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Office of Arts and Culture CAP (Community Artist Program) Information Session FY 2026 - 2027

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Presentation Overview



- **Meet the Office of Arts and Culture (OAC)**
- **Purpose of CAP**
- **How the application works:**
 - Eligibility
 - About the application
 - Scoring
- **Changes for FY 2026 - 27**
- **Helpful application tips**
- **Next steps**

ABOUT THE OAC

About the Office of Arts & Culture

- Established in 1989
- Stewards **19 City-owned cultural venues**
- Cares for **350+ works** in the Public Art collection
- Distributes **\$8M+ in arts funding** each year



About the Office of Arts and Culture (OAC)

- Vision

- A vibrant and welcoming community where all residents and visitors have opportunities to engage in enriching artistic and cultural experiences throughout Dallas.

- Mission

- The Office of Arts and Culture enhances the city's vibrancy and enriches the lives of Dallas residents and visitors by fostering an environment where artists and cultural organizations flourish; people of all ages engage in creative expression; and the city's rich artistic traditions are celebrated.
- 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.

Purpose of CAP

Purpose: CAP FY26-2027

- Community Artists are individual artists and cultural organizations who teach, perform, and exhibit at host facilities in neighborhoods around the City of Dallas.
- The Community Artist Program pairs Community Artists with hosts of free, public events that serve the Dallas community. Community Artists perform at the event, and OAC pays the artist – at no charge to the host organization.
- Hosts can request CAP artists to perform at public events on an **as-needed basis**.
- The Community Artist Program is **NOT** a project-based program. Artists propose a list of workshops or performances available, and hosts set the location, date, and time of the artist's workshop/performance.

How does CAP work?

- Each spring, artists and arts organizations apply to be listed on the Community Artist Program.
- In late summer, selected artists are awarded a place on the roster AND a set amount of funding is assigned to them for the year.
- After all contracts are signed in the fall, host organizations can request the work of a CAP artist.
 - Performances and workshops must be conducted within the city limits of Dallas.
 - All performances and workshops must be free and available to the public.
 - Hosts provide a facility/space at no charge to the participating audience or the artists.
- After each event concludes, artists and hosts both complete a report. The artist is paid from the funding assigned to them.
- ***By the end of the year, CAP pays more than \$550,000 to more than 60 local artists and organizations for performing for the public in hundreds of events, city-wide!***

Purpose: CAP FY26-2027 Program Goals

- To **provide greater access to the arts and cultural expression**, sharing and educating Dallas audiences on a variety of cultural art forms and/or traditions
- To **heighten resident understanding** of the unique contributions of the city's various cultures to Dallas communities.
- To **create opportunities for artists** to participate in events throughout Dallas which showcase and celebrate the community's unique history, wide range of artistic experiences, and varied cultural heritage.
- To promote **collaborations between the arts and community entities**, such as business, government, and the non-profit sector, for the purpose of community development.

Eligibility

Two Application Types: Choose One

Individual Artist = An individual artist (1) with a portfolio of work whose name will be on the CAP contract.

- Must live in Dallas or maintain a permanent studio/workspace in the City of Dallas. P.O. Box will not be accepted; Proof of residency requirement (utility bill or rental/lease agreement) required.
- Be willing to comply with any City of Dallas compliance requirements, which may include **obtaining insurance or passing a background check**
- Be at least 18 years old

Nonprofit Organization = An organization that holds a 501(c)(3) designation, whose name will be on the contract.

- Must be located in Dallas. P.O. Box will not be accepted; Proof of residency requirement (utility bill or rental/lease agreement) required.
- Must a 501c3 non-profit organization with an administrative office in the City of Dallas, in good standing with the IRS, and authorized to do business in the State of Texas.
- Must have a cultural and/or artistic mission
- Must be willing to comply with any City of Dallas compliance requirements, which may include **obtaining insurance or passing a background check**

Proposed Service Eligibility

The applicant's proposed services must:

- Have a cultural or artistic focus
- Be appropriate for events that are completely free and open-to-the-public
- Not include activities that are part of another City of Dallas contract (including Arts Activate, Culture of Value, COP, etc.)
Applicants who are currently funded through other programs, such as the Cultural Organizations Program (COP) for FY 2025-26 or FY 2026-27 may apply. However, ***proposed CAP scopes of work must be unique to CAP***. Projects already funded by other City of Dallas programs, such as Cultural Organizations Program (COP), Arts Activate, Culture of Value, cultural center contracts cannot be funded again through CAP.

