

# Memorandum



**Date:** July 3, 2012

**To:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Resolution Ratifying the Submission of a Grant Application to the John S. and James L. Knight Foundation and Authorizing the Acceptance of Funds in the Amount of \$100,000 with a County Match of \$100,000 to be Funded by the Target Foundation Grant for the Noches Tropicales/Tropical Nights Concert Series

Agenda Item No. 8(H)(2)

## Recommendation

It is recommended that the Board approve the attached resolution ratifying the submission of a grant application to the John S. and James L Knight Foundation and authorizing the acceptance of funds in the amount of \$100,000 to be used by the Parks, Recreation and Open Spaces (PROS) Department for the Noches Tropicales/Tropical Nights concert series and authorizing the County Mayor or County Mayor's designee to expend funds, and execute agreements, and amendments, after approval by the County Attorney.

## Scope

The scope of the project is countywide.

## Fiscal Impact/Funding Source

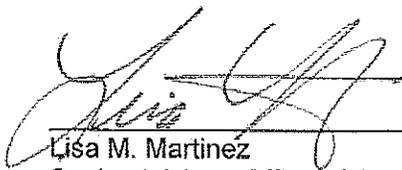
This grant will provide \$100,000 to the Noches Tropicales/Tropical Nights concert series at various Park facilities countywide. The grant match of \$100,000 will come from the Target Foundation Grant which currently funds the Noches Tropicales Concert Series at Tropical Park under index code PRR130920841.

## Track Record/Monitor

This grant will be administered by Gina Drakes, Grants Manager for the Park, Recreation and Open Spaces Department.

## Background

The John S. and James L. Knight Foundation grant allows PROS to increase the Noches Tropicales/Tropical Nights concert series from four to eight and expand the series throughout Miami-Dade County Parks over the next three years and include American music forms such as jazz, blues, and rhythm and blues.

  
\_\_\_\_\_  
Lisa M. Martinez  
Senior Advisor, Office of the Mayor

Attachment



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**DATE:** July 3, 2012

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 8(H)(2)

Please note any items checked.

- \_\_\_\_\_ **“3-Day Rule” for committees applicable if raised**
- \_\_\_\_\_ **6 weeks required between first reading and public hearing**
- \_\_\_\_\_ **4 weeks notification to municipal officials required prior to public hearing**
- \_\_\_\_\_ **Decreases revenues or increases expenditures without balancing budget**
- \_\_\_\_\_ **Budget required**
- \_\_\_\_\_ **Statement of fiscal impact required**
- \_\_\_\_\_ **Ordinance creating a new board requires detailed County Manager’s report for public hearing**
- \_\_\_\_\_ **No committee review**
- \_\_\_\_\_ **Applicable legislation requires more than a majority vote (i.e., 2/3’s \_\_\_\_\_, 3/5’s \_\_\_\_\_, unanimous \_\_\_\_\_) to approve**
- \_\_\_\_\_ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(H)(2)  
7-3-12

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RATIFYING THE SUBMISSION OF A GRANT APPLICATION TO THE JOHN S. AND JAMES L. KNIGHT FOUNDATION AND AUTHORIZING THE ACCEPTANCE OF FUNDS IN THE AMOUNT OF \$100,000 WITH A COUNTY MATCH OF \$100,000 TO BE FUNDED BY THE TARGET FOUNDATION GRANT FOR THE NOCHES TROPICALES/TROPICAL NIGHTS CONCERT SERIES AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO RECEIVE AND EXPEND FUNDS AND EXECUTE CONTRACTS, AGREEMENTS, AND AMENDMENTS, AFTER APPROVAL BY THE COUNTY ATTORNEY

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this board ratifies the submission of a grant application to the John S. and James L. Knight Foundation and authorizing the acceptance of funds in the amount of \$100,000 to support the Noches Tropicales/Tropical Nights Concert Series with a County Match of \$100,000 from the Target Foundation Grant index code PRR130920841; authorizes the County Mayor or County Mayor's designee to execute grant award agreements, contract and amendments as are required following approval by the County Attorney's Office as to legal sufficiency; and to receive and expend funds for the Noches Tropicales concert series on behalf of Miami-Dade County, Florida.

