

Application: Town of Cutler Bay

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COMMUNITY GRANTS (CG) PROGRAM

Summary

ID: CG-0000000177

Last submitted: Jul 22 2019 04:38 PM (EDT)



CG CULTURAL GRANTS PROGRAM APPLICATION FORM

Completed - Mar 25 2019

CG Grant Program

Organization Name:

Town of Cutler Bay

1. State the organization's mission

The Town Council will work to make Cutler Bay an excellent place to live, work and play. Cutler Bay's government will be creative, responsive and respectful in providing innovative and cost effective services to the community. (Resolution #12-64).

2. Provide an organization history

The Town of Cutler Bay was incorporated in November 2005 and is the newest municipality in Miami-Dade County. Current population estimates (as of April 1, 2018) from the University of Florida, which provides the official population figures as used by the State of Florida, indicate an estimated 45,373 residents. The Town of Cutler Bay provides a full range of municipal services including police, parks and recreation facilities, building and zoning, planning, code compliance, and public works. The Town was named as the 7th fastest growing city in the Nation by realtor.com (2018). This success is attributed in part to the Town's commitment to provide a high "quality of life" for its residents, by enhancing the level of services being offered.

In 2014, the Town updated the Strategic Master Plan following a series of eight (8) public involvement meetings. During these meetings, residents consistently asked for more cultural activities and community events that will reinforce a sense of community within the Town. The Town responded by hiring a Special Events Coordinator, and gradually increasing the number of events. Today, residents enjoy monthly events targeting all ages from children and families to older adults. The 4th of July Parade and Festival is an annual event, and the Town aims to enhance the event by offering interactive arts and cultural activities along with performances by one of the Town's local bands.

3. Website:

www.cutlerbay-fl.gov

4. Number of Employees:

"TOTAL PAID EMPLOYEES" (field c.) and TOTAL STAFF (field e.) are self-calculating fields; do NOT enter totals in these fields.

a. Full-time employees:	33
b. Part-time employees:	7
c. TOTAL PAID EMPLOYEES:	40
d. Number of volunteers:	0
e. TOTAL STAFF (total paid + number of volunteers):	40

5. Grant Amount Requested:

MAXIMUM REQUESTS:

\$7,500 – One-time cultural events/artistic projects

\$10,000 or \$15,000 – Major, annually recurring projects with a minimum two-year track record such as festivals and fairs drawing 1,000 people or more per day to the event. Refer to CG Guidelines for requirements.

\$7500

6. Project Title

52nd Annual Cutler Bay-Whispering Pines 4th of July Celebration

7. Briefly describe your proposed season/programs in two or three short sentences, beginning with "Funds are requested to support...":

Funds are requested to support the 52nd Annual Cutler Bay-Whispering Pines 4th of July Celebration on Thursday, July 4, 2019. The event will feature live performances by local bands and dance groups, arts and craft stations, an interactive fabric art demonstration, and music from a local DJ artist. The event is free to the general public and food is provided.

Project Start Date:

Jul 4 2019

Project End Date:

Jul 4 2019

Project Start/End Date(s):

Enter the full month, date(s) and year of project activity (ex. December 9, 2016 or February 2, 12, 22 & March 6, 12, 30, 2017).

July 4, 2019 (one-day event)

Total Project Expenses:

\$17400

Total Project Revenues:

\$17400

Total Organization Operating Budget:

\$1967554

8. Culture Shock Miami and Golden Ticket Participation:

a. Does your organization participate in the Department of Cultural Affairs' Culture Shock Miami Discount Tickets for Youth Program?

No

Describe any barriers to participating or increasing your allotment to the Culture Shock Miami program.

This project is free and open to the general public. The Town partners with South Miami-Dade Cultural Arts Center to supplement the cost of tickets for select shows and pass the discounted price to our residents using a special advertised discount code.

b. Does your organization participate in the Department of Cultural Affairs' Golden Ticket Program?

No

Describe any barriers to participating or increasing your allotment to the Golden Ticket program.

