

CITY OF DALLAS OFFICE OF ARTS AND CULTURE REQUEST FOR PROPOSALS

CULTURE OF VALUE MICRO-GRANTS – Round 1

SUBMISSION DEADLINE: JUNE 20, 2023

OBJECTIVE

The Office of Arts and Culture aims to support artists and arts and culture organizations whose primary programming and services center around an ALAANA¹ experience or culture by allocating arts endowment funds to execute a self-defined project which provides a service to the residents of Dallas. The recipient shall execute a project that furthers the **“Culture of Value” that the arts are essential to a thriving, equitable society within the city of Dallas** (Dallas Cultural Plan, Strategy 14 (Support for Artists)). Selected applicants will be eligible to receive an award of up to \$3,000 to support an indoor project that centers an ALAANA experience or culture.

SOURCE OF FUNDING

Funding for this program is established through the National Endowment for the Arts through award number 1893945-66-22, using federal grants under the American Rescue Plan (ARP) to support sub-granting to the nonprofit arts sector in response to and recovery from the COVID-19 pandemic. Allocation of these funds is subject to the compliance required by the “Specific Terms and Conditions for Local Arts Agencies that Subgrant.” (See Appendix C for reference.)

SCOPE OF SERVICES

The City of Dallas Office of Arts and Culture requests submissions for proposals for a project of an artistic and/or cultural nature that develops a “Culture of Value” establishing the arts as essential to a thriving equitable society within the City of Dallas. Through any artistic or cultural discipline, the proposed project must address the value and necessity of artists, art and culture, and creating access to arts and culture for the residents of Dallas.

The project shall be a one-time service, not a series of events. (The installment of an art exhibit will be seen as a one-time service for its exhibit duration.) Due to National Endowment for the Arts specifications, the project must take place indoors, and may not take place outside. Patios are considered outside. Projects must also take place within the City of Dallas. See map for details:

<https://dallasgis.maps.arcgis.com/apps/instant/minimalist/index.html?appid=807494fddae04830852e4b13e6847979/>

The project shall be reported out in a final report to the Office of Arts and Culture within 15 days of completion of the project or by February 15, 2024, whichever comes first.

¹ 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).

ELIGIBILITY

Applicant must meet the following criteria to apply:

Individual Artists

- Be an artist whose primary services and programming centers around an ALAANA experience or culture
- Be a resident of the City of Dallas or a studio/workspace within Dallas city limits
 - PO Box will not be accepted as an address for proof of residency
 - Be able to provide a driver's license, current typewritten or computer-generated mail, or a rental/lease agreement
- Be willing to comply with any City of Dallas compliance requirements, which may include, but are not limited to, obtaining insurance or passing a background check
- Must not have been employed by the City of Dallas in the last 12 months prior to the date of application
- Per NEA requirements, individuals must register as a vendor with the City of Dallas using their Social Security Number, and cannot use any other incorporated entity (e.g. LLC or Sole Proprietorship)

Non-Profit Organizations

- Be an organization whose primary mission and/or function centers around an ALAANA experience or culture (See ALAANA organization definition per the 2018 Dallas Cultural Policy in "Definitions" below)
- Be a 501(c)(3) non-profit public charity in good standing with the IRS whose primary function is arts and culture related
- Be registered to transact business in the State of Texas:
<https://mycpa.cpa.state.tx.us/coa/search.do>
- Have an administrative address in the City of Dallas
 - PO Box will not be accepted as an administrative address
- Be willing to comply with any City of Dallas compliance requirements, which may include, but are not limited to, obtaining insurance, or passing a background check
- Have a valid Unique Employer Identifier (UEI) number, either at time of application or by time of project funding
 - Sign up at: <https://sam.gov/content/duns-uei>
- Are not on the Federal Debarment list

PLEASE NOTE: If you are working with minors, you will be **required** to provide one of the following determined by the Office of Risk Management: provide insurance coverage for Abuse and Molestation, host your project in a City-owned and managed facility, or have off-duty City of Dallas police officers present for your project.

