

CITY OF DALLAS OFFICE OF ARTS AND CULTURE  
COMMUNITY ARTS REQUEST FOR PROPOSALS  
NON-PROFIT SUMMER RESIDENCY PROGRAM

*Total Award: \$20,000*

**APPLICATION TIMELINE:** January 19 - February 16, 2026

**NON-PROFIT 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 Summer Residency Program is an opportunity for smaller non-profit, artistic/cultural organizations to provide cultural programming for an extended period in underserved 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.

**SCOPE OF SERVICES**

The Office of Arts and Culture Community Arts Division requests proposals for an eight-week residency to be provided at two different locations – two separate districts of the City of Dallas. The residency is to be provided in-person 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 center[1] and to connect arts organizations with new communities. 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.

**PROGRAM CRITERIA**

The Non-Profit Summer Residency program involves the selection of five non-profit organizations who will be contracted to provide residencies throughout the City of Dallas during the 2025-26 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, 2026.

[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. [Here is a Map of City Council Districts.](#) Typological locations can be found by clicking [here](#): [OAC Typologies Map](#).

## **Services will be provided as follows:**

- Organizations must provide two, eight-week residencies. Each residency must take place in different districts of the city, and the two districts will be assigned by the OAC. Each week requires at least one engagement/event within the proposed district, providing eight (8) workshops or events in two Dallas districts for a total of 16 events. All residencies must be completed by September 14, 2026, and final reports submitted by September 30, 2026. 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 20 – September 14.***

- Locations must be pre-approved in writing by OAC Community Arts staff before services can be provided. To avoid service redundancy, location approvals will be on a first-submission, chronological basis. (Top scoring organization will be given first consideration for their requested districts, subsequent assignments will be made in chronological order of application receipt based on subsequent scores.)
- Residencies must include a registration component and must include participants' demographic information. Registration must include participant's name, address with zip code, residential district, age, and ethnicity.
- Organizations will be required to submit a final report once all services have been provided. Final report must include a copy of the registration component to verify serviced districts.
- 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).

## **ELIGIBILITY**

### **Applicants must meet the following criteria to apply:**

- Organizations must possess a history of 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. Proof of address must be submitted at the time of application. 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 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 OAC 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 2022-23 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.
- 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 physical instruction in neighborhoods within the city of Dallas.

<sup>[2]</sup> OAC neighborhood cultural centers include the Bath House Cultural Center, Latino Cultural Center, Oak Cliff Cultural Center, and South Dallas Cultural Center.