This is not applicable for the Town; however, we promote the Golden Ticket Program to our older adults.

9. Participation

a. Numbers of Children/Youth/Young Adults to be Served:

Estimate the total numbers of children / youth / young adults that will be attending, participating, and / or performing in your program activities per age group:

NOTE:

1. "TOTAL # OF CHILDREN/YOUTH/YOUNG ADULTS" is a self-calculating field; do NOT enter totals.
2. Do not enter commas for all sections below (enter this: 1000; not this: 1,000)

# of Infants / Preschoolers (Ages 0-5):	250
# of Children (Ages 6-12):	275
# of Youth (Ages 13-17):	250
# of Young Adults (Ages 18-22):	225
TOTAL # OF CHILDREN/YOUTH/YOUNG ADULTS:	1000

b. Number of Adults to be Served (adults ages 23 and over):

i. Estimate the total number of adults expected to attend the funded activities. Audience / Attending:	480
ii. Estimate the total numbers of adults expected to perform/instruct the funded activities, such as artists, cast members, teachers/lecturers, etc. Performing / Instructing:	20

TOTAL PARTICIPATION (includes all children/youth/young adults and all adults 23 and over):

This is a self-calculating field; do NOT enter totals

1500

c. Numbers of Individuals with Disabilities:

Out of the numbers of individuals above, estimate the numbers of individuals with disabilities to be served per age group

# of Children/Youth with Disabilities (Ages 0-17):	30
# of Young Adults with Disabilities (Ages 18-22):	10
# of Adults with Disabilities (Ages 23 and above):	5

Accessibility

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.

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

By checking this box, you acknowledge that your organization abides by these laws and provides individuals with disabilities:

- Equal opportunity to benefit from all of your programs, activities and services;
- Reasonable modifications to policies, practices and procedures;
- Reasonable accommodations; and
- Effective communication

Responses Selected:

Yes, I acknowledge that our organization abides by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended.



CG - Project Description

Completed - Mar 28 2019

CG - Project Description

CG Narratives

Describe your proposed project in a clear and concise narrative. Provide as many specific details as possible when answering the following questions.

WHAT:

1. Describe WHAT your proposed project is with much greater detail than the Project Synopsis.

The Cutler Bay-Whispering Pines 4th of July Celebration is the Town's longest running event, and one of this community's signature events. It started in 1967 when two long-time residents of the Whispering Pines neighborhood decided to celebrate "small town America". When Cutler Bay was founded in 2005, the Town joined with the women of the Whispering Pines neighborhood (a community within the Town's municipal limits) to enhance the scope and reach of the event. Today, the event draws over 1,500 guests each year plus local artists (as estimated by Town staff). The event will take place on our Nation's Birthday – Thursday, July 4th, 2019 starting at 9am at Whispering Pines Park, and ends late into the evening with a join fire works display with our neighbors at the Village of Palmetto Bay. The event is free and open to all residents in Miami-Dade County. The two primary phases of the day include:

Phase I (9:00 am - 2:00 pm): Attendees gather at Whispering Pines Park to enjoy the traditional fair of 4th of July events such as music, patriotic speeches, bounce houses/inflatables, face painting, and traditional 4th of July cuisine (hamburgers, hot dogs, sodas, and watermelon). The Celebration's show stopper is the patriotic fly-by of two (2) F-16 jets from the "Makos" 482 Fighter Wing stationed at the Homestead Air Reserve Base. Funding from the County will allow the Town to provide more art centered activities. This year, the Town will add arts and craft stations, an interactive fabric art exhibit and demonstration, and local favorite live band "Cutler Stew".

Phase III (5:00 pm - until): The Town teamed up with neighboring Village of Palmetto Bay to continue the celebration. Residents are invited to go to the Village to enjoy a colorful fireworks celebration and more live entertainment. This sharing of resources provides the perfect opportunity to reinforce a sense of community between the two municipalities.

