



# FEST

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

**FY 2021-2022 FESTIVALS AND SPECIAL EVENTS (FEST) GRANTS  
PROGRAM COMPREHENSIVE GUIDELINES (YEAR 1 OF 3 YEAR CYCLE)**

**\*\*\*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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305-375-5019 Phone / 305-375-3068 FAX

- ◆ Para asistencia en español, llame a nuestra oficina, 305-375-4634.
- ◆ Pou plis enformasyon sil vou ple rele biwo nou nan numewo, 305-375-4634.

It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act. To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any 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**

The Festivals and Special Events Grant Program is designed to support major annual festivals and special events taking place during the fiscal year between October 1 and September 30. The program provides significant funding in two categories and three divisions to organizations which have an established reputation for excellence and credibility, are capable of attracting visitors on regional, national and/or international levels, and have a significant and positive impact on the perception of Miami-Dade County as a dynamic cultural community.

## **ELIGIBILITY**

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

- have received funding from the program in the comprehensive year (1<sup>st</sup> year) of the three-year FEST grant cycle\* (see note below);
- be legally incorporated as a **NOT-FOR-PROFIT corporation, with a designated tax-exempt status** under section 501(c)(3) of the United States Internal Revenue Code, or be a unit of local government (applications from not-for-profit organizations designated tax exempt under other subsections of 501(c) will be reviewed on a case-by-case basis and require administrator approval);
- have as its primary purpose and function, as defined by the mission of the organization, the coordination or presentation of a large-scale annual festival or special event;
  - have a total annual project budget for the festival/special event of:
    - at least \$1,000,000 to qualify in Division A
    - at least \$400,000 to qualify in Division B
    - at least \$150,000 to qualify in Division C(including in-kind services support not to exceed 25% of total cash project budget) based on the average of the last two completed fiscal years;
  - have a minimum 2-year consecutive history of producing the festival or special event (3 years to qualify in Divisions A or B);
  - have at least one paid professional part-time administrator (at least one paid professional full-time administrator to qualify in Divisions A or B); and
  - have a reputation for excellence and credibility, and be capable of attracting visitors on a regional level (national and/or international levels for Divisions A or B).

The Festivals and Special Events Grants Program operates on a **three-year review cycle** with a pre-application qualification / invitation to apply, comprehensive application submission, and a panel review completed in the first year and a more streamlined application form and review process for the subsequent two years. Grants awarded in the comprehensive year (year one) of the program define a grant award level for the remainder of the cycle, subject to annual adjustments to the award level based on audited organizational budget information and prior year's final report submissions. Awards are contingent upon the availability of funding, and upon a satisfactory review and recommendation of the interim application forms by the Department of Cultural Affairs and the Cultural Affairs Council. Grantees must have satisfactorily met all program criteria, as well as prior year's reporting requirements to be eligible for renewed funding. Please note that in the beginning of a new cycle, **all** applications will be evaluated on a comprehensive review by the panel.

**\*NOTE:** New applicant organizations that can demonstrate sufficient satisfaction of all eligibility criteria and program requirements during this multi-year program’s interim period may submit a comprehensive application for review. **Prior** to preparing and submitting a comprehensive application for review by the panel, new applicants **must** contact program administrator Adriana Pérez, at [asp@miamidade.gov](mailto:asp@miamidade.gov), to discuss their eligibility and procedures for completing the grant application.

If a new applicant is determined to be eligible based on the program’s guidelines and criteria, that organization will be designated as qualified for funding consideration. However, grant awards for any newly designated Festivals and Special Events organizations will be made only if substantial additional funding becomes available for interim fiscal years through an increase of funds for the program, above and beyond the comprehensive fiscal year program allocation. This policy is designed to ensure that currently funded Festivals and Special Events program grantees can maintain stable levels of funding support over the multi-year period.

Designation as a Festival and Special Events program grantee during any previous cycle does not necessarily determine that an organization will continue to be so designated and eligible for funding through this program in subsequent years.

