

Application Instructions for Cultural Presenters

Cultural Presenters

Cultural Presenters are organizations whose primary mission is to produce and present cultural and artistic productions in Miami Beach in the following disciplines: film, multi-disciplinary, theater, visual arts, dance, music and opera. Proposed projects should be for work that is new or has never been presented in Miami Beach. Organizations receiving Cultural Presenters Grants are chosen based on demonstrated artistic talent and potential, and the vision for the proposed project in relation to their overall artistic goals. Proposals must demonstrate cultural, community and economic impact on Miami Beach, reflect a high level of artistic excellence, demonstrate audience engagement, and express authentic ideas that further elevate the cultural platform in Miami Beach.

Cultural Presenters are not permitted to apply for any other City of Miami Beach Cultural Arts Grant Program category.

The Cultural Arts Grant Program is made possible through the vision and support of the Miami Beach Mayor, Miami Beach City Manager and Miami Beach City Commission.

Tourism and Culture Department, Cultural Affairs Division

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About the Cultural Arts Grant Program

The City of Miami Beach Cultural Arts Grant Program is an annual grants program that is open to nonprofit, 501(c)(3) cultural organizations and cultural departments within an institution of higher learning (college or university) with tax-exempt status under other subsections of 501(c)(3) wishing to present or produce cultural and artistic events in the City of Miami Beach.

The grant program was originally created in 1998 as an essential component of the mission of the Miami Beach Cultural Arts Council, which is to develop, coordinate, and promote the arts in the City of Miami Beach community. Since the program's inception, the City of Miami Beach Mayor and Commission and the Cultural Arts Council have awarded over \$19 million in cultural arts grants, supporting thousands of performances, exhibits, and other cultural activities in Miami Beach. The grants program is managed by the City of Miami Beach's Department of Tourism and Culture division of Cultural Affairs.

In an effort to address the needs of the arts community, the Cultural Arts Council and staff review each of the proposed programs annually. Suggestions and ideas are received from grantees, grants panelists, members of the Cultural Arts Council and other granting organizations. Cultural Affairs welcomes this input, so that it can continually grow and improve its programs. Program application periods, relevant deadlines, program guidelines, applications, and instructions are announced in January every year via electronic mail and through our website (<http://www.mbartsculture.org/grants/>). This information is also available upon request via email to Sandra Schoenlank-Arian at SandraSchoenlank@miamibeachfl.gov .

Program Policies

The Cultural Arts Grant Program is a public process governed by the Florida Government in the Sunshine Law. All Panel meetings are advertised and open to the public and all documents are available for inspection by the public.

Grantees must have at least two (2) distinct events or programming in Miami Beach in order to be eligible for funding. Multiday programming for the same event is considered one event or program.

Extra consideration within the panel rubric is given to organizations who present works within the months of June, July, August, and September, and is also given to organizations that take advantage of various geographic regions of Miami Beach.

Past receipt of grant awards, financial need, and merit of an application do not in themselves guarantee funding. Prior year grant recipients must submit a completed Final Report no later than the date indicated in their grant agreement, in order to be eligible to receive grant funding the following year (if awarded). Additionally, once the Final Report has been reviewed, grant recipients must submit any additional required documentation by the deadline provided or the grant recipient will be non-compliant and may be ineligible to receive remaining grant funds and may be ineligible to receive grant funds the following year (if awarded).

Multiple organizations may not apply for City of Miami Beach Cultural Affairs grant funding towards the same project. An organization may submit only one application each grant year.

Application and Final Report deadlines will be strictly enforced.

All grant recipients must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of disability, color, creed, gender, religion, or sexual orientation.

In the event that Cultural Affairs staff determines the need to monitor grant recipients and events funded by these City grants, the Cultural Affairs staff may request tickets or waived admission for distribution to Cultural Arts Council members or staff.

Frequently Asked Questions

Who is eligible?

The City of Miami Beach Cultural Arts Grant Program is open to nonprofit, 501(c)(3) cultural organizations and cultural departments within an institution of higher learning (college or university) with tax-exempt status under other subsections of 501(c)(3) wishing to present or produce cultural and artistic events in the City of Miami Beach.

Who is not eligible?

Organizations that received Cultural Affairs grant funding for a prior year and did not comply with the Grant Agreement and/or other requirements, organizations that received funding from the Miami Beach Visitor and Convention Authority (VCA) for the same fiscal year and Organizations applying through a “fiscal agent/sponsor” are not eligible to apply. Applicants are required to furnish a minimum \$1 to \$1 funding match (in cash, in-kind, or a combination of both). A City of Miami Beach Cultural Affairs grant shall not be considered the sole source of funding. Applicants are encouraged to explore additional funding sources such as the Miami-Dade County Department of Cultural Affairs (305-375-4634), Florida Department of State, Division of Cultural Affairs (850-487-2980), private sources, etc.

Should I schedule a staff consultation?

A staff consultation prior to submitting your pre-application is mandatory for new grant applicants. Additional staff consultations may be required prior to submission of final application to determine completeness and acceptability. Appointments are scheduled on a “first come first serve” basis and must be scheduled at least one week in advance. It is in the best interest of the applicant to schedule this appointment as early as possible in the event that a second consultation review is necessary. Please call Sandra Schoenlank-Arian at 305-673-7000 ext. 26618 or email SandraSchoenlank@miamibeachfl.gov to schedule an appointment.

What supporting materials are required to complete the pre-application?

Intent to Apply / Pre-Applications Open: January

Deadline to submit *Intent to Apply/ Pre-Application* is noted on our website organized by specific Fiscal Year at <http://www.mbartsculture.org/grants/>. Applicants must upload the following documents electronically or the pre-application will not be approved:

1. Organization’s most recent 501 (c) (3) Letter of Determination (tax-exemption status). Letters can be obtained via fax and mail by calling the Internal Revenue Service at 1-877-829-5500.
2. Please note that nonprofit corporations are required to be registered with the Florida Department of Agriculture & Consumer Services, per the Solicitation of Contributions Act, <http://www.doacs.state.fl.us/consumer.html>, under Charitable Organizations.
3. IRS Form 990 reflecting the organization’s most recent filing.

4. Current Board Membership with contact information for each member
5. Current Key Staff List with brief biographies and contact information (phone or email) for each key staff member
6. Most up-to-date Staff Organizational Chart

What if my pre-application is selected?

If your pre-application meets the above requirements, you will be invited to submit a full grant application. Each grant applicant must follow an extensive multi-level public review process. This includes a general orientation for all new applicants and/or new consultations with Cultural Affairs staff or returning applicants, if necessary. Applicants must meet all application requirements, including deadlines, or the application will be disqualified. **A mandatory dollar for dollar (\$1 to \$1) match** is applicable to the cultural presenter grant program. Grant applicants must demonstrate this match through cash, other matching grants, and/or in-kind contributions (**in-kind contributions cannot exceed 25% of total cash project budget**). The Cultural Arts Grant Program should not be considered the sole source of funding. Applicants should thoroughly explore other funding sources prior to seeking support from this program. An organization may submit only one grant application each grant year. An application **must score a minimum average of 80 points or higher** at the Panel meeting to be eligible to receive funding.

If my intent to apply (pre-application) meets the requirements, what is the timeline for completing the full application?

Intent to Apply and Full Grant Application Timelines are available and organized under the specific Fiscal Year for review at our website <http://www.mbartsculture.org/grants/>.

Incomplete applications will not be accepted. Should corrections be required, organizations have until the advised corrections period deadline to complete any necessary corrections. Staff will contact applicants requiring corrections during this period. Please refer to our website for exact dates and times.

