



MIAMI-DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS

MIAMI-DADE ARTS SUPPORT (MAS) GRANTS PROGRAM

CARES Act Coronavirus (COVID-19) Relief Fund

WORKSHOP



Dlaf Breuning, The Cat, 2020, Miami-Dade Art in Public Places, Jackson Memorial, Rendering by HOK.



A WALK ON THE BEACH: TROPICAL GARDEN
MICHELE OKA DONER, 2012

IMPORTANT THINGS TO REMEMBER

- The MAS grants program is funded entirely by federal Coronavirus Relief Fund monies.
- These federal funds have strict requirements for the types of expenses they can cover.
- Your eligible covered expenses must be between March 1, 2020 and December 30, 2020.
- You cannot use MAS funds for any expenses already covered by local, state and federal funds or by insurance.



MORE IMPORTANT THINGS TO REMEMBER

- Updated guidelines were posted on August 17th.
- You are required to provide satisfactory documents to substantiate all requested expenses.
- Any unused or misused funds must be returned to Miami-Dade County.
- We will help you with all of this, of course.

Am I eligible?

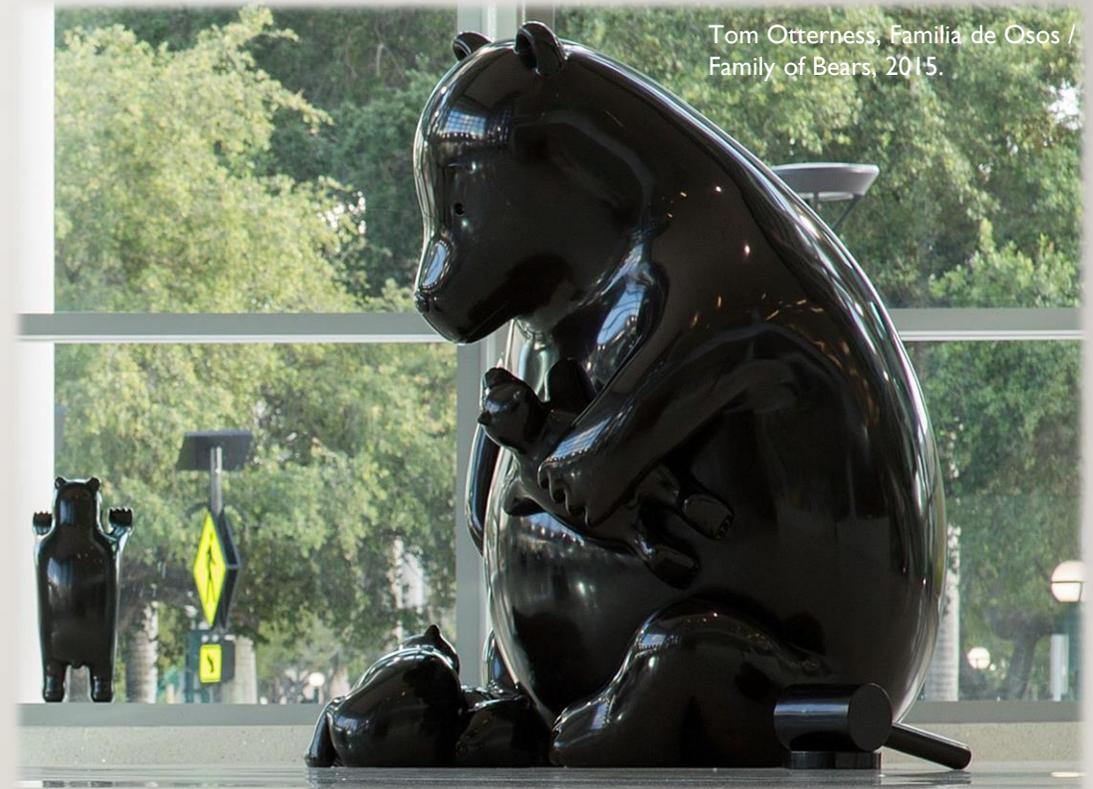
The following are examples of Miami-Dade based entities that MAY be eligible to apply:

