

## **CITY OF DALLAS OFFICE OF ARTS AND CULTURE COMMUNITY ARTS REQUEST FOR PROPOSALS**

### **NON-PROFIT RESIDENCY PROGRAM**

SUBMISSION DEADLINE: March 17, 2021

#### **NON-PROFIT RESIDENCY PROGRAM OVERVIEW**

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

The Community Arts Non-Profit Residency Program is a pilot program for non-profit organizations with a history of ALAANA (African, Latinx, Asian, Arab, Native American) programming. This program provides opportunities for smaller non-profit, artistic/cultural organizations to provide ALAANA-focused programming for an extended period of time in under-served communities throughout the city of Dallas as identified by the Dallas Cultural Plan 2018. The residency program will provide opportunities for Dallas residents to obtain instruction by skilled local artists on artistic and cultural disciplines centered around an ALAANA culture and/or experience.

#### **SCOPE OF SERVICES**

The Office of Arts and Culture's Community Arts Division requests proposals for an 8-week residency to be provided at two different locations. The residency is to be provided in-person or virtually throughout the City of Dallas. This residency program focuses on providing services in the 10 districts of the city that do not have a neighborhood cultural center<sup>1</sup> and to connect arts organizations with new communities that they have not connected to before. Special consideration will be given to proposals providing services in the pink and green areas of the Dallas Cultural Plan's typologies map (see below).

Through any artistic or cultural discipline, the proposed residency projects must address art and culture and must create access to artistic and cultural programming to the residents of Dallas. Proposals must be comprised of supplemental materials to include a proposed curriculum, registration plan, and social distancing plan (if in-person) or virtual classroom plan (if virtual). Residencies must take place within the city limits of Dallas and must be completed by September 30, 2021. All residency-related activities must involve participants in-person or virtually.

#### **PROGRAM CRITERIA**

The Non-Profit Organization Residency program is a pilot and is planned to involve the selection of five non-profit organizations who will be contracted to provide residencies throughout the city of Dallas during the 2020-21 fiscal year.

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<sup>1</sup> There are neighborhood cultural centers in City Council Districts 1, 7, 9, and 14. This program asks for proposals in City Council Districts 2, 3, 4, 5, 6, 8, 10, 11, 12, and 13. A map of City Council Districts can be found here: [https://gis.dallascityhall.com/documents/StaticMaps/Council/2013\\_Council\\_PDFs/2013\\_CouncilDistrictAllA.pdf](https://gis.dallascityhall.com/documents/StaticMaps/Council/2013_Council_PDFs/2013_CouncilDistrictAllA.pdf) or addresses can be looked up here: <https://gis.dallascityhall.com/cityinfo/>

Services will be broken down as follows:

- Organizations must provide two eight-week residencies that must be divided between two locations in the city of Dallas Council Districts without a cultural center. Each week requires at least 1 engagement/event within the proposed communities. Selected organizations will provide eight (8) workshops or events in two Dallas districts to total 16 events. All residencies must be complete and final reports submitted by September 30, 2021. Residencies must be provided at no cost to participants.

*Example: Organization proposes an eight-week residency (A) with weekly workshops in District 2 from June 1 – July 31 and eight-week residency (B) with weekly workshops in District 13 from August 1 – September 30*

- Locations must be pre-approved in writing by OAC Community Arts staff before services can be provided. In an effort to avoid service redundancy, location approvals will be on an as-needed basis. (Organizations who submit their location request first will be given first consideration for that location. Subsequent submissions will be considered accordingly.)
- Residencies must include a registration component and must include participants' demographic information.
- Virtual programming will be acceptable if registered participants are located within the aforementioned districts with specific consideration for the pink and green areas of the typologies map. For more detail, please see the linked [Cultural Neighborhood Typologies Map](#)

## **ELIGIBILITY**

Applicants must meet the following criteria to apply:

- Organizations must have an administrative office address within the city limits of Dallas. P.O. Boxes will not be accepted as proof of office location.
- Organizations may only submit one application. Multiple proposals from the same applying organization will not be accepted.
- Organizations must be tax-exempt under section 501(c)(3) of the Internal Revenue Code.
- The organization must be willing and able to enter into a contract with the City and meet the requirements associated with receiving funds from the City.
- The organization must either have completed a contract with the OAC, is currently under contract with OAC, or completed programming in partnership with one of OAC's four neighborhood cultural centers during fiscal year 2017-18 or later.<sup>2</sup>
- Any selected organization 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 selected organization 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.

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<sup>2</sup> Neighborhood cultural centers include: Bath House Cultural Center, Latino Cultural Center, Oak Cliff Cultural Center, and South Dallas Cultural Center.

### **ELIGIBILITY (cont.)**

- Organizations must have an operational budget of \$150,000 or less in their most recently completed fiscal year and may not be currently contracted to provide cultural services through the Cultural Organizations Program (COP).
- Organizations' primary focus must be artistic and/or cultural and must possess the ability to provide instruction in neighborhoods within the city of Dallas.