SUBMITTAL MATERIALS

1. History and origins of ALAANA cultural programming and service:
 - a. Artist biography expressing history of programmatic and service focus around one or more ALAANA experiences or cultures, and contact information to include email and home address; OR
 - b. 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 Scope of Services above
3. Proposed budget to execute proposals not to exceed a requested \$3,000 from the Office of Arts and Culture; if selected, two payments will be made.
4. Proof of residency or administrative address in the City of Dallas
5. Non-profits will need to provide a valid Unique Employer Identifier (UEI) number and proof as a 501(c)(3) tax-exempt entity as provided by the U.S. Internal Revenue Code, as amended, and in good standing.

BUDGET

Applicants are required to submit a project budget with their application. The Culture of Value program will provide awards up to \$3,000.00.

Eligible expenses include (for organizations only):

- Fees or stipends for artists and personnel only in support of this specific project with a tangible outcome. This can include:
 - o Artists' work
 - o Hours spent in research or preparation by the Artist for the project
 - o Studio rental time
 - o Contract professional fees or services
 - o Health and safety supplies
 - o Marketing and promotional expenses for the specific project

Ineligible expenses include (but are not limited to):

- General operating support
- Relief programs intended to alleviate financial hardships
- Alcoholic beverages
- Gifts and prizes
- Marketing expenses not directly related to the project
- Rental costs for home workspaces owned by the individuals or entities affiliated with applicant organizations
- Costs incurred before the beginning of City of Dallas authorization to proceed or after the end of the official period of the eligible granting cycle on February 28, 2024.
- Food
- Transportation

ACCESSIBILITY

Federal regulations require that all NEA-funded projects must be accessible to people with disabilities. Activities occurring in person must be held in a physically accessible venue, and program access and effective communication must be provided for participants and audience members with disabilities. Funded artists must report on compliance with ADA accessibility requirements as part of the final reporting process.

EVALUATION

Proposals will be evaluated based on the following criteria for a total score up to 100 points:

Panel Review

- ALAANA Programming (25 points)
 - o The applicant's proposed programming or services are centered around an ALAANA experience or culture
- Culture of Value (25 points)
 - o The applicant's response to the question: "How does the proposed project address the development of a Culture of Value?"
- Artistic Excellence (15 points)
 - o The applicant exhibits a commitment to high quality standards in artistic and cultural services. Applicant exhibits ability to execute and effectively market the proposed programming
- Public Benefit/Community served (15 points)
 - o The applicant addresses the value and necessity of artists, art and culture, and creating access to arts and culture for a diverse population of Dallas residents through their proposed project

Administrative Review

- ALAANA Focus/History (10 points)
 - o The applicant expresses a history of programming and services focused around one or more ALAANA experiences and/or cultures
- Fiscal Management (10 points)
 - o The applicant has the fiscal and managing stability to perform the proposed services in a reliable manner, as evidenced in their proposed budget.

PAYMENT

Payments will be made in installments for services that have been performed, as determined by the time frame and scope of work of the project. Applicants should plan for payments to be disbursed through two installments and will not be paid out as a lump sum payment prior to the project deliverables. The initial payment of up to \$1,000 will be paid out after confirmation of the project date and venue. The final portion of funding will be held until after the final report is

submitted. Any and all payments are subject to compliance and execution of a contract with the City of Dallas.

CREDIT

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. All contractors must recognize the National Endowment for the Arts and the City of Dallas in the same way it recognizes other contributors at the same support level in terms of benefits, type size on publications, and frequency of acknowledgment.

Arts organizations and artists awarded City of Dallas contracts for cultural services must include the following reasonably visible and legible credit line and logo in publications, programs, press releases, season brochures, lobby displays, advertising and every other mode of public communication:

“(Name of your organization/program) is supported in part by the National Endowment for the Arts and the City of Dallas Office of Arts and Culture.”

Download the logo at: <https://dallasculture.org/our-logo/>

Download the NEA logo at: <https://www.arts.gov/grants/manage-your-award/nea-logo>

Complete proposal at the following link:

<https://webportalapp.com/sp/cultureofvalue2023>

CONTACT OAC

For general inquiries or assistance, please contact the Office of Arts and Culture, Cultural Programs Division staff: OACFundingPrograms@dallas.gov

Megan Carfa
Cultural Programs Coordinator
megan.carfa@dallas.gov

Julia Hosch
Cultural Programs Manager
julia.hosch@dallas.gov

KEY DATES

Request for Proposal Open for Submissions: June 2, 2023

Submission Deadline: June 20, 2023

Funding Notification: July 7, 2023

Earliest Project Start Date: August 7, 2023

Latest Project End Date: February 15, 2024

APPENDIX A 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.