- ✓ Arts Education Organizations
- ✓ Arts Groups
- ✓ Arts Institutions
- ✓ Arts Service Organizations
- ✓ Artists Collectives
- ✓ Cultural Businesses
- ✓ Cultural Centers
- ✓ Cultural Heritage Organizations
- ✓ Cultural Institutions
- ✓ Cultural Organizations
- ✓ Cultural Facilities
- ✓ Cultural Venues
- ✓ Dance Companies
- ✓ Dance Studios
- ✓ Festivals
- ✓ Film/Media Arts Groups
- ✓ Folk Arts / Crafts Groups
- ✓ For-profit Cultural Organizations
- ✓ Galleries
- ✓ Historic Preservation Organizations
- ✓ Historic Sites
- ✓ History Organizations
- ✓ Literary Organizations
- ✓ Multidisciplinary Arts Orgs
- ✓ Museums and Gardens
- ✓ Non-profit Arts Groups
- ✓ Performing Theaters
- ✓ Poetry Organizations
- ✓ Presenting Organizations
- ✓ Visual Arts Centers
- ✓ Youth Arts Organizations

READ PAGE 3 OF THE GUIDELINES FOR ELIGIBILITY REQUIREMENTS

THERE ARE THREE PROGRAMS

- 1. MAS Category A** - The MAS Grants Program (for organizations notified that they have pre-established MAS allocations)
- 2. MAS Category B** - The Coronavirus Grant Program (for organizations without pre-established MAS allocations)
- 3. Miami-Dade Artists Support! (MAS!) Program (for artists)** – distinguished by an exclamation point!



Tom Otterness, Familia de Osos / Family of Bears, 2015.

HOW TO APPLY TO MAS CATEGORIES A AND B

- ✓ The MAS Program is utilizing **SurveyMonkeyApply**, an online application process.
- ✓ The MAS Application is **open now**. Read the guidelines!
- ✓ First-time applicants and/or new users unfamiliar with **SurveyMonkeyApply** the Department's online grants portal page are encouraged to **contact their Grants Administrator** with any questions or if technical assistance is required.
- ✓ Visit the **Miami-Dade Arts Support Action Center** for FAQs.