The foregoing resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner  
and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Lynda Bell
Esteban L. Bovo, Jr.	Jose "Pepe" Diaz
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

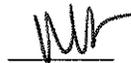
The Chairperson thereupon declared the resolution duly passed and adopted this 3<sup>rd</sup> day of July, 2012. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Monica Rizo

John S. and James L. Knight Foundation

Grant Agreement

Knight Arts Challenge

ED-route to omb

236525



John S. and James L.  
Knight Foundation

February 9, 2012

ALBERTO IBARGÜEN  
*President and CEO*

Carlos A. Gimenez  
Mayor  
Miami-Dade County  
Office of the Mayor  
111 NW 1st St., 29th Flr.  
Miami, FL 33128

OFFICE OF THE MAYOR

2012 FEB 13 1 P 2:35

RECEIVED

Dear Mayor Gimenez:

The Trustees of the John S. and James L. Knight Foundation have approved a \$100,000 challenge grant to Miami-Dade County. Congratulations.

The grant is to be used to highlight the rich cultural heritage found in Hispanic music and dance with four annual artistic performances in Miami-Dade County Parks to residents and visitors of all ages.

The terms and conditions of this grant are contained in the attached grant agreement. A self-addressed envelope to return the signed agreement is enclosed for your convenience.

Before you take steps to publicize this grant, please review our communications resources and guidelines at [www.knightcommunications.org](http://www.knightcommunications.org).

This grant is tangible recognition of your services to Miami, a Knight community. Thank you.

Sincerely,

AI:mb  
Enclosures

C: Tatiana Hernandez  
Matt Haggman  
Javier Soto  
Vivian Greer-Digon

**JOHN S. AND JAMES L. KNIGHT FOUNDATION  
GRANT AGREEMENT  
Knight Arts Challenge**

**Grantee:** Miami-Dade County

**Grant number:** 2011-0344

**Approval date:** September 12, 2011

**Grant Amount:** \$100,000

**Terms:** October 1, 2011 - October 31, 2014

**Purpose:** To highlight the rich cultural heritage found in Hispanic music and dance with four annual artistic performances in Miami-Dade County Parks to residents and visitors of all ages.

**Grant Activities:**

- Present four Tropical Nights concerts annually over the next two years to complement the current Noches Tropicales concert series;
- Celebrate American music forms such as jazz, blues, folk and rhythm and blues;
- Offer ancillary activities in conjunction with the concerts, including hands-on art activities for children, short film screenings, dance workshops and culinary demonstrations.

The grantee will blog about the work of this grant at least once a month on Knight Foundation's Knight Arts blog: [www.KnightArts.org](http://www.KnightArts.org). The grantee will send blog posts to blog editor ([artsblog@knightfoundation.org](mailto:artsblog@knightfoundation.org)) for approval and posting to the website.

**Anticipated Outcomes:** The following description represents your organization's expectations for the outcomes of the funded project. Your organization agrees that these results described below are achievable and represent the terms against which your organization will judge the success of the project.

- Increase awareness of arts programming provided by Miami-Dade County Parks;
- Provide quality arts programming throughout Miami-Dade County;
- Extend the organization's arts reach beyond the five cultural parks;
- Offer free concerts for the community;
- Expose audiences to the performing arts in a nontraditional setting;
- Provide artists and musicians with funding for performances to ensure that the arts remain alive and active during this challenging economic time;
- Encourage ongoing participation in the arts;
- Serve as an ongoing resource to the public and artists for access to the arts;
- Cultivate funding sources for future arts projects;
- Establish Miami-Dade County Parks as a quality arts presenter nationally.

