



City of Dallas

ARTS AND CULTURE ADVISORY COMMISSION MEETING AGENDA

Thursday, May 20, 2021

4:30 p.m.

Dallas City Hall

1500 Marilla Street

Dallas, Texas 75201

THIS WILL BE A VIDEOCONFERENCE

This meeting will be conducted by videoconference. Members of the public who wish to speak must sign up online at [DallasCulture.org/publicspeakers](https://dallasculture.org/publicspeakers), or call (214) 670-3687 extension 4 by 5pm the day before the meeting. The public may listen in on the Spectrum Channel 16 and bit.ly/cityofdallastv or [YouTube.com/CityofDallasCityHall](https://www.youtube.com/CityofDallasCityHall), or <https://dallascityhall.webex.com/dallascityhall/onstage/g.php?MTID=ed8b79e64135464a1cf2abc3b7adc02a6>

Call to Order

Public Speakers (*see note below*)

VOTING AGENDA ITEMS

1. Approval of minutes of the April 15, 2021, Arts and Culture Advisory Commission meeting

ALLOCATIONS COMMITTEE

2. Recommendation in support of the FY 2021-22 Community Artists Program Guidelines
3. Recommendation in support of additions to the Cultural Support Programs Review Panel Roster

OTHER ITEMS – PREVIOUSLY CONSIDERED BY COMMISSION

4. Recommendation of a Fair Park Cultural Organizations amendment to the FY 2020-21 Cultural Organizations Program Guidelines
5. Recommendation in support of FY 2020-21 Cultural Organizations Program (COP) funding allocations to Fair Park Cultural Organizations, African American Museum, in the amount of \$72,660.00, and Dallas Historical Society, in the amount of \$36,435.00, for the period June 2021, through September 2021, subject to Park Board and City Council approval of the amendment to the Fair Park First agreement

BRIEFINGS

- A. Cultural Spotlight: Shakespeare Dallas
- B. FY 2021-22 and FY 2022-23 City of Dallas Biennial Budget Overview
- C. Cultural Center Summer Programming Preview
- D. Fair Park Cultural Organizations Update
- E. Proposed Commonwealth Arts Incubator Briefing
- F. Return to Work Briefing

INFORMATIONAL MATERIALS

- I. Grants & Calls Timelines for Fiscal Year 2021-22
- II. Arts Month 2021 Communications and Results Report

Adjournment

Upcoming Meetings and Events (Committee Dates Subject to Change)

June 3, 2021 Allocations Committee

June 8, 2021 Public Art Committee

June 17, 2021 Arts and Culture Advisory Commission Meeting

July 1, 2021 Allocations Committee

July – no Arts and Culture Advisory Commission Meeting or Public Art Committee Meeting

August 3, 2021 Public Art Committee

August 5, 2021 Allocations Committee

August 12, 2021 Arts and Culture Advisory Commission

NOTE: The Arts and Culture Advisory Commission welcomes public speakers who wish to comment on matters related to agenda items or other matters concerning the Commission. Public speakers must register with the Office of Arts and Culture by 5 p.m., Wednesday, May 19. Register online at DallasCulture.org/publicspeakers, or call (214) 670-3687 extension 4. Speakers generally have a maximum of 3 minutes to speak, but the allotted speaking time may be limited if there is a large number of registered speakers.

EXECUTIVE SESSION NOTICE

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex. Govt. Code §551.089]

“HANDGUN PROHIBITION NOTICE FOR MEETING OF GOVERNMENT ENTITIES”

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

AGENDA DATE: May 20, 2021
COUNCIL DISTRICT(S): N/A
SERVICE: Arts and Culture Advisory Commission
STAFF CONTACT: Anne Marie Gan, 214-671-7023

SUBJECT

Approval of minutes of the April 15, 2021, Arts and Culture Advisory Commission meeting

BACKGROUND

This action is to approve the minutes of the April 15, 2021, Arts and Culture Advisory Commission meeting.

PRIOR ACTION/REVIEW

This item has no prior action.

FISCAL INFORMATION

This item has no cost consideration to the City.



City of Dallas

**ARTS AND CULTURE ADVISORY COMMISSION
MEETING MINUTES**

Thursday, April 15, 2021

4:30 p.m.

VIDEOCONFERENCE

Dallas City Hall

1500 Marilla Street

Dallas, Texas 75201

PRESENT: [16]

Sam Santiago (Chair), Phillip Collins (Vice Chair), Augustine Jalomo, Linda Blase, Ella Goode Johnson, Jesse Hornbuckle, Priscilla Rice, J. Damany Daniel, Brad Spellicy, Mickie Bragalone, Krista Weinstein, Jo Trizila, Zach Hess, Grady McGahan, Vicki Meek, Victoria Ferrell Ortiz

ABSENT: [1]

Kathy Stewart

CITY STAFF PRESENT:

Jennifer Scripps, David Fisher, Glenn Ayars, Nikki Christmas, Russell Dyer, Anne Marie Gan, Rhonda Ivery, Kay Kallos, Adriana Portillo, Lynn Rushton

I. Call To Order

A quorum of the commission being logged on in the videoconference, Chair Santiago called the meeting to order at 4:34 p.m.

II. Public Speakers

The commission provides "open microphone" opportunities for the following individuals to comment on matters that were not scheduled on the commission voting agenda or to present concerns or address issues that were not matters for consideration listed on the posted meeting agenda:

SPEAKER: Dr. George Keaton

SUBJECT: Memorial to Victims of Racial Violence

**ARTS AND CULTURE ADVISORY COMMISSION
MEETING MINUTES – April 15, 2021**

III. Voting Agenda Items

1. Approval of minutes of the March 25, 2021, Arts and Culture Advisory Commission meeting [APPROVED]

Ms. Meek moved to adopt the item. Motion seconded by Ms. Blase, and the item was unanimously approved.

2. Recommendation in support of the FY 2021-22 ArtsActivate Guidelines [APPROVED]

Mr. Spellicy moved to adopt the item. Motion seconded by Ms. Trizila. Following discussion, the item was unanimously approved.

3. Recommendation in support of the loan of the sculpture *Love Bomb* by artist Kai for installation at the Victory Overlook on the Katy Trail in Council District 2 [APPROVED]

Ms. Trizila moved to adopt the item. Motion seconded by Ms. Meek. Following discussion, the item was unanimously approved.

4. Recommendation in support of a commission from Allbritton Lee, d/b/a RE:site, of a Public Art piece for the Memorial to Victims of Racial Violence to be installed in Martyr's Park at 379 Commerce Street in Council District 2 [APPROVED]

Ms. Bragalone moved to adopt the item. Motion seconded by Mr. Hornbuckle. Following discussion, the item was unanimously approved.

IV. Briefings

- A. Cultural Spotlight: Big Thought

CEO Byron Sanders briefed the Commission on this item.

- B. Gift Policy and Calendar Year 2020 Annual Gift Disclosure Report

Anne Marie Gan briefed the Commission on this item.

- C. Public Art Conservation Briefing: City-owned Artwork at the Hall of State

Lynn Rushton briefed the Commission on this item.

**ARTS AND CULTURE ADVISORY COMMISSION
MEETING MINUTES – April 15, 2021**

D. Arts Month and Communication Updates

David Fisher briefed the Commission on this item.

E. Return to Work Briefing

Director Scripps and Russell Dyer briefed the Commission on this item.

F. Shuttered Venue Operators Grant Status Update

Director Scripps and Anne Marie Gan briefed the Commission on this item.

V. Adjournment

After all business properly brought before the commission had been considered, the commission adjourned at 6:17 p.m.

Sam Santiago, Chair

ATTEST:

Anne Marie Gan, Office of Arts and Culture

Date Approved

AGENDA DATE: Ma 20, 2021
COUNCIL DISTRICT(S): N/A
SERVICE: Cultural Support Programs
STAFF CONTACT: Rhonda Ivery, 214-671-8573

SUBJECT

Recommendation in support of the FY 2021-22 Community Artists Program (CAP) Guidelines

BACKGROUND

This item primarily addresses the Equity, Diversity, and Support for Artists priorities of the Dallas Cultural Plan.

The updated Cultural Policy of the City of Dallas, adopted on November 28, 2018, provides that guidelines for the various Cultural Support Programs will be submitted for review and approval of the City Council. This serves to affirm the artistic nature of services to be provided through these various cultural programs and to specify the review and selection process for cultural services. The FY 2020-21 CAP Guidelines (Exhibit A) are planned for a City Council vote on June 24, 2020 to allow for the application open period from July 6-20 and related application period marketing and virtual informational sessions.

