



Office of Cultural Affairs
CITY OF DALLAS

FY16-17 Cultural Projects Program – Special Support Grant (CPP-SP)

The Office of Cultural Affairs Cultural Projects Program – Special Support (CPP-SP) program is designed to support special projects for non-profit cultural arts organizations and individual artists. Awards of \$1,000 - \$5,000 will be made to support projects in any discipline not currently supported in the FY16-17 COP and CPP programs. Awards will be made twice during the City's fiscal year. All projects must take place within the city limits of Dallas. Artists and non-profit arts organizations must be residents and/or have their permanent administrative office located in Dallas.

Eligibility:

1. Nonprofit 501(c)(3) arts and cultural organizations whose administrative offices are located within the City limits of Dallas
2. Individual Artists with permanent residence in the City of Dallas
3. Only 1 application per organization/artist per deadline will be accepted.
4. Organization/Artists will only be eligible for one funding award per fiscal year.
5. Priority will be given to new works by emerging organizations with an operation history of at least three years, and cultural organizations that have an annual operating budget under \$1,000,000 based on prior year's actual expenses.
6. Individual artists must have at least 3 years' experience in their field.
7. All projects must happen within the City limits of Dallas during the timeframe for each deadline in the City's fiscal year ending September 15, 2017.
8. Comply with regulations pertaining to federal grant recipients including 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.
9. Obtain and maintain during the Contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services. Contact OCA staff for more information about this.

Applications will not be accepted for the following:

1. Activities which do not have a cultural or artistic focus or whose primary focus is religious or political in nature
2. Projects planned primarily for fundraising purposes
3. Activities restricted to members or which do not benefit the general public
4. Tuition expenses

5. College/university or school projects that are part of a course or curriculum or which do not benefit the general public
6. Scholarships, cash prizes or awards
7. Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
8. Activities that have occurred prior to the signing of the cultural service contract
9. Underwriting of past deficits
10. Endowments
11. Non-contract related services, lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status
12. Public art projects that take place on City property or that are determined by staff to be under review by the Public Art Committee.
13. Projects, productions, workshops and/or programs that include obscene material.
14. New staff positions for organizations
15. Exhibitions or projects for personal financial gain
16. Alcoholic beverages or food
17. Publication of books
18. Events that don't have the proper permits or insurance coverage
19. Commercial(for-profit) enterprises or activities including concessions, food, t-shirts or other items
20. Travel costs outside of Dallas
21. Festivals

To Apply:

Go to www.dallasculture.org click on "Programs" and then "Cultural Contract Services" -on the right hand side of that page look for – "To access the Online Cultural Application" that will link you to the online applications. Information that will be needed to apply;

1. Date(s) of the project
2. Description of the project and its artistic merit to be funded which includes the location, timeframe and details as to how the project will be produced
3. Marketing and promotion plans for the project
4. The project's ability to reach new or expanded audiences
5. Proposed budget for the project
- 6. Individual Artists are required to submit resumes or vitas and two pieces that are representational of the artist's work.**
- 7. Organizations are required to include a history of the organization and two supplemental materials that represent the organizations work.**

Review:

A review panel of knowledgeable citizens will review all applications and determine the recipients of the Awards by scoring each application on the criteria for the program. If applicants do not meet the funding criteria, OCA staff will not move the application forward for the panel to review. The OCA Director will have final approval of all contracts. The Panel will use the following criteria for making the awards:

1. Artistic excellence of the project (50 pts)

This section should have information about the process for realizing the project that includes; the location, other artists or organizations involved and the timeline for completion. What do

you plan to accomplish with this project and who will benefit from it. All details that are already in place to make the project successful.

2. Marketing and promotion plans for the project (15 pts)

How will you let Dallas know about when and where this project is happening? What sort of tools will you use to accomplish this? How will you be documenting the project?

3. Audience reach of the project to new or expanded audiences in Dallas (15 pts)

Who is the audience for this project? Will it reach new, diverse populations? Does the project have the capacity to reach an expanded audience not familiar with the medium? Is it targeted to a specific group?

4. Is the budget realistic for implementation of the project (15 pts)

Does the artist or organization show that they will provide a project that will be a good use of funding from the City? Does the project show a well balanced budget? Is the revenue sufficient to realistically complete the project?

5. The artistic excellence of the artist or organization (5 pts)

Does the artist or organization applying for this funding have good qualifications and meet the criteria? Does their resume and experience show that the project will be a good service to the citizens of Dallas?

Final Reports:

All Artists/Non-profit arts and cultural organizations that are awarded funding will be required to do a final summary report of the project and provide documentation of the work. Final payment will not be made until the final report is received in the OCA office and approved.