Festivals/special events which are one-time, first-time or do not meet the above criteria may apply to the Miami-Dade County Tourist Development Council or the Department’s Community Grants program. Activities that are predominantly commercial in character or promote for-profit businesses may apply to the Tourist Development Council.

**A FESTIVALS AND SPECIAL EVENTS GRANT CARRIES NO COMMITMENT FOR CONTINUED, RENEWED OR FUTURE SUPPORT BEYOND THE PERIOD DURING WHICH THE GRANT IS AWARDED.**

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 Festivals and Special Events Grant Program may not receive funding for the same project in the same funding year from any other Department of Cultural Affairs program, with the exception of the International Cultural Exchange grants program and the Tourist Development Council grants program (specific conditions apply).

**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 2021, 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 Festivals and Special Events (FEST) grant program information page at:

<http://miamidadearts.culturegrants.org/navigation/links/page/festivals-special-events-fest>

### **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 to the program received at or after 5:00 PM on the program's final deadline will NOT be accepted.**

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

Applications received from first-time applicants by the grant program's published application deadline will be reviewed by the Program Administrator. Feedback and suggestions for strengthening and/or correcting the application will be provided approximately 7 days prior to the corrected/final application deadline. Applicants are solely responsible for making any and all revisions to their applications, should they so choose. Department staff **WILL NOT** make corrections on behalf of applicants. Applicants are encouraged to complete their corrections at least 3 business days in advance of the corrected/final application deadline to ensure successful submittal. At precisely 4:00 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 Cultural Advancement 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 three (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 FEST Grants 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 Consultations:**

A consultation with Department staff, either in person or by telephone **AT LEAST ONE WEEK PRIOR TO THE APPLICATION DEADLINE** is required. There are no exceptions to this requirement.

Please email [asp@miamidade.gov](mailto:asp@miamidade.gov) to arrange a consultation with Adriana S. Pérez, Festivals and Special Events Grant Program Administrator.

### **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.

Before you are able to access the grant application form, you must have a user account for basic log-in access and complete and submit a *Grant Eligibility and Request Form*. Once you have completed these steps, your *Grant Eligibility and Request Form* will be reviewed by the Program Administrator to determine whether or not your organization is eligible to apply for the requested grant. This review may take up to 3 business days. Only after the Program Administrator has

confirmed your eligibility can you be provided access to the grant application form. 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.**

If you have questions or need assistance accessing the online application, please contact Adriana S. Pérez, Program Administrator via email at [asp@miamidade.gov](mailto:asp@miamidade.gov).

## **TECHNICAL REQUIREMENTS**

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

- ✓ **MUST** ATTEND THE MANDATORY PRE-GRANT SUBMISSION CONSULTATION.
- ✓ **MUST** COMPLETE AND SUBMIT A GRANT ELIGIBILITY AND REQUEST FORM IN SURVEYMONKEY APPLY AND BE ASSIGNED PERMISSION BY THE PROGRAM'S GRANT ADMINISTRATOR, BEFORE BEGINNING WORK ON THE GRANT APPLICATION.
- ✓ **MUST** SUBMIT A COMPLETE AND SELF-SUFFICIENT APPLICATION AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS.
- ✓ **MUST** MAKE CERTAIN YOUR APPLICATION IS COMPLETED AND SUBMITTED NO LATER THAN 11:59 PM ON THE DEADLINE DATE USING THE ONLINE APPLICATION GRANT SYSTEM.
- ✓ **MUST** ANSWER ALL QUESTIONS COMPLETELY AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS AND ATTACHMENTS.
- ✓ **MUST** 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.

## **CATEGORIES**

The FEST program operates with two (2) categories of eligibility for funding consideration:

**CULTURAL ORGANIZATIONS CATEGORY (INDOOR ACTIVITIES):** Organizations whose missions predominately emphasize a close examination of artistic disciplines with primarily indoor activities consisting of performances and presentations, which may include significant ancillary components such as the presentation of workshops, panel discussions, lecture/demonstrations, and publications.