The Community Artist Program (CAP) provides artist services to Dallas communities by African, Latinx, Asian, Arab, Native American (ALAANA) and other individual artists and non-profit organizations to teach, perform, and exhibit at host facilities in neighborhoods in the city of Dallas. CAP cultivates collaborations between artists and communities. Services are requested of CAP artists and organizations by the Office of Arts and Culture (OAC) on an as-needed basis. Any organization that is presenting an event that is free and open to the public in the city of Dallas may request a CAP service from the Office of Arts and Culture. This program was originally known as the Neighborhood Touring Program, and has been a service of the OAC since the creation of the department in 1989.

The CAP goals are:

1. To provide opportunities for Dallas neighborhood residents and organizations to have greater access to the arts and cultural expression exposing them to and educating them on ALAANA art forms and/or traditions heightening resident understanding of the unique contributions of the city's various cultures to the community in Dallas.

2. To create opportunities for ALAANA artists to participate in events throughout Dallas which showcase and celebrate the community's unique history, diversity, and varied racial and ethnic heritage.
3. To provide support and opportunities for arts programming through which ALAANA artists and organizations can teach, perform, and exhibit at host facilities in neighborhoods in the city of Dallas.
4. To promote collaborations between the arts and community entities, such as business, government, and the non-profit sector, for the purpose of community development.

The *Dallas Cultural Plan 2018* and the updated Cultural Policy were adopted following a year-long cultural planning effort, which included in-depth regional, national and international research, engagement across every zip code and district in the city, and analysis of City plans and collaboration with Dallas residents, artists, organizations, City staff and leaders. Nearly 9,000 Dallas residents were engaged in this process to develop over one hundred initiatives and strategies under these six priorities: equity, diversity, space, support for artists, sustainable arts ecosystem, and communications.

CAP seeks to improve equity and diversity through expanded and adapted programmatic offerings in Dallas neighborhoods.

PRIOR ACTION/REVIEW

On November 28, 2018, City Council adopted the Dallas Cultural Plan 2018 and a revised and restated Cultural Policy of the City of Dallas; and authorized and established the Cultural Projects and Funding Program, Cultural Vitality Program, and Community Artist Program to support artist and cultural services in the City of Dallas by Resolution No. 18-1683.

On May 6, 2021, the Allocations Committee of the Arts and Culture Advisory Commission voted to recommend these guidelines.

FISCAL INFORMATION

This item has no cost consideration to the City.

EXHIBIT A



FY 2021-22

COMMUNITY ARTIST PROGRAM GUIDELINES

Community Artist Funding
for Non-Profit Organizations and Individual Artists

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OFFICE OF ARTS AND CULTURE

VISION

An equitable, diverse and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas.

MISSION

The Office of Cultural Affairs works to enhance the vitality of the city and the quality of life for all Dallas residents by creating an equitable environment wherein artists as well as arts and cultural organizations thrive; people of all ages enjoy opportunities for creative expression; and all celebrate our multicultural heritage.

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.

STATEMENT ON CULTURAL EQUITY

In Dallas, we envision a city of people whose success and well-being are not pre-determined by their race, age, disability, sexual orientation, gender, social status, zip code, or citizen status. We recognize that artistic and cultural expression are fundamental to the development of our identity, as individuals and as a community at large. We assert the right for all people to have access to arts and cultural experiences throughout Dallas.

We recognize the historic legacies of racism, overt bias and injustice that shape our present reality. In fact, the City of Dallas' arts funding originated to support organizations of the Western European canon, collectively referred to as "The Big Six." Going forward, we will strive to support the broadest range of art forms and creative producers, considering inclusivity, diversity and neighborhood impact to direct resources equitably to artists and organizations. We will work to build a robust arts ecosystem that continually evolves to better reflect the diverse composition of Dallas. Towards this end, we recognize and affirm the potential of new and emerging artists and organizations.

The Office of Cultural Affairs will serve as convener and connector to catalyze equity in the policies and practices of its partners across the Dallas arts ecosystem. Core to this is leading other organizations and private resource providers to advance diversity, equity and inclusion in concrete, measurable ways. Annually, the Office of Cultural Affairs will summarize its own support for artists and arts organizations, highlighting measures of equity and diversity.

As we work together to create a more vibrant Dallas, the Office of Cultural Affairs is committed to nurturing the wide diversity of creative culture and experiences that make up this great city.

FY 2021-22 COMMUNITY ARTIST PROGRAM

The Community Artist Program (CAP) provides artist services to Dallas communities by ALAANA (defined below) and other individual artists and non-profit organizations to teach, perform, and exhibit at host facilities in neighborhoods around the City of Dallas. CAP cultivates collaborations between artists and communities. Services are requested of CAP artists and organizations on an as-needed, when-needed basis. Inclusion on the CAP artist roster does not guarantee that services will be awarded. CAP recipients only receive funds as requests from the community are received, services are completed, and complete invoices & evaluations are submitted.

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 Organization means an organization whose primary intention, practices, and mission is 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 a culture and people and/or is given form by artists.

PROGRAM GOALS

1. To provide opportunities for Dallas neighborhood residents and organizations to have greater access to the arts and cultural expression exposing them to and educating them on ALAANA art forms and/or traditions heightening resident understanding of the unique contributions of the city's various cultures to the community in Dallas.
2. To create opportunities for ALAANA artists to participate in events throughout Dallas which showcase and celebrate the community's unique history, diversity, and varied racial and ethnic heritage.
3. To provide support and opportunities for arts programming through which ALAANA artists and organizations can teach, perform, and exhibit at host facilities in neighborhoods in the city of Dallas.
4. To promote collaborations between the arts and community entities, such as business, government, and the non-profit sector, for the purpose of community development.

SERVICE TYPES

There are 2 different types of services that encompass the Community Artist Program:

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. Performances will be no longer than 120 minutes each without prior approval from the Community Arts Manager.

Workshops – A workshop is a hands-on opportunity to introduce the audience/participants to a cultural art form or tradition. A workshop series allows the participants to explore the topic in greater detail and may include a culminating activity. Workshop series are comprised of workshops extending from two to five sessions. Individual workshop sessions will be no longer than 180 minutes each without prior approval from the Community Arts Manager.

Selected artists and organizations conducting workshops must provide the following:

- A written outline of services
- Artistic teaching points/curriculum (including flexibility)
- Age level of classes
- Minimum/maximum possible attendance

NOTE:

INCLUSION ON THE CAP ARTIST ROSTER DOES NOT GUARANTEE THAT SERVICES WILL BE AWARDED. CAP RECIPIENTS ONLY RECEIVE FUNDS AS REQUESTS FROM THE COMMUNITY ARE RECEIVED, SERVICES ARE COMPLETED, AND COMPLETE INVOICES & EVALUATIONS ARE SUBMITTED.

APPLICANT ELIGIBILITY

The Community Artist Program is intended for ALAANA artists who are residents of the City of Dallas and ALAANA non-profit arts organizations with administrative offices that are permanently located in the City of Dallas. Other artists and arts and cultural organizations will also be considered if guideline requirements are met. Artists and non-profit organizations performing or presenting workshops in the areas of music, dance, theatre, literature, visual arts, film/video, literary arts, folk arts, and other disciplines will be considered for the program.

- Applicants may only submit one application – **multiple submissions from the same applicant will not be accepted**
- Organizations must have at least a 3-year operating history

- Individual artists must have at least 3 years of professional experience in their field and provide a resume or vita AND examples of their work.
- The organization's administrative office or individual artist's residence must be located within the city limits of Dallas. P.O. Boxes will not be accepted as proof of office or residence location within the city limits of Dallas.
- The applicant must be willing and able to enter into a contract with the City and meet the requirements associated with receiving funds from the City.
- Organizations must be tax-exempt under section 501(c)(3) of the Internal Revenue Code.
- Any funded organization/artist 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 funded organization/artist 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.
- If funded in the previous year's program cycle, the artist or organization must be compliant with the previous year's contract in all OAC funding programs in order to apply for future funding in the program. Organizations or artists who fail to successfully complete their contract are not eligible for funding in the subsequent funding cycle of the same program.

Organizations contracting with the City through other funding programs may also apply to be on the artist roster for the Community Artists Program as long as the total support by the City in a fiscal year, whether cash or in-kind, regardless of the department from which the funds and support originate, shall not exceed:

- (i) 50% of an organization's audited revenue for organizations with revenue less than \$1,000,000.
- (ii) 40% of an organization's audited revenue for organizations with revenue of \$1,000,000 or more.

INELIGIBLE ARTIST/ORG. APPLICATIONS

Applications will not be accepted for the following:

- Activities which do not have a cultural or artistic focus.
- Applications from individual artists who are not residents of Dallas or organizations that do not have administrative offices located in the City of Dallas.
- Applications with P.O. Boxes listed as their main address or their administrative office.
- Youth applicants or organizations that solely involve youth who are in school and have not yet completed the 12th grade.