**Evaluation:** In addition to tracking basic attendance numbers, Miami-Dade County Parks will also assess number of return attendees to the free concert series and participation of attendees at other arts events presented by Miami-Dade County Parks. Participants will be provided with the means to assist in the development of future Noches Tropicales/Tropical Nights concerts,

through surveys of five to seven questions, surveys at other Miami-Dade County Parks cultural facilities, social media and the stand-alone website. These methods of measurement will help determine the success of the project, evaluate the community's interest in the project and provide participants a way to invest in the arts in their community and help shape future arts programming in their parks.

Any evaluation reports relating to this grant will be submitted to Knight Foundation.

**Communications:** You agree to follow the communications guidelines at [knightcommunications.org](http://knightcommunications.org) and to clear with [communicationsdirector@knightfoundation.org](mailto:communicationsdirector@knightfoundation.org) any relevant content that mentions the foundation. Please also follow us on Twitter at @knightfdn.

**Basic Grant Conditions:**

1. This is a challenge grant requiring Miami-Dade County to raise \$100,000 in matching funds with cash or firm pledges.
  - The first match of \$50,000 must be raised during the period September 1, 2011 – August 31, 2012. The deadline for submitting matching documentation is October 1, 2012.
  - The second match of \$50,000 must be raised during the period September 1, 2012 – August 31, 2013. The deadline for submitting matching documentation is October 1, 2013.
  - Examples of documentation include, but are not limited to, pledge letters on third party letterhead, stock transfer certificates, copies of checks and grant letters other than from Knight Foundation. All documentation should state that funds are:
    1. for the project or
    2. to match Knight Foundation's grant.
2. Changes to any specific line item in the enclosed budget greater than 5% should be approved in writing by Knight Foundation prior to making the change.
3. Significant changes in project or organizational leadership should be reported to Knight Foundation within 30 days of the change.
4. As required by IRS rules, Knight Foundation funds will not be used;
  - a) To carry on propaganda or otherwise attempt to influence specific legislation;
  - b) To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive;
  - c) To make a grant to any individual for travel, study or other similar purposes or to make a sub-grant to any other organization unless this activity has been detailed in the approved grant plan and budget.
5. Capital equipment and facilities purchased using Knight Foundation grant funds must be used for solely charitable purposes during and after the Grant term. The Grant budget and budget narrative must detail:
  - a) capital equipment/facilities purchased,
  - b) its cost and use and
  - c) what will happen to the equipment/facilities once the grant term is complete.

**Reports and payments:**

1. The first payment of \$50,000 will be released within 60 days of receipt of the signed grant agreement and evidence of match due no later than October 1, 2012.
2. A progress report is due October 1, 2012.
3. The second payment of \$50,000 will be made within 60 days of receipt of evidence of match due no later than October 1, 2013.
4. A progress report is due October 1, 2013.
5. A final report is due October 31, 2014.
6. These reports will include both financial and program information in formats that the Foundation requires. The program report includes a narrative account of the grant activities and progress in achieving the grant outcomes. The report forms are enclosed with this Agreement. Grants Administration ([grants@knightfoundation.org](mailto:grants@knightfoundation.org)) can provide electronic versions and they are also available at <http://www.knightfoundation.org/grantee/report.dot>.
7. All completed reports should be sent to Grants Administration. Copies of the reports will be provided to your Program Director by Grants Administration. The Director will review your report and provide feedback. Any questions about the grant should be directed to the Program Director.

By mail: John S. and James L. Knight Foundation  
200 South Biscayne Blvd., Suite 3300  
Miami, FL 33131

OR by email: [grants@knightfoundation.org](mailto:grants@knightfoundation.org)

8. During the term of the grant, organizations audited by an independent auditing firm should submit the audit results including the management letter within 90 days of completion of the audit report.
9. Upon the Foundation's request the Grantee will provide all information relating to or developed under the grant.
10. The Foundation may withhold future payments if it has not received all required reports and/or the reports do not meet the Foundation's reporting requirements.
11. Reports may be shared by the Foundation without the prior written consent of the Grantee.

**Intellectual Property:** Grantee and the Foundation agree that all copyright and other interests in materials produced as a result of this grant shall be owned by the Grantee organization. To ensure the widest possible distribution of such materials and ensure that they enter and remain in the public domain, the Grantee organization and any individuals who may have some interest hereby grant to the Foundation a non-exclusive, transferable, perpetual, irrevocable, royalty-free,

paid-up, worldwide license to use or publish the materials or other work products arising out of or resulting from Grantee's use of the grant funds and any earnings thereon, including all intellectual property rights, and to sublicense to third parties the rights described here. Grantee, at Foundation's request, agrees to execute any additional documents required to affect such license. Exceptions to this clause must be approved by the Foundation in writing.

**Tax-Exempt Status:** Our organization's acceptance of this grant, as evidenced by our authorized signature in the space provided below, signifies that Miami-Dade County is a unit of government and, as such, donations are deductible as charitable contributions to a political subdivision as recognized in Section 170(c)(1) of the Internal Revenue Code, that our status as a unit of government will remain current during the grant period and that we will comply with all applicable federal, state and local laws and regulations that govern the use of grants from private foundations to our organization. Furthermore, we agree to use the grant funds for the purposes approved by the Foundation described below and understand that any alternative use of grant funds must be authorized in advance in writing by Knight Foundation.

**Books and Records:** Grantee shall maintain an accurate record of the grant received and all expenses incurred under this grant, and retain such books and records for at least four years after completion of the use of this grant. Those records include a general ledger with enough detail to allow tracking of the use of Foundation funds, original invoices, bank statements, copies of checks disbursing grant funds and documentation of the business purpose of each expense.

At the Foundation's request, Grantee shall permit reasonable access to its files, records and personnel by the Foundation (or its designated representatives) for the purpose of making financial audits or other evaluations concerning this grant as the Foundation deems necessary. The fees and expenses of such designated representative shall be paid by Knight Foundation.

**Management and Investment of Grant Funds, Earnings and Appreciation:** All grant funds received, and earnings and appreciation on those funds, shall be invested in a designated account in a bank or investment firm that is a member of either the FDIC or SIPC. The investment will be in accordance with Grantee's governing documents and investment policies so long as they do not conflict with this Agreement, with the laws of the State of Florida, and with Federal laws. Earnings and appreciation on grant funds shall be used solely for the purpose of the Grant. Grantee may not assess an administrative or financial management fee unless agreed to in writing and in advance by Donor.

**Unexpended Funds:** The Foundation reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any required written report. In the event of discontinuation or at the close of the grant, any unexpended funds shall immediately be returned to the Foundation, except where the Foundation has agreed in writing to an alternative use of the unused funds.

**No-cost extension:** If needed, Grantee should submit a request for a no-cost extension to the program officer before the end of the grant period. The request should contain the reason for the extension, its length and detail how any unexpended funds would be used.

**Royalties:** Any materials produced by this grant and earnings thereon shall not provide royalties or otherwise inure to the personal benefit of individuals connected with this grant. Any funds

Miami-Dade County  
Grant #2011-0344  
Page 5

realized by Grantee or any sub-grantee from product sales must be used exclusively for this project.

**No guarantee of future funding:** The Grantee acknowledges that the receipt of this grant does not imply a commitment on behalf of Knight Foundation to continue funding beyond the terms listed in this grant agreement.

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If you agree to the terms and conditions of this grant agreement, please sign and return this document to Knight Foundation. A self-addressed envelope is enclosed for your convenience. Please keep a copy of the signed document for your grant files.

Grant payment according to the terms above will be released within 60 days of receiving this signed agreement.

Name: \_\_\_\_\_  
(Type or print name and title of person signing the acknowledgment)

Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized signature of senior executive officer)

All future correspondence regarding this grant should refer to grant #2011-0344.

Please sign and return this document to:

Grants Administration  
John S. and James L. Knight Foundation  
200 South Biscayne Blvd., Suite 3300  
Miami, FL 33131-2349

**John S. and James L. Knight Foundation  
Progress Report**

Organization name: **Miami-Dade County**

Report due: October 1, 2012

Grant #: 2011-0344

Grant amount: \$100,000

Grant date: September 12, 2011

Project description: To highlight the rich cultural heritage found in Hispanic music and dance with four annual artistic performances in Miami-Dade County Parks to residents and visitors of all ages

This report enables you to provide Knight Foundation with a brief summary of your grant project and give us a better understanding of what works and what does not. Our questions address both your specific project and your relationship with the Foundation.