Contracts and Awards:

Becoming a Vendor

You must become a vendor in the City system before a contract can be executed. This is basically setting up an account for you in the City system to be able to cut a check. You will need to do this before we can process your contract if you are funded. It is very easy to do; Go to the City of Dallas website: <http://dallascityhall.com>

On the top of the home page look for "Business" and open the drop down box. On the left side you will see, "Licenses and Permits." Under this heading you will see "City Vendor Registration." Click on that and it will link you to the Vendor page. Once you have finished, the system will create a vendor number for you. We will need that number for part of your contract paperwork. **Be sure that the name and address that you put in the vendor system are the same as what will be in your contract.** Please email the vendor number to: charla.sanderson@dallascityhall.com

Contracts with the City

Project awards are made by contract with the City of Dallas. Contracts will include a scope of services that detail project purpose, goals, milestones, schedule and payment terms. Contracts must be signed by the vendor and city manager, and approved as to form by the city attorney. Before the City executes the contract it will be forwarded to the Office of Risk Management for review and a determination of insurance requirements. You may be required to provide proof of appropriate insurance before the contract is executed. Payment terms will be based on the scope of work, and can only be made for services rendered. Multiple payments based on project milestones will be considered. Invoices must be submitted to OCA in order to process payments. It may take up to 30 days from the date the invoice was received for the City to issue a check.

Additional Important Information

- You will need to complete your project within the contract dates. If you need an extension you will need to contact: Charla Sanderson, Cultural Programs Manager.
- When your project is complete you will need to fill out a simple final report and provide documentation of your project to the Office of Cultural Affairs before the final payment can be made.
- If your project is not completed you will be required to return all funds back to the City.

Insurance

Insurance coverage could be required for funded FY16-17 CPP Special Support projects. Funds cannot be released without evidence of the required insurance if it is determined necessary. Proof of insurance must meet the specific terms of the CPP Special Support contract. **As soon as the coverage requirements are determined from Risk Management funded organizations/artists will be notified.** Failure to meet insurance requirements could possible result in contract termination.

Below is a sample of the types of insurance that may be required for various Community Artist Programs, but not limited to:

General Liability

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability with minimum combined bodily injury (including death) and property damage limits. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Auto Liability

If vehicles will be used in the performance of services under the contract - Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury (including death) and property damage limit. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Workers' Compensation

If the Artist's employees are performing services under the contract at a City owned facility - Workers' Compensation within the regulations of the Texas Workers' Compensation Act as well as Employers Liability. The following endorsements shall be added in favor of the City of Dallas: 1) Waiver of Subrogation and 2) 30-Day Notice of Cancellation.

Liquor Liability

If alcoholic beverages provided - Liquor Liability Insurance may be required.

The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

Certificates of Insurance Shall Contain the following:

1. City of Dallas shows as Certificate Holder
2. Identify the service or product being provided

Logo and Credit Line

Arts organizations and artists awarded City of Dallas contracts are asked to include the following credit line and logo and also include this in any social media about the project:



“(Name of your organization/artist) is supported in part by the City of Dallas Office of Cultural Affairs and the Texas Commission on the Arts.”

It is important 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.

The OCA logo can be downloaded from our website: www.dallasculture.org, click on ““Programs” and then “Cultural Services Programs” scroll down to the bottom of the page where you will find several different downloadable versions of the OCA logo.

Social Media Recognition for your Funded Project with OCA

In social media promotions related to any project being funded you can tag City of Dallas Office of Cultural Affairs and utilize preferred hashtags when appropriate. See Dallas Culture handles, preferred hashtags and recommendations for social media engagement below.

Twitter

- Through professional and/or personal accounts follow Dallas OCA Twitter account <https://twitter.com/dallasculture>
- When making posts about your project tag us in your tweet by using our handle @dallasculture
- Include the hashtags: #dallasculture #liveart #oca

Facebook

- Through professional and/or personal pages, “like” the City of Dallas Office of Cultural Affairs Facebook page <https://www.facebook.com/dallasculture>
- When making posts about your project, tag in them @City of DallasOffice of Cultural Affairs
- Tag @City of DallasOffice of Cultural Affairs in any photos/videos you post related to your project. Be sure to share photos on the Dallas Culture page as well
- Utilize the #dallas culture #liveart #oca hashtags on Facebook posts of your project

Funding Notices:

Artists and non-profit arts organizations that have applied for funding will receive notice of whether or not they have been awarded approximately three weeks after the deadline for that funding cycle. Notices will go out by email.

Applications Open Online starting on October 14, 2016

Deadlines:

1st Round – NOVEMBER 18, 2016

Award period – January 15, 2017-September 15, 2017

2nd Round – FEBRUARY 17, 2017

Award period – May 1, 2017 – September 15, 2017

Questions? Charla Sanderson, Cultural Programs Manager – Email: charla.sanderson@dallascityhall.com
Or Jason Dare – jason.dare@dallascityhall.com