GENERAL APPLICATION GUIDELINES

Applications are considered incomplete if supporting materials are not uploaded at the time of submission. Incomplete applications will not be moved forward for panel review.

- Before you begin the application, carefully read all CAP guidelines.
- Develop the application so that it addresses program goals and criteria.
- Complete all required information and submit online support materials (e.g. teaching curriculum, critical reviews, web links, photos, audio and video recordings, etc.).
- All supplemental materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials can negatively affect your application score

ALL APPLICANTS ARE REQUIRED TO UPLOAD THE FOLLOWING SUPPLEMENTAL MATERIALS:

Individual Artists

- Resume or Curriculum Vitae
- Sample teaching curriculum
- Web links to work samples such as video, sound or music clips. The clips should highlight or showcase the applicant.
- Critical reviews or newspaper clippings
- Programs or playbills
- Organization or Artist brochures
- Photos

Organizations

- History of ALAANA Programming
- Organization's Logo or webpage photo (if selected will be used for website roster – jpg, png, or pst formatting preferred)
- Sample teaching curriculum
- Web links to work samples such as video, sound or music clips. The clips should highlight or showcase the applicant.
- Critical reviews or newspaper clippings
- Programs or playbills
- Organization or Artist brochures
- Photos

PLEASE CHECK THE ONLINE APPLICATION FOR MORE INFORMATION ABOUT UPLOADING AND ATTACHING SUPPORT MATERIAL.

Contact the Community Arts Staff to ask for any clarification or a copy of the FY 2021-22 CAP Guidelines. The OAC staff can review your proposal with you prior to the submission date as time permits.

Rhonda Ivery
Community Arts Manager
214-671-8573
rhonda.ivery@dallascityhall.com

Gerardo Robles
Community Arts Coordinator
214-670-3688
gerardo.robles@dallascityhall.com

Helpful Tips for Preparing Your Application

- Read the guidelines, funding 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 based on how well the application meets the funding criteria and the programming you have to offer.

- Demonstrate how your programming relates or applies to at least one of the six priorities of the 2018 Cultural Plan.
- Don't assume. Those who review your proposal may have no knowledge of you/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 that the reviewers will as well. Applications that contain frequent typographical errors, poor grammar or misspelled words do not give a positive impression of the applicant.

TO APPLY

Participants in the Community Artist Program will be selected by a community panel review method. As per Cultural Policy, contracts for services are made on an annual basis; all potential service providers must submit an annual application by the published deadlines, and in the established format, to be considered for a cultural service contract. Failure to submit a complete application in the proscribed manner by the established deadline of June 28, 2021 at 11:59 p.m. (Central Time) will result in removal from consideration for the Community Artists Program.

Support Materials are required with the application submission (such as online samples of work, videos, photos of work, YouTube clips, critical reviews, etc.). Only one application will be accepted per applicant. Supporting materials should reflect the curriculum or cultural performance that is being proposed for the current application year. Individual Artists will be required to submit a resume or Vita.

APPLICATIONS ARE CONSIDERED INCOMPLETE IF SUPPORTING MATERIALS ARE NOT UPLOADED AT THE TIME OF SUBMISSION.
INCOMPLETE APPLICATIONS WILL NOT BE MOVED FORWARD FOR PANEL REVIEW.

FY 2021-22 CAP TIMELINE

FY 2021-22	
June 7, 2021	Applications Open
June 28, 2021	Applications Close
July 2 – July 19, 2021	CAP panelist review and scoring
August 5, 2021	Funding Recommendations – Allocations Committee
August 9, 2021	Funding Recommendations – Notifications to Applicants
October 1, 2021	Earliest start date for services
September 30, 2022	Last day of services for fiscal year 2021-22

APPLICATION REVIEW & SELECTION PROCESS

REVIEW OF APPLICATIONS

OAC Community Arts staff will first review all application proposals to ensure accuracy, inclusion of all material and if the project meets the criteria of the Community Artist Program. Only applications meeting the criteria and vetted by OAC staff will move forward to the panel for review. Applicants will be notified of funding results in a timely basis after the deadline and processing of the proposals.

After OAC staff review, applications for the Community Artist Program are evaluated by a community review panel. The review panel should, to the greatest extent possible, reflect the diversity of the City of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.

ALAANA and other artists and organizations will be considered to become members of the artists roster depending on the demand, type of service proposed, and available CAP funds.

Nominations to Review Panels shall be provided by interested members of the public, the Arts & Culture Advisory Commission, and City staff. In no instance shall a City employee, Arts & Culture Advisory Commissioner, or other City official be a voting member of a review panel.

Review panel members shall be independent, impartial, and responsible only to the people of the City and shall comply with the Code of Ethics in Chapter 12A of the Dallas City Code including, but not limited to, recusal and disclosure provisions. Panelists should strive to avoid the appearance and risk of impropriety.

The selected panel will review the applications and the virtual presentations. They will then score the applications up to 80 points. An administrative score will be added to the panel scores. Details regarding both the Panel Scores and the Administrative Scores are listed below

1. Community Impact (30 pts)
2. Quality of Service (30 pts)
3. Artistic Qualifications (20 pts)
4. Administrative Score (20 pts)

PANEL SCORES AND ADMINISTRATIVE SCORES ADD UP TO A POSSIBLE TOTAL SCORE OF 100 POINTS

Details on the scoring criteria are below.

1. **Community Impact (30 points)** – Is there a need of the community for the particular service, based on how it will increase understanding of the cultural heritage of the participating artist, meet an underserved need in the community, and benefit the community at large?
2. **Quality of Service (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 ethnic/cultural traditions?
3. **Artistic Qualifications (20 points)** – Are the qualifications of the artist/organization based on training and/or professional experience, quality of work, planning skills, past record of achievement, and potential to manage and carry out the proposed service?
4. **Administrative Scoring (20 points)** - Administrative scoring is broken down in to three categories:

- a. **ALAANA Programming (10 Points)** – Artists and non-profit organizations whose programming can be linked to an ALAANA experience or culture.

Points	ALAANA Programming
10	ALAANA Programming
0	Non-ALAANA programming

b. COMPLIANCE (5 POINTS):

- i. *Current Artists/Organizations:* Compliance with previous year's Community Artist Program contract - all scheduled services provided, timely communications, use of allocated funds.

Points	Compliance
5	Met all requirements of previous year's contract
0	Did not meet contract requirements

- ii. *New applicants:* Contact OAC Community Arts Staff before or during the application period to obtain a precursory overview and understanding of the program. Contact with OAC staff after the closing of the application period will result in zero points awarded

Points	Contact
5	Recorded contact with Community Arts Staff
0	No record of contact

- c. **Cultural Plan Priorities statement (5 Points)** – Applicant has clearly defined programming that aligns with the 2018 Cultural Plan Priorities of Equity and Diversity.

Points	Priority Support (Equity-Diversity)
5	Clearly supports selected priority(-ies)
3	Somewhat supports selected priority(-ies)
0	Does not support selected priority(-ies)

Failure to provide appropriate materials for the panel will result in a reduction of evaluation points, up to and including automatic withdrawal of application.

SELECTION PROCESS

Panel and staff scores are forwarded to the Allocations Committee of the Arts & Culture Advisory Commission for review. The Allocations Committee recommends the applicants who will be contracted for the CAP roster as well as funding levels for each applicant taking into consideration the scoring, funding projections, and staff recommendation. If the number of applications warrants more than one panel to review, the scores for each review panel group will be normalized for the purpose of funding allocation. **An applicant whose normalized**

score is below 70% will not be considered for funding and participation on the CAP roster. Normalizing a score means each score is divided by the highest score of the review panel group.

The Allocations Committee recommends a roster of artists and allocations for contract levels based on the total available funding budget for the Community Artist Program, the need to provide a balance among arts disciplines represented in the program, the capacity of the proposed service to meet CAP goals, the needs of underserved communities and other host organizations, and requests by and/or needs of the community in Dallas.

Variances from these guidelines may be approved by the Director; however, material variances shall require City Council approval.

ARTIST SERVICE CONTRACTS

All CAP artists and organizations will be given instructions on scheduling of services, completing agreement forms, evaluation forms, and invoices. A signed contract must be completed with the Office of Arts and Culture before commencement of services. The contracting process can take between four and six weeks depending on each artist's/organization's circumstances. Background checks are required of all individual artists. Non-profit organizations must provide proof of Commercial General Liability Insurance and any other requirements set forth by the Office of Risk Management (further details provided in Appendix A). **Services are requested of CAP artists and organizations by OAC on an as-needed, when-needed basis**, and are contracted at set fees as set forth in the contract – see Appendix B for further details

If you are chosen to be on the CAP artist roster you will need to register as a City vendor if you don't already have a vendor number. Registration forms can be obtained by contacting the Community Arts Staff. More information will be given to applicants after being notified of being selected for the CAP roster.

