



*The City Beautiful*

## **CITY OF CORAL GABLES CULTURAL DEVELOPMENT BOARD GUIDELINES**

### **FY 2024-2025 CULTURAL DEVELOPMENT GRANT**

**Please read all materials carefully**

**The City of Coral Gables reserves the right to revise information published in these guidelines and grant application instructions.**

For Questions And Assistance Regarding the Grants Program, Please Contact:

Catherine J. Cathers  
Historical Resources & Cultural Arts Dept.  
City of Coral Gables  
2327 Salzedo Street, 2<sup>nd</sup> floor.  
Coral Gables, FL 33134  
Email: [ccathers@coralgables.com](mailto:ccathers@coralgables.com)  
Phone: (305) 460-5094  
[Cultural Grant Webpage](#)

**MANDATORY GRANT WORKSHOP\*: THURSDAY, APRIL 4, 2024 at 2:00 p.m.**

**ELIGIBILITY DEADLINE: FRIDAY, APRIL 12, 2024 at 5:00 p.m.**

**CONSULTATION DEADLINE: FRIDAY, APRIL 19, 2024 at 5:00 p.m.**

**APPLICATION DEADLINE: FRIDAY, May 3, 2024 at 5:00 p.m.**

\*If an organization rep. is unable to attend workshop, a link will be added for viewing and required certification.

It is the policy of the City of Coral Gables to comply with all of the requirements of the Americans with Disabilities Act. To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any City-sponsored program or meeting, please contact Raquel Elejabarrieta five days in advance to initiate your request:

Raquel Elejabarrieta, (305) 722-8686

[relejabarrieta@coralgables.com](mailto:relejabarrieta@coralgables.com)

TTY users may also call 711 (Florida Relay Service.)

## Program Objective

The City of Coral Gables Cultural Development Board has been appointed to assist the Coral Gables City Commission in distributing certain monies to worthy nonprofit 501(c)(3) and 501(c)(4) organizations that produce meaningful cultural experiences for the betterment of the quality of life in the City. Cultural experiences are those that address one or more of the following: the visual and performing arts, history, historic preservation, folk life, international cultural exchange, and the literary and media arts. Cultural experiences do not include non-cultural events such as athletic, drug-prevention or safety programs.

Funded programming must take place within the City of Coral Gables and be open and accessible to the public.

**No event should be dependent on city funding.  
Awards are discretionary and not automatic.**

## Categories

The Cultural Development Grants provide funding and technical assistance support to not-for-profit cultural groups in the following categories:

**Coral Gables Core Cultural Organizations (CGC)** – this grant category is available to cultural groups:

- with a physical address in Coral Gables
- having an annual organizational budget over \$500,000, exclusive of in-kind contributions
- that provide year-round cultural performances, exhibitions, or presentations of art
- enhancing the cultural vitality of the City of Coral Gables
- achieving local, regional, national or international visibility for the City

Organizations applying under a fiscal agent do not qualify for this category. The purpose of this grant is to provide general operating support, and not to fund a specific project.

The maximum award in this category is \$15,000\* and minimum award is \$1,500.

\* Competitive funding and the maximum award does not apply to the Coral Gables Museum.

**Coral Gables Cultural Program (CGP)** – this grant category is available to cultural groups:

- presenting series and events with cultural significance in Coral Gables
- having a reputation for excellence
- demonstrating a significant positive impact on the reputation of the City as a dynamic cultural community

Applicants should submit confirmed programming. If a program is not confirmed, this must be indicated in the program description.

The maximum award in this category is \$10,000 and minimum award is \$1,500.

To be eligible to apply, an organization must:

- ☐ Have attended entirety of the mandatory grant workshop/webinar\*\* Organizations not recorded in attendance by their respective representative are automatically disqualified;
- ☐ Have a designated tax-exempt status under Section 501(c)(3) or 501(c)(4) of the United States Internal Revenue Code or the organization must be sponsored by a fiscal agent meeting such requirements as set forth below;
- ☐ Be legally incorporated as NOT-FOR-PROFIT for at least two (2) years prior to the application deadline;
- ☐ Proof of incorporation and IRS tax-exempt designation is required at the time of application and as specified in the application;
- ☐ Have at least a two year track record of creating, producing or presenting year-round cultural programs and activities;
- ☐ Have submitted a Final Report for any prior grants awarded by the City per the grant's agreement and Interim Final Report for current grant cycle per these guidelines;
- ☐ Meet one of the qualifying category descriptions as stated within these guidelines.