MAS CATEGORY A ORGANIZATIONS WITH PRE-ESTABLISHED GRANT AWARDS

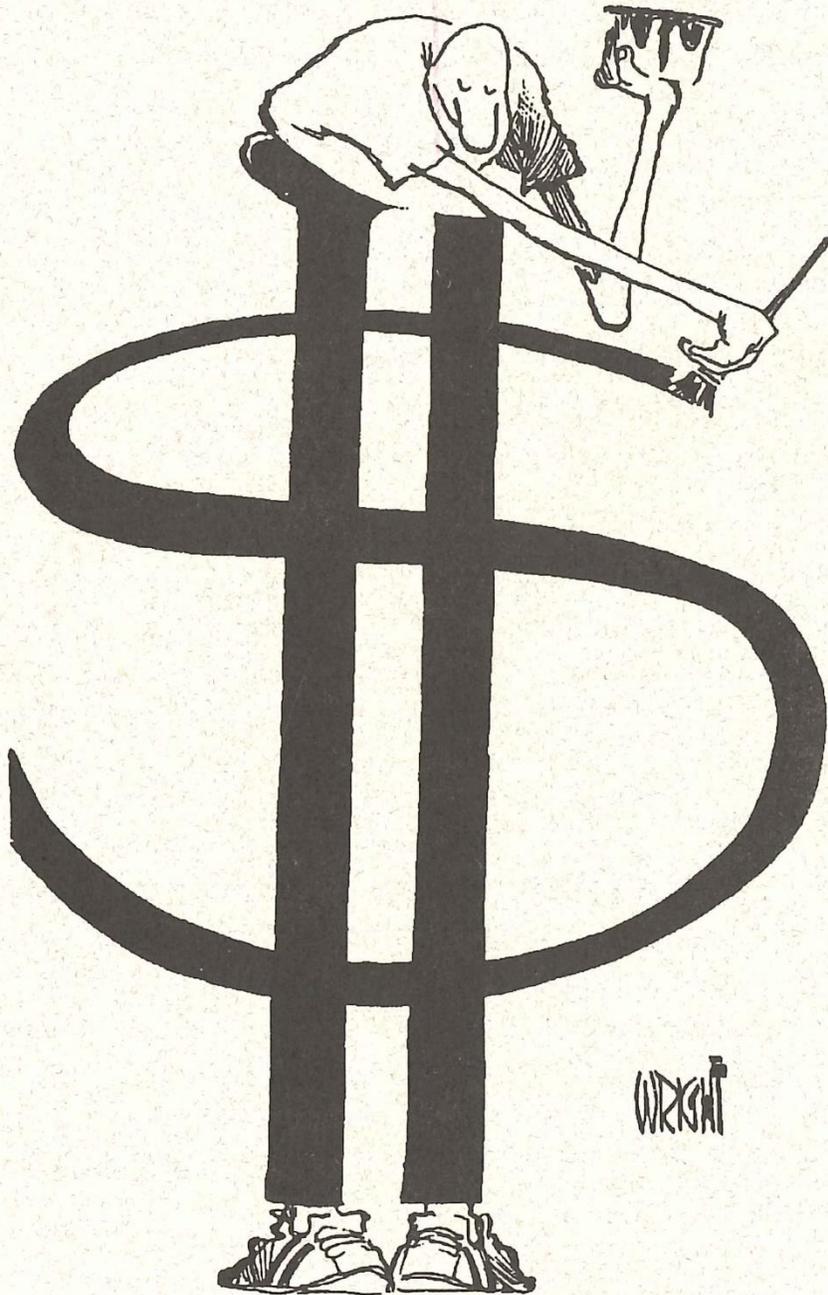
- ✓ You are in this Category A only if you have been notified by the Department that you have a pre-established grant award.
- ✓ Your Department staff liaison is the individual who sent you the e-mail notification. This administrator is available to answer questions and provide help.
- ✓ You must carefully review the MAS guidelines and fill out the application form submitting **only** eligible expenses for the use of the grant funds.
- ✓ **Category A are not eligible to apply in Category B:** The Coronavirus Grants for Arts and Cultural Organizations.
- ✓ Category A and Category B use the same guidelines and application form.

MAS CATEGORY B

ORGANIZATIONS WITHOUT PRE-ESTABLISHED GRANT AWARDS

Program Administrator: Nikenna Benjamin Nikenna.Benjamin@miamidade.gov

- ✓ Category B funding requests will be reviewed on a case-by-case basis. Subject to availability of funds.
 - up to **\$5,000** - budgets under \$500,000
 - up to **\$10,000** - budgets between \$500,000 - \$1,000,000
 - up to **\$15,000** - budgets over \$1,000,000
- ✓ 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**.



What is the grant period?

- The application form will allow you to submit your expenses for two periods of time:
 - 1. Reimbursement Requests**
March 1, 2020 through August 31, 2020
(actual, eligible expenses with substantiating documents)
 - 2. Projected Expenses**
September 1, 2020 through December 30, 2020
(projected, eligible expenses to be substantiated with documents via your final report)