Newly selected artists or organizations must provide a headshot or webpage photo which will be used for the website roster. The photo shall be submitted as a .jpg, .png, or .pst file.

Service contracts (established or probationary) may be terminated for the following reasons: Failure to pass background check

- Failure to provide certificate of insurance (if required)
- Cancellation of insurance
- Excessive unexplained absences (two or more during a fiscal year)
- Excessive unexplained tardiness (three or more during fiscal year)
- Late paperwork
- Unprofessional/unethical behavior
- Unresponsiveness
- Failure to provide at least 50% of programming in previous year's executed contract
- Any other lawful reason specified in the contract

Newly selected artists/organizations will be placed on a probationary period of one year to ensure compliance with and fulfillment of program requirements and guidelines.

ARTIST EVALUATION/FINAL FORM

CAP artists are responsible for submitting an Artist Evaluation/Final Form for each service provided. Completed evaluation forms will be submitted electronically to the Office of Arts and Culture via the web portal. Corresponding invoices must be sent to the Community Arts Coordinator. Invoices will not be processed without receipt of the evaluation form.

INVOICES AND PAYMENTS

The artist/organization will submit a signed invoice to the City upon completion of each contracted service along with an evaluation form. Payment will generally be mailed within 30 business days from receipt of the invoice. Invoices submitted prior to the date of service will not be accepted.

Invoices must be submitted no less than 30 days after completion of the service. Late submission of invoices will be tracked and taken into consideration for contract compliance purposes in future application cycles.

All invoices must be submitted by October 31, 2021. City shall not be liable for non-payment or delays due to City financial processes for invoices submitted after October 31, 2021.

CAP artists are responsible for submitting an Artist Evaluation/Final Form for each service provided. Completed evaluation forms will be submitted electronically to the Office of Arts and Culture via the web portal. Corresponding invoices must be sent to the Community Arts Coordinator. Invoices will not be processed without receipt of the evaluation form.

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HOST GUIDELINES

The Office of Arts and Culture staff will assign participating artists/organizations to services in the community on a request and need basis. Community hosts may include churches, community organizations, recreation centers, social service agencies, and other non-profit groups. Emphasis will be placed on underserved or unserved communities that have not had prior exposure to the art form. An attempt will be made to spread program services throughout all areas of the City. All funded activities must occur within the Dallas City limits. **The community host will provide a facility/space at no charge to the participating audience or neighborhood participants.** The host is expected to market the service, appropriately publicize the event, and provide verification of marketing seven days before the event date.

INELIGIBLE ACTIVITIES

- Host may not request artists for the following activities:
 - Ticketed/Paid Events
 - Fundraising events
 - Any party/events not open to the public
 - Active parade entries
 - Activities which do not have a cultural or artistic focus

CANCELLATIONS

Cancellations must be provided by phone and by email directly to the artist as soon as the host is aware of the need to cancel. Hosts must subsequently notify the Community Arts Staff by email. No more than two cancellations will be accepted per host per fiscal year. Cancellations in excess of two per fiscal year may warrant the inability to request an artist/organization from the CAP roster during the following fiscal year.

Artist will not be compensated for cancelled events. If an event is rescheduled, approval of rescheduled date must be provided to the host and artist by Community Arts staff.

LOGO AND CREDIT LINE

Host organizations awarded CAP programming should include the following credit line and logo in publications, programs, press releases, season brochures, lobby displays, advertising and public communication:



“(NAME OF EVENT FEATURING CAP ARTIST) IS SUPPORTED IN PART BY THE CITY OF DALLAS OFFICE OF ARTS AND CULTURE”

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.

The OAC logo can be downloaded from our website: www.dallasculture.org, click on “Funding Programs” and then “and then scrolling down to the bottom left and click on “OAC’s Logo”.

DEFINITIONS

ALAANA – AFRICAN, LATINX, ASIAN, ARAB, AND NATIVE AMERICAN. THIS ALSO INCLUDES NATIVE HAWAIIAN AND PACIFIC ISLANDER (CATEGORY AS DEFINED BY THE US CENSUS BUREAU).

ALAANA ORGANIZATION – AN ORGANIZATION WHOSE PRIMARY INTENTION, PRACTICES, AND MISSION IS 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 A CULTURE AND PEOPLE AND/OR IS GIVEN FORM BY ARTISTS.

Artist – Any practitioner of the arts.

Arts based community development – arts activities created by and with community members that include elements of community access, ownership, participation and accountability and have the goal of improving and enhancing the quality of neighborhoods.

Culminating Event – An organized occasion or communal activity that celebrates and/or exhibits the learning and development from the workshop and residency sessions.

Curriculum – A step-by-step outline of educational service, objectives and methods of implementation

Discipline – Any art form such as music, dance, theater, literature, visual, media or folk.

Established – Existing contract in place for more than one year and has completed probationary period.

Fee Structure – The total artist fee for each type of service for which funds are requested.

Folk Artist – Maintains or practices traditional beliefs or skills that are learned and passed on from one generation to the next by word of mouth and customary example. The folk arts can include both material culture and oral/expressive traditions and are found in groups of people who share a cultural bond and history.

Format – The method of service delivery. For example: a performance, workshop, or residency.

Host – Any organization, which brings an artist to its community. Hosts may be churches, schools, community organizations, recreation centers, social service agencies and other non-profit groups.

Objective – A one-line description of the goal, purpose or aim of the workshop session. For example: The objective of the Pen & Style lesson is to introduce the participants to 3 new poetry writing styles.

Performance – a one-time showing designed to introduce an audience to and/or celebrate a cultural art form or tradition.

Probationary – Existing contract in place under one year and examined periodically for compliance with program requirements and guidelines.

Service – The activity for which the applicant is requesting funds.

Session – The time spent of artists in direct contact with participants working on an art activity and learning a craft.

Workshop – Short-term service, one-day or multiple-day series of interactive art instruction.

APPENDIX A: INSURANCE AND BACKGROUND CHECKS

Insurance coverage or background checks will be required for funded FY 21-22 organizations or artists. Contracts cannot be executed, and funds cannot be released without evidence of the required insurance if determined by Risk Management. Proof of insurance must meet the specific terms of the funding contract. As soon as the coverage requirements are determined by Risk Management, funded organizations/artists will be notified. Failure to meet insurance requirements or cancellation of insurance may be reported to the Arts and Culture Advisory Commission and could result in contract termination. (For more information on obtaining insurance coverage and amounts required, please contact the Community Arts Staff.)

Below are samples of the types of insurance that may be required – additional types of insurance may be required.

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.

Abuse and Molestation

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

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.

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.

Background Checks

Background checks will be conducted and may waive insurance requirements. All persons working in conjunction with a CAP artist and/or organization must be cleared through the background check process before services can be rendered. Please note that background checks can only be conducted through the City's mandated, third-party company. Background checks from other organizations cannot be used. For additional information on the background check process contact Community Arts Staff.

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 Arts and Culture, Attention: Community Arts, 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.

APPENDIX B: FY 2021-22 CAP SERVICE ARTIST FEES

Fees include: Artist fees, setup, teardown, supplies, transportation, invoicing/evaluation completion time.

PERFORMANCES:

ONE PERFORMANCE (50 MINUTES)

\$350 per individual artist

\$600- \$750 per group of 2 or more as delineated in contract

WORKSHOP SERIES:

Individual Artist or organization

ONE SESSION WORKSHOP (50 MINUTES)

\$350 per teaching artist (\$450 with one assistant)

2 Session workshops - \$600

3 Session workshops - \$900

4 Session workshops - \$1,200

5 Session Workshops - \$1,500

*ADDITIONAL TIME FOR PERFORMANCE AND ONE WORKSHOP WILL BE ADDED AT ½ OF THE HOURLY FEE. * EXAMPLE:*

\$350 for first 50 minutes with additional 50 minutes (\$175) = \$525

\$600 for first 50 minutes with additional 50 minutes (\$300) = \$900

ADDITIONAL TIME FOR MULTI-SESSION WORKSHOPS WILL BE ADDED AT ½ OF THE HOURLY FEE.

EXAMPLE:

300 for first 50 minutes with additional 50 minutes (\$150) = \$450 x 2 sessions = \$900

* CAP service providers who are requested to provide longer sessions beyond the standard 50- minute workshop/performance will be compensated for additional time in 50-minute increments at one-half of the standard rate (i.e.: A request for an artist/organization to provide a two-hour workshop would be compensated as follows: \$350 for the first hour, and \$175 for the second hour for a total compensation of \$525 for both hours.)

