



Cultural Affairs
111 NW 1st Street • Suite 625
Miami, FL 33128-1994
T 305-375-4634 F 305-375-3068
miamidadearts.org
miamidade.gov

Carlos A. Gimenez, Mayor

July 19, 2019

LaKeesha Morris
Town of Cutler Bay (FEIN# 02-0768791)
10720 Caribbean Boulevard, Suite 105
Cutler Bay, Florida 33189

Dear LaKeesha Morris:

It is my great pleasure to announce that the Miami-Dade County Cultural Affairs Council approved a FY 2018-2019 award in the amount of **\$5,000** to **Town of Cutler Bay** for the project **Cutler Bay-Whispering Pines 4th of July Celebration**. Further, this award has been approved for funding by the Miami-Dade County Mayor and Board of County Commissioners at their meeting held on September 20, 2018.

Attached to this message please find the Grant Agreement Instruction Form. This form contains links to access the required documents and instructions you will need to follow in order to complete your grant agreement package. Review the instructions carefully and contact your Grants Program Administrator with questions.

Your grant agreement package must be signed, fully completed and returned to your Grants Program Administrator by 4 PM on Friday, August 2, 2019. Failure to submit a complete and correct grant agreement package by this date will result in a delay in processing your grant award.

IMPORTANT: Grantees will have sixty (60) days as of this award letter date to access and complete the Restatement of Project Budget forms via SurveyMonkey Apply (SMA). **On the 60th day SMA will close access to the Restatement of Project Budget forms.** After 60 days, grantees must contact your Grants Program Administrator directly to request a grant award agreement extension and await approval in order to proceed. Funded applicants who fail to return the grant agreement package within 60 days of the date on the award letter will have their grant recommendation rescinded by the Department of Cultural Affairs, unless the Grants Program Administrator has approved a grant award agreement extension.

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, 2019.

FINAL REPORTS: Your grant award **WILL NOT** be released until your completed FY 2017-2018 Final Report has been received and deemed complete. This report is due within 45 days of project completion. To complete your Final Report, you will have to **log in to your account in SMA using this link:** https://miamidadearts.smapply.io/prog/past_due_final_reports_-_fy2017-2018_or_prior, since CGO is now closed. Click the APPLY button to begin. The system will prompt you to enter the applicable grant program code first, then organization's legally incorporated name. **SAMPLE: CG, FY17-18 Q4 – Your Org Name, Inc.**

GRANT PAYMENTS: Grantees of the Miami-Dade County Department of Cultural Affairs are strongly encouraged to 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/library/ach_form.pdf. 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.



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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. The Department's website contains important information regarding your organization's obligations with regard to credit requirements. Visit <https://www.miamidadearts.org/publicity-and-credit-requirements> for more information and contact your Grants Program Administrator with questions.

ADA ACCESS STATEMENT: As a grantee of the Department of Cultural Affairs, you must include an ADA/access statement in your marketing materials and website. Click here https://m3.fluidreview.com/media/assets2/reviewroom/10856/resources/96042606/ADA_Access_Statements_for_Cultural_Organizations_10.2018.pdf to view examples of accommodation language and links to additional resources. Please note that use of an access symbol on materials/website does not take the place of the required statement.

If you have questions or need assistance, please call your Grants Program Administrator, Graham Winick at 305-375-2523
Graham.Winick@miamidade.gov.

Best wishes for your FY 2018-2019 project!

Sincerely,

A handwritten signature in black ink that reads "Michael".

Michael Spring, Director