ELIGIBLE USES OF GRANT FUNDS: THREE CATEGORIES

1. Business Interruption Costs
2. Mitigation Expenses for Re-opening
3. Program Transition Support

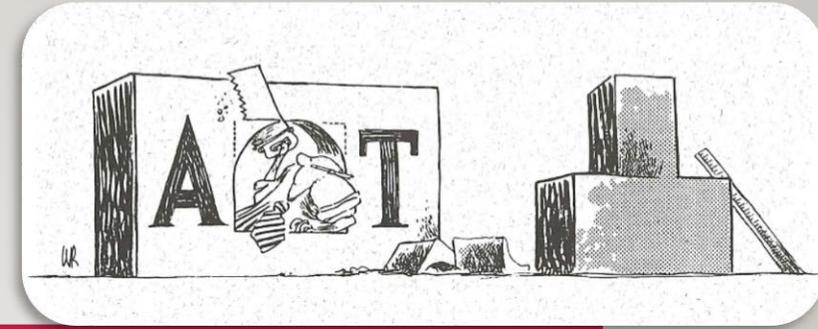


INELIGIBLE USES OF GRANT FUNDS (DO NOT SUBMIT THESE)



- ✗ Revenue replacement or revenue losses due to cancelation 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

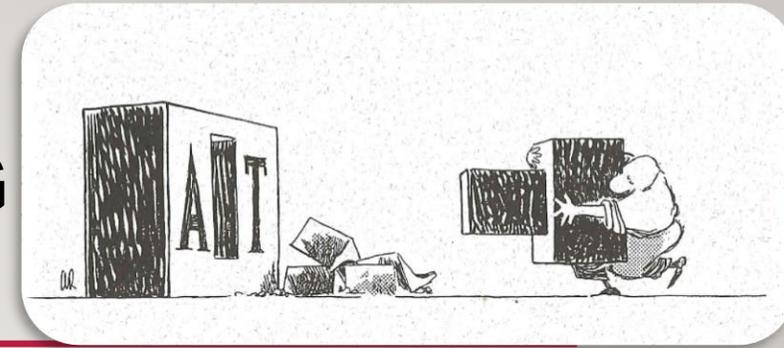
BUSINESS INTERRUPTION COSTS



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



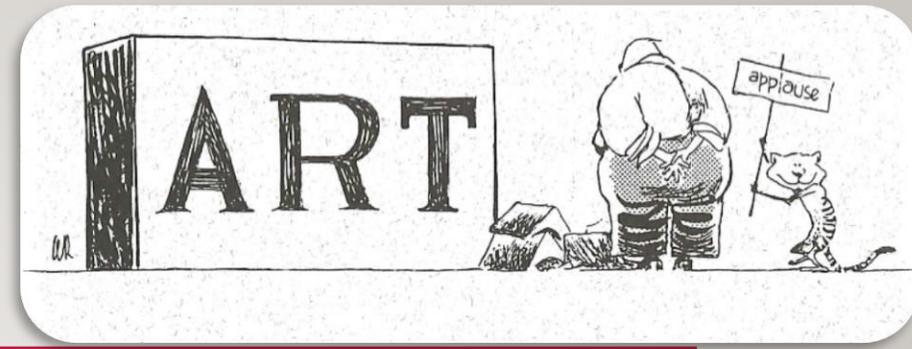
Expenses incurred directly in response to COVID-19 related to re-opening of facilities and offering of public activities. Examples of eligible expenses include:

- ✓ staff costs related to preparations for re-opening
- ✓ COVID-19 training and health testing of staff
- ✓ contracting additional personnel required to manage re-opening health and safety requirements (such as professional cleaning companies, pandemic rules enforcement, etc.)

MITIGATION EXPENSES FOR RE-OPENING (CONTINUED)

- ✓ 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.

WHAT DOCUMENTATION SHOULD WE SUBMIT TO SUBSTANTIATE ELIGIBLE EXPENSES?

Materials submitted must provide clear evidence of the expense, the date incurred, and proof of payment.