AGENDA DATE: May 20, 2021
COUNCIL DISTRICT(S): N/A
SERVICE: Arts and Culture Advisory Commission
STAFF CONTACT: Glenn Ayars, 214-671-0878

SUBJECT

Recommendation in support of additions to the Cultural Support Programs Review Panel Roster

BACKGROUND

This item primarily addresses the Equity, Diversity, and Communication priorities of the Dallas Cultural Plan.

This item provides for the Commission's recommendation of panelists to add to the currently approved cultural support programs review panel roster for the Cultural Programs Division. For all funding programs, review panels shall consist of no fewer than five members, and panelists shall comply with the Code of Ethics in Chapter 12A of Dallas City Code as well as any conflict of interest provisions made by the OAC or Cultural Policy. Review panels shall, to the greatest extent possible, reflect the diversity of the city of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.

The information on the list presented followed the procedure briefed and agreed upon by the Allocations Committee on June 10, 2020. Nominees completed an opt-in survey requesting demographic and other background information to help inform the Allocations Committee and full Commission on this voting item.

Proposed changes may be made to the list presented by Commissioner request and will be valid after an affirmative vote by the Commission. There are currently over 100 active panelists on the roster, and nominations may be made at any time on the OAC grants portal at <https://webportalapp.com/webform/panelreviewnomination>

PRIOR ACTION/REVIEW

On May 6, 2021, the Allocations Committee voted to recommend the additions to the Panel Roster

FISCAL INFORMATION

This action has no cost consideration to the City.

First Name	Last Name	Profession	City of Residence	Race/Ethnicity	Gender Identity	Age	Dallas Arts Engagement Description	Nominator Name	Nominator Profession	Notes
Juanita	Arevalo	Law Management	Dallas	Hispanic/Latino/Latinx	Female	60-69	President of an community neighborhood organization that advocates and bring arts and culture, etc to the Pleasant Grove community.	Priscilla Rice	Commissioner	
Joe	Borunda	Education	Dallas	Hispanic/Latino/Latinx	Male	40-49	I teach theatre and attend concerts, plays, musicals, and museums.	Sergio Garcia	Non-Profit Management	
Tameka	Cass	Non-Profit Administration	Mesquite	Black/African/African-American	Female	40-49	I attend various arts events throughout Dallas and am apart of organizations that host events at the South Dallas Arts & Cultural Center. Prior to COVID, my family and I frequented cultural events at the African American Museum of Dallas, The Meyerson, and the Dallas Black Dance Theater. My son also attends St. Philip's School & Community Center which promotes arts and cultural experiences, including performing arts.	Glenn Ayars	OAC Staff	
Nancy	Cohen-Israel	Arts / Arts Edutcation	Dallas	White	Female	50-59	I write about contemporary art in Dallas in addition to managing the docent program at the Meadows Museum. I also attend visual and performing arts events (mostly dance and theatre) throughout Dallas. In addition, I serve on the Advisory Committee for Booker T. Washington High School, where my daughter is a student in the Visual Arts Conservatory.	Joanna St. Angelo	Non-Profit Management	Nominator is currently on panel roster
John	Cohn	Law	University Park	White	Male	50-59	I am on the Executive Board of the Dallas Symphony. I served several years on the board of the AT&T Performing Arts Center. I collected the art collection for Thompson & Knight and was involved for many years in its participation in the BCA's On My Own Time art competition.	Augustine Jalomo	Commissioner	
Timothe	Davis	Business DEI Development	Dallas	Black/African/African-American	Male	40-49	I attend art events and I have been involved (prepandemic) in book/writing shows/exhibits	Jiles King	Non-Profit Management	
Poonam	Dubal	Mental Health Services	Dallas	Asian/Asian-American	Female	30-39	I'm an artist (dancer, visual arts, writer, poet), I attend arts events throughout Dallas (all medias/forms)	Sergio Garcia	Non-Profit Management	
Sandi	Edgar	Advertising and EDI Development	Richardson	White	Female	30-39	I am deeply involved in the Dallas arts scene with local artists, galleries, and museums. I studied art history at UT Dallas and am currently pursing my doctorate at SMU (humanities: human rights & social justice). I teach courses in the Humanities and art history at local colleges/universities.	Elena Andro	Public Transportation Management	Nominator is currently on panel roster
Carlos	Garcia	Product Development	Dallas	Hispanic/Latino/Latinx	Male	50-59	I attend arts events in Dallas and the area. I am a supporter of the arts, I collect art and want to be more involved with the arts in Dallas	Sergio Garcia	Non-Profit Management	
Branon	Gilbert	Learning and Development	Dallas	Black/African/African-American	Male	40-49	I attend arts event throughout Dallas	Jiles King	Non-Profit Management	
Jamal	Houston	Non-Profit Administration	Dallas	Black/African/African-American	Male	30-39	I am local music artist, songwriter and actor. I am also frequent consumer of the arts around town by attending live theatre, art museums, community arts events, and I am also an adjudicator for Dallas Summer Musicals High School Theater Awards.	Jiles King	Non-Profit Management	
Kirsten	James	Youth Development / Education	Dallas	White	Female	50-59	I previously served as Executive Director of Junior Players, a youth arts education organization for 22 years. I am an active arts patron and attend theater and other arts programs regularly. I am on the Steering Committee of the Dallas Area Cultural Advocacy Coalition.	Joanna St. Angelo	Non-Profit Management	Nominator is currently on panel roster
JuNene	K	Creative Education	Lancaster	Black/African/African-American	Female	40-49	I am an Artist in Dallas	Jiles King	Non-Profit Management	
Nazanin	Kamyab	Architecture and Interior Architecture	Dallas	White, Arab/Arab-American/Middle-Eastern	Female	30-39	I work for an architecture and interior design firm in Dallas called Corgan. I'm a project architect within the organization.	Gabriel Oros	Architecture	Nominator is currently on panel roster
Anthony	Marshall	Law	Dallas	Black/African/African-American	Male	50-59	I am attendee of events	Priscilla Rice	Commissioner	

First Name	Last Name	Profession	City of Residence	Race/Ethnicity	Gender Identity	Age	Dallas Arts Engagement Description	Nominator Name	Nominator Profession	Notes
Diana	Martinez	Business Development, Non-profit Leadership, Marketing	Dallas	Hispanic/Latino/Latinx	Female		She's incredibly gifted and has a good eye for business development. Great to work with as well. (nominator comment)	Jose Carreon	Education/Marketing	Nominator is currently on panel roster
Adam	Morrisey	Business	Dallas	White	Male	18-29	Attend art events and museums. Contribute to arts in non-profit / community efforts. Participate in arts, primarily creative writing.	Prisma Garcia	Non-Profit Management	Current Panelist
Melissa	Mullen	Marketing	Dallas	Hispanic/Latino/Latinx	Female	18-29	While it’s a stretch to say that I’m a patron, as I’m not yet a millionaire, I do try to dedicate part of my budget to local artists in Dallas - concerts, purchasing artwork, donating to independent film efforts. As a person with family indigenous to Mexico, I also love attending cultural events such as Cocoandre’s Dia de los Muertos celebration.	Prisma Garcia	Non-Profit Management	Nominator is currently on panel roster
Dapo	Ogunfeitimi	Accounting	Dallas	Black/African/African-American	Male	18-29	I attend art events and museums throughout the Dallas community	Prisma Garcia	Non-Profit Management	Nominator is currently on panel roster
Aldo	Quevedo	Businiess	Dallas	Hispanic/Latino/Latinx	Male	50-59	I attend arts events, I work at an ad agency and we engage with the artistic community in Dallas on a regular basis.	Elena Andro	Public Transportation Management	Nominator is currently on panel roster
Shawn	Saumell	Artist / Education	Aubrey	Hispanic/Latino/Latinx, White	Male	40-49	I am an artist who shows in Dallas, as well as an art professor at Dallas College.	Shawn Saumell	Artist	
Karen	Stepherson	Education	Dallas	Black/African/African-American, Hispanic/Latino/Latinx	Female	50-59	I'm a spoken word artist in Dallas who performs under the name "Succulent" as I have a concentration in erotic poetry. I have attended numerous arts events throughout Dallas and have performed during many of the City of Dallas' poetry events. I used to frequent the open mics at the cultural center in Oak Cliff as I loved that venue. Have been featured in the Dallas Observer as a poet, etc. I love the arts in general and have long been a volunteer with the City of Dallas for other events (mainly sporting) that have come to the city. I'm ready to work with the city in a more artistic manner.	Priscilla Rice	Commissioner	
Duncan	Stewart	Technology Management and Diversity & Inclusion	Dallas	White	Genderqueer/Gender non-conforming	18-29	I attend art events in Dallas, occasionally play Cello as part of a community orchestra, and work for a software company that provides arts and cultural solutions for museums and arts organizations.	Prisma Garcia	Non-Profit Management	Nominator is currently on panel roster
Mati	Vargas-Gibson	Artist	Richardson	Hispanic/Latino/Latinx, White	Female	50-59	I facilitate a movement practice. I am a visual artist and have participated in theatre with Flor Candela. Was one of the founding members of the Mexico Institute. Attend culturally events regularly	Joanna St. Angelo	Non-Profit Management	Nominator is currently on panel roster
Jessica	Vittorio	Law	Dallas	White	Female	30-39	I attend arts events and work with many artists and art organizations.	Prisma Garcia	Non-Profit Management	Nominator is currently on panel roster

AGENDA DATE: May 20, 2021
COUNCIL DISTRICT(S): N/A
SERVICE: Arts and Culture Advisory Commission
STAFF CONTACT: Anne Marie Gan, 214-671-7023

SUBJECT

Recommendation of a Fair Park Cultural Organizations amendment to the FY 2020-21 Cultural Organizations Program Guidelines

BACKGROUND

This item primarily addresses the Equity and Sustainable Arts Ecosystem priorities of the Dallas Cultural Plan.

