

**CITY OF CORAL GABLES
CULTURAL DEVELOPMENT BOARD MEETING
Wednesday, November 12, 2008, 8:00 a.m.
Development Department Conference Room
95 Merrick Way, Suite 450, Coral Gables, Florida 33134**

MEMBERS	D	J	F	M	A	M	J	J#	A	S	O*	O**	N	COMMISSIONERS
José R. Garrigó	-	-	P	P	P	P	P	P	-	P	P	E	P	Mayor Donald D. Slesnick II
Bobbi Litt	-	-	P	P	P	E	P	E	-	P	P	P	P	Vice Mayor William Kerdyk, Jr.
Bernice Matalon-Roth	-	-	E	P	P	E	E	P	-	E	P	P	P	Commissioner Maria Anderson
Carol Damian	-	-	P	P	P	P	P	P	-	P	P	P	P	Commissioner Rafael "Ralph" Cabrera, Jr.
Beatriz Pereira	-	-	P	P	P	P	P	P	-	P	P	P	P	Commissioner Wayne "Chip" Withers
Andrea Cole	-	-	E	P	P	P	P	P	-	P	P	P	P	Board Appointee
Miguel Diaz de la Portilla	-	-			P	P	P	E	-	P	P	P	P	City Manager

A = Absent

P = Present

E = Excused

- = No Meeting

* FY2007-2008 Final Reports

Regular Meeting + FY2008-09 Grants Workshop

** FY2008-2009 Cultural Grant Applications Review & Scoring

Staff In Attendance:

Cathy Swanson-Rivenbark, Development Director

Recording Secretary:

Nancy C. Morgan, Coral Gables Services, Inc.

Motion Summary:

Minutes of the October 6, 2008 final reports meeting were unanimously approved.

Minutes of the October 29, 2008 grant awards meeting minutes were unanimously approved.

Chair Carol Damian called the meeting to order at 8:05 a.m.

I. Review/Approval of October 6, 2008 Final Reports Meeting Minutes:

Mr. Garrigó made a motion to approve the October 6, 2008 meeting minutes as written. Dr. Matalon-Roth seconded the motion, which passed unanimously.

II. Review/Approval of October 29, 2008 Grant Awards Meeting Minutes:

Mr. Garrigó made a motion to approve the October 29, 2008 grant award meeting minutes as written. Dr. Matalon-Roth seconded the motion, which passed unanimously.

III. Review of Board Revision Suggestions for Cultural Grants Final Reports, Guidelines and Application Forms:

Board members reviewed a compilation of revision suggestions and agreed to adopt those that follow:

- Add to guidelines regarding final reports: All report copies must be as clear and easy to read as the original. Faint copies will not be accepted.
- Replace the heading "disqualifications" with "fatal flaws," and add language that stipulates fatal flaws are grounds for disqualification.
- Regarding multiple applications/one institution (same Form 990, same board of directors): 1) Language found in the Knight Foundation model will be adapted for City use pertaining to multiple applications originating from one institution. This model requires that all applications to one grant-awarding entity be vetted through the appropriate institution department, which institution shall bear the responsibility of specifying the amount of money requested for each project/category and submitting the application as a package. 2) The institution shall determine which groups may apply. 3) Revise scoring to assign a higher point value for demonstrated financial need for projects submitted by one institution; such applications must include sources from which they receive

funding, pending or committed. 4) Add language to the section that begins, "Due to limited available grant funds, the City cannot fund": Regardless of the number of applications, sub-entities and affiliates that apply under one institutional umbrella, no more than a cumulative amount of \$15,000 in grant funds will be awarded in any grant cycle. 5) Proof of project financial need will be required (prior year's project line item expense and revenue budget; current year's project line item expense and revenue budget; information regarding problems with other grants . . . such as deficiency in reporting or financials . . . as a demonstration of overall management; actual funding of other grants requested and/or received).

- d. Re-examine point scoring system to increase the financial need category from 5 to 10 points; also reduce weight of the fiscal responsibility category as well as other "automatic" categories.
- e. Increase the emphasis on providing sufficient proof that "With the support of the City of Coral Gables" is appropriately and consistently applied.
- f. Clearly state that organizations awarded grant funding from the City must return the award if their final reports are not submitted.
- g. In grant guidelines, clearly define the meaning of outreach. At a minimum, outreach should state how it reaches and impacts area residents, organizations, schools, business entities, senior citizens, minorities, etc.
- h. Emphasize the distinction between fundraising and community events (i.e., Beaux Arts, a fundraiser).
- i. Clearly state the definition and differences of community and festivals/special events. Audience size is important.
- j. Board members, personally knowledgeable about larger cultural projects, will focus on individual site visits to smaller projects. Prior to developing a list, Board members will indicate projects with which they are already familiar. A list of project dates will be compiled and distributed.
- k. Grant requests should not represent more than 30% of projects' total revenues.
- l. Scoring sheets need to reflect written criteria for each category. Festivals and community events scoring for "demonstration of financial need" shall be raised from 5 to 10. For festivals and community events, reduce scoring points from 10 to 5 for "history of project and how it evolved."
- m. In the Community category, funding should not apply for conferences, publications or parades.
- n. Applicants should furnish a 50-word abstract about the project.
- o. Quality of the application needs to be better defined to include spelling and grammar.
- p. The City's IT Department will be asked to revise on-line applications to eliminate application character limits.

IV. Arts Advisory Panel:

Dr. Damian reported that the Panel met and is viable.

V. Additional Board Business:

Catherine Cathers will join the Development Department the latter part of November.

There will not be a regular Board meeting on December 1, 2008. Board members were encouraged to attend the City's holiday reception from 6:00 to 8:00 p.m. on December 11, 2008.

There being no further business to come before the Board, the meeting adjourned at 9:10 a.m.

Next Meeting: Monday, January 12, 2009, 8:00 a.m.: Development Department Conference Room.

Respectfully submitted,

Cathy Swanson-Rivenbark, AICP, CEd
Development Director and Secretary to the Board