



Carlos Alvarez, Mayor

Cultural Affairs
 111 NW 1st Street • Suite 625
 Miami, FL 33128-1994
 T 305-375-4634 F 305-375-3068
 miamidadearts.org

miamidade.gov

Grant Award Package and Instructions

Outlined below are the general guidelines and instructions for completing and submitting the Miami-Dade Cultural Affairs grant award package. The items needed to submit your contract documents for grant payment will either be sent to you by your program administrator or are available for download from the Department of Cultural Affairs website, as specified below.

If you have any questions or need assistance please contact your program administrator directly or call (305) 375-4634.

Your completed contract package should be assembled as follows (PLEASE DO NOT STAPLE DOCUMENTS):

<u>CHECKLIST</u>	<u>ITEM</u>	<u>DOCUMENTS CONTAINING ORIGINAL SIGNATURES</u>	<u>COPIES</u>	<u>TOTALS</u>
<input type="checkbox"/>	Grant Award Agreements (Article I - Signature Page)	5	-	5
<input type="checkbox"/>	General Terms and Conditions for Grants (Articles II, III, IV and V)	-	5	5
<input type="checkbox"/>	Restatement of Project Budget	1	4	5
<input type="checkbox"/>	Universal Affidavit	1	4	5
<input type="checkbox"/>	Organizational Board List	-	5	5
<input type="checkbox"/>	IRS W-9 Form	1	1	2
<input type="checkbox"/>	Bank Account Disclosure Form	1	-	1

This award package contains the following items:

- ♦ **5 originals, Grant Award Agreement – Article I** (1 page, single sided)
 Obtain from your program administrator
- ♦ **General Terms and Conditions for Grants dated April 2008 (Articles II, III, IV and V)** (6 pages, may be double sided)
 Download document at http://www.miamidadearts.org/org_resources.aspx)



Carlos Alvarez, Mayor

Cultural Affairs
111 NW 1st Street • Suite 625
Miami, FL 33128-1994
T 305-375-4634 F 305-375-3068
miamidadearts.org

miamidade.gov

- ♦ **Restatement of Project Budget** (3 pages, single sided)
Download document at http://www.miamidadearts.org/org_resources.aspx)
 - ♦ **Universal Affidavit** (4 pages, may be double sided)
Download document at http://www.miamidadearts.org/org_resources.aspx)
 - ♦ **IRS Form W-9** (4 pages, may be double sided – only submit page 1 of form)
Download document at http://www.miamidadearts.org/org_resources.aspx)
 - ♦ **Bank Account Disclosure Form** (1 page, single sided)
Download document at http://www.miamidadearts.org/org_resources.aspx)
-

- ♦ **Logo and Credit Compliance Requirements** (1 page, single sided)
Download document at http://www.miamidadearts.org/org_resources.aspx)
- ♦ **Project Budget as Originally Submitted with Grant Application** (1 page, single sided)
May be obtained from your program administrator (for your information only).
- ♦ **Universal Final Report Form** (6 pages, single sided)
Download document at http://www.miamidadearts.org/org_resources.aspx)
- ♦ **Guidelines for Completing the Universal Final Report Form** (4 pages)
Download document at http://www.miamidadearts.org/org_resources.aspx)

(CONTINUED)



Carlos Alvarez, Mayor

Cultural Affairs
111 NW 1st Street • Suite 625
Miami, FL 33128-1994
T 305-375-4634 F 305-375-3068
miamidadearts.org

miamidade.gov

Grant Award Agreement - Contract Package Instructions

In order to accept this grant award, you must:

1. **Sign and affix your corporate seal to each of the five (5) originals of the Grant Award Agreement – Article I** under the section labeled “Grantee.” If the corporate seal is unavailable, an official copy of the organization's Articles of Incorporation must be included with each copy of the Agreement. Two (2) original signatures from authorized representatives of the organization are required on each of the five (5) copies.
2. **General Terms and Conditions for Grants (Articles II, III, IV and V) dated April, 2008.** This document outlines the conditions governing your grant contract with Miami-Dade County. Please make sure that you understand all sections. Call me at 305-375-5024 with any questions you might have.
3. **Complete the Restatement of Project Budget form.** The restatement should correspond to your original/approved application project budget (you may obtain a copy from your program administrator), but it should reflect the exact grant amount recommended and any reduced or new revenues. There is a section to specifically note any changes to the Project Narrative as it was originally submitted in your application. This form will be attached to your Agreement as the binding budget figures governing the Agreement. Please note, this form requires an original signature.

*****Please Note: Once your contract is executed you will not be able to alter the categories or the amounts of grant award expenditures without the advance written permission of the Department Director (see Article II.4 and Article II.6). This means that when you prepare your final report for this grant, the Grant Award Budget on your report MUST BE IDENTICAL to the Grant Award Budget on your contract.**

4. **Complete the Universal Affidavit, W-9 and Bank Account Disclosure forms.** Each section of the Universal Affidavit must be read and initialed indicating compliance with the related policy. For sections that you do not believe are applicable to your organization, please indicate this by placing “N/A” in the blank **and** your initials next to the “N/A.” The Universal Affidavit is the only attachment to the Agreement requiring a notarized signature.
5. **Include a complete current list of your Board of Directors.** Board members who are County employees must be identified as such and a written statement attached indicating the extent of involvement with the organization.
6. **Please complete and return all contract documents as described above by the deadline date indicated by your program administrator to avoid delays.**

(CONTINUED)



Carlos Alvarez, Mayor

Cultural Affairs
111 NW 1st Street • Suite 625
Miami, FL 33128-1994
T 305-375-4634 F 305-375-3068
miamidadearts.org

miamidade.gov

RETURN COMPLETED PACKAGE TO:

Grants Program Administrator
Miami-Dade County Department of Cultural Affairs
111 NW 1st Street, Suite 625
Miami, Florida 33128

Please also note, all grantees are required to complete a final report form at the conclusion of your project as outlined in Article II.6 of your grant agreement. You may download a copy of the Universal Final Report Form from the Department website at www.miamidadearts.org (click on Grants / Organizations / Grantee Resources / Final Report Forms – Universal Final Report Form).

You may also download instructions for completing the Universal Final Report form from the Department website (click on Grants / Organizations / Grantee Resources / Final Report Forms – Universal Final Report Form Guidelines)