



AUD

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

**AUDIENCE ACCESS (AUD) GRANTS PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS**

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

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

FOR QUESTIONS AND ASSISTANCE REGARDING THE AUDIENCE ACCESS (AUD) GRANTS PROGRAM, PLEASE CONTACT:

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Miami, FL 33128
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www.miamidadearts.org

- ◆ **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 Miami-Dade County Department of Cultural Affairs sponsored programs or meetings, please contact Francine Andersen 305-375-4634 / culture@miamidade.gov, at least five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

PROGRAM OBJECTIVE

Applicants to the Miami-Dade County Department of Cultural Affairs' grants programs are obligated to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. These laws prohibit discrimination against individuals with disabilities, and require effective communication and reasonable accommodations for individuals with disabilities to attend and participate in funded programs open to the public.

The Department of Cultural Affairs is committed to continuing its collaborative efforts in working with people with disabilities and cultural/community organizations to help address ADA compliance issues, programmatic accessibility, and audience development and outreach efforts. The Department strives to ensure that all of its grantees are likewise committed to making their facilities and programs accessible to people of all abilities.

The Department also works actively in partnership with VSA Florida on a number of key initiatives, with the objective of creating regional and national models of best practices for increasing participation in the arts by making cultural activities more accessible for our residents and visitors. This includes working with VSA Florida to promote and facilitate accessible cultural programming in the community, and providing opportunities and technical assistance for cultural organizations and arts administrators on issues related to accessibility for audiences with disabilities.

The Audience Access (AUD) Grant Program is designed to provide funding to promote and help pay for arts program ADA/access technology and services, such as American Sign Language (ASL) interpreters, captioning, audio description, materials in accessible format, ADA/access training, and other such services to ensure programmatic access for audiences of all abilities. This program is *not* intended to provide assistance in funding capital/facilities projects or improvements, such as construction, renovation or major equipment purchases.

For more information and additional ADA/Access resources, visit the [Miami-Dade County Department of Cultural Affairs ADA/Accessibility webpage](#).

ELIGIBILITY

To be eligible to apply, an organization must:

- be legally incorporated in the State of Florida as a NOT-FOR-PROFIT corporation, with designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code;
- 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; and

- be a current grant recipient of the Miami-Dade County Department of Cultural Affairs in good standing.

DEADLINES

Applicants may apply once per fiscal year. Applications are accepted on a year round basis, subject to the availability of funds. Funding is limited and eligible projects will be awarded on a first come, first serve basis. Projects must occur within the same fiscal year in which grant awards are made. The fiscal year period is October 1 – September 30. Project extensions beyond the fiscal year in which grant awards are made will not be permitted.

APPLICATION INSTRUCTIONS

The Audience Access (AUD) Grants Program is utilizing an online application process available through the Department's website. Please visit www.miamidadearts.org and click on GRANTS / CULTURE GRANTS ONLINE to access the Culture Grants Online (CGO) system.

Pre-Grant Submission Workshops/Consultations:

All applicants are REQUIRED to schedule a pre-grant submission consultation at least two weeks prior to submitting an application, either in person or by telephone, with the AUD program administrator before access will be granted to the online application.

In addition, if you are a first-time applicant and/or a new staff member who is unfamiliar with the Culture Grants Online (CGO) grants system, your consultation appointment must be in person and will require additional time to cover the CGO system basics.

There are no exceptions to these requirements.

To schedule your consultation, contact Francine Andersen at 305-375-5024, or via e-mail: fran@miamidade.gov.

Application Process:

To apply, applicant organizations MUST complete ALL of the items listed below via the CGO online grant system. Make sure to allow sufficient time to complete each of the following:

- 1) FIRST complete the Grant Eligibility and Request Form AND be deemed eligible by the program's Grant Administrator BEFORE accessing Part 1 of the grant application FormSet.
- 2) Fully complete and successfully SUBMIT Part 1 of the grant application FormSet.

3) Fully complete and successfully SUBMIT Part 2 of the grant application FormSet.

Applicants are solely responsible for the content of their applications. 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. Department staff will not make corrections on behalf of applicants.

If you have questions or need assistance accessing the online application, please contact Francine Andersen, AUD Program Administrator at 305-375-5024 or via e-mail: fran@miamidade.gov.

TECHNICAL REQUIREMENTS

TO SATISFY THE PROGRAM'S TECHNICAL REQUIREMENTS, APPLICANTS:

- ✓ **MUST** HAVE A PRE-GRANT SUBMISSION CONSULTATION WITH THE PROGRAM ADMINISTRATOR AT LEAST TWO WEEKS PRIOR TO SUBMITTING AN APPLICATION.
- ✓ **MUST** COMPLETE AND SUBMIT A GRANT ELIGIBILITY AND REQUEST FORM IN THE CGO ONLINE GRANT SYSTEM AND BE ASSIGNED PERMISSION BY THE PROGRAM'S GRANT ADMINISTRATOR, BEFORE BEGINNING WORK ON THE GRANT APPLICATION.
- ✓ **MUST** COMPLETE THE ENTIRE THREE-STEP ONLINE APPLICATION PROCESS (ELIGIBILITY AND REQUEST FORM, PART 1, AND PART 2).
- ✓ **MUST** SUBMIT A COMPLETE AND SELF-SUFFICIENT APPLICATION (BOTH PART 1 AND PART 2) AND UPLOAD ALL REQUIRED SUPPORT DOCUMENTS.
- ✓ **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 PROGRAM ACTIVITIES, 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 THE ONLINE APPLICATION WITH SELF-CREATED OR SCANNED FORMS. FAXED, MAILED, E-MAILED OR HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

FUNDING REQUEST CAPS

- Applicants may request up to \$2,500 per fiscal year.
- Grant requests may encompass multiple project activities as long as the total amount requested does not exceed \$2,500 per fiscal year.
- Applicants may apply once per fiscal year.