WHEN AND WHERE:

2. Describe when and where your project takes place and cost of entry. Remember to share details regarding ticket price, tuition, fees, admissions or if the event is free.

The event takes place on July 4, 2019 from 9am – 2 pm and continues in Palmetto Bay. Whispering Pines Park is located at 8800 Ridgeland Drive, Cutler Bay. It is an approximately 1.3-acre active park located in one of Cutler Bay's original residential neighborhoods (Whispering Pines) developed in 1957. This park is one of the Town's cornerstone parks. It is adjacent to Whispering Pines Elementary School (Approx.: 644 students). Directly south of the park is the Ned Glenn Nature Preserve which includes approximately 20 acres of untouched land that preserves the native landscape of Cutler Bay. The event, including all activities and food, is free and open to the public.

WHO:

3. Describe your target audience, principal participants and key personnel as well as artists involved with your project. Be sure to tell us how many personnel and artists are involved with this project and if you are requesting grant dollars to pay them.

The event is open to the general public and generally attracts residents from Cutler Bay, Palmetto Bay, and surrounding South Miami-Dade communities. Principal participants include children, youth, families and seniors. Key personnel include; Etienne Bejarano, Parks and Recreation Director; Kimberly Holmes, Events Coordinator, the Town's Youth Program Aides, Parks Service Aides and Parks Maintenance contractors. The Whispering Pines Woman's Club is the Town's primary community partner, as this group organized the annual event prior to the Town's incorporation. Other volunteer organizations include the local Boy Scout Troops and the Whispering Pines Civic Associations. Outside artists include; one DJ, musical acts, and Pamela Palma Designs (fabric art). The Town's grant request includes the cost of the artists.

Arts and Culture Experience: The Town invites local volunteer dance groups, martial art groups, and bands to perform. Volunteer groups include the local girl scouts troop, a popular Martial Arts center in the Town, and performances by summer camps and youth groups such as the Town's summer camp.

The headliner is the Cutler Stew a popular local band of Cutler Bay residents. Their music is a diverse concoction of rock, alternate rock, country and pop favorites. Cutler Stew, a group of Cutler Bay musicians who got together almost by accident in January of 2014, has proven to be such a good match that they have been performing at more and more locations in the area and attracting an increasing number of fans. All of the band members are from the Town and no two shows are ever alike as they play all of the popular favorites and take requests.

Secondly, the Town will set up three interactive art and craft stations. The first will be with Wynwood Artist Pamela Palma Designs. Pamela will share the history of fabric art and textile design by guiding participants in creating their own art piece with colorful yarn. she worked with youth during the 2017 event and was well received. Miami Beach artist Pamela Palma has been working with textiles since she was four years old. By 13 she was designing, sewing and knitting her own personal wardrobe as well as creating functional and decorative accessories. Weaving came later and accidentally – as a requirement for her degree in Design. Pamela has over 30 years of experience in fabric art. She is regarded as a master weaver, colorist, textile designer, fiber artist, teacher, arts advocate.

Finally, the Town works with enFAMILIA a non-profit organization based in Miami-Dade County that provides art and culture programming for youth programs throughout the County. With the guidance of the artist(s) from enFAMILIA, the Town's Youth After-School and Summer Camp program will set up art stations to include clay or mixed media artwork. enFAMILIA not only provides the Town with excellent cultural events for our youth, but they help us to incorporate art into our intergenerational activities as well. Their artist are able to accommodate individuals of all ages and abilities; creating a wonderful experience. This is also an opportunity for parents to learn about and enroll their children in the Town's K-5 After-School Program which features a Science, Technology, Engineering, Arts, and Math (STEAM) component in partnership with Miami-Dade College and enFAMILIA.

HOW:

4. Describe how this project has both strong cultural and community components. (If applicable, please explain how the project will be implemented through the selection of participants or artists).