During the application process, applicants may contact Sandra Schoenlank-Arian, *Grants and Operations Administrator* at 305-673-7000 ext. 26618 or SandraSchoenlank@miamibeachfl.gov with any questions regarding the application or its process. **Applicants shall not solicit or initiate any communication with Cultural Arts Council Panel members.** Violations may result in disqualification from consideration of application to the Grants Program or, if after selection, disqualification from the Grants Program.

All deadlines will be strictly enforced.

Please call Sandra Schoenlank-Arian at 305-673-7000 ext. 26618 or visit <http://www.mbartsculture.org/grants/> to confirm information, including but not limited to,

meeting dates and times. The Department of Tourism and Culture reserves the right to make changes in meeting dates and times as it deemed necessary.

How much funding can I request?

Cultural Presenters may request up to \$20,000. We ask that applicants be realistic in their funding request and able to substantiate the project costs. The Cultural Arts Council has dedicated approximately \$1.05M in total grant funding to Cultural Anchor (\$400,000 of the \$1.05M) and Cultural Presenter (\$650,000 of the \$1.05M) grant programs and will make final funding recommendations based on a comprehensive review process.

When will the panel meeting take place to review the grant applications?

Due to the volume of grant applications received, the Cultural Affairs Council will review the full grant applications during two panel meetings: Cultural Presenters Group 1 and Cultural Presenters Group 2. Meeting dates and times are posted on our website <http://www.mbartsculture.org/grants/> under the specific Fiscal Year of the application. Organizations are split into groups based on artistic category. All meetings are publicly noticed. It is strongly suggested that applicants attend their respective Panel Meeting. Applicants will be noticed via email regarding their presentation date and time. During the Panel Meeting, applicants are permitted only to respond to questions from panelists. Applicants are strictly prohibited from speaking during any other part of the Panel Meeting. Persons requiring special accommodations must make the request at least 72 hours prior to the Panel Meeting. Miami Beach Cultural Arts Council panelists follow rigorous conflict-of-interest guidelines. They do not participate in funding deliberations affecting organizations with which they have been affiliated as employees or board members within the past three years. **Once the Panel has reviewed and scored an application, the decision of the Panel thereto shall be final.**

Funding distribution will be decided at the regular Cultural Arts Council meeting as noted on our website. These initial funding recommendations will be submitted to the City of Miami Beach's Mayor and Commission for final review and approval during the City's annual budget hearing in September each year. Upon final approval of the grant awards, grantees are required to attend a mandatory Grants Workshop. Grant contracts are distributed to awarded applicants following the required Grants Workshop. Grantees will then complete and sign their grant contracts, including detailed project descriptions and itemized project/grant award budgets. These contracts also contain provisions for monitoring, performance, and enforcement, which are implemented by Cultural Affairs staff. Fifty percent (50%) of grant funds are distributed upon signed/completed contracts by the stated deadline. Prior year grant recipients must submit a completed Final Report no later than the indicated deadline on the agreement and meet any subsequent requirements/deadlines in order to be eligible to receive future grant funds.

Please note: All organizations must be registered as Lobbyists with the City of Miami Beach City Clerk's office prior to presenting to the Grant Panelists. Nonprofit organizations are exempt from paying the fee but must still register. For more information, please call 305-673-7411 or visit <https://www.miamibeachfl.gov/city-hall/city-clerk/lobbyist-information/>

What are the evaluation criteria?

The Cultural Arts Council will fund the ideas best suited for artistic and cultural programming in the City of Miami Beach. Ideas will be evaluated based on the following criteria:

Cultural Impact

- Innovative and creative merit of proposed program contributes to Miami Beach's portfolio of cultural offerings and artistic excellence

Social and Community Impact

- Diverse programming
- Collaborative efforts with other Miami Beach Cultural Anchors or Presenters
- Development of audience engagement
- Provides programming to various geographic regions of Miami Beach

Economic Impact

- Promotes Miami Beach's cultural tourism as an international cultural destination
- Documented balance between multi-year fiscal responsibility and accuracy
- Dates of events are supportive of "off peak" times (June, July, August, September)

Proposed artistic and cultural projects must

- Be presented in the City of Miami Beach between October 1 and September 30 of the designated Fiscal Year
- Have a minimum \$1 to \$1 funding match
- Be accessible to the public

What are the allowable grant expenditures?