The Cultural Organizations Program (COP) provides funding for cultural services with established Dallas-based non-profit cultural organizations to support an array of programs that include concerts, plays, exhibitions, performances, workshops, and other cultural services, including virtual cultural services, over a twelve-month period in line with the City's fiscal year, from October 1 to September 30.

In 2018, the Fair Park First management contract was approved by City Council, which, in part, transferred responsibility for funding and contracting for cultural services with the Fair Park cultural organizations the African American Museum and the Dallas Historical Society from the City to Fair Park First. The process required the Office of Arts and Culture to make a recommendation for funding to Fair Park First, based on the COP application process by the two Fair Park organizations and recommendation by the Allocations Committee and the Arts and Culture Advisory Commission to the Director of Arts and Culture. Such recommendation has been made annually since the execution of the Fair Park First contract.

In the proposed First Amendment to the Fair Park First management contract, scheduled for consideration by City Council on June 9, 2021, responsibility for funding and contracting for cultural services with Fair Park cultural organizations would be returned to the City. The African American Museum and Dallas Historical Society have been continuously been providing cultural services for the entire fiscal year.

The previously approved COP guidelines only authorized cultural services procurement for the full fiscal year of October 1, 2020 through September 30, 2021. Due to the timing of the contract change, this item recommends an amendment to the FY 2020-21 COP Guidelines to allow for contracting with the Fair Park cultural organizations, for the period beginning in June 2021 through the end of the fiscal year, or September 30, 2021, to align

with the period of City responsibility for contracting with the Fair Park cultural organizations.

PRIOR ACTION/REVIEW

On February 26, 2020, City Council approved a resolution which authorized and established the Cultural Organizations Program within the Office of Arts and Culture to support cultural services in the City of Dallas and approved the program guidelines by Resolution No. 20-0327.

On June 24, 2020, City Council approved the amended FY 2020-21 COP Guidelines due to COVID-19 impacts on planning for cultural events by Resolution No. 20-0991.

FISCAL INFORMATION

This action has no cost consideration to the City.

EXHIBIT A



Office of
Arts & Culture

COVID-19 and Fair Park Cultural Organizations Amended Guidelines: FY 2020-21 Cultural Organizations Program (COP)

As recommended by the
Arts and Culture Advisory Commission of the City of Dallas

Approved by the
City Council of the City of Dallas
by Council Resolution No. 21- 20-0327
on February 26, 2020

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COVID-19 Amended Guidelines: FY 2020-21 Cultural Organizations Program

COVID-19 and related government restrictions deemed necessary to ensure public health have negatively impacted the ability of Dallas-based arts and culture organizations to accurately plan cultural programming for the year beginning October 1, 2020. Due to these uncertainties, the Office of Arts and Culture does not believe that the current review panel process for the FY 2020-21 COP applications is fair or equitable. The Office of Arts and Culture amends the following sections of these guidelines:

- First-Time Applicants
- Review Panel & Selection Process
 - Panel Presentations
 - Selection
- Scoring
 - Review Panel Scoring
 - OAC Administrative Scoring for New Applicants

Foregoing the panel review of proposed FY 2020-21 services, initially planned for mid-May 2020, will enable the Allocations Committee of the Arts and Culture Advisory Commission to begin working with OAC staff in June 2020, restrictions permitting, to determine funding based on administrative scoring. Discussions and recommendations regarding funding allocation will continue over the summer months leading into FY 2020-21. Importantly, this maintains the integrity of the COP funding timeline and will allow OAC to execute contracts and remit payment to organizations as quickly as possible in the next fiscal year.

There is precedent for administrative-only scoring for COP. Until 2017, OAC did not require annual community panel reviews and instead did these reviews on a biennial basis. During the previous two-year cycle, organizations would not be required to present to a community panel in alternate years, and OAC would update administrative scoring based on the respective year's program guidelines. OAC would use those updated scores to inform the Arts and Culture Advisory Commission for the allocation of funds for the upcoming fiscal year. This is the general model OAC will be following with these amendments.

Second Amendment: Fair Park Cultural Organizations Adjustments for the FY 2020-21 Cultural Organizations Program

Due to the transfer of payment and annual cultural services contracting responsibility for Fair Park Cultural Organizations (defined herein as Dallas Historical Society and Foundation for African American Life and Culture, known as the African American Museum) from Fair Park First to the City of Dallas effective June 9, 2021 (pending City Council approval), the following sections of the guidelines are hereby amended:

- FY 2020-21 Cultural Organizations Program
- FY 2020-21 COP Timeline
- Review Panel & Selection Process
- Compliance

Office of Arts and Culture

Vision

The Office of Arts and Culture aims to create an equitable, diverse and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas.

Mission

The Office of Arts and Culture works to enhance the vitality of the city and the quality of life for all Dallas residents by creating an equitable environment wherein artists as well as arts and cultural organizations thrive; people of all ages enjoy opportunities for creative expression; and all celebrate our multicultural heritage.

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.

Statement on Cultural Equity

In Dallas, we envision a city of people whose success and well-being are not pre-determined by their race, age, disability, sexual orientation, gender, social status, zip code, or citizenship status. We recognize that artistic and cultural expression are fundamental to the development of our identity, as individuals and as a community at large. We assert the right for all people to have access to arts and cultural experiences throughout Dallas.

We recognize the historic legacies of racism, overt bias and injustice that shape our present reality. In fact, the City of Dallas' arts funding originated to support organizations of the Western European canon, collectively referred to as "The Big Six." Going forward, we will strive to support the broadest range of art forms and creative producers, considering inclusivity, diversity and neighborhood impact to direct resources equitably to artists and organizations. We will work to build a robust arts ecosystem that continually evolves to better reflect the diverse composition of Dallas. Towards this end, we recognize and affirm the potential of new and emerging artists and organizations.

The Office of Arts and Culture will serve as convener and connector to catalyze equity in the policies and practices of its partners across the Dallas arts ecosystem. Core to this is leading other organizations and private resource providers to advance diversity, equity and inclusion in concrete, measurable ways. Annually, the Office of Arts and Culture will summarize its own support for artists and arts organizations, highlighting measures of equity and diversity.

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.

Contact OAC

For general inquiries or assistance, please contact the Office of Arts and Culture, Cultural Programs Division at 214-670-3687, extension 2. Specific staff telephone numbers and email addresses may be found online at dallasculture.org/contact.

FY 2020-21 Cultural Organizations Program

The Cultural Organizations Program (COP) is the program through which the City of Dallas Office of Arts and Culture (OAC) provide organizational support as described by the Dallas Cultural Policy, approved by City Council on November 28, 2018 [Section 5(D)(i)]. Per the Dallas Cultural Policy, the Office of Arts and Culture contracts for cultural services with established non-profit organizations for a variety of cultural programs that include concerts, plays, exhibitions, performances, workshops and other cultural programming for the benefit of Dallas residents and visitors. These cultural service contracts are awarded annually using a review panel approach to evaluate applications. Program eligibility and review criteria are published annually. An organization receiving COP funding is eligible to apply for and be funded a maximum of one time through the project-based funding program, ArtsActivate, subject to City Council approval. A COP organization may also be eligible to apply for the Community Artist Program (CAP) with the condition that they meet the requirements of the Council-approved program guidelines. Any funding for services provided through ArtsActivate or CAP must not be part of the scope of services to be provided in the COP contract.

This document contains guidelines, deadlines and application instructions for the COP managed by the OAC for fiscal year 2020-21. Please refer to the appropriate sections of this guide for more detailed information about the different parts of this program. The FY 2020-21 City of Dallas fiscal year begins October 1, 2020 and ends September 30, 2021. For Fair Park Cultural Organizations (defined herein as Dallas Historical Society and Foundation for African American Life and Culture, known as the African American Museum), the cultural services to be provided will take place between June 9, 2021 through September 30, 2021 due to the transition of annual cultural services contracting responsibility from Fair Park First to the City of Dallas, pending City Council approval on June 9, 2021.