**NOTE:** Organizations that currently receive City of Coral Gables funding for operating or programming, with the exception of maintenance, are NOT eligible.

**NOTE:** This program operates on an annual cycle, and applications are available and considered only once for a program-funding year (October 1 - September 30).

If an Applicant Organization has multiple Presenting Organizations such as subsidiaries, affiliates, departments, or fiscal agencies, such organizations may not apply for more than a cumulative \$15,000 in a grant cycle.

Applicants may submit one application per annual cycle with the exception of an organization

with multiple presenting organizations, as indicated above.

## Deadlines and Important Dates

|                         |           |                                         |
|-------------------------|-----------|-----------------------------------------|
| Thursday, April 4, 2024 | 2:00 p.m. | – Cultural Grant Workshop/Webinar       |
| Friday, April 12, 2024  | 5:00 p.m. | – Eligibility Determination Due         |
| Friday, April 19, 2024  | 5:00 p.m. | – Consultation Requires Completed Draft |
| Friday, May 3, 2024     | 5:00 p.m. | – Application Due                       |
| Friday, May 10, 2023    | 5:00 p.m. | – Technical Corrections Due             |

Eligibility Determination & Complete Applications must be submitted electronically by 5:00 p.m. on the dates indicated above or the organization will not be eligible for funding. Applications submitted by any other means are not acceptable.

**There is no exception to this requirement.**

Organizations are encouraged to complete the application process at least 72 hours in advance of the application deadline to ensure successful submittal.

## Consultation Requirements

**A consultation is required** of new, previously disqualified, and previously denied applicants, and those who have not applied in more than 3 years.

**A completed draft with budget forms** must be submitted 24 hours prior to the consultation.

Email Catherine Cathers at [ccathers@coralgables.com](mailto:ccathers@coralgables.com) or call (305) 460-5094 for appointment.

## Application Instructions

### Mandatory Webinar:

All applicants must attend entirety of the grant webinar on Thursday, April 4, 2024 at 2:00 p.m. virtually via Zoom.

**\*\*If** an organization representative is unable to attend the workshop live, a link will be added to the [Cultural Grants webpage](#) for viewing and required certification.

**There is no exception to this requirement.**

### Application Process:

Once eligibility is confirmed, applicant organizations must complete all portions of the online application and attach all required forms and supporting materials by the application deadline.

Applicants are solely responsible for the content of their application. The application review conducted by department staff is provided as a courtesy and in no way guarantees that an application will be recommended for funding by the grants review panel. Department staff will not make corrections on behalf of applicants.

**NOTE:** An organization that submits an incomplete application by the deadline or does not meet eligibility requirements, as deemed by the program administrator and the department director, will be disqualified and the grant application will not be reviewed by the Board. If you have questions or need assistance, please contact the Historical Resources & Cultural Arts Department at (305) 460-5094 or via email, [ccathers@coralgables.com](mailto:ccathers@coralgables.com).

**NOTE:** Department and other city staff may not complete the application on behalf of any organization.

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## Application Requirements

To satisfy the program's **application requirements**, applicants:

- ☐ **MUST** meet Organization Eligibility as stated;
- ☐ **CANNOT** substitute an application with a self-created or scanned form. Faxed, e-mailed, or applications physically received after the deadline will not be accepted;
- ☐ **MUST** submit a complete application, required attachments, forms, and support documents;
- ☐ **MUST** include letter(s) of commitment from partner venues and organizations. Do not include letters of support;
- ☐ **MUST** answer all questions completely and provide any support documents, including IRS 501(c)(3) or 501(c)(4) affirmation issued within the last two (2) years if not verified through GuideStar; the most recently submitted complete IRS form 990 or, if revenues were less than \$50,000 form 990-n; and non-profit corporation annual report;  
  