The Application

CAP 2027 Timeline

Date	Activity
June 2, 2026	Applications Open
June 29, 2026	Applications Closes at 11:59 PM
July 6-27, 2026	CAP panelist review and scoring
August 6, 2026	Funding Recommendations - Allocations Committee
August 10, 2026	Funding Recommendations – Notifications to Applicants
October 1, 2026	Earliest start date for services
September 30, 2027	Last day of services for fiscal year 2026-27

New or Returning: If funded, you must attend a mandatory virtual contract orientation the week after the award notice

CAP 2027 Application

- Before you begin the application, carefully read all FY26-27 Guidelines.
- Develop the application so that it addresses program goals and criteria.
- Complete all required information and submit online support materials
- All supplemental materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials can negatively affect your application score.

CAP Service Types

- In the CAP application, the applicant should describe and show examples of services that they could provide, upon request, for public, community events in the 2026-27 year. These could include:
- **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.
- **Workshops:** A one-day workshop is a hands-on opportunity to introduce the audience/participants to a cultural art form or tradition.
 - A workshop series is a weekly series of workshops, provided mainly one day per week, for a maximum of eight weeks for eligible CAP artists* (min. 1 hour- max. 3 hours per session) (max. 8 weeks @ 1 day per week)*

Materials for Application, 1 of 2

Required materials to be uploaded:

- Resume or Curriculum Vitae (Individual Artists Only)
- Reference Letter (New Applicants Only)
- History of Cultural Programming (Non-profit Organizations Only)
- Sample teaching curriculum
- No-longer-than-three-minute video (*this video can be of your previous work, an introductory video of yourself or your organization, or a combination of both that would show panelists and staff what you will offer if accepted into the program*).

Materials for Application, 2 of 2

Suggested materials to be uploaded:

- Web links to work samples such as video, sound, or music clips. The clips should highlight or showcase the applicant. Video submissions must be in mp4 format or via a publicly available web link. **Web links should not require panelists to download, register, or sign in to obtain access to supplemental materials.**
- Critical reviews or newspaper clippings
- Programs or Playbills
- Organization or Artist brochures
- Photos of previous work

Scoring

Scoring & Selection Process

- Community Impact (30 points)
- Service Standards (30 points)
- Artistic Qualifications (30 points)
- Contract/Contact Compliance (10 Points)

90 points:
Panel Score

10 points:
Administrative Score

Scoring & Selection Process: Panel Score

- **Community Impact (30 points)** – Is there a need of the community for the proposed service, based on how it will increase understanding of the cultural heritage or practices of the participating applicant, meet an underserved need in the community, and benefit the community at large?
- **Service Standards (30 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 cultural traditions or practices?
- **Artistic Qualifications (30 points)** – Are the stated qualifications of the applicant supported by sufficient documentation of training, professional experience, quality of work, planning skills, a past record of achievement, and potential to carry out the proposed service as an artist representing the City of Dallas?

Scoring & Selection Process: Admin Score

- **Contract/Contact Compliance (Administrative Score - 10 points)**

- Contract Compliance: Current artists must be in compliance with previous year's Community Artist Program contract - all scheduled services provided, timely communications, use of allocated funds.
- Contact Compliance: New applicants must contact OAC Community Arts staff before or during the application period to obtain a precursory overview and understanding of the program. Scheduled meeting times must be attended.

Scoring & Selection Process

- Panel and administrative scores are forwarded to the Allocations Committee of the Arts & Culture Advisory Commission for review.
- An applicant whose normalized score is below 70% will not be considered for funding and participation on the CAP roster. However, a score of at least 70% does not guarantee placement on the roster.
- The Allocations Committee recommends a roster of artists based on:
 - total available funding budget for the Community Artist Program
 - the need to provide a balance among arts disciplines
 - the capacity of the proposed applicant to meet CAP goals
 - requests by and/or needs of the community in Dallas

Application Tips

What's **new** for 2027?