### **SUBMITTAL MATERIALS**

1. History and origins of ALAANA cultural programming and service:
  - a. Organization mission expressing programmatic and service focus around one or more ALAANA experiences or cultures, organization history, leadership, and contact information to include email and administrative address.
2. Proposal describing the planned execution of a project as described in the Overview & Scope of Services (see above).
3. Most recent 990 or 990EZ Tax Form and Tax ID for verification.
4. Proposed budget to execute proposals not to exceed an award of \$20,000 from the Office of Arts and Culture; if selected, payments will be made according to the terms of the contract.
5. All supplemental materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials can negatively affect your application score. Supplemental materials should include the following:
  - i. Sample teaching curriculum
  - ii. Outreach/marketing and registration plans
  - iii. Social distancing/virtual classroom plan
  - iv. Photos/videos
  - v. Web links to work samples showcasing the organization
  - vi. Letters of recommendation addressed to Community Arts Manager, Office of Arts and Culture.

**Complete your submission at the following link:**

<https://webportalapp.com/webform/commartresidency>

### **TIMELINE**

Request for Proposal Open for Submissions: February 22, 2021

Submission Deadline: March 17, 2021

Panel Review: March 19-26, 2021

Award Notifications: April 5, 2021

Earliest Service Date: May 1, 2021

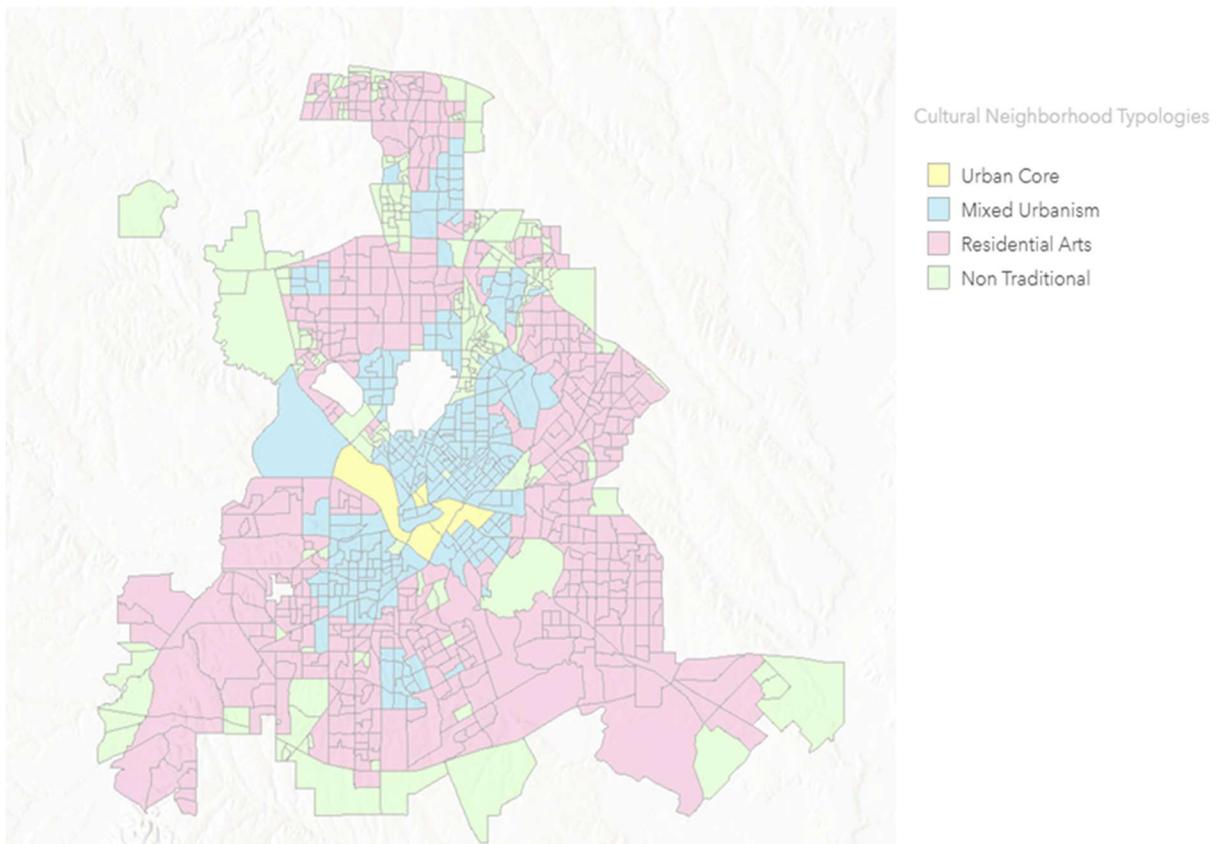
Service End Date (Latest): September 30, 2021

## DEFINITIONS

**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 Organizations** is an organization whose primary intentions, practices, and mission are 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 an ALAANA culture and people and/or is given form by ALAANA artists.

## Dallas Cultural Plan Typologies Map



[https://www.arcgis.com/home/webmap/viewer.html?url=https://gis.dallascityhall.com/wwwgis/rest/services/Oca\\_public/CulturalNeighborhoodTypologies/MapServer&source=sd](https://www.arcgis.com/home/webmap/viewer.html?url=https://gis.dallascityhall.com/wwwgis/rest/services/Oca_public/CulturalNeighborhoodTypologies/MapServer&source=sd)