The 4th of July Celebration is the Town's opportunity to celebrate the rich history of our beloved Country, and Cutler Bay. Formerly known as "Cutler Ridge", the Town of Cutler Bay has a was influenced by the Native Americans (Tequesta and Seminole Tribe), the agricultural endeavors of early settlers, and the historic Old Cutler Road and Flagler Railroad. World War II served as the catalyst for development as military families from the nearby Homestead Air Base began to seek out housing; the Whispering Pines community was established to house these families. The Town's new Mayor was born and raised in Cutler Bay and one of his goals is to honor that rich history by identifying opportunities to collaborate with the members of the Air Force and other organizations that helped to shape the culture of Cutler Bay. This connection is demonstrated by the Air Base fly-over.

Each year the Town randomly conducts surveys and hosts public involvement meetings. Families consistently state that they enjoy the events and especially enjoy events that provide artistic experiences, great food from the area, and activities for all ages. This event is the perfect opportunity for the Town to highlight our efforts to provide more arts and culture.

WHY:

5. Why should this organization receive County funding for this project?

For the past few years, the Town has focused on increases cultural experience. One example of this is our partnership with the South Miami-Dade Cultural Arts Center (SMDCAC). The Town selects up to ten events offered at the SMDCAC each year and supplements the cost of tickets in order to provide residents with discount tickets. Residents are able to go the SMDCAC website and use their Cutler Bay provided code to access these discounted tickets. This partnership is extremely popular and tickets sell out quickly. Funding from the County to support the 4th of July event is another example of how Cutler Bay may work with the County to expand access to cultural events for all residents in Miami-Dade County.



CG - Project Details

Completed - Mar 28 2019

CG - Project Details

Marketing Plan:

Describe your marketing plan for this project. If available, you may attach a detailed marketing plan in the "CG Uploads" section of the application form.

The Town uses e-mail blasts, flyers/posters displayed throughout the community, advertisement in the local Community Newspaper, and electronic message boards to promote the event. The Town will also promote the event via our social media accounts, and monthly newsletter.

Plan to Attract Tourists/Visitors: This event is not expected to attract many guests outside of Cutler Bay and the immediate surrounding communities; however, the Town will seek to include the event on the calendar of popular websites such as the Greater Miami Convention and Visitors Bureau, Miami Times, and Eventbrite. A press release will be distributed to local newspapers such as The Miami Herald and Cutler Bay News, and submitted for inclusion on the Herald's website/calendar of events. The Town purchases a full color center page in the Cutler Bay Newspaper one time per month, and will advertise the event in the June 2019 edition.

The Miami-Dade County Cultural Affairs Department will be recognized on all printed material and verbally by the MC at the event. The Town will recognize the County on our social media sites and any press releases written about this event.

Evaluation Methods:

Describe your organization's evaluation methods. Include anticipated figures, special constituencies served, achievement of objectives and other applicable artistic, management and financial performance indicators. Please attach sample survey tool(s) and/or results in the "CG Uploads" section of the application. This is very important to the panel.

The Town will evaluate the success of the event with the goal of improving future events by holding a debriefing session with all Town staff involved to discuss the project. What worked, opportunities for improvement, and ideas for future events. The Town will ask vendors, outside artists, and attendees to submit a short survey about their experience (attached). We find that this helps to decide what activities guests prefer and if the location where vendors were placed was conducive to the services that they provide. For example, in 2017 the Town invited a quilting guild to the 4th of July event. Although every effort was made to provide the best possible location for the group, the ladies of the guild did not feel that they were able to execute their project as planned. This is also due to rain on the day of the event, and they had beautifully crafted quilts on display. The guild is now only considered for events that provide indoor space and smaller groups so that participants will be able to fully enjoy the activity and learn about quilting.

Tourist Appeal:

Does the project has the potential for tourist appeal? If so, describe below.

The Town does not expect to draw tourists with this event

Relation to Mission:

Briefly describe how the project enhances your organization's mission. Please do not re-write your mission but instead answer the question.