In answering questions about your grant project, please refer to the information you provided in your application. We believe the application serves as the first step in the evaluation process. It is important to keep those original plans as your anchor. The expectations set forth in your application should be the baseline against which you measure progress, success, changes and setbacks. Your report should reflect the line of thinking outlined in your application: the need you sought to address; the strategies and activities you devised; the results you anticipated; and your evaluation of those results.

For many, explaining the results and outcomes of a project can be difficult. We understand that there may be things you do not know. Please resist the temptation to overstate the impact of your project. It is important for us to gauge whether the expectations for the grant effort were in line with the resources provided by Knight Foundation. Learning what doesn't work is as helpful as knowing what does. You will not be penalized for identifying setbacks and challenges. Your comments about *why* something works or doesn't will help our grant-making efforts in the future. We believe they will help your organization's planning as well. In describing your relationship with Knight Foundation, please be candid and provide constructive criticism whenever appropriate. Open and frank dialogue with grant recipients helps us improve our effectiveness as a grant-making institution. Every year, Knight Foundation receives more than 1,000 applications and awards approximately 300 grants. Our resources are substantial but still finite. We constantly must make decisions in allocating our time, expertise and funds. Your comments are a valuable tool in our own organizational assessment.

Please keep your answers as brief as possible and attach only essential supporting documents. We appreciate your help and willingness to share your information and perspectives with Knight Foundation staff and board of trustees. Please call us if you have any questions about this report.

**Anticipated Outcomes:**

- Increase awareness of arts programming provided by Miami-Dade County Parks;
- Provide quality arts programming throughout Miami-Dade County;
- Extend the organization's arts reach beyond the five cultural parks;
- Offer free concerts for the community;
- Expose audiences to the performing arts in a nontraditional setting;
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- Encourage ongoing participation in the arts;
- Serve as an ongoing resource to the public and artists for access to the arts;
- Cultivate funding sources for future arts projects;
- Establish Miami-Dade County Parks as a quality arts presenter nationally.

**Requested Information:**

1. Consider the need you identified in your application. Explain whether the need you originally described was consistent with what you actually found during the course of the project, or if your subsequent experience gave you a different perspective.
2. Please summarize your major activities in the project. Did you find it necessary to adjust the planned activities and/or timetable? If so, explain. Based on your experience with this project, describe anything you would do differently next time.
3. Describe any setbacks you encountered during the grant project and how you addressed them.
4. Please describe the direct results of your project activities. In reviewing the activities carried out in this grant program, *what happened* as a result of each one?
5. How will the results you accomplished in the short term affect your efforts toward the long-term goals you identified in your proposal? What other things – perhaps beyond your control – must take place to achieve a broader impact on the community or populations you want to reach?
6. What measures were used to evaluate your progress? How are you using and sharing your evaluation results, both internally and externally? Please attach copies of any evaluation reports.
7. If you were publicizing the single most important outcome of your work, what headline would you write for your news release?
8. Who else funded this effort, and at what level? If the total proposed budget amount was not raised, how did you alter your approach to the project?
9. Please attach a copy of the proposed vs. actual project budget. Was it necessary for you to make any significant changes to the proposed project budget? If so, please explain.
10. What else, if anything, would you like Knight Foundation trustees and staff to know about your experiences with this project?

11. How would you describe your interaction with Knight Foundation staff? Please note what was most useful about your interaction with Foundation staff and what changes would you suggest. What could Knight Foundation or your organization do to strengthen our relationship and increase the effectiveness of grant projects like yours?
  
12. For some organizations, Knight Foundation is able to facilitate contacts with experts in the field, professional peers and similar organizations in other Knight communities. If this networking was appropriate for your organization, was the Foundation an effective partner in helping you learn from similar work going on in other locations?