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**MIAMI-DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS
FY 2016-2017 Community Grants Program**

June 26, 2017

Rafael Casals, Town Manager
Town of Cutler Bay (FEIN# 02-0768791)
10720 Caribbean Boulevard,
Cutler Bay, Florida 33189

GRANT AWARD: \$ 3,561

Dear Rafael Casals:

It is my great pleasure to announce that the Miami-Dade County Cultural Affairs Council approved a FY2016-2017 award in the amount of \$ 3,561 to Town of Cutler Bay for the project **50th Annual 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 22, 2016.

To claim your grant, **a Grant Award Contract Package must be signed, completed and returned by 4 PM on Friday, July 14, 2017.** Failure to submit a complete and correct grant award contract package by this date will result in a delay in processing your grant payment.

Funded applicants that fail to return the agreement within 60 days of the date on this award letter, which falls on Wednesday, August 25, 2017, will have their grant recommendation rescinded by the Department of Cultural Affairs, unless the Grants Program Administrator has approved an award agreement extension.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, 2017.

Your Grants Administrator has provided detailed instructions you will need to follow in order to claim your grant award. The instructions include hyperlinks to documents that must be downloaded and completed, as well as instructions regarding the grant agreement's Restatement of Project Budget Forms. Please note that the Restatement of Project Budget Forms must be completed and submitted for staff review via the Department's Culture Grants Online (CGO) grants management system before the Grant Award Contract Package is submitted to Department staff. These forms will be pre-populated with information submitted at the time of application; grantees will be required to update budget information and if applicable, provide any program updates.

Your FY2016-2017 grant award will be available for release during the County's fiscal year (October 1, 2016 - September 30, 2017), after the Clerk of the Board certifies and confirms the FY2016-2017 Budget Ordinance and contracts for your grant award are fully and duly executed. In addition, your grant award will not be released until your completed FY2015-2016 final report has been received and deemed complete. This report is due no later than 45 days of grant project completion and must be completed and submitted via CGO.

If you have questions or need assistance, please contact Roxana Barba at 305-375-4209 or rbarba@miamidade.gov. Best wishes for your FY2016-2017 project!

Sincerely,

A handwritten signature in black ink that reads "Michael Spring". The signature is stylized with a large, sweeping flourish at the end.

Michael Spring, Director