In short, the Town's mission is to create an excellent place to live, work, and play. Whispering Pines Park is located in Whispering Pines, one of the community's oldest neighborhoods that is quaint and well kept, it is also next to one of the Town's high performing public elementary schools (great place to live). The parade, and activities offered at the Park display what makes the Town a great place to play. During the development of the Town's Strategic Master Plan, residents asked for more cultural events that foster a sense of community. The Town responded by more than doubling the amount of activities provided over the past three years.



Completed - Mar 28 2019

Enter the expenses and revenues information in the Projected Expenses and Revenues template. **NOTE:** No more than 25% of the grant request may be applied to in-house/salaried personnel (page 7, Community Grant Program Guidelines and Application Instructions).

Click here to download the Projected Expenses and Revenues Budget Template.

INSTRUCTIONS:

1. Click the link above to download the Projected Expenses and Revenues template.
2. Complete **BOTH** the "EXPENSES" and "REVENUES" tabs (tab labels are found at the bottom of the page).
3. Save the completed budget as an **EXCEL file** and **UPLOAD** it to this form. Keep a copy for your files.

***General Operating Support Grant Programs:** the figures on the template **MUST** match the amounts entered on the 3 Year Operating Budget spreadsheet included with this application.

***Project-Based Grant Programs:** refer to your grant program guidelines for a list of allowable expenses.

To upload a file:

1. Click "Show Accepted Formats" to check file formats allowed on the page
2. Click ATTACH FILE
3. Select the file from your computer hard drive

Once file is uploaded to the form, users have the option to EDIT, PREVIEW, REMOVE or DOWNLOAD by clicking the three dots [...] on the upper right hand side of the file. For questions, please contact your Grants Administrator.

Cutler_Bay-FY18-19_Projected_Budget-3

Filename: Cutler_Bay-FY18-19_Projected_Budget-3.28.19.pdf Size: 166.4 kB



Projected Expenses/Revenues Summary

Completed - Mar 28 2019

Projected Expenses/Revenues Summary

Based upon the Projected Expenses and Revenues Budget uploaded in the previous task, RE-ENTER the same amounts from the TOTAL CASH column (column D) for the projected expenses categories below.

EXPENSES

In-house/Salaried Personnel: Administration	300
In-house/Salaried Personnel: Artistic	0
In-house/Salaried Personnel: Technical/Production	700
Contracted/Outside Artistic Fees or Services	6200
Contracted/Outside Other Fees or Services	0
Marketing: ADV/PR/Printing/Publications	400
Marketing: Postage/Distribution	0
Marketing: Web Design/Support/Maintenance	0
Space Rental / for Performance, Exhibitions, Events, etc.	0

Based upon the Projected Expenses and Revenues Budget uploaded in the previous task, RE-ENTER the same amounts from the CASH column (column B) for the projected revenue categories below.

REVENUES

Admissions	0
Memberships	0
Corporate Support	0
Foundation Support	0
Private/Individual Support	0
Government Grants: Federal	0
Government Grants: State	0
Government Grants: The Children's Trust	0



CG - Project Budget In-kind Sources

Project Budget In-kind Sources - Revenues

Corporate Support:	0
Private/Individual Support:	1000
Other Revenues:	1000
TOTAL IN-KIND REVENUES:	2000

Describe the in-kind source/donor for each category above, if applicable:

CORPORATE SUPPORT:

N/A

PRIVATE/INDIVIDUAL SUPPORT:

Individual and private support from volunteers from the Whispering Pines Women's Club and local band and art groups that will perform.

OTHER REVENUES:

Staff time from Town Staff to set up/break down, and facilitate the craft stations during the event.



Uploads: 3-Year Organization Budget

Completed - Feb 21 2019

You are **REQUIRED** to complete and upload the 3-Year Organization Budget Form.

*You must attach the 3-Year Organizational Budget to this application form in **PDF format**.*

[Click here to download the 3-Year Operating Budget template](#)

INSTRUCTIONS:

1. Click the link above to download the 3-Year Operating Budget template.
2. Complete all tables on the form.
3. Save the completed form as a **PDF document** and keep a copy for your files.

