



Office of Cultural Affairs
C I T Y O F D A L L A S

2017-18

Cultural Projects Program

Special Support Grant (CPP-SP)

Individual Artists and Non-Profit Organizations

GUIDELINES

City of Dallas/ Office of Cultural Affairs

Administrative Office

1925 Elm Street, Dallas, TX 75201

Jennifer Scripps – Director

David Fisher – Assist. Director

FY 2017-18

Cultural Projects Program-Special Support Guidelines

INTRODUCTION

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 - \$6,000 are available to support projects in any cultural discipline not currently supported in the FY17-18 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.

Cultural Services Funding Programs

The City's goal is that all residents and visitors have the opportunity to enjoy high quality arts and cultural offerings.

All organizations performing cultural services for the City should develop, implement, and maintain affirmative operating policies that include measurable goals for the ethnic diversification of staff, board, contractors, services and programs. The achievements and goals of the organization may be monitored and evaluated by the Office of Cultural Affairs and taken into consideration in the funding process. Cultural services contracts are awarded on a competitive basis.

Source of Cultural Program Funds

The City of Dallas invests in the arts by allocating a portion of the City's general fund that is derived from City and Property taxes.

ELIGIBILITY REQUIREMENTS

1. Nonprofit 501(c)(3) arts and cultural organizations whose administrative offices are located within the City limits of Dallas and who are not being funded in the COP or CPP funding programs
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, 2018.

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

CPP-SPECIAL SUPPORT FUNDING TIME LINE

Special Support Round #1	
October 16, 2017	FY17-18 CPP-Special Support #1 Applications open online
November 17, 2017	FY17-18 CPP-Special Support #1 Applications Deadline
December 4, 2017	CPP-Special Support Applications sent to Review Panel

December 18, 2017	CPP-Special Support #1 notification of funded projects that start after January 15, 2018 and completed by September 15, 2018
Special Support Round # 2	
January 8, 2018	FY17-18 CPP-Special Support #2 Applications open online
February 9, 2018	FY17-18 CPP-Special Support #2 Applications Deadline
February 19, 2017	CPP-Special Support Applications sent to Review Panel
March 5, 2018	CPP-Special Support #2 notifications of funded projects that start after April 2, 2018 and completed by September 15, 2018

NEED ASSISTANCE?

For general inquiries or assistance, please contact the Office of Cultural Affairs cultural contract program staff.

Charla Sanderson
 Cultural Programs Manager
Charla.sanderson@dallascityhall.com

Jason Dare
 Cultural Contracts Coordinator
Jason.dare@dallascityhall.com

Rhonda Ivery
 Cultural Contracts Coordinator
Rhonda.ivery@dallascityhall.com

APPLICATION PROCESS

How Funding Applications Are Processed:

- Staff of the Office of Cultural Affairs reviews applications to ensure they are complete and meet the criteria for the funding program. Incomplete applications will not be considered.
- Applications are forwarded to the Review Panel
- The Review Panel scores each application and then submits the scores and any comments to OCA staff
- OCA staff uses the panel score and a funding matrix to determine funding levels.
- Applications that score less than 70% will not be funded
- Funding levels are reviewed and approved by the Allocations Committee of the Cultural Affairs Commission
- Applicants are notified of the results

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:

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.

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?

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?

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?

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?

It is the policy of the Cultural Affairs Commission to recommend funding organizations/artists who have demonstrated excellence. Organizations/artists who do not meet the baseline panel score of 70% or higher, as determined by the Allocations Committee, will not be considered for funding.

Helpful Tips for Preparing Your Application

- Read the guidelines, grant application instructions and criteria before beginning the application process.
- Plan your narrative following the questions and funding criteria. Plan your answers carefully to avoid repetition.
- Write to the funding criteria. Remember all applications are reviewed and scored based on how well the applicant meets the funding criteria.

- Don't assume. The panelists who review your proposal may have no knowledge of your organization or its programming. Make sure you describe existing and proposed programs in detail. The application should stand on its own merits.
- Avoid generalizations. Rather than stating, "We have operated a successful series of concerts for the last four years," use numbers to prove your case. For example, "We have produced six plays with 10-performance runs for the last four years to audiences ranging from 75 to 100 per each performance.
- Proofread. Before submitting your application, have at least one person proofread it. If the reader has questions, it is likely, the panel will as well. Applications that contain frequent typographical errors, poor grammar or misspelled words do not give a positive impression of the organization.