- Definitions in the front of the application (i.e. an artist assistant)
- New applicants must provide a reference letter
- Appendix B: Workshop series length change to allow for extended workshops.
 - This will only apply to artists already on the CAP 2025-26 roster; new artists will not receive extended workshop bookings in their first year on the CAP roster.

NEW: CAP Service types: Workshop Series

- Workshop services may be provided on a daily, weekly, or monthly basis (only monthly sessions may be billed after each session. Eight-session, weekly workshop series may be billed in two monthly invoices.)
- *Extended services will be scheduled on a tier basis as follows:
 - Level 1 - CAP Award of \$4,000 - \$5,999 = Maximum workshop series of 4 sessions
 - Level 2 - CAP Award of \$6,000 - \$9,999 = Maximum workshop series of 6 sessions
 - Level 3 - CAP Award of \$10,000+ = Maximum workshop series of 8 sessions

What's **the same** in 2027?

- The identity or affiliations of applicants will not be used for any evaluation, scoring, or recommendation in the awarding of funds.
- OAC will continue to support artistic and cultural art forms and celebrations open to the public, including:
 - Culturally specific festivals open to the Dallas public
 - Cultural art forms in events open to the Dallas public
- All events must still be **open to the public**.^{*} Activities may not limit attendees by race, gender, sexual orientation, age, or economic status.

Application Tips

- **This application is competitive-** do your best, focus on content and quality of your application!
- **Be specific** – “impact and public benefit” can mean different things to different readers
 - Readers often ask, “How is [Applicant] measuring success?”
 - Marketing plans, community outreach, and other logistics for how you will reach your audience are always welcome
 - Emphasize health, social, emotional, financial, etc. benefits that you or your organization’s art brings to the community
- **Demonstrate prior success**
 - Show how you or your organization has impacted your community (as specifically as possible)
 - Submit supplemental materials that enhance your application; case stories, photos, and video welcome!
- **Proof your application**
 - Fully answer each question asked, including how the funding will be used
 - More is **not** necessarily more! Many panelists comment on the focus of great applications

Other Application Tips

- Update your contact information and save “dallas.gov” as a safe sender in your email
- Complete your application in the portal early; reach out to OAC staff with technical problems prior to the deadline
- Questions? Reach out early and often!
OACCommArt@dallas.gov.



Next Steps

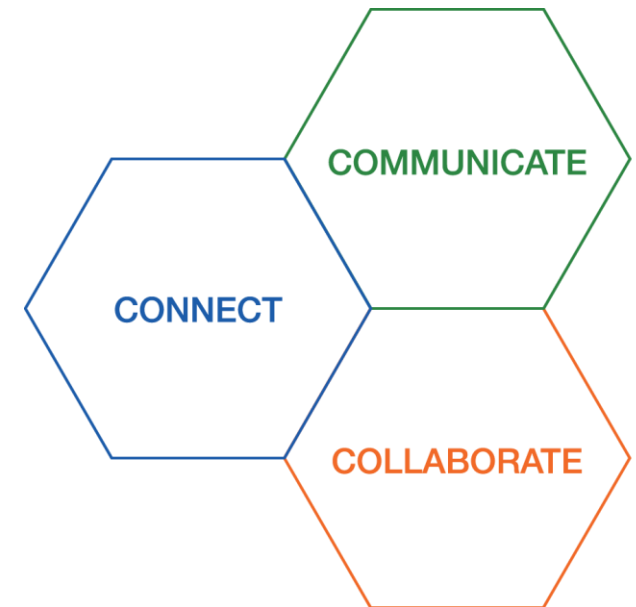
Stay in Touch: Be an OAC Review Panelist!

- Become an Office of Arts and Culture Review Panelist!
- Panel requirements:
 - Must live or work in Dallas
 - Must participate in Dallas arts (artist, board member, committed audience member, etc.)
 - Must be willing to provide thoughtful, equity-focused feedback to applicants
- Note: Panelists must recuse themselves from an adjudication funding program/round if they (or organizations that they represent) are applicants.
- Panel Opt-In Survey:
<https://webportalapp.com/webform/panelsurveyopt-in>



Stay in Touch: Apply for Other Funds!

- View all OAC open grants and calls:
<https://dallasculture.org/grants-and-calls/>





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Thank you!
¡Gracias!

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