4. **UPLOAD** the completed form to this page by following the instructions below.

REMINDER:

- Completed = 2017-2018 or calendar year 2018
- Current = 2018-2019 or calendar year 2019
- Projected = 2019-2020 or calendar year 2020

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For questions, please contact your Grants Administrator.

Cutler Bay-3 Year Org Budget

Filename: Cutler_Bay-3_Year_Org_Budget.pdf Size: 340.5 kB



CG - 3 Year Operating Budget Summaries

Completed - Feb 21 2019

CG - 3 Year Budget Summaries

Enter the organization's operating budget summary information for the completed, current and projected years.

- Completed = 2017-2018 or calendar year 2018
- Current = 2018-2019 or calendar year 2019
- Projected = 2019-2020 or calendar year 2020

Completed Fiscal Year Operating Budget Summary

Grant Amount Awarded - Completed Year:

(this grant program; if not applicable, enter \$0)

\$3561

Cash Revenues - Completed Year:

\$1871277

Cash Expenses - Completed Year:

\$1871277

In-Kind Contributions - Completed Year:

\$4000

SURPLUS / DEFICIT

Cash revenues minus cash expenses ONLY; **this is a self-calculating field.**

\$0

If you report a surplus, explain how your organization plans to use the funds. If you report a deficit, explain the cause of the deficit and your board-endorsed plans for addressing the deficit.

Not Applicable

Current Operating Budget Summary

Grant Amount Awarded - Current Year (for this program):

\$0

Cash Revenues - Current Year:

\$1961193

Cash Expenses - Current Year:

\$1961193

In-Kind Contributions - Current Year:

\$3000

Projected Operating Budget Summary

Grant Amount Requested (for this program):

\$7500

Cash Revenues - Projected Year:

\$1966554

Projected Cash Expenses - Projected Year:

\$1966554

In-kind Contributions - Projected Year:

\$1000



Uploads: Current List of Board of Directors

Completed - Feb 21 2019

Board List - **must** include date, mailing address and disclosure of Miami-Dade County employment, if applicable.

Applicants applying with fiscal sponsors - attach the sponsored group's board list or advisory committee. Must include date, mailing address and disclosure of Miami-Dade County employment, if applicable.

To upload a file:

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TIP: After the file is uploaded, use the EDIT feature to change the file name or enter a description.

For questions, please contact your Grants Administrator.

Cutler Bay Board List

Filename: Cutler_Bay_Board_List.pdf Size: 54.7 kB



Uploads: Resumes/Biographies

Completed - Feb 21 2019

Brief resumes or biographies of project director and key artistic personnel.

To upload a file:

1. Click “Show Accepted Formats” to check file formats allowed on the page
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For questions, please contact your Grants Administrator.

Outside Artist Bios-Cutler Bay

Filename: Outside_Artist_Bios-Cutler_Bay.pdf Size: 462.7 kB



Uploads: General Support Documents

Completed - Feb 21 2019

No more than three (3) electronic files containing general support documents, such as brochures, programs, news articles, letters of recommendation, etc.

To upload a file:

1. Click “Show Accepted Formats” to check file formats allowed on the page
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3. Select the file from your computer hard drive

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TIP: After the file is uploaded, use the EDIT feature to change the file name or enter a description.

For questions, please contact your Grants Administrator.

Marketing

Filename: Marketing_S6B5OxR.pdf Size: 1.7 MB



Uploads: Sample Evaluation Tools

Completed - Mar 28 2019

To upload a file:

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For questions, please contact your Grants Administrator.

Cutler_Bay_Evaluation

Filename: Cutler_Bay_Evaluation.pdf Size: 107.4 kB



Uploads: Work Samples

Completed - Mar 28 2019

Provide no more than three (3) audio and/or video work samples pertaining to your programs. Materials may include audio files (50 MB max - mp3 format), video files (50 MB max), YouTube, Vimeo samples, etc.