If organization is a religious institution, in lieu of all or any of the foregoing, you may submit your most recent audited budget performed by an independent, certified public accountant for the last completed fiscal year;
- ☐ **MUST** list as the organization contact person an individual who is knowledgeable about the project, organization, and budget and who can be reached during regular business hours (mon-fri: 9:00 a.m. - 5:00 p.m.);
- ☐ **MUST** not have any fundraising component included in the program for which funding is requested;
- ☐ **MUST** provide a minimum 50% cash match of the total cost of the project;
- ☐ **MUST** meet with City staff prior to submitting application if a new applicant, previously disqualified applicant, or have not applied for the past 3 grant cycles;
- ☐ **MUST** submit the application no later than 5:00 pm on the deadline date;
- ☐ **MUST** keep an organization copy of the completed application and any support materials;
- ☐ **MUST** receive a minimum application score of 80 to qualify for funding recommendation;
- ☐ **MUST** incorporate marketing through social media to entities outside of organization;
- ☐ **MUST** submit the application and agreement under oath and the City's False Claims Ordinance;
- ☐ **MUST** credit the City of Coral Gables as noted in the Publicity and Credit Requirements.

## Grant Payments

The Cultural Development Board's recommendation for funding will be submitted to the City Commission for final consideration.

### **All funding recommendations are not guaranteed.**

The City Commission's final approvals are contingent upon the availability of funds in the City's corresponding fiscal year budget. Grants approved by the City Commission carry no commitment for future support beyond the current annual funding cycle.

If awarded, funded projects will be paid to grantees after grant award agreement contracts are fully and duly executed.

Grant payments are anticipated to be released within the fiscal year for which the grant is awarded.

## Allowable Grant Expenditures

### **For Coral Gables Core Cultrul Organizations:**

- ✓ General Operating Support
- ✓ Must adhere to Grant Use Restrictions

### **For Coral Gables Cultural Program:**

- ✓ Artistic fees and/or Honoraria
- ✓ Direct program costs
- ✓ Production costs
- ✓ Equipment rental (or purchase if cost is less than rental if approved by Historical Resources & Cultural Arts department staff)
- ✓ Supplies/materials
- ✓ Purchase of equipment, computer hardware and/or software up to \$2,000, with prior approval by Historical Resources & Cultural Arts department staff
- ✓ Marketing/Publicity
- ✓ Printing and Publications
- ✓ Space rental
- ✓ Transportation costs within Miami-Dade County
- ✓ Transportation costs to bring outside, visiting artists to Coral Gables
- ✓ Equipment rental and personnel to provide program accessibility as mandated by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973
- ✓ Must adhere to Grant Use Restrictions

## Grant Use Restrictions

- × Any event outside of the City of Coral Gables boundaries
- × Proposal preparation
- × Expenses prior to or after the grant period
- × Compensation for forfeited revenues, such as grantee issued complimentary tickets, admissions or scholarships
- × Remuneration of City departments, boards, City representatives or employees for any service rendered as part of a project receiving a grant from the City of Coral Gables
- × "Bricks and mortar" or permanent equipment, unless the purchase price is less than the cost of rental (requires prior approval by Historical Resources & Cultural Arts department staff)
- × Debt reduction or repayment of prior debts, contingencies, fines and penalties, interest and other similar financial costs
- × Travel or transportation costs to cover expenses for staff travel outside Miami-Dade County or presenting programs/activities outside of the City of Coral Gables
- × Personal vehicle travel expenses (such as mileage, gas, tolls)
- × Social/Fundraising events, beauty pageants or sporting events (any program that has a fundraising component will be disqualified)
- × Hospitality costs including private entertainment, food, beverages, decorations or affiliate personnel, with the exception of artist housing, transportation, and reasonable expenses
- × Cash prizes, awards, plaques or scholarships
- × Lobbying or propaganda materials
- × Charitable contributions or donations
- × Re-granting
- × Classes, Master Classes, after school programs, or camps
- × Events which are restricted to private or exclusive participation (e.g., by invitation and/or purchase requirements that exceed the cost of a typical, standard ticket to an event/performance), including restricting access to programs or facilities on the basis of race or ethnicity, color, creed, national origin, religion, age, gender, sexual orientation or physical ability
- × Indirect costs
- × Income-generating events for an organization other than the applicant organization
- × Festivals with commercial vendors, primarily held outdoors

## Evaluation & Scoring Criteria

The Cultural Development Board will evaluate all proposals based on the criteria below and attached rubric to determine if they meet the objective of the program. Other considerations, such as if the proposed program/project or event is better suited for funding through another means, will enter into the Board's decision-making process.