To Apply:

Go to www.dallasculture.org for directions to the online site. Information that will be needed to apply;

- Date(s) of the project
- 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
- Marketing and promotion plans for the project
- The project's ability to reach new or expanded audiences
- Proposed budget for the project
- **Individual Artists are required to submit resumes or vitas and two pieces that are representational of the artist's work.**
- **Organizations are required to include a history of the organization and two supplemental materials that represent the organizations work.**

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.

CONTRACTS AND INVOICES

Contracts with the City

Project awards are made by contract with the City of Dallas. Contracts will include a scope of work that details 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. There are no payments made prior to a project being started. 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.

Signed Contract Time Frame

It is required that all awarded organizations provide **three** copies of their contract signature page of their contract with the wet/original signature of the responsible official for the organization/artist.

The following lists the contract process and time limits before payment can be made;

The Scope of Work (SOW) for the contract is approved by the organization/artist.

The Scope of Work must be approved by the organization/artist no later than one week after receiving them.

- Organizations receive the Insurance Requirements from Risk Management per their contract and SOW.
Organizations/artists have up to 30 days from the day they receive the Insurance Requirements to provide their Certificate of Insurance (COI) to OCA.
- Contracts are sent to the organization/artist for signatures.
Signed contracts must be returned to OCA no later than two weeks after they are received.
- When signed CPP-SP contracts have obtained a memorandum of compliance from the Office of Risk Management stating insurance requirements have been met, CPP-SP contracts go to City Hall for the signatures of the City Manager and the City Attorney. (City Hall signatures normally take from 4-6 weeks)
- When the contract has been returned to OCA and has been approved by the Purchasing department the first invoice is sent to the organization/artist upon completion of contract deliverables.
- Organizations/artists that don't adhere to the above stated time frames for SOW approval, contract signature pages or providing their COI can risk termination of their CPP-SP funding as determined by OCA staff.

Invoices

Payments will be made in installments as determined by the time frame and scope of work of the project. A portion of the funding will be held until the final report is submitted.

Insurance

Insurance coverage will be required for most funded FY17-18 CPP-Special Support organizations. Funds cannot be released without evidence of the required insurance. Proof of insurance must meet the specific terms of the contract. **As soon as the coverage requirements are made from Risk Management, funded organizations/ artists will be notified.** Failure to meet insurance requirements will be reported to the Cultural Affairs Commission and could possibly result in contract termination. (For more information on insurance coverage and amounts required, please contact Jason Dare at 214.670.4428 or email to jason.dare@dallascityhall.com.)

Below is a sample of the types of insurance that may be required, 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.

Abuse and Molestation

If the organization is doing programming for children under 18 years of age or senior citizens.

Certificates of Insurance

Certificates of Insurance must be written by a company licensed to do business in the State of Texas at the time the policy is issued and be acceptable by the City.

All insurance contracts and certificate(s) of insurance will contain and state, in writing, the following required provisions:

- a. Name the City of Dallas and its officers, employees and elected representatives as additional insureds to all applicable coverages.

- b. State that coverage shall not be canceled except after thirty (30) days written notice to:
 - (i) Office of Cultural Affairs, Attention: Charla Sanderson, Project Manager, 1925 Elm #400, Dallas, Texas 75201 and
 - (ii) Director, Office of Risk Management, 1500 Marilla, 6A-South, Dallas, Texas 75201.
- c. Waive subrogation against the City of Dallas, its officers and employees, for bodily injury (including death), property damage or any other loss.
- d. Provide that the organizations insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.
- e. Ensure that all certificates of insurance identify the service or product being provided and name the City department shown in **REQUIRED PROVISIONS** as the Certificate Holder.
- f. 30 day cancellation clause obligating the insurance company to notify the Office of Cultural Affairs of cancellations or material changes.

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 and documentation is received in the OCA office and approved.

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

Cultural Diversity

It is the intent of the City's cultural policy to contract with cultural organizations that demonstrate a commitment to diverse community representation on their boards and staffs. In addition, the organizations are expected to demonstrate a commitment to cultural diversity in all aspects of their operations and programming.

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/cultural-programs/logos

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

Applications Open Online starting on October 16, 2017

Deadlines:

1st Round – November 17, 2017

Award period (January 15, 2018-September 15, 2018)

2nd Round – February 9, 2018

Award period (April 2, 2018 – September 15, 2018)

Questions?

Rhonda Ivery - Artist Resource Contracts Coordinator

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