicants will be notified of award by e-mail and/or mail following the Council's decision.** Grant recipients will receive a grant award package which will include grant 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.
- ◆ 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 always keep your account information current with the County's Finance Department.
- ◆ Grant payments are anticipated to be released beginning in December 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://www.miamidade.gov/global/service.page?Mduid\\_service=ser1471545573198718](https://www.miamidade.gov/global/service.page?Mduid_service=ser1471545573198718).

**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**

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](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. The County logo is available at [www.miamidadearts.org](http://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 an #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.**

In addition, grantees receiving funds through the YAM, YEP, SAS-C and AKI grant programs must include The Children's Trust logo and the following statement in all materials related to the grant project, including but not limited to newsletters, press releases, brochures, flyers, websites, or any other materials for dissemination to the media or general public:

**"The (insert event/program name) is funded by The Children's Trust. The 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..."

## **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. 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 in 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 in 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.*