All applicants are required to read the guidelines and application instructions for details of program eligibility and requirements prior to beginning the application process. Guidelines are updated every funding cycle.

The organization is responsible for the quality, completeness and timely submission of the proposal and supplemental materials. Application steps and deadlines are included in this document and online at dallasculture.org. OAC staff are available to answer additional questions. See [Contact OAC](#).

FY 2020-21 COP Timeline

March 16, 2020	FY 2020-21 COP Online Application Opens			
April 27, 2020	FY 2020-21 COP Application Closes at 11:59 PM			
May 12-15, 2020	COP Panel Presentations (Tier date assignments may be subject to change. To confirm, visit the COP page at dallasculture.org)			
	Tier 1 – May 12	Tier 2 – May 13	Tier 3 – May 14	Tier 4 – May 15
June 2020 – September 2020	COP Application Review/Funding Levels – Allocations Committee; COP funding recommendations made by the Arts & Culture Advisory Commission			

October 2020	COP funding recommendations approved by City Council; initiation of COP Contract execution
January 2021	COP organizations eligible to receive first payment (if compliance and insurance requirements are met)
April 15, 2021	COP organizations eligible to receive second payment (if compliance and insurance requirements are met)
<u>June 9, 2021</u>	<u>Fair Park Cultural Organizations contract period through September 30, 2021 to begin; payment timeline as contracted will differ from payment schedule above</u>
October 15, 2021	COP Final Reports due for FY 2020-21
November 15, 2021	COP Final Monthly Report due for FY 2020-21
COP organizations are eligible to receive final payment after FY 2020-21 Final Report and Final Monthly Report are submitted (if compliance and insurance requirements are met)	

FY 2020-21 COP Application

All organizations, new and previously funded, are required to complete an application and review process to be considered for funding through the FY 2020-21 Cultural Organizations Program (COP)

The FY 2020-21 COP Application can be found on the COP page of the OAC website at: <https://dallasculture.org/cultural-programs/cultural-organizations-program/>

Applications must be submitted via the online funding system by April 27, 2020 at 11:59 PM. Hard copies of funding applications will not be accepted.

NOTE: An organization that submits a substantially incomplete application at the time of the deadline, as deemed by the Office of Arts and Culture, will receive notification via e-mail as to the incomplete status of the application from OAC staff. This could result in the application being rejected.

COP Eligibility Requirements

Organizations must meet the following criteria to qualify for COP funding:

- Must be a 501(c)(3) tax-exempt entity as provided by the U.S. Internal Revenue Code, as amended, in good standing for at least 3 years.
- Must be an established City of Dallas arts or cultural organization with an operation history of at least 3 years.
- Organizations must have administrative offices permanently located in the City of Dallas. **This does not include P.O. Boxes – organization must have a physical office and Dallas address.**
- Must have an annual operating budget of at least \$100,000, based on the organization's prior year's actual audited expenses. If not available at the time of application, an audited financial statement must be provided to the City before the organization may enter into a contract for organizational support.
- Obtain and maintain during the contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services.

- An audit that has been conducted by an outside certified accountant for the most recently completed fiscal year must be submitted by all COP funded organizations every year that they are funded.
- Must have at least one paid part-time Director/Manager staff person hired upon award of City contract and employed throughout the 12-month contract period.
- Must produce a season of programs, exhibitions, and/or performances in the City of Dallas for the public.
- Must work to have a diverse community representation on the Board of Directors.
- Must be in compliance with local, state, and federal laws prohibiting discrimination.
- Must be in good standing IRS regulations related to 501(c)(3) tax-exemption status.
- Must be authorized to transact business in the State of Texas.
- Must demonstrate community outreach programs.
- Must work to demonstrate commitment to cultural equity, diversity, and inclusion in all aspects of the organization's operations and programming.
- The primary focus of the organization's operation must be to provide services to residents and visitors in the city limits of Dallas and at least 50% of activities must take place within the city limits of Dallas. City funding may only be used for services provided within the City of Dallas.
- 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.

COP funds allocated cannot be used to pay direct costs for:

- Activities which do not have a cultural or artistic focus or whose primary focus is religious in nature
- Projects planned primarily for fundraising purposes
- Activities restricted to members or which do not benefit the general public
- Tuition expenses
- College/university or school projects that are part of a course or curriculum or which do not benefit the general public
- Fellowships/grants, scholarships, cash prizes or awards
- Activities that include food or alcohol
- Out-of-city travel
- Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
- Purchase of artwork
- Activities that have occurred prior to the execution of the cultural services contract
- Underwriting of past deficits
- Endowments
- Non-contract related services, lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status
- Activities of Dallas-based organizations that occur outside of the City limits
- Permanent or semi-permanent public art that is located on City property

COP Diversity Requirements

Per the Cultural Policy of the City of Dallas, organizations funded through the Cultural Organizational Program should aim to meet the following goals, as set forth in the Cultural Policy. Organizations' progress

will be monitored by the OAC on an ongoing basis and OAC staff are available to answer any questions or provide guidance on achieving these goals:

- (1) Have board-approved safe workplace policies (including, but not limited to, anti-discrimination and anti-harassment policies).
- (2) Have a policy and measurable goals related to equity, diversity and inclusion that is board-approved and published on their website.
- (3) Board Diversity¹ goals (by organization budget size):
 - a. Annual operating budget of \$5 million and above: at least 30% board diversity.
 - b. Annual operating budget of \$1 million - \$5 million: at least 20% board diversity.
 - c. Annual operating budget of \$500,000 to \$1 million: at least 10% board diversity.
- (4) For organizations with operating budgets over \$1 million: offer paid internships with livable wages to increase the diversity of the pipeline for future arts leaders.

Funding Level Restrictions

A. The limit on support through the COP program is scaled to be proportional, based on an organization's most recently completed fiscal year's audited revenue, and in no case shall the amount of funding for an organization through the COP program be greater than:

- (i) 25% of most recent year's audited revenue for organizations with revenue less than \$1 million;
- (ii) 15% of most recent year's audited revenue for organizations with revenue between \$1 million and \$5 million;
- (iii) and 10% of most recent year's audited revenue for organizations with revenue greater than \$5 million.

B. Total support by the City in a fiscal year, whether cash or in-kind, regardless of the department from which the funds and support originate, shall not exceed:

- (i) 50% of an organization's most recent year's audited revenue for organizations with revenue less than \$1 million.
- (ii) 40% of an organization's most recent year's audited revenue for organizations with revenue of \$1 million or more.

C. In-kind support includes, but is not limited to, utility payments made directly by the City, payments made to a third party, including other City departments, in support of the organization, and facility use fee discounts at Cultural Centers.

Source of Cultural Support Funds

¹ Diversity (as relates to board goals) means the percentage of non-majority (based on race/ethnicity) members of a board. For example, if the goal is at least 30% diversity on a board, an organization meeting that goal must have no more than 70% of any one racial/ethnic group on their board.

The City of Dallas invests in the arts by allocating a portion of the City's general fund (primarily property and sales tax collections) and a portion of Hotel Occupancy Tax (HOT) revenue to eligible applicants who meet the established program criteria and are recommended for funding as a result of an application and review panel process. Per state law, revenue from the municipal Hotel Occupancy Tax collection may be used only to promote tourism and the convention and hotel industry (Texas Tax Code, Chapter 351.101. Use of Tax Revenue)

First-Time Applicants

COVID-19 Amendment:

Given the unknowns of programming, budgetary, and gathering restrictions, OAC will be postponing the acceptance of new applicant organizations into the FY 2020-21 Cultural Organizations Program except for Fair Park Cultural Organizations previously contracted in the Cultural Organizations Program for FY 2017-18. Reassessment of OAC's ability to open COP for new applicants will occur for FY 2021-22.

~~First time applicants must contact OAC staff before the application deadline. This is to ensure that the applicant is aware of the COP requirements and additional information that is needed.~~

~~Note: The term first time applicant refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program.~~

~~In addition to the funding requirements, first time COP applicants should submit one copy of the following:~~

- ~~• Charter and by laws of the organization.~~
- ~~• Status as a non-profit 501(c)(3) corporation. A copy of the organization's Internal Revenue Service letter of determination must be submitted with the completed proposal form. Failure to submit this IRS letter will result in disqualification of the proposal.~~
- ~~• Prior Year Audited Financials or IRS Form 990's if audit is not completed. An audit will be required if the organization is recommended for funding in the COP program prior to contract execution.~~
- ~~• First time applicants will also be required to show the last three years of audited financial statements. This is a separate form that will be provided to you.~~

Review Panel & Selection Process

COVID-19 Amendment:

COVID-19 and the related government restrictions deemed necessary to ensure public health have negatively impacted the ability of Dallas-based arts and culture organizations to accurately plan cultural programming for the year beginning October 1, 2020. Due to these uncertainties, the Office of Arts and Culture does not believe that the current review panel process for the FY 2020-21 COP applications is appropriate. OAC will forego the review panel process for the COP applicants who currently receive COP funds for FY 2019-20. Given the current and unknown future restrictions on large public gatherings in the

interest of public health, the subjective panel scoring criteria based on future programming is not a viable solution for judging and allocating funds for our core Dallas-based arts and culture organizations.