MATCHING FUNDS

- No match is required. Applicants should thoroughly explore other funding sources in addition to seeking support from this program.

GRANT PAYMENTS

If awarded, funded projects will be paid on a reimbursement basis upon project completion and receipt and approval of a correct and complete final report together with all required reporting documentation.

Grant awards will not be released until all completed prior year final reports have been received and deemed complete. **Final reports are due within thirty (30) days of the project completion date, and no later than September 15th of the fiscal year in which the project occurred.** All funding allocations are subject to the availability of funds.

AN AUDIENCE ACCESS GRANT CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE PROJECT FOR WHICH FUNDS ARE AWARDED.

ALLOWABLE GRANT EXPENDITURES

Grant dollars may be used only for expenses directly related to the proposed project in the categories indicated below. **General overhead or other operating expenses not directly related to the proposed project are not permitted.**

- ✓ Equipment rental, personnel and materials necessary to provide programmatic accessibility as mandated by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, such as:
 - American Sign Language (ASL) Interpreters
 - Captioning Services
 - Audio Description Services
 - Sighted Guide and/or Touch Tour Services
 - Program/Exhibit or Other Materials in Accessible Format
 - Accessible Technology, Materials and Supplies

- ✓ ADA/Accessibility Consultant Fees for Services, such as:
 - ADA/Access Training for Staff, Performers, Volunteers and Docents
 - Assistance with ADA/Access Self-Evaluation
 - Development of an ADA/Access Plan

GRANT USE RESTRICTIONS

- × Any expenses incurred or obligated prior to or after the approved grant project period.
- × Commercial activities
- × Compensation or reimbursement 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.
- × Proposal Preparation
- × 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/competitions and/or any entry fees related to such events.
- × Hospitality costs including decorations or affiliate personnel, with the exception of artists.
- × Cash prizes and awards such as scholarships, plaques, trophies or medals.
- × 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 AUD funded programs as a result of having been awarded an AUD grant. Indirect costs assessed as a consequence of other, non-County grant support received by an AUD funded program may not be assigned to, charged against or debited from County grant funds.

× Grant expenditures not included in the applicant's original application as presented to and approved by program staff.

GRANT APPLICATION REVIEW AND AWARD PROCESS

For application deadline and schedule information, go to the Audience Access (AUD) grant program information page at:

<http://www.miamidadearts.org/audience-access-aud-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 emailed to the applicant or posted in the CGO system indicating the recommended corrections, corrections procedures and instructions to submit corrections and required materials.

REVIEW AND RECOMMENDATION

- ◆ Program staff will review all applications and make funding determinations based on project eligibility and availability of funds.
- ◆ Staff's decision is considered final and may not be appealed.

AWARD NOTIFICATION AND GRANT AGREEMENT

- ◆ Applicants will be notified of award by e-mail following Staff review.

GRANT PAYMENT

- ◆ Grant payments will be made on a reimbursement basis upon project completion and receipt and approval of a correct and complete final report, together with all required reporting documentation. The grant award check will be mailed directly to the grantee at the address on record in the CGO online grant system. It is imperative that grantees notify Cultural Affairs staff AND update the CGO master account if there are any address changes during this process. Grantees may not request pickup of checks.

Alternatively, 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.

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

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 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."** 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. Please call the Department to request an electronic logo file or download it from our website (<http://www.miamidadearts.org/publicity-and-credit-requirements>).

By accepting County funds, the grantee is 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.

COMPLIANCE REQUIREMENTS AND RELEASE OF GRANT FUNDS

A Final Report is required within thirty (30) days of the project completion date, and no later than September 15th of the fiscal year in which the project occurred. Information on completing the final report can be found on the Department of Cultural Affairs website at:

<http://www.miamidadearts.org/grant-reporting-documents>

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, October 1 – September 30. Grant awards will not be released until all required documentation is submitted and final reports for previous years' funding from all Department programs are received.

Grant payments will be made on a reimbursement basis upon project completion and receipt and approval of a correct and complete final report, together with all required reporting documentation. Reimbursement requests for grant funds not received and paid by the end of the County's fiscal year in which they were awarded, shall revert to the Department of Cultural Affairs on September 30. Project extensions beyond the fiscal year in which grant awards are made will not be permitted.

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, 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.

The Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council develop cultural excellence, diversity and participation throughout Miami-Dade County by strategically creating and promoting opportunities for artists and cultural organizations, and our residents and visitors who are their audiences. The Department directs the Art in Public Places program and serves its board, the Art in Public Places Trust, commissioning, curating, maintaining and promoting the County's award-winning public art collection. The Department also manages, programs and operates the South Miami-Dade Cultural Arts Center, a campus of state-of-the-art cultural facilities in Cutler Bay, as well as Miami-Dade County Auditorium, Joseph Caleb Auditorium and the African Heritage Cultural Arts Center, all dedicated to presenting and supporting excellence in the arts for the entire community. Through staff, board and programmatic resources, the Department, the Council and the Trust promote, coordinate and support Miami-Dade County's more than 1,000 not-for-profit cultural organizations as well as thousands of resident artists through grants, technical assistance, public information and interactive community planning. The Department receives funding through the Miami-Dade County Mayor and Board of County Commissioners, The Children's Trust, the National Endowment for the Arts, the State of Florida through the Florida Department of State, Division of Cultural Affairs and the Florida Council on Arts and Culture, and the John S. and James L. Knight Foundation. Other support and services are provided by TicketWeb for the Culture Shock Miami program, the Greater Miami Convention and Visitors Bureau, the South Florida Cultural Consortium and the Tourist Development Council.