

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

SUMMER RESIDENCY PROGRAM

APPLICATION TIMELINE: January 10-February 7, 2022

SUMMER 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 an opportunity 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 (virtual may be an option contingent on COVID-19 protocols) throughout the City of Dallas. This residency program focuses on providing services in the 10 districts of the city that do not have an OAC neighborhood cultural center¹ 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). Applicants must be open to working in any of the 10 districts and should not make definite plans for a specific location until notified by OAC staff.

Through any artistic or cultural discipline, the proposed residency projects must address art and culture and must create access to artistic, cultural, ALAANA programming to the residents of Dallas. Proposals must be comprised of supplemental materials to include a proposed curriculum, registration plan, and COVID-19 safety plan. Residencies must take place within the city limits of Dallas and must be completed by September 15, 2022. All residency-related activities must involve in-person participants.

PROGRAM CRITERIA

The Non-Profit Organization Residency program involves the selection of five non-profit organizations who will be contracted to provide residencies throughout the City of Dallas during the 2021-22 fiscal year. Two alternate organizations will be selected in the event that any of the top five organizations are unable to proceed to contracting by April 1, 2022.

As a new benefit for FY2021-22, selected organizations must participate in and complete the SMU DataArts Capacity Building Training (provided by the OAC). Training includes but is not limited to 5 hours of data-entry assistance, outreach, webinars, self-paced online courses, and more. This training will be included as a deliverable (requirement) in the contracted scope of work. This service will cover data for three fiscal years data to help organizations grow and prepare for grant proposals and other opportunities.

¹ There are OAC 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 or addresses can be looked up here: <https://gis.dallascityhall.com/cityinfo/>

Services will be provided as follows:

- Organizations must provide two eight-week residencies that must be divided between two locations in the City of Dallas Council Districts without an OAC 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 for a total of 16 events. All residencies must be complete and final reports submitted by September 15, 2022. 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 July 15 – September 15

- 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 a first-submission, chronological basis. (Top five scoring organizations will be given first consideration for their requested districts, and they will be assigned in chronological order of application receipt.)
- Residencies must include a registration component and must include participants' demographic information.
- Residencies will take place in person across the 10 City Council Districts without an OAC neighborhood cultural center. (City Council Districts 2, 3, 4, 5, 6, 8, 10, 11, 12, and 13) .
- Virtual programming will be allowed on a contingency level based on Dallas County Safety Protocols. A Virtual Programming Contingency Plan is required. Virtual participants must be verifiably 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](#)
- SMU DataArts Training will be scheduled upon contract execution.

ELIGIBILITY

Applicants must meet the following criteria to apply:

- Organizations must possess a history of ALAANA cultural programming and service.
- 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 not have defaulted on a previous contract with the Office of Arts and Culture within the past 12 months.
- Organizations can be currently under contract with OAC or must have completed programming in partnership with one of OAC's four neighborhood cultural centers during last three years (fiscal year 2018-19 or later).²
- 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.
- 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).

² OAC neighborhood cultural centers include: Bath House Cultural Center, Latino Cultural Center, Oak Cliff Cultural Center, and South Dallas Cultural Center.

- Organizations' primary focus must be artistic and/or cultural and must possess the ability to provide physical 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. 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.
4. Proof of operational budget of less than \$150,000. (Could be audited financial statements or Form 990, 990N, or 990EZ)
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. COVID-19 Safety Plan
 - iv. Contingency virtual classroom plan
 - v. Photos/videos
 - vi. Web links to work samples showcasing the organization