- Artistic, technical, and outside artistic fees directly related to the proposed program or event that occur within the City of Miami Beach;
- Marketing, publicity, and printing;
- Honoraria;
- Postage;
- Equipment rental and expendable materials;
- 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;
- Space rental (performance-related only); and
- Production costs related to the proposed program, project or event;

Please note, payments received and made in conjunction with this Grant, including, vouchers, bills, invoices, receipts and canceled checks, should be dated October 1 - September 30 of the designated Fiscal Year. If payments and invoices dated outside of the fiscal year are submitted for grant funding, they will not be accepted.

What are the grant use restrictions?

Grant funds may **NOT** be used towards:

- Projects that are primarily recreational, political, therapeutic, vocational, rehabilitative or intended solely for practitioners of a specific religion;
- Remuneration of City of Miami Beach employees for any services rendered as part of a project funded by the City's Cultural Affairs grant program;
- Administrative salaries or fees (Cultural Anchors are excluded from this restriction);
- "Bricks and mortar" or permanent equipment (unless the purchase price is less than the cost of rental);
- City of Miami Beach fees or services (City permit fees, off-duty police, insurance, electrician, etc.);
- Debt reduction;
- Contests;
- Indirect or general operating costs related to the operation of the organization (Cultural Anchors are excluded from this restriction);
- Travel or transportation;
- Insurance fees;
- Social/fundraising events, beauty pageants, or sporting events;
- Hospitality costs, including decorations or affiliate personnel with the exception of artists;
- Cash prizes;
- Lobbying or propaganda materials;
- Charitable contributions;
- Events not open to the public; unless the event serves to specifically benefit the City of Miami Beach.

Please contact the Cultural Affairs Program staff with any questions regarding grant related expenditures.

To request this material in alternate format, sign language interpreter (five-day notice required), information on access for persons with disabilities, and/or any accommodation to review any document or participate in any City-sponsored proceedings, call 305-604-2489 and select 1 for English or 2 for Spanish, then option 6; TTY users may call via 711 (Florida Relay Service).

Compliance with Laws / Good Standing With the City: The Grantee agrees to abide by and be governed by all applicable Federal, State, County, and City laws, including but not limited to Miami-Dade County's Conflict of Interest and Code of Ethics Ordinance, as amended, which is incorporated herein by reference as if fully set forth herein, and Chapter 2, Article VII of the Miami Beach City Code, as amended, which is incorporated herein by reference as if fully set forth herein. Grantee shall maintain its good standing in accordance with the laws of the State of Florida and the City of Miami Beach Code of Ordinances ("City Code"), and shall comply with any City Code requirement applicable to Grantee or to the Grantee's operation its business or other activities in the City of Miami Beach, including, without limitation, obtaining any Certificate of Use or Business Tax Receipt(s) that may be required for any business activity, timely making

payment of all taxes, fees or charges that may be due to the City of Miami Beach. Grantee shall promptly take corrective action to correct any City Code violation or notice of violation issued by any governmental agency with jurisdiction over Grantee. Further, Grantee agrees to comply with the terms and conditions of any lease, contract, or other grant agreement that Grantee may have separately entered into with the City of Miami Beach ("Other City Contracts"). Any failure by Grantee to comply with any provision of the City Code applicable to Grantee, or any breach or default by the Grantee of any covenant or other term or condition contained in any Other City Contracts (after the passage of any applicable notice and cure provision set forth therein), shall, at the option of the City, be considered a Default (as such term is defined more fully below in Article II, Section 14 of this Agreement), in which event the City shall be entitled (but in no event required) to apply all rights and remedies available to the City under the terms of this Agreement by reason of a Grantee's breach or failure to comply with said obligations