- ***Samples of documentation for expenses:***
 - Dated Invoices / receipts
 - Contracts, including but limited to rent and mortgage agreements (all contracts must be legally executed and signed and dated by both parties)
 - Employee time sheets / payroll ACH / contracts with employees (all containing designation of category of services rendered and payment amounts)
 - Utilities bills (e.g., Water and Sewer, FPL, etc.)
 - Email confirmations of specific goods, supplies and materials received and specific services rendered
- ***Samples of corresponding documentation for payments of expenses:***
 - Cancelled checks (front and back)
 - Bank-issued cancelled check summary statements only if the payees are clearly noted
 - Credit card transactions and/or statements with payees are clearly noted along with proof of remittance to the credit card issuing company confirming payment made
 - Bank statements for debit card payments with payees are clearly noted
 - Wire transfers transaction or bank statement highlighting the wire transfer payment

Visit the MAS Action Center for a comprehensive list of examples in the FAQs

APPLICATION DEADLINE FOR MAS CATEGORIES A AND B

AUGUST 31, 2020

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

Awards are subject to the availability of funds.



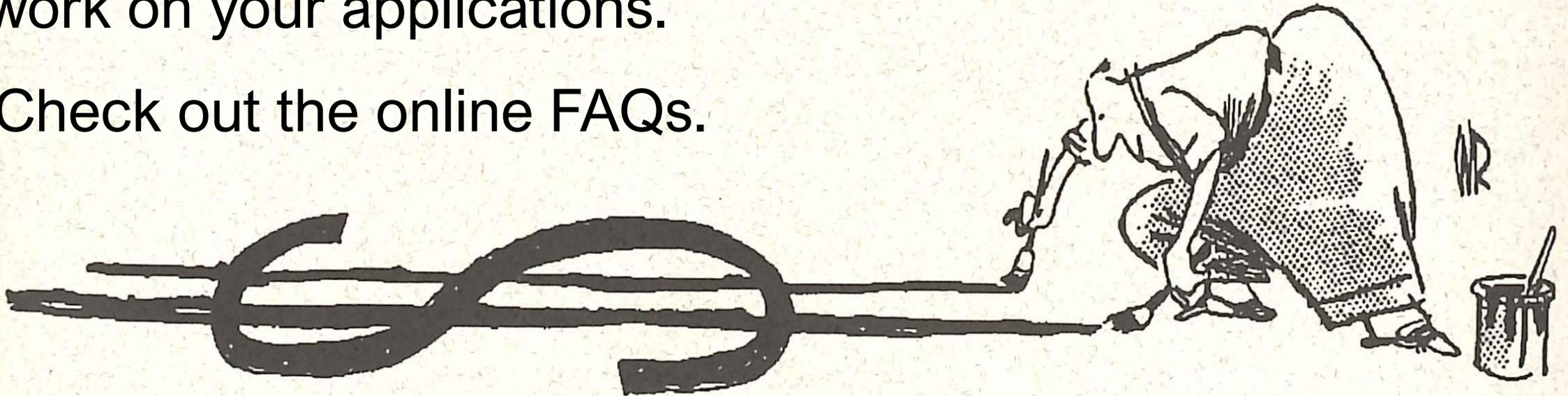
EXPEDITED REVIEW PROCESS

- ✓ Submitted applications will be reviewed for eligibility and completeness by staff.
- ✓ Staff will contact applicants with feedback, comments and questions.
- ✓ Applicants will be given the opportunity to make any corrections necessary.
- ✓ As soon as an application is considered eligible and complete, the applicant will be sent a grant agreement to execute.
- ✓ As soon as the grant agreement is fully executed, the grant will be processed for payment.



QUESTIONS?

- ★ You can ask us questions now or anytime as you work on your applications.
- ★ Check out the online FAQs.



ACKNOWLEDGMENTS

The Miami-Dade Arts Support Program was initiated by County Commissioner Eileen Higgins, championed by County Commissioner Dennis Moss, and approved unanimously by the Board of County Commissioners and Mayor Carlos Gimenez.

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.

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Visit the online Miami-Dade Arts Support Action Center at www.miamidadearts.org.

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 305-375-4634 or culture@miamidade.gov five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service.)

Many Thanks!



Michael Spring

**Senior Advisor to the Office of the Mayor
and Director**

**Miami-Dade County Department of
Cultural Affairs**

www.miamidadearts.org