**COMMUNITY ORGANIZATIONS CATEGORY (OUTDOOR ACTIVITIES):** Organizations whose missions predominately emphasize the presentation and celebration of heritages, artistic and entertainment activities during primarily outdoor activities.

Within each category, eligibility for funding consideration is defined under three (3) divisions.

**NOTE:** Eligibility in each division is determined strictly by averaging each organization's required audited budgets for the two completed prior fiscal years, Form 990's on file with the IRS, or compilation statements, and up to 25% in-kind services support.

**DIVISION A (INTERNATIONAL IMPACT)** Applicant organizations must have:

- a total average annual project budget of at least \$1,000,000 for the festival/special event (including in-kind services support not to exceed 25% of total cash project budget) based on the last completed two fiscal years;
- a minimum consecutive 3-year track record of producing the festival or special event;
- at least one paid professional full-time administrator;
- effective marketing strategies for regional, national and international markets, having a significant and positive impact on the perception of Miami-Dade County as a dynamic community and tourism destination;
- a reputation for excellence and credibility, and be capable of attracting visitors on regional, national and international levels; and
- matching funds from the private sector in a ratio of at least 3-to-1.

**DIVISION B (NATIONAL IMPACT)**: Applicant organizations must have:

- a total average annual project budget of at least \$400,000 for the festival/special event (including in-kind services support not to exceed 25% of total cash project budget) based on the last completed two fiscal years;
- a minimum 3-year consecutive history of producing the festival or special event;
- at least one paid professional full-time administrator;
- effective marketing strategies for regional and national markets, having a significant and positive impact on the perception of Miami-Dade County as a dynamic community and tourism destination;
- a reputation for excellence and credibility, and be capable of attracting visitors on regional and national or international levels; and
- matching funds from the private sector in a ratio of at least 2-to-1.

**DIVISION C (REGIONAL IMPACT)**: Applicant organizations must have:

- a total annual project budget between \$150,000 and \$400,000 for the festival/special event (including in-kind services support not to exceed 25% of total cash project budget) based on the last completed two fiscal years;
- a minimum 2-year consecutive history of producing the festival or special event;
- at least one paid professional part-time administrator;
- effective marketing strategies for regional markets, having a significant and positive impact on the perception of Miami-Dade County as a dynamic community and tourism destination;
- a reputation for excellence and credibility, and be capable of attracting visitors on regional levels; and
- matching funds from the private sector in a ratio of at least 1-to-1.

## FUNDING REQUEST CAPS

### CULTURAL ORGANIZATIONS CATEGORY:

Division A – Applicants in Division A may request up to \$115,000

Division B - Applicants in Division B may request up to \$85,000

Division C - Applicants in Division C may request up to \$65,000

### COMMUNITY ORGANIZATIONS CATEGORY:

Division A – Applicants in Division A may request up to \$100,000

Division B - Applicants in Division B may request up to \$80,000

Division C - Applicants in Division C may request up to \$60,000

## MATCHING FUNDS

DIVISION A - Applicants in Division A are required matching funds from the private sector in a ratio of at least 3-to-1

DIVISION B - Applicants in Division B are required matching funds from the private sector in a ratio of at least 2-to-1

DIVISION C - Applicants in Division C are required matching funds from the private sector in a ratio of at least 1-to-1

In-kind contributions must not exceed 25% of the total cash project budget.

**The Festivals and Special Events Grants Program shall not be considered the sole source of funding** for the proposed project. Applicants should thoroughly explore other funding in addition to seeking support from this program.

