



Cultural Division

100 S. Andrews Avenue • Fort Lauderdale, Florida 33301 • 954-357-7457 • FAX 954-357-5769

April 15, 2015

Ms. Gina Rivera, CPRP
Grants & Special Projects Coordinator
City of Fort Lauderdale
1350 West Broward Blvd.
Fort Lauderdale, FL 33312

RE: Cultural Tourism Program CTP01-2015

Dear Ms. Rivera:

Enclosed are two (2) copies of the incentive program agreement between the City of Fort Lauderdale and Broward County, FL for fiscal year 2015.

Please review the Agreement's 'Exhibit A' scope of services. It is important that you return all copies of the agreement, signed and properly witnessed, in a timely manner in order to ensure that the County's funding will commence October 1, 2014 with the start of your municipality's programming. The term of this Agreement shall end on September 30, 2015.

Also, enclosed is an instruction sheet (attachment 1) for executing the agreement. Please follow the instructions carefully. If you have questions concerning the execution of any agreement, call the Incentive Section at (954) 357-7530, or (954) 357-7502. Please sign and return all contracts to the Cultural Division as soon as possible.

The Cultural Division looks forward to the events and services planned by your organization. Please do not hesitate to call whenever you have questions or need assistance concerning incentive program administration.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Shermer".

James Shermer
Grants Administrator
jshermer@broward.org
954-357-7502 Desk

Broward County Board of County Commissioners

Mark D. Bogen • Beam Furr • Dale V.C. Holness • Martin David Kiar • Chip LaMarca • Stacy Ritter • Tim Ryan • Barbara Sharief • Lois Wexler
www.broward.org/arts

Governmental Entities

Broward Cultural Council /Cultural Division

Instructions for Execution of Grant Agreements

Attachment 1

Read the grant agreement. The agreement is a legally binding document between the grantee entity and Broward County and provides obligations to which both parties are agreeing.

Insurance Requirements - Insurance, for a governmental entity, requires written verification of liability protection in accordance with state law prior to execution of the grant agreement by the County. Read this article carefully. Failure to provide written verification could delay the start of the grant project until insurance requirements are met.

Prepare the Authorizing Officials, Now - Acceptance and execution of this Agreement usually requires official action by the Mayor, or City Manager, and may require approval of the City's Council or City Commissioners. Check with your City Clerk, or City Attorney, to schedule the grant agreement 's execution. (Placement on the City's public meeting agenda docket for formal approval and action).

Whose signatures are needed? - Agreements prepared for cultural grants have the name of the mayor, city manager, or other officer authorized to sign for the public entity. All copies of the agreement must bear original signatures. Also, an official of the entity must attest to the authorized official's signature. If unavailable, it will be necessary for two persons to sign as witnesses to the signature of the authorized official. **A public entity may also require approval as to form by the entity's attorney.**

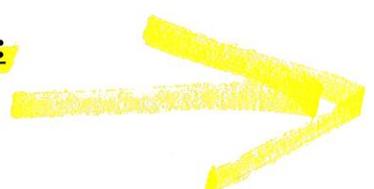
Corporate Seal - The corporate seal of the grantee entity must be affixed to each grant agreement.

Exhibits A & B - Do not remove these items from the copies of the grant agreement.

Exhibit A contains specific information as to the events and services the grantee organization agrees to provide. Read it carefully. If there are questions, call the grants section.

Exhibit B is a grant project evaluation report to be completed and filed with the Cultural Division within 30 days of completion of the grant project.

Complete and return along with your signed agreements:

- 1.) **"Pre" Prepared Invoice Request Form**
 - 2.) **Fiscal Year 2015 Authorized Signatures**
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Return **ALL** copies of the grant agreement signed, sealed, and intact by: as soon as possible to the Grants Section, Cultural Division, 100 S. Andrews Avenue, Fort Lauderdale, FL 33301-1829. If the entity requires a copy of the agreement bearing an original signature for official records, please make an additional photographic copy of the agreement prior to execution by the authorized official for retention by the grantee entity. **Do not retain one of the copies sent to you by the County.** After the signed agreement is received by the grants section it will be forwarded for review by an Assistant County Attorney. If all is in order the agreement will be forwarded to the County Administrator for execution for the county. **One fully executed copy of the grant agreement will be returned to the grant organization.** Questions concerning this process should be directed to 954- 357-7530.

Broward County Cultural Division Incentives Section

Fiscal Year 2015 Authorized Signatures

This form will be used as the official signature authorization record for

NAME OF GRANTEE (ORGANIZATION, or ARTIST)

The person(s) listed below are authorized to sign, and therefore certify, Units of Service Invoices when requesting grant payments:

NAME	SIGNATURE	TITLE

Approved by:

Print Name and Title of Authorizing Official

Signature

Date

This form is intended for authorizing officials (President, Executive Director, etc.) to delegate the authority to certify the Broward County Cultural Division Units of Service Invoices.

“Pre” Prepared Invoice Request

Broward County Cultural Division Grant Agreements

If you would like to have your invoices pre prepared with all the constant information such as the scope of the project and the definition of the units of service already inserted into the invoice, please complete the form below and return it to Susan Schultz at the Cultural Division or you can email the information sschultz@broward.org .. If you provide an e-mail address, the pre prepared invoice will be e-mailed to you. The invoice is MS Word format. If you have any questions call Susan Schultz at 954-357-6704.

Organization:
Grant # ('s):
Address:
City, State, Zip:
Contact Person:
Contact's Title:
Contact's Phone #:
Contact's email:
Invoices to be Prepared by:
Invoice Preparer's Phone #:
Invoice Preparer's email:
Authorized Officer for certifying the invoice:
Authorized Officer's Title:
Other: