



FY 2020-21 Community Artist Program Guidelines

Community Artist Funding
for Non-Profit Organizations and Individual Artists

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Office of Arts and Culture

Vision

An equitable, diverse and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas.

Mission

The Office of Cultural Affairs works to enhance the vitality of the city and the quality of life for all Dallas residents by creating an equitable environment wherein artists as well as arts and cultural organizations thrive; people of all ages enjoy opportunities for creative expression; and all celebrate our multicultural heritage.

Our mission is to support and grow a sustainable cultural ecosystem that ensures all residents and visitors have opportunities to experience arts and culture throughout the city.

Statement on Cultural Equity

In Dallas, we envision a city of people whose success and well-being are not pre-determined by their race, age, disability, sexual orientation, gender, social status, zip code, or citizen status. We recognize that artistic and cultural expression are fundamental to the development of our identity, as individuals and as a community at large. We assert the right for all people to have access to arts and cultural experiences throughout Dallas.

We recognize the historic legacies of racism, overt bias and injustice that shape our present reality. In fact, the City of Dallas' arts funding originated to support organizations of the Western European canon, collectively referred to as "The Big Six." Going forward, we will strive to support the broadest range of art forms and creative producers, considering inclusivity, diversity and neighborhood impact to direct resources equitably to artists and organizations. We will work to build a robust arts ecosystem that continually evolves to better reflect the diverse composition of Dallas. Towards this end, we recognize and affirm the potential of new and emerging artists and organizations.

The Office of Cultural Affairs will serve as convener and connector to catalyze equity in the policies and practices of its partners across the Dallas arts ecosystem. Core to this is leading other organizations and private resource providers to advance diversity, equity and inclusion in concrete, measurable ways. Annually, the Office of Cultural Affairs will summarize its own support for artists and arts organizations, highlighting measures of equity and diversity.

As we work together to create a more vibrant Dallas, the Office of Cultural Affairs is committed to nurturing the wide diversity of creative culture and experiences that make up this great city.

FY 2020-21 Community Artist Program

The Community Artist Program provides artist services to Dallas communities by ALAANA (defined below) and other individual artists and non-profit organizations to teach, perform, and exhibit at host facilities in neighborhoods around the City of Dallas. CAP cultivates collaborations between artists and communities. Services are requested of CAP artists and organizations by OAC on an as-needed, when-needed basis. Inclusion on the CAP artist roster does not guarantee that services will be awarded. CAP recipients only receive funds as requests from the community are received, services are completed, and complete invoices & evaluations are submitted.

ALAANA means African, Latinx, Asian, Arab, and Native American. This also includes Native Hawaiian and Pacific Islander (category as defined by the US Census Bureau).

ALAANA Organization means an organization whose primary intention, practices, and mission is by, for, or about artists, cultures, and communities. The word “for” refers to the intention of the organization to perpetuate, promote, and present art that is representative of a culture and people and/or is given form by artists.

Program Goals

1. To provide opportunities for Dallas neighborhood residents and organizations to have greater access to the arts and cultural expression exposing them to and educating them on ALAANA art forms and/or traditions heightening resident understanding of the unique contributions of the city’s various cultures to the community in Dallas.
2. To create opportunities for ALAANA artists to participate in events throughout Dallas which showcase and celebrate the community’s unique history, diversity, and varied racial and ethnic heritage.
3. To provide support and opportunities for arts programming through which ALAANA artists and organizations can teach, perform, and exhibit at host facilities in neighborhoods in the city of Dallas.
4. To promote collaborations between the arts and community entities, such as business, government, and the non-profit sector, for the purpose of community development.

Service Types

There are 2 different types of services that encompass the Community Artist Program:

Performances – A proposed performance will introduce an audience to a cultural art form or tradition. Performances average 50 minutes in length plus set up and break down times. Performances will be no longer than 120 minutes each without prior approval from the Community Arts Manager.

Workshops – A workshop is a hands-on opportunity to introduce the audience/participants to a cultural art form or tradition. A workshop series allows the participants to explore the topic in greater detail and may include a culminating activity. Workshop series are comprised of workshops extending from two to five sessions. Individual workshop sessions will be no longer than 180 minutes each without prior approval from the Community Arts Manager.

Selected artists and organizations conducting workshops must provide the following:

- A written outline of services
- Artistic teaching points/curriculum (including flexibility)
- Age level of classes
- Minimum/maximum possible attendance

Note:

Inclusion on the CAP artist roster does not guarantee that services will be awarded. CAP recipients only receive funds as requests from the community are received, services are completed, and complete invoices & evaluations are submitted.

Organization / Artist Eligibility

The Community Artist Program is intended for ALAANA artists who are residents of the City of Dallas and ALAANA non-profit arts organizations with administrative offices that are permanently located in the City of Dallas. Other artists and arts and cultural organizations may also be considered if guideline requirements are met. Artists and non-profit organizations performing or presenting workshops in the areas of music, dance, theatre, literature, visual arts, film/video, literary arts, folk arts, and other disciplines will be considered for the program.

- Applicants may only submit one application – **multiple submissions from the same applicant will not be accepted**
- Organizations must have at least a 3-year operating history
- Individual artists must have at least 3 years of professional experience in their field and provide a resume or vita AND examples of their work.
- The organization's administrative office or individual artist's residence must be located within the city limits of Dallas. P.O. Boxes will not be accepted as proof of office or residence location within the city limits of Dallas.
- The applicant must be willing and able to enter into a contract with the City and meet the requirements associated with receiving funds from the City.
- Organizations must be tax-exempt under section 501(c)(3) of the Internal Revenue Code.
- Any funded organization/artist must comply with regulations pertaining to federal grant recipients including, but not limited to, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

- Any funded organization/artist must obtain and maintain during the contract term all necessary licenses, permits, insurance and other approvals required by law or the City for the provision of services.
- If funded in the previous year's program cycle, the artist or organization must be compliant with the previous year's contract in all OAC funding programs in order to apply for future funding in the program. Organizations or artists who fail to successfully complete their contract are not eligible for funding in the subsequent funding cycle of the same program.

Organizations contracting with the City through other funding programs may also apply to be on the artist roster for the Community Artists Program as long as the total support by the City in a fiscal year, whether cash or in-kind, regardless of the department from which the funds and support originate, shall not exceed:

- (i) 50% of an organization's audited revenue for organizations with revenue less than \$1,000,000.
- (ii) 40% of an organization's audited revenue for organizations with revenue of \$1,000,000 or more.

Ineligible Organization / Artists and Activities

Applications will not be accepted for the following:

- Activities which do not have a cultural or artistic focus.
- Applications from individual artists who are not residents of Dallas or organizations that do not have administrative offices located in the City of Dallas.
- Applications with P.O. Boxes listed as their main address or their administrative office.
- Youth applicants or organizations that solely involve youth who are in school and have not yet completed the 12th grade.

General Application Guidelines

Applications are considered incomplete if supporting materials are not uploaded at the time of submission. Incomplete applications will not be moved forward for panel review.

- Before you begin the application, carefully read all CAP guidelines.
- Develop the application so that it addresses program goals and criteria.
- Complete all required information and submit online support materials (e.g. teaching curriculum, critical reviews, web links, photos, audio and video recordings, etc.).
- All supplemental materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials can negatively affect your application score.

All individual artists are required to upload a resume with the application. In addition, please upload the following supplemental material, if available:

- Sample teaching curriculum
- Web links to work samples such as video, sound or music clips. The clips should highlight or showcase the applicant.
- Critical reviews or newspaper clippings
- Programs or playbills
- Organization or Artist brochures
- Photos

Please check the online application for more information about uploading and attaching support material.

Contact the Community Arts Staff to ask for any clarification or a copy of the FY 2020-21 CAP Guidelines. The OAC staff can review your proposal with you prior to the submission date as time permits.

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Helpful Tips for Preparing Your Application

- Read the guidelines, funding application instructions and criteria before beginning the application process.
- Plan your narrative following the questions and funding criteria. Plan your answers carefully to avoid repetition.
- Write to the funding criteria. Remember all applications are reviewed based on how well the application meets the funding criteria and the programming you have to offer.
- Demonstrate how your programming relates or applies to at least one of the six priorities of the 2018 Cultural Plan.
- Don't assume. Those who review your proposal may have no knowledge of you/your organization or its programming. Make sure you describe existing and proposed programs in detail. The application should stand on its own merits.
- Avoid generalizations. Rather than stating, "We have operated a successful series of concerts for the last four years," use numbers to prove your case. For example, "We
- have produced six plays with 10-performance runs for the last four years to audiences ranging from 75 to 100 per each performance.
- Proofread. Before submitting your application, have at least one person proofread it. If the reader has questions, it is likely that the reviewers will as well. Applications that contain frequent typographical errors, poor grammar or misspelled words do not give a positive impression of the applicant.

To Apply

Participants in the Community Artist Program will be selected by a community panel review method. As per Cultural Policy, contracts for services are made on an annual basis; all potential service providers must submit an annual application by the published deadlines, and in the established format, to be considered for a cultural service contract. Failure to submit a complete application in the proscribed manner by the established deadline of July 20, 2020 at 11:59 p.m. (Central Time) will result in removal from consideration for the Community Artists Program.

Support Materials are required with the application submission (such as online samples of work, videos, photos of work, YouTube clips, critical reviews, etc.). Only one application will be accepted per applicant. Supporting materials should reflect the curriculum or cultural performance that is being proposed for the current application year. Individual Artists will be required to submit a resume or Vita.

Applications are considered incomplete if supporting materials are not uploaded at the time of submission. Incomplete applications will not be moved forward for panel review.

FY 2020-21 CAP Timeline

FY 2020-21	
July 6, 2020	Applications Open
July 20, 2020	Applications Close
July 24 - August 7, 2020	CAP panelist review and scoring
August 12, 2020	Funding Recommendations – Allocations Committee
August 17, 2020	Funding Recommendations – Notifications to Applicants
October 1, 2020	Earliest start date for services
September 30, 2021	Last day of services for fiscal year 2020-21

Application Review & Selection Process

Review of Applications

OAC Community Arts staff will first review all application proposals to ensure accuracy, inclusion of all material and if the project meets the criteria of the Community Artist Program. Only applications meeting the criteria and vetted by OAC staff will move forward to the panel for review. Applicants will be notified of funding results in a timely basis after the deadline and processing of the proposals.

After OAC staff review, applications for the Community Artist Program are evaluated by a community review panel. The review panel should, to the greatest extent possible, reflect the diversity of the City of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.

ALAANA and other artists and organizations will be considered to become members of the artists roster depending on the demand, type of service proposed, and available CAP funds.

Nominations to Review Panels shall be provided by interested members of the public, the Arts & Culture Advisory Commission, and City staff. In no instance shall a City employee, Arts & Culture Advisory Commissioner, or other City official be a voting member of a review panel.

Review panel members shall be independent, impartial, and responsible only to the people of the City and shall comply with the Code of Ethics in Chapter 12A of the Dallas City Code including, but not limited to, recusal and disclosure provisions. Panelists should strive to avoid the appearance and risk of impropriety.

The selected panel will review the applications and the virtual presentations. They will then score the applications up to 80 points. An administrative score will be added to the panel scores. Details regarding both the Panel Scores and the Administrative Scores are listed below

1. Artistic Qualifications (30 pts)
2. Community Impact (30 pts)
3. Quality of Service (20 pts)
4. Administrative Score (20 pts)

Panel scores and administrative scores add up to a possible total score of 100 points

Details on the scoring criteria are below.

1. **Artistic Qualifications (30 points)** – Are the qualifications of the artist/organization based on training and/or professional experience, quality of work, planning skills, past record of achievement, and potential to manage and carry out the proposed service?
2. **Community Impact (30 points)** – Is there a need of the community for the particular service, based on how it will increase understanding of the cultural heritage of the participating artist, meet an underserved need in the community, and benefit the community at large?
3. **Quality of Service (20 points)** - Is the service well planned and appropriate for the targeted audiences, and does the service offer a quality product that advances the preservation or perpetuation of art forms that are rooted in ethnic/cultural traditions?
4. **Administrative Scoring** - Administrative scoring is broken down in to three categories:
 - a. **ALAANA Programming (10 Points)** – Artists and non-profit organizations whose programming can be linked to an ALAANA experience or culture.

Points	ALAANA Programming
10	ALAANA Programming
0	Non-ALAANA programming

b. Compliance (5 Points):

- i. *Current Artists/Organizations:* Compliance with previous year’s Community Artist Program contract - all scheduled services provided, timely communications, use of allocated funds.

Points	Compliance
5	Met all requirements of previous year’s contract
0	Did not meet contract requirements

- ii. *New applicants:* Contact OAC Community Arts Staff before or during the application period to obtain a precursory overview and understanding of the program. Contact with OAC staff after the closing of the application period will result in zero points awarded

Points	Contact
5	Recorded contact with Community Arts Staff
0	No record of contact

- c. **Cultural Plan Priorities statement (5 Points)** – Applicant has clearly defined programming that aligns with the 2018 Cultural Plan Priorities of Equity and Diversity.

Points	Priority Support (Equity-Diversity)
5	Clearly supports selected priority(-ies)
3	Somewhat supports selected priority(-ies)
0	Does not support selected priority(-ies)

Failure to provide appropriate materials for the panel will result in a reduction of evaluation points, up to and including automatic withdrawal of application.

Selection Process

Panel and staff scores are forwarded to the Allocations Committee of the Arts & Culture Advisory Commission for review. The Allocations Committee recommends the applicants who will be contracted for the CAP roster as well as funding levels for each applicant taking into consideration the scoring, funding projections, and staff recommendation. If the number of applications warrants more than one panel to review, the scores for each review panel group will be normalized for the purpose of funding allocation. **An applicant whose normalized score is below 70% will not be considered for funding and participation on the CAP roster.** Normalizing a score means each score is divided by the highest score of the review panel group.

The Allocations Committee recommends a roster of artists and allocations for contract levels based on the total available funding budget for the Community Artist Program, the need to provide a balance among arts disciplines represented in the program, the capacity of the proposed service to meet CAP

goals, the needs of underserved communities and other host organizations, and requests by and/or needs of the community in Dallas.

Variances from these guidelines may be approved by the Director; however, material variances shall require City Council approval.

Artist Service Contracts

All CAP artists and organizations will be given instructions on scheduling of services, completing agreement forms, evaluation forms, and invoices. A signed contract must be completed with the Office of Arts and Culture before commencement of services. The contracting process can take between four and six weeks depending on each artist's/organization's circumstances, and insurance or background checks may be required (further details provided in Appendix A). **Services are requested of CAP artists and organizations by OAC on an as-needed, when-needed basis**, and are contracted at set fees as set forth in the contract – see Appendix B for further details

If you are chosen to be on the CAP artist roster you will need to register as a City vendor if you don't already have a vendor number. Registration forms can be obtained by contacting the Community Arts Staff. More information will be given to applicants after being notified of being selected for the CAP roster.

Newly selected artists/organizations will be placed on a probationary period of one year to ensure compliance with and fulfillment of program requirements and guidelines. Service contracts (established or probationary) may be terminated for the following reasons:

- Failure to pass background check
- Failure to provide certificate of insurance (if required)
- Cancellation of insurance
- Excessive unexplained absences (two or more during a fiscal year)
- Excessive unexplained tardiness (three or more during fiscal year)
- Late paperwork
- Unprofessional/unethical behavior
- Unresponsiveness

Artist Evaluation/Final Form

CAP artists are responsible for submitting an Artist Evaluation/Final Form for each service provided. Completed evaluation forms will be submitted electronically to the Office of Arts and Culture via the web portal. Corresponding invoices must be sent to the Community Arts Coordinator. Invoices will not be processed without receipt of the evaluation form.

Invoices and Payments

The artist/organization will submit a signed invoice to the City upon completion of each contracted service along with an evaluation form. Payment will generally be mailed within 30 business days from receipt of the invoice. Invoices submitted prior to the date of service will not be accepted.

Invoices must be submitted no less than 30 days after completion of the service. Late submission of invoices will be tracked and taken into consideration for contract compliance purposes in future application cycles.

All invoices must be submitted by October 31, 2021 to avoid possible non-payment or delays due to City financial processes.

CAP artists are responsible for submitting an Artist Evaluation/Final Form for each service provided. Completed evaluation forms will be submitted electronically to the Office of Arts and Culture via the web portal. Corresponding invoices must be sent to the Community Arts Coordinator. Invoices will not be processed without receipt of the evaluation form.

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Host Guidelines

The Office of Arts and Culture staff will assign participating artists/organizations to services in the community on a request and need basis. Community hosts may include churches, community organizations, recreation centers, social service agencies, and other non-profit groups. Emphasis will be placed on underserved or un-served communities that have not had prior exposure to the art form. An attempt will be made to spread program services throughout all areas of the City. All funded activities must occur within the Dallas City limits. **The community host will provide a facility/space at no charge to the participating audience or neighborhood participants.** The host is expected to market the service, appropriately publicize the event, and provide verification of marketing seven days before the event date.

Cancellations

Cancellations must be provided by phone and by email directly to the artist as soon as the host is aware of the need to cancel. Hosts must subsequently notify the Community Arts Staff by email. No more than two cancellations will be accepted per host per fiscal year. Cancellations in excess of two per fiscal year may warrant the inability to request an artist/organization from the CAP roster during the following fiscal year.

Artist will only be compensated for cancelled events if the cancellation is received less than 24 hours before the event. If an event is rescheduled, approval of rescheduled date must be provided to the host and artist by Community Arts staff.

Logo and Credit Line

Host organizations awarded CAP programming should include the following credit line and logo in publications, programs, press releases, season brochures, lobby displays, advertising and public communication:



“(Name of Event Featuring CAP Artist) is supported in part by the City of Dallas Office of Arts and Culture”

It is imperative that the residents of Dallas know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in this City.

The OAC logo can be downloaded from our website: www.dallasculture.org, click on “Funding Programs” and then “and then scrolling down to the bottom left and click on “OAC’s Logo”.

Definitions

ALAANA – African, Latinx, Asian, Arab, and Native American. This also includes Native Hawaiian and Pacific Islander (category as defined by the US Census Bureau).

ALAANA Organization – An organization whose primary intention, practices, and mission is by, for, or about ALAANA artists, cultures, and communities. The word “for” refers to the intention of the organization to perpetuate, promote, and present art that is representative of a culture and people and/or is given form by artists.

Artist – Any practitioner of the arts.

Arts based community development – arts activities created by and with community members that include elements of community access, ownership, participation and accountability and have the goal of improving and enhancing the quality of neighborhoods.

Culminating Event – An organized occasion or communal activity that celebrates and/or exhibits the learning and development from the workshop and residency sessions.

Curriculum – A step-by-step outline of educational service, objectives and methods of implementation

Discipline – Any art form such as music, dance, theater, literature, visual, media or folk.

Established – Existing contract in place for more than one year and has completed probationary period.

Fee Structure – The total artist fee for each type of service for which funds are requested.

Folk Artist – Maintains or practices traditional beliefs or skills that are learned and passed on from one generation to the next by word of mouth and customary example. The folk arts can include both material culture and oral/expressive traditions and are found in groups of people who share a cultural bond and history.

Format – The method of service delivery. For example: a performance, workshop, or residency.

Host – Any organization, which brings an artist to its community. Hosts may be churches, schools, community organizations, recreation centers, social service agencies and other non-profit groups.

Objective – A one-line description of the goal, purpose or aim of the workshop session. For example: The objective of the Pen & Style lesson is to introduce the participants to 3 new poetry writing styles.

Performance – a one-time showing designed to introduce an audience to and/or celebrate a cultural art form or tradition.

Probationary – Existing contract in place under one year and examined periodically for compliance with program requirements and guidelines.

Service – The activity for which the applicant is requesting funds.

Session – The time spent of artists in direct contact with participants working on an art activity and learning a craft.

Workshop – Short-term service, one-day or multiple-day series of interactive art instruction.

Appendix A: Insurance and Background Checks

Insurance coverage or background checks will be required for funded FY 20-21 organizations or artists. Contracts cannot be executed, and funds cannot be released without evidence of the required insurance if determined by Risk Management. Proof of insurance must meet the specific terms of the funding contract. As soon as the coverage requirements are determined by Risk Management, funded organizations/artists will be notified. Failure to meet insurance requirements or cancellation of insurance may be reported to the Arts and Culture Advisory Commission and could result in contract termination. (For more information on obtaining insurance coverage and amounts required, please contact the Community Arts Staff.)

Below are samples of the types of insurance that may be required – additional types of insurance may be required.

General Liability

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability with minimum combined bodily injury (including death) and property damage limits. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Abuse and Molestation

If the artist or organization is doing programming for children under 18 years of age or senior citizens.

Auto Liability

If vehicles will be used in the performance of services under the contract - Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury (including death) and property damage limit. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Workers' Compensation

If the Artist's employees are performing services under the contract at a City owned facility - Workers' Compensation within the regulations of the Texas Workers' Compensation Act as well as Employers Liability. The following endorsements shall be added in favor of the City of Dallas: 1) Waiver of Subrogation and 2) 30-Day Notice of Cancellation.

Certificates of Insurance

Certificates of Insurance must be written by a company licensed to do business in the State of Texas at the time the policy is issued and be acceptable by the City.

Background Checks

Background checks will be conducted and may waive insurance requirements. All persons working in conjunction with a CAP artist and/or organization must be cleared through the background check

process before services can be rendered. Please note that background checks can only be conducted through the City's mandated, third-party company. Background checks from other organizations cannot be used. For additional information on the background check process contact Community Arts Staff.

All insurance contracts and certificate(s) of insurance will contain and state, in writing, the following required provisions:

- a. Name the City of Dallas and its officers, employees and elected representatives as additional insureds to all applicable coverages.
- b. State that coverage shall not be canceled except after thirty (30) days written notice to:
 - (i) Office of Cultural Affairs, Attention: Community Arts, 1925 Elm #400, Dallas, Texas 75201
and
 - (ii) Director, Office of Risk Management, 1500 Marilla, 6A-South, Dallas, Texas 75201.
- c. Waive subrogation against the City of Dallas, its officers and employees, for bodily injury (including death), property damage or any other loss.
- d. Provide that the organizations' insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.
- e. Ensure that all certificates of insurance identify the service or product being provided and name the City department shown in REQUIRED PROVISIONS as the Certificate Holder.
- f. 30-day cancellation clause obligating the insurance company to notify the Office of Cultural Affairs of cancellations or material changes.

Appendix B: FY 2020-21 CAP Service Artist Fees

Fees include: Artist fees, setup, teardown, supplies, transportation, invoicing/evaluation completion time.

Performances:

One performance (50 minutes)

\$350 per individual artist

\$600- \$750 per group of 2 or more as delineated in contract

Workshop Series:

Individual Artist or organization

One Session Workshop (50 minutes)

\$350 per teaching artist (\$450 with one assistant)

2 Session workshops - \$600

3 Session workshops - \$900

4 Session workshops - \$1,200

5 Session Workshops - \$1,500

Additional time for performance and one workshop will be added at ½ of the hourly fee. *

Example:

\$350 for first 50 minutes with additional 50 minutes (\$175) = \$525

\$600 for first 50 minutes with additional 50 minutes (\$300) = \$900

Additional time for multi-session workshops will be added at ½ of the hourly fee.

Example:

300 for first 50 minutes with additional 50 minutes (\$150) = \$450 x 2 sessions = \$900

* CAP service providers who are requested to provide longer sessions beyond the standard 50-minute workshop/performance will be compensated for additional time in 50-minute increments at one-half of the standard rate (i.e.: A request for an artist/organization to provide a two-hour workshop would be compensated as follows: \$350 for the first hour, and \$175 for the second hour for a total compensation of \$525 for both hours.)