

Call for Ideas- City of Miami Beach Cultural Arts Council

The City of Miami Beach Cultural Arts Council is seeking creative, innovative ideas for presenting or producing cultural and artistic events in the City of Miami Beach. (FY2017-2018)

How to Submit an Idea Interested applicants should submit a brief description of their idea- no more than 250 words- by logging in to **mb.culturegrants.org**. All artistic disciplines, including dance, music, theater, film and visual arts are encouraged to apply. Qualified organizations may submit up to two (2) ideas.

Submittal Deadline Wednesday, February 15, 2017, 5:00PM EST

The review criteria will include a two-round selection process. In the first round, the Cultural Arts Council will review the submissions and propose a set of finalists. These finalists are then invited to submit a full grant application, which will be further reviewed and scored by the Cultural Arts Council. Final award recommendations will be made by the Cultural Arts Council.

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:

Artistic Merit and Program Quality

- Artistic merit of proposed program
- Innovative and creative quality of proposed program
- Artistic Collaborations
- Experience and reputation of artists involved
- Demonstrated artistic achievements of the organization

Curatorial Methodology

- Strategic presenting formula that supports the mission of the organization
- Dedicated, professional curatorial staff
- Balance between effective fiscal management and artistic excellence

Community Impact

- Collaborations and/or partnerships with other organizations
- Development of new and diverse artists and audiences

Proposed artistic and cultural projects must:

- Be presented in the City of Miami Beach between October 1, 2017 and September 30, 2018
- Have a minimum \$1 to \$1 match
- Be accessible to the public

Frequently Asked Questions

Am I eligible?

The City of Miami Beach Cultural Affairs Call for Ideas is open to non-profit, 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 applying through a “fiscal agent” are not eligible. Organizations which received prior year Cultural Affairs grant funding and which did not comply with the Grant Agreement and/or other requirements pursuant to same are ineligible to apply. Additionally, organizations which received funding from the Miami Beach Visitor and Convention Authority (VCA) during the same fiscal year are not eligible to apply.

What should be included as part of my 250 word idea?

Along with the proposed project description, please include location, target audience, time of year/dates and estimated funding request.

How much funding can I request?

Although there is no funding cap, we ask that applicants be realistic in their funding request and able to substantiate the project costs. The Cultural Arts Council has dedicated approximately \$500,000 in total grant funding to this initiative and will make final funding recommendations based on a comprehensive review process.

What if my idea is selected?

If your 250 word idea is selected, you will be invited to submit a full grant application. Each grant applicant must follow an extensive multi-level public review process. This includes consultations with Cultural Affairs staff, 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 all grants programs. Grant applicants must demonstrate this match through cash, other matching grants and/or In-Kind contributions (**In-Kind contributions not to exceed 25% of total cash project budget**). The Cultural Affairs grants programs should not be considered the sole source of funding. Applicants should thoroughly explore other funding sources prior to seeking support from this program. An application **must score a minimum average of 80 points or higher** at the Panel meeting to be eligible to receive funding.

Should I schedule a staff consultation?

There is no need to schedule a consultation prior to submitting your idea. However, if your idea is selected to complete a full grant application and you are for the first time, qualified cultural organization, you must schedule an initial consultation with Cultural Affairs staff. 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 phone Mary Heaton 305-673-7577 ext. 6126 to schedule an appointment.

If selected, what is the timeline for completing the full application?

Grant applications must be completed by **Friday, April 28, 2017 at 4PM**. The application will be made available on-line through the Cultural Affairs Program website www.mbculture.com under *Grants* on April 10, 2017. Cultural Affairs staff will review the submitted applications to determine completeness and acceptability. Should corrections be required, organizations have until Thursday, May 12, 2017 at 4PM to complete the corrections.

During the application process, applicants may contact Mary Heaton, Grants and Operations Administrator at 305-673-7577 ext. 6126 or Brandi Reddick, Cultural Affairs Program Manager at 305-673-7577 ext. 6256. 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

The Cultural Affairs Program reserves the right to revise published information. Application and Final Report deadlines will be strictly enforced. There will be no exceptions.

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

The Cultural Affairs Council will review the grant applications during a panel meeting on Thursday, June 1, 2017 at 10AM. Selected applicants must attend.

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. Non-profit organizations are exempt from paying the fee but must still register. For more information, please call 305-673-7411 or visit <http://www.miamibeachfl.gov/newcity/depts/clerk/clerk.asp>

What additional materials are required to complete the grant application?

Applicants must upload the following documents electronically or the application will not be accepted by the on-line grant system:

- Organization's 501(c)(3) tax-exempt status letter **dated within the past two years**. Updated letters can be obtained via fax and mail by calling the Internal Revenue Service at 1 877 829 5500. Please also note that non-profit 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.
- Signed IRS Form 990 reflecting organization's prior year budget

What are the allowable grant expenditures?

- Artistic and technical fees directly related to the proposed program or event
- Production costs related to the proposed program, project or event
- Honoraria
- Equipment rental and expendable materials
- Marketing
- Publicity
- 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

Please note, payments received and made in conjunction with this Grant, including, vouchers, bills, invoices, receipts and canceled checks, should be dated October 1, 2017-September 30, 2018. *If payments and invoices dated in the prior fiscal year are submitted for grant funding they must be specific to the approved project.*

What are the grant use restrictions?

Grant funds may NOT be used towards the following:

- 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 receiving a grant from Cultural Affairs grants programs
- Administrative salaries or fees
- "Bricks and mortar" or permanent equipment; unless the purchase price is less than the cost of rental.
- City of Miami Beach 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 excluded from this restriction)
- Travel or transportation (includes local travel)
- 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 City of Miami Beach government
- Insurance fees

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

Program Policies

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

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 form no later than the date indicated in their current grant, in order to be eligible to receive next year's grant funds 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 ineligible to receive remaining grant funds, and ineligible to receive next year's grant funds if awarded.

Multiple organizations may not apply for grant funding towards the same project. An organization may submit only one application each grant year.

All grant recipients must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of handicap, 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.

Program application periods and relevant deadlines are announced in January via press releases, electronic mail, on its website, www.MBCulture.com and in area newspapers. Program guidelines, applications and instructions are created in Microsoft Word format and made available on the website, in English and Spanish. These forms are also available upon request via email (maryheaton@miamibeachfl.gov). Applications are also available in paper version by calling 305-673-7577 ext. 6126.

About the Program

The Call for Ideas is being funded through Cultural Affairs grants programs. The grants programs were 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 in excess of \$14 million in cultural arts grants, supporting thousands of performances, exhibits, and other cultural activities in Miami Beach. The grants programs are managed by professional staff from Cultural Affairs, a Division of the City of Miami Beach's Department of Tourism, Culture and Economic Development.

In an effort to address the needs of the arts community, the Cultural Affairs staff annually reviews its selection criteria and grant application process. Suggestions and ideas are received from grantees, 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.

The cultural arts grants program is made possible through the vision and support of the Miami Beach Mayor and City Commission

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