## **SUBMITTAL MATERIALS**

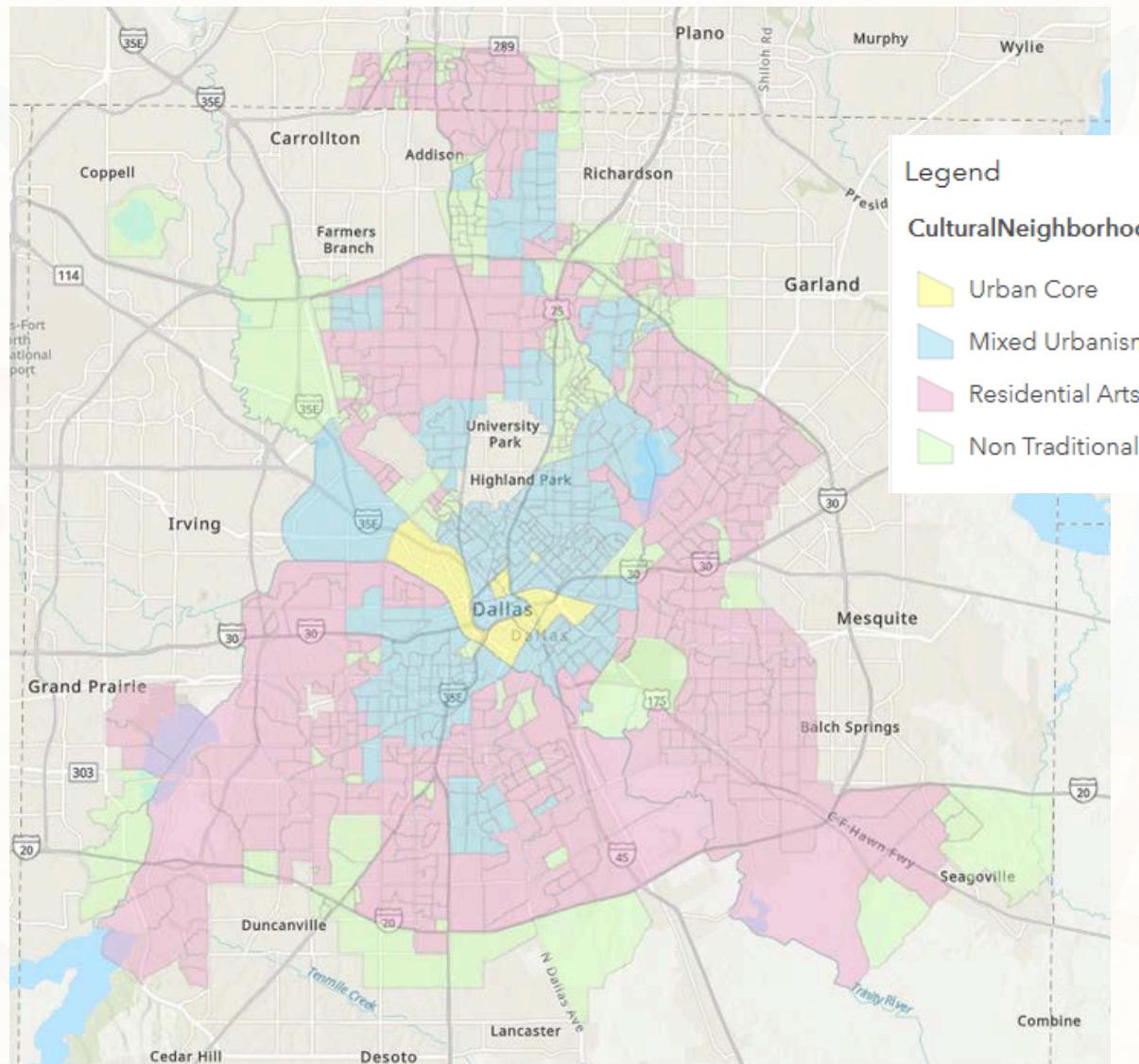
### **History and origins of cultural programming and service:**

- Organization mission expressing programmatic and service focus around one or more cultures, organization history, leadership, and contact information to include email and administrative address.
- Proposal describing the planned execution of a project as described in the Overview & Scope of Services (see above).
- 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.
- Proof of operational budget of \$150,000 or less. (Could be audited financial statements or Form 990, 990N, or 990EZ)
- All supplemental materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials can negatively affect your application score. Supplemental materials must include the following:
  - A proposed curriculum, which provides the details for each session, for 8 sessions total and can be the same for both districts.
  - Outreach/marketing/social media plan
  - Registration Form – to include location address, attendee name, attendee address with zip code, attendee residential district, age, and ethnicity
  - Photos/videos of past work
  - Web links to work samples showcasing the organization.

### **TIMELINE (dates subject to change)**

- Request for Proposal Open for Submissions: January 19, 2026
- Submission Deadline: February 16, 2026
- Panel Review: February 20 - March 2, 2026
- Allocations Briefing: March 5, 2026
- Award Notifications: March 6, 2026
- Earliest Service Date: May 1, 2026 (upon contract completion)
- Service End Date (Latest): September 15, 2026
- Final Report Due: September 30, 2026

## DALLAS CULTURAL PLAN TYPOLOGIES MAP



### Legend

#### Cultural Neighborhood Typologies

- Urban Core
- Mixed Urbanism
- Residential Arts
- Non Traditional

## Cultural Neighborhood Typologies Map