## 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 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 FESTIVALS AND SPECIAL EVENTS 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 related to the proposed program, project or event



- ✓ Honoraria
- ✓ Event production costs
- ✓ Equipment rental
- ✓ Expendable supplies/materials
- ✓ 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**

- ✗ Proposal preparation
- ✗ Repayment of prior debt or deficit reduction
- ✗ Debts, contingencies, fines and penalties, interest and other financial costs
- ✗ Expenses incurred or obligated prior to or after the grant period (October 1 to September 30)
- ✗ Building, renovating or remodeling of facilities or capital items
- ✗ Travel or transportation costs to cover expenses for staff travel or presenting programs/activities outside of Miami-Dade County
- ✗ Remuneration of County employees for any services rendered as part of a project receiving a grant from the Department of Cultural Affairs
- ✗ Social/Fundraising events, beauty pageants or sporting events
- ✗ Income generating events for an organization other than the applicant organization
- ✗ Hospitality costs including private entertainment, food, beverages, decorations or affiliate personnel, with the exception of artists
- ✗ Cash prizes, awards, plaques, or scholarships
- ✗ Re-granting
- ✗ Lobbying the County Commission or the Mayor, the judicial branch, or any public agency or office, nor for propaganda materials
- ✗ Charitable contributions or donations
- ✗ Events which are restricted to private or exclusive participation (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 FEST funded programs as a result of having been awarded a FEST grant. Indirect costs assessed as a consequence of other, non-County grant support received by a FEST 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 Festivals and Special Events Grants Program 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 into the Panel's decision making process. Each application is scored using the following criteria each worth five (5) points for a total of twenty-five (25) points:

**1) ADMINISTRATIVE ABILITY** as determined by (*budgets, application and attachments*):

- ◆ Financial stability of the organization
- ◆ Completeness and clarity of application and attachments
- ◆ Feasibility of accomplishing the project as described
- ◆ List of board members and officers
- ◆ History of organization
- ◆ Americans with Disabilities Act Supplement

**2) PROJECT QUALITY** as determined by (*Project Overview and attachments*):

- ◆ Sophistication of festival/special event components
- ◆ Quality of artistic participants, entertainment and/or programs
- ◆ Overall coherence and thoroughness of all programming efforts
- ◆ Year-to-year development of overall event, program components, and reputation

**3) PROJECT IMPACT** as determined by (*Project Overview and attachments*):

- ◆ The degree to which the project earns regional, national and/or international recognition
- ◆ Impact of project on our community's growing reputation as a dynamic place with excellent cultural and special events
- ◆ Degree to which the project attracts visitors on a regional, national and international basis
- ◆ Carefully conceived, specifically articulated and effectively implemented long-range planning and development of the program

**4) MARKETING STRATEGY IMPACT** as determined by (*Marketing Overview and attachments*):

- ◆ Effectiveness of advertising and promotional plan
- ◆ Degree to which the organization/project comprehensively and innovatively promotes Miami-Dade County as a visitor destination within domestic and international markets
- ◆ Past success of the organization's marketing strategies
- ◆ Support materials which reflect the sophistication of promotional materials and the scope of past media coverage

**5) FISCAL MANAGEMENT** as determined by (*budgets*):

- ◆ Accuracy and prudence of all budgets
- ◆ The degree to which the request is reasonable
- ◆ Broad base of financial support
- ◆ Indications of substantial private sector support

## PANEL EVALUATIONS

Applicants are **strongly encouraged** to attend the panel evaluation meeting as observers, and will be notified by email 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 and deadline schedule information, visit the Festivals and Special Events (FEST) Grant Program information page at:

<http://miamidadearts.culturegrants.org/navigation/links/page/festivals-special-events-fest>

### 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* or sent via e-mail, fax and/or mail to applicants 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 Festivals and Special Events Grants Program panel will review applications at the panel evaluation meeting. A list of panel members is available upon request 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 Mayor for final approval.
- ◆ Upon approval by the Board 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 keep your account information current at all times 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://was8exp.miamidade.gov/VInvoice/1\\_0a\\_vendor\\_login.jsp](https://was8exp.miamidade.gov/VInvoice/1_0a_vendor_login.jsp)

It is critically important to follow the instructions for Direct Deposit carefully, and to keep your account information current at all times with the County's Finance Department. Grant payments are anticipated to be released beginning in December of the fiscal year for which the grant was awarded.

**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 and #MiamiDadeArts.

<http://miamidadearts.culturegrants.org/navigation/links/page/manage-award>

**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: [www.thechildrenstrust.org](http://www.thechildrenstrust.org).

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 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 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. 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.*