

GUIDELINES FOR THE INTERNATIONAL CULTURAL EVENTS PROGRAM

ESTABLISHMENT OF PROGRAM

The International Cultural Events Program (the “Program”) is hereby established to support up to five (5) international cultural events annually, organized in collaboration with foreign government agencies. The Program receives \$100,000 in funds annually to support five international cultural events with up to \$20,000 in in-kind funds.

PROGRAM PURPOSE

The purpose of the Program is to:
Create opportunities for the community to learn about and engage with international cultures;
Celebrate the City’s cultural diversity and Sister Cities partnerships; Promote cultural exchange and economic development; Enhance vibrancy in the Downtown Coral Gables area.

ELIGIBILITY REQUIREMENTS

To be eligible for the Program, proposed events must:
Be submitted by a recognized foreign government agency or diplomatic entity.
Be held in the Downtown Coral Gables area.
Be free and open to the public.
Provide a high-quality and culturally enriching experience.
Complete and submit a Special Events Permit Application to the City’s Special Events Committee ([Per Article VII - Special Events and Parades / Div.1 - Generally / Sec. 62-257 of the Municode](#)).
Comply with all applicable Special Events guidelines and City regulations.
Provide a security deposit, letter of credit or bond the cost of which will vary based on attendance, physical space of the event and other mitigating factors which may be reimbursable, depending on the conditions of the event space following the event.

APPLICATION AND SELECTION PROCESS

All applications will be reviewed by the City’s Special Events Committee to determine compliance with Program criteria. The Program will partner with applicants on a first-come, first-served basis to the first five qualifying events proposed in a fiscal year.

Events that have qualified for the program and met all Special Events Committee criteria are subject to City Commission approval.

Approved events shall receive up to \$20,000 in in-kind support from the City for city services such as police, fire, barricades, parking, inspections, and street closures. There will be no waivers issued for additional funds.

IMPLEMENTATION AND ADMINISTRATION

The Economic Development Department will administer the Program, including but not limited to:

Outreach to the Consular Corps of Miami and other diplomatic offices; Dissemination of Program information and applications; Coordination with relevant City departments to support event execution; Disburse applicable funds to the appropriate departments for services in support of the approved event.

The Community Recreation Department will assist with the approval process, including but not limited to:

Schedule the event organizer to attend the Special Events Committee; Coordination with the members of the Special Events Committee to provide feedback and requirements for a successful event; Collection of documentation as required by the Special Events Committee such as a signed application and insurance; Approval of the event after meeting Program and Committee guidelines.