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TIP: After the file is uploaded, use the EDIT feature to change the file name or enter a description.

It is **STRONGLY** recommended that applicants take the time to provide descriptive text for media files uploaded as part of a grant application.

For questions, please contact your Grants Administrator.

2017 4th of July Pictures

Filename: 2017_4th_of_July_Pictures.pdf Size: 2.2 MB



Uploads: Marketing Plan

Completed - Mar 28 2019

To upload a file:

1. Click "Show Accepted Formats" to check file formats allowed on the page
2. Click ATTACH FILE
3. Select the file from your computer hard drive

Once file is uploaded to the form, users have the option to EDIT, PREVIEW, REMOVE or DOWNLOAD by clicking the three dots [...] on the upper right hand side of the file.

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For questions, please contact your Grants Administrator.

2019 4th of July Marketing Plan

Filename: 2019_4th_of_July_Marketing_Plan.pdf Size: 74.6 kB



Itemized Budget for Other Expenses Line Items

Upload an itemized budget for "Other Expenses" line items exceeding \$5,000 (if applicable).

To upload a file:

1. Click "Show Accepted Formats" to check file formats allowed on the page
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Certification / Signature

Completed - Feb 21 2019

Certification / Signature

A Final Report is required within forty-five (45) days of the project completion date. For YEP, Final Reports are due within thirty (30) days of the project completion date. Grantees are required to complete the final report via the Department's grant management system.

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 for which the awards were approved (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 the last day of the County's fiscal year for which grant funds were approved (September 30).

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 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, and 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.

PUBLICITY and CREDITS:

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" 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. 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.

To download logos and review publicity and credit requirements, visit the Publicity and Credit Requirements section of the Miami-Dade County Department of Cultural Affairs website at:

By accepting County funds, 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 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 Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County."

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..." To download an electronic version of The Children's Trust logo, please go to: www.thechildrenstrust.org.

The individual certifying and submitting this application form must be legally authorized to enter into contracts on behalf of your organization.

Authorized personnel are accountable for the information contained in the application form and its attachments, responsible for assuring performance of activities contained in the application and compliance with County policies and procedures. Authorized status is mandated by the organization's official policy and action is conveyed in written documents authorizing named individuals to sign specific types of agreements on behalf of the Organization and its Board. Authorized personnel typically include the organization's executive staff and executive Board positions such as: Executive Director, CEO, CFO, Board Chairperson, etc.

I certify that all information contained in this application and attachments is true and accurate. No County employee shall be a signatory on behalf of an organization requesting funds from the Miami-Dade County Department of Cultural Affairs.

Responses Selected:

I CERTIFY

First Name:

LaKeesha

Last Name:

Morris

Title:

Grants Coordinator



Article I | Award Letter | Grant Agreement Instructions

Completed - Jul 19 2019

Attached to this form are the following:

- Award Letter from Michael Spring, Director, Department of Cultural Affairs
- Article I - Grant Agreement
- Award Agreement Instructions

Carefully read and review the award notification email and the Grant Agreement Instruction form. Contact your Grant Administrator with any questions.

Important reminders regarding Article I of your Grant Agreement:

- Check the corporate name, address and Federal Identification Number on for accuracy
- Two (2) original signatures from authorized representatives of the organization are required on **each** of the four (4) original copies
- Affixing a corporate seal or attaching a copy of Articles of Incorporation is **NOT** required
- **DO NOT** enter a date in the section which reads: "The Parties hereto have executed this Agreement on the _____ day of _____, 20 ____." This date is entered by the Clerk of the Board of County Commissioners when the agreement is fully executed.

Article I - 18-19 4Q - Town of Cutler Bay

Filename: Article_I_-_18-19_4Q_-_Town_of_Cutler_Bay.pdf Size: 108.6 kB

Award Letter - 18-19 4Q - Town of Cutler Bay

Filename: Award_Letter_-_18-19_4Q_-_Town_of_Cutler_Bay.pdf Size: 171.0 kB