TIMELINE

Request for Proposal Open for Submissions: January 10, 2022

Submission Deadline: February 7, 2022

Panel Review: February 15-25, 2022

Allocations Review & Approval: March 3, 2022

Award Notifications: March 7, 2022

Earliest Service Date: May 1, 2022

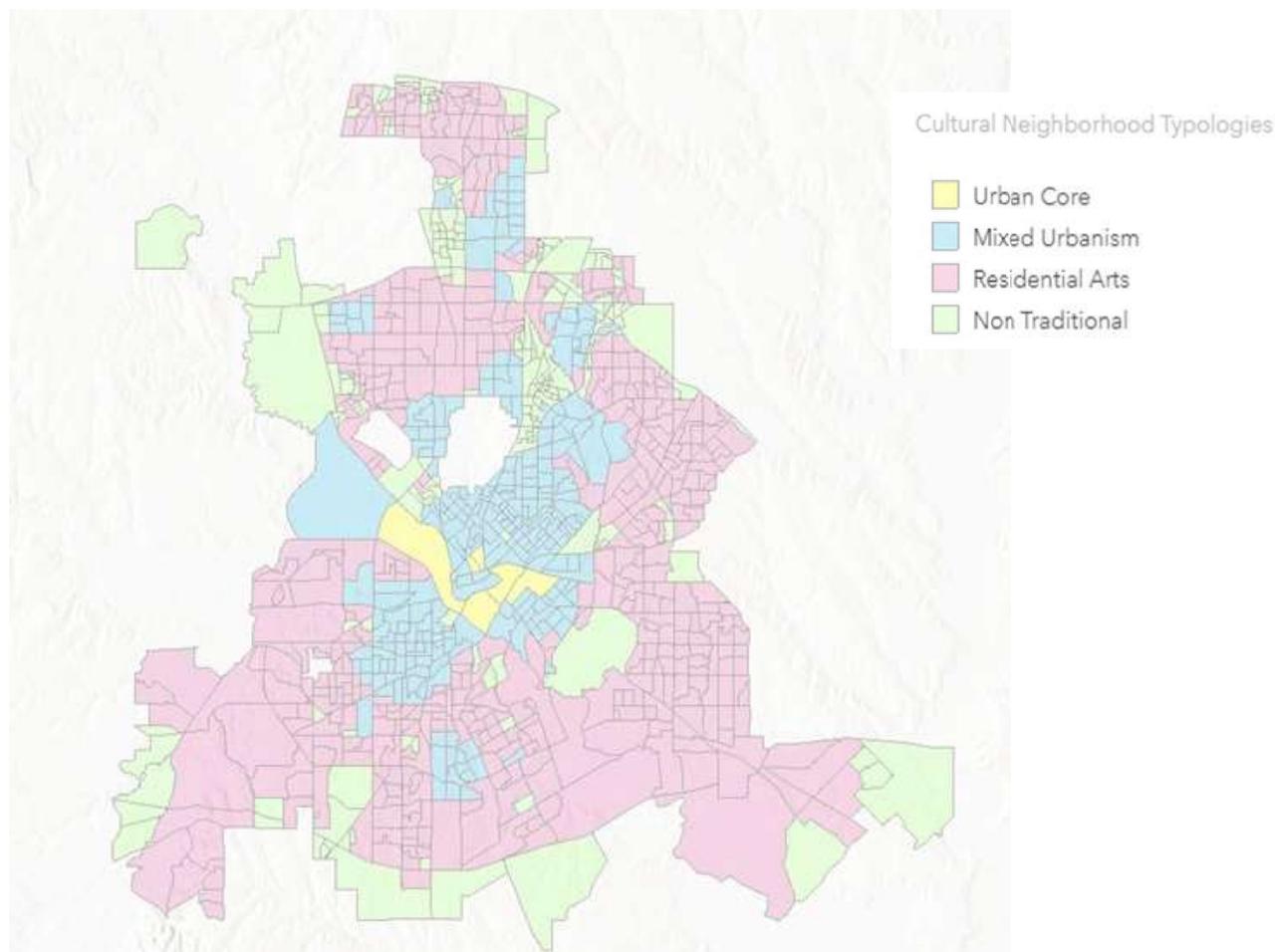
Service End Date (Latest): September 15, 2022

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