

Program Description

The Miami Foundation (the Foundation) has agreed to serve as Fiscal Sponsor for the community grantmaking program of the Knight Foundation's Knight Arts Challenge (KAC) initiative. Knight Foundation will provide a list of recommended grants to the Foundation. As Fiscal Sponsor, The Miami Foundation is responsible for:

- Conducting due diligence on Grantees recommended by Knight.
- Deciding whether to accept Grantees recommended by Knight.
- Entering into grant agreements with the agreed upon Grantees.
- Setting up Grantee Funds at the Foundation.
- Managing KAC grant dollars deposited at the Foundation.
- Collecting, reviewing, and approving all match documentation and interim/final reports submitted by Grantees.
- Processing payments to Grantees.
- Working with Grantees to identify and explain major budget variances.
- Submitting interim/final narrative and financial reports to Knight.

Establish your relationship with The Miami Foundation (Fiscal Sponsor)

1. Complete an updated project budget

A project budget using the provided template and reflecting the amount awarded by Knight must be submitted **in Excel format** to The Miami Foundation and Knight Foundation. The final budget must be approved by both The Miami Foundation and Knight Foundation. Please send the budget to both Lindsey Linzer at LLinzer@miamifoundation.org and Adam Ganuza at ganuza@knightfoundation.org.

If the Grantee is not a 501(c)(3) they will need to allocate The Miami Foundation's 4% administration fee on the full grant amount in the updated budget.

For example, if Knight recommended a \$35,000 grant to a for-profit company, there must be a line item in the budget that accounts for the \$1,400 fiscal sponsorship administration expense.

2. Sign your agreement and policy manual

After the Grantee 101 session, The Miami Foundation will send you a grant agreement and policy manual via DocuSign. Both signed documents are due back to The Miami Foundation within 30 days of receipt or the grant offer may be rescinded.

Match your grant

Once the grant agreement and policy manual have been signed, fundraising efforts can begin. In order to make funds available, the Grantee will need to keep track of all documents for proof of match and then to submit to the Foundation for our review. Below are examples of proof of match documentation:

- Letter(s) of intent/pledge (must be signed and on letterhead)
- Ticket sales reports

- Copies of checks for individual and corporate donations
- Copies of deposit slips (for cash donations)
- Crowdfunding website reports
- Bank statements

To submit proof of match, complete the required Match Cover Page template and send it along with the supporting documentation to reports@miamifoundation.org as well as cc'ing Lindsey Linzer at LLinzer@miamifoundation.org. The Match Cover Page template can be found at <http://miamifoundation.org/knightwinners/>.

Match dollars must be raised within the specified term as outlined in your grant agreement with The Miami Foundation. **Note that only 25% of the required match can be related to in-kind gifts.** In-kind gifts are defined as contributions of goods or services, other than cash grants. In-kind gifts can include supplies and materials, space and professional services.

For example, if a donor contributes \$100 of artists' supplies including canvas, paints and brushes, the fair-market value of those items can be used as an In-kind gift.

The Grantee must FULLY match each payment tranche of the grant BEFORE the grant dollars can become available for expenditures. Payment tranches will be specified in the Grant Agreement between the Grantee and the Foundation.

For example, if the grant award is for \$50,000 payable over two years in \$25,000 tranches, the Grantee must submit proof in the first year that \$25,000 has been raised to have access to the first tranche of funds.

Knight Arts Challenge winners, **who are not 501(c)(3) organizations (for profit corporations, partnerships, individuals)** are eligible to open a separate fiscal sponsorship fund at The Miami Foundation to assist with raising their match requirement. With a fiscal sponsorship fund, the Grantee is then able receive tax deductible charitable contributions for the Knight project to that Fund. If the contribution is being made in the form of a grant, prior approval from The Miami Foundation is required. The fee charged for the fund is 4% of each deposit received. Note that the Fund term and scope is limited to the term and scope of the KAC grant. Once the grant term has ended and all funds have been expended toward the Knight Arts Challenge project, the fiscal sponsorship fund will be closed. All funds must be used towards the KAC approved project. Any remaining funds not used for the purpose of the project are retained by The Miami Foundation.

Grant Disbursement

For 501(c)(3) organizations

Once the Grantee has FULLY matched the tranche of the Knight Arts Challenge grant and submitted all proof of matching documentation that is approved by The Miami Foundation, The Miami Foundation will issue a lump sum payment to the organization equal to the matched tranche.

For Non-501(c)(3) Organizations/Individuals

Once the Grantee has FULLY matched the tranche of the Knight Arts Challenge grant and submitted all proof of matching documentation that is approved by The Miami Foundation, The Miami Foundation will hold the grant dollars and the Grantee can start expending the matched grant tranche by submitting payment requests.

In order to submit a payment request, complete and submit the Payment Request Form and provide supporting

documentation for each expenditure request as outlined on the form. The Payment Request Form can be found at <http://miamifoundation.org/knightwinners/>.

Payment requests should be submitted to paymentrequest@miamifoundation.org.

Important reminders:

- Payment requests submitted with proper documentation by Friday at 5:00 p.m. will be processed for payment to go out the following Friday. ACH payments are The Miami Foundation's preferred method of disbursement and guarantees availability of funds by Friday. **Please note, payment requests submitted the week prior to a federal holiday or the week of a holiday may be delayed.**
- The Miami Foundation will issue any required 1099's to independent contractors and the project representative.
- The Foundation monitors the grant expenditures on an ongoing basis. If the Foundation identifies expenditures that are greater than 5% variation for each budget line item, the Foundation will notify the appropriate Knight Program Director. If, at The Miami Foundation's discretion, the progress on the implementation of the grant is not satisfactory or the budget variances are significant, The Miami Foundation may halt all grant payments until said issues are resolved.

Reporting

Reports are due on October 31st of each year that the grant is active. The Grantee must provide Narrative Reports to The Miami Foundation. The Reporting Templates can be found at <http://miamifoundation.org/knightwinners/>. Please send all completed reports to reports@miamifoundation.org.

501(c)(3) organizations that received a lump sum payment **MUST** submit a Financial Report **in Excel format** documenting how the grant dollars were expended. If there is a variance of greater than 5% from the approved grant budget, the Grantee must request and explain the variance in writing and The Miami Foundation will work with the Grantee to request the variance from Knight before any expenses can be incurred.

Non-501(c)(3) organizations/individuals do not need to submit a Financial Report. The Miami Foundation will track fund expenditures on behalf of the project.

The Miami Foundation will review and annually submit all Grantee reports to Knight Foundation.

Amendments and Exceptions

The Grantee should contact The Miami Foundation to request an amendment or exception using the designated form found at <http://miamifoundation.org/knightwinners/>. Amendments or exception requests may include but are not limited to:

- Grant extensions
- Change in project activities
- Change in budget
- Match disbursement exception

Contact Information

The subject line for any email sent to The Miami Foundation or Knight Foundation regarding your grant must use the following format: KAC “City” “Year” – “Grantee Name”, “Subject”.

For example, “KAC Miami 2016 – Perez Art Museum Miami, extension request” or “KAC Detroit 2015 – University of Michigan, match question”

Match documentation must be submitted to reports@miamifoundation.org

Reporting can be submitted to reports@miamifoundation.org

Payment requests can be submitted to paymentrequest@miamifoundation.org

General questions can be directed to LLinzer@miamifoundation.org

Lindsey Linzer

Director of Grants Administration

The Miami Foundation

LLinzer@miamifoundation.org

Direct: (305) 357-2079

Adam Ganuza

Arts Program Officer

Knight Foundation

ganuza@knightfoundation.org

Direct: (305) 908-2687

Agreement Terms

I have read and understood the Knight Arts Challenge Policies and Procedures Manual.

Grantee:

Name: _____

(Type or print name and title of person signing the acknowledgment)

Signed: _____ **Date:** _____

(Authorized signature of senior executive officer)