Each application is scored using the following criteria:

- Program/Project Excellence – 20 points
- Artistic Excellence – 10 points
- Organization & Management Capacity – 20 points
- Outreach & Community Partnerships – 10 points
- Marketing – 20 points
- Outcomes – 10 points
- Finances & Budget Accountability – 10 points

### **Bonus points will be awarded for the following:**

- Organization's principal address, as verified in Sunbiz, is in Coral Gables +5 points
- Event is free to the public +5 points
- Organization's Operating Budget is \$50,000 or less, as verified by tax records +2 points

## Scoring Meetings

A Public Meeting for Review and Scoring will be held virtually. The Day and time will be forwarded to all applicants and will be posted on the City's [Cultural Grant](#) webpage.

Applicant organizations are strongly encouraged to attend the public meeting for Review and Scoring in order to answer any questions the Board may have.

Presentations by applicants are not permitted during the Review and Scoring meeting; however, applicants will be provided an opportunity to address direct questions from Board members to help clarify points during the Board discussion.

Applicants are not permitted to interact with Board members at any other time during the proceedings or during breaks. Presentations or involvement of any kind by an applicant, other than the above noted exception, may result in the disqualification of the application by the Board and/or the withdrawal of the application by department staff.

# Grant Application Review and Award Process Summary

## Review and submission

Applicants may schedule a staff consultation. New applicants, organizations who have previously been disqualified, and organizations that have not applied for the past 3 grant cycles are required to schedule a staff consultation. Prior to consultation, applicants must complete the application, including all budget forms, and submit their request for an appointment via email to [Catherine Cathers](#). Consultations must be completed by the Consultation deadline.

Upon submission, department staff will review all applications for eligibility and requirements. Applicants are responsible for submitting complete applications and may have applications returned for technical corrections only, which must be made prior to the technical corrections deadline.

## Review and Recommendation

The Cultural Development Board will review applications at the grant scoring meeting and will make a recommendation for allocation of funds to the Coral Gables City Commission.

## Approval Process

Grant recommendations are submitted to the Coral Gables City Commission for final consideration.

*The Commission's decision is considered final and may not be appealed.*

## Award Notification and Grant Agreement

Grant recipients will receive an electronic grant award package through the online grant portal which will include the grant agreement (contract), other required documents, and instructions for proper completion. These documents must be properly completed before the grant award can be processed.

## Grant Payment

Once fully executed grant agreements are received, checks will be issued to grantees. It is imperative that grantees notify the Historical Resources & Cultural Arts Department of any address changes during this process and throughout the year.

**NOTE:** Grant awards will be available for release during the City's fiscal year for which the grant was awarded, October 1 – September 30. Due to the strict constraints accompanying each step of this review process, it is critical that the applicant adhere to all deadlines.

Failure to comply with deadlines and/or incorrect execution of contracts or other paperwork will result in a delay of payment or cancellation of funding.

## Publicity And Credit Requirements

Grantees 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 advertisements and announcements, event programs, and publications:

**"The (insert event/program name) is made possible with the support of the City of Coral Gables."**

Grantee must use the City's logo illustrated below in any printed program funded by the grant, marketing, and publicity materials whenever possible. Please access logo files electronically through the grant portal.

**Please note** that the City of Coral Gables seal is not an acceptable logo. The logo that should be used is:



Previously funded applicants and all grantees are required to recognize and acknowledge the City's grant support in a manner commensurate with all contributors and sponsors of its activities at comparable dollar levels.

## **Compliance Requirements and Release of Grant Funds**

**Final Report compliance** for previously awarded grant funds **is required**. Please reference the organization's previous grant agreements and contact staff if there are any questions.

**Funded activities must** take place within the City's fiscal year for which they are approved (October 1 - September 30).

All funding recommendations are contingent upon approval of the budget by the Coral Gables City Commission and are subject to the availability of funds.

**Grant awards will be available for release** during the City's fiscal year in which the grant was awarded, October 1 - September 30.

Grantees who submit interim **Final Reports for FY 2023-2024 grants** (or for earlier funding) after the application deadline and who submit late Final Reports for FY2023-2024 grants (or for earlier funding) will not be eligible for FY 2024-2025 funding.

Grant funds not encumbered (contracted for) by the end of the City's fiscal year in which they were awarded shall revert to the City on September 30 of the same fiscal year.

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 or physical ability, 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, 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.