Project: A one-time service producing a work of art or cultural experience, or a single exhibition.

Culture of Value establishes the arts as essential to a thriving, equitable society within the City of Dallas.

Artistic Excellence is the Quality of the artists, culture bearers, design professionals, organizations, works of art, activities, and/or services that the project will involve; and their relevance to the community in which the project takes place, and the potential of the project to center artists, culture bearers, and designers in the proposed project activities, and ultimately to center them in long term systems change work.

Public Benefit includes both Intention and Impact.

- *Intention* is creating and providing unique and engaging artistic and cultural services and programming for the intended audience.
- *Impact* is eliminating barriers and increasing equitable access and inclusivity through direct community/neighborhood activation.

APPENDIX B

FEDERAL REQUIREMENTS

- Grantees must have a Unique Employer Identifier (UEI) that reflects the organization's legal name and current, physical address. You will need to submit your UEI to the Office of Arts and Culture before you receive your grant funds. A UEI is easily requested through the System for Award Management (SAM.gov). OAC staff will provide guidance in requesting your UEI.
- Grantees must not be disbarred, suspended, or have any other exclusions or disqualifications from doing business with the federal government. This typically results from fraudulent activity. You will need to "certify" to OAC staff that you are not excluded or disqualified. You will do this through your grant agreement.
- Grantees will be required to track all expenditures made under this award and retain all financial records and other supporting documents related to the award for a period of three years from the date you submit your final report.
- Grantees must ensure that the funded project is implemented in full accordance with the US Constitution, Federal Law, and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.
- For additional information regarding conditions of this funding program, please visit this link: <https://oca-media.s3.us-east-2.amazonaws.com/wp-content/uploads/2023/05/Special-terms-and-conditions-for-American-Rescue-Plan-Grants.pdf>

APPENDIX C SUPPORTING DOCUMENTS

Dallas Cultural Plan – Page 86

https://oca-media.s3.us-east-2.amazonaws.com/wp-content/uploads/2018/12/04120511/1-Dallas-Cultural-Plan_final_WEB.pdf

Arts and culture should be intrinsic to any healthy community, just like housing, economic development, education, and transportation. Cultivating and sustaining a diverse cultural ecosystem is essential to ensure equitable access to the arts. Moreover, art should reflect the full diversity of people in Dallas, and the City should honor all cultural expression equitably. These opportunities will support the cultural contributions of Dallas' diverse communities.

STRATEGY 14: Develop a "Culture of Value" establishing the arts as essential to a thriving, equitable society within the City of Dallas.

Initiatives

- A. Integrate art and culture into the City's planning process at the beginning. Integration of arts and culture policy and investments into neighborhood planning efforts can facilitate built environments that protect, strengthen, and reflect the cultural heritage of their communities
- B. Support local cultural identity and traditions
- C. Utilize innovative cultural platforms
- D. Increase the pipeline for new artists by supporting mentorship programs between artists and high schools as well as area colleges/universities and high schools

National Endowment for the Arts Award Letter

Dear TC Broadnax:

On behalf of the National Endowment for the Arts, it is a pleasure to inform you that your organization has been awarded a grant.

Carefully review your award documents, which include the official Notice of Action with information on the period of performance, the award amount, and the *Terms and Conditions* that apply to your project.

Award materials to manage and administer the award are online at www.arts.gov/grants/manage-youraward/awards-after-oct1-2017. The *General Terms and Conditions*, which adopts OMB's Uniform Guidance (2 CFR 200), provides detailed information concerning the National Endowment for the Arts' regulations and procedures, the administrative requirements that apply to your award, and your responsibilities as a recipient. Instructions for requesting award funds and reporting on your project are also on our website.

If you have any questions regarding the administrative requirements of this award, our Office of Grants Management staff will be happy to assist you. They may be reached at grants@arts.gov or through the Messages tab in REACH.

Congratulations on your award!

Sincerely,

Brenna Berger
Grants Officer (Director)