Under this amendment, the Office of Arts and Culture will continue to provide objective administrative scoring to the Allocations Committee and will continue to seek the recommendation of the Allocations Committee and the Arts and Culture Advisory Commission as well as the approval of City Council to allocate the available funds for cultural services provided by the organizations currently receiving COP funding for FY 2019-20 and Fair Park Cultural Organizations.

~~Applications for the Cultural Organization Program are evaluated by a review panel. The review panel should, to the greatest extent possible, reflect the diversity of the City of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.~~

~~Nominations to review panels shall be provided by interested members of the public, the Arts & Culture Advisory Commission, and City staff. In no instance shall a City employee, Arts & Culture Advisory Commissioner, or other City official be a member of a review panel.~~

~~Review panel members shall be independent, impartial, and responsible only to the people of the city and shall comply with the Code of Ethics in Chapter 12A of the Dallas City Code including, but not limited to, recusal and disclosure provisions. Panelists should strive to avoid the appearance and risk of impropriety.~~

Tier Structure

All COP funding applicants will be reviewed in tier levels based on their adjusted operating budget from the previous year's official audited records. There will be one review panel for each tier level. The tier levels are as follows:

Tier I – \$100,000 – \$499,999
Tier II – \$500,000 – \$999,999
Tier III – \$1,000,000 – \$4,999,999
Tier IV – \$5,000,000 or more

Panel Presentations

COVID-19 Amendment:

The amended panel review process does not include panel presentations on proposed FY 2020-21 cultural programming and related scoring for the FY 2020-21 COP selection process.

~~Every organization that applies for funding is required to make a presentation to the review panel. Applicant organizations must be represented at the review panel by principal representatives, e.g. the Executive Director, Artistic Director, Board President and/or a Financial Officer or other staff as determined by the organization.~~

~~The presentation times will be allotted in the following manner:~~

~~2 minutes — Organization will be introduced to the panel members by a Commission member~~

~~10 minutes — Presentation time for the organization to the Panel~~
~~10 minutes — Q and A time for panel members with the organization~~

~~A notice about audio-visual capabilities and equipment for the presentation will be sent to groups prior to the panel dates. Failure to attend the Review Panel meeting will result in the organization being disqualified.~~

Selection

COVID-19 Amendment:

Under this amendment, the Office of Arts and Culture will continue to provide objective administrative scoring to the Allocations Committee and will continue to seek the recommendation of the Allocations Committee and the Arts and Culture Advisory Commission as well as the approval of City Council to allocate the available funds for cultural services provided by the organizations currently receiving COP funding for FY 2019-20 and Fair Park Cultural Organizations. Panel and staff scores are forwarded to the Arts & Culture Advisory Commission for review. The Commission recommends a level of funding for each organization taking into consideration the scoring, prior year funding, funding projections, contract compliance, and fiscal management of applying organizations. **An organization whose normalized score is below 70% is only eligible to receive a maximum of 60% of their FY 2019-20 COP funding level.** All scores are normalized within their tier. Normalizing a score means each score is divided by the highest score of that tier.

The Commission's recommendation is then forwarded to the City Council through the City Manager's Office. The recommended allocation and individual contracts will receive approval or modification by the City Council in October of each year.

Variances from these guidelines may be approved by the Director; however, material variances shall require City Council approval.

Scoring

COVID-19 Amendment:

Applicants will only be scored on a 30 point scale, as detailed in the OAC Administrative Scoring Section, calculated by OAC staff.

~~Each applicant will be scored on a 100-point scale. Seventy points will be at the discretion of the review panel. The remaining 30 points will be an administrative and compliance score calculated by OAC staff.~~

Review Panel Scoring

COVID-19 Amendment:

No review panel scoring will be applied.

- ~~● **Quality of Services (35 points)** — The organization exhibits a commitment to high quality standards in its artistic and cultural services and programming for Dallas residents and visitors.~~

- ~~**Impact of Community Programming and Neighborhood Outreach (20 Points)**~~ – The organization has a broad and significant impact on the residents of Dallas by direct neighborhood/community outreach or an intentional inclusion and involvement of underserved populations and/or outlying neighborhoods/communities at a headquarter location.
- ~~**Overall (15 points)**~~ – The overall evaluation of the organization. The organization demonstrates a benefit to the residents and visitors of Dallas through a strong application and panel presentation.

OAC Administrative Scoring for Returning Applicants

Contract Compliance & Financial Viability (8 points) – the organization has shown the capacity to comply with COP monthly reporting and financial audit submission requirements that are required by the COP contract (measured from the prior complete fiscal year). The organization has sound financial viability in fundraising/development and unrestricted net assets (measured from the organization’s most recent audit).

2 Points: Monthly Reports (submitted by the 15th of each month)

2 = 75%-100%
 1 = 51% - 74%
 0 = 50% or below

2 Points: Audit submitted by deadline (6 months after the close of the organization’s fiscal year)

2 = Audit submitted on time
 0 = Audit submitted after deadline

2 Points: Fundraising Expense Percentage – Percentage of sum of fundraising/development expenses to sum of fundraising/development revenues.

2 = Ratio less than 20%
 1 = Ratio between 20% and 40%
 0 = Ratio more than 40%

2 Points: Change in unrestricted net assets

2 = Change in unrestricted net assets greater than \$0 (surplus)
 0 = Change in unrestricted net assets less than \$0 (deficit)

Organization Program Management (8 points) – Organization has performed in a reliable manner in the past in terms of contract sustainability. Special consideration will be taken for organizations going dramatically over their proposed number on an individual basis. Calculations based on proposed numbers in the FY 2017-18 COP contract Scope of Services versus actual reported FY 2017-18 numbers by the organization through the monthly reports.

4 Points: Services

4 = Has met or exceeded the proposed service numbers

2 = Has not met the proposed service numbers
 0 = Is 50% or lower than the proposed service numbers

4 Points: Attendance

4 = Has met or exceeded the proposed attendance numbers
 2 = Has not met the proposed attendance numbers
 0 = Is 50% or lower than the proposed attendance numbers

Organization Board Governance (2 points) – Organization has “give or get” policy with board of directors. In the most recently completed fiscal year, what percentage of board members contributed either by personal donation or securing predetermined funding from a third party for the organization.

2 = 90% - 100% board participation in “give or get” policy
 1 = 75% - 89% board participation in “give or get” policy
 0 = Less than 75% board participation in “give or get” policy

Adherence to Cultural Policy Diversity Criteria (12 points)

Board Diversity (5 points) – Per the City of Dallas Cultural Policy as adopted November 28, 2018, the following goals have been put in place for cultural organizations to demonstrate a commitment to diverse community representation of the organization’s board. (Diversity numbers taken from the FY 2020-21 COP Application)

Points	Tier I	Tier II	Tier III	Tier IV
5	10% or more	10% or more	20% or more	30% or more
3	3% - 9%	3% - 9%	6% - 19%	10% - 29%
0	2% or less	2% or less	5% or less	9% or less

Staff Diversity (5 points) – While the Cultural Policy does not set specific goals for staff diversity, the OAC will mirror staff diversity goals based on those of board diversity goals and definitions for the purposes of this scoring category. Staff is considered pay-rolled staff, not contracted labor. Because organizations in Tier I generally do not have significant numbers of staff, they are exempt from staff diversity goals.

Points	Tier I	Tier II	Tier III	Tier IV
5		10% or more	20% or more	30% or more
3		3% - 9%	6% - 19%	10% - 29%
0		2% or less	5% or less	9% or less

Equity, Diversity & Inclusion Policy (2 points) - Per the City of Dallas Cultural Policy as adopted November 28, 2018, organizations receiving operational support through COP must have measurable goals related to equity, diversity and inclusion that are board-approved and published on the organization’s website.

2 Points = Organization has completed and published their board-approved policy

0 Points = Organization has not completed and published their board-approved policy

OAC Administrative Scoring for New Applicants

COVID-19 Amendment:

Given the unknowns of programming, budgetary, and gathering restrictions, OAC will be postponing the acceptance of new applicant organizations into the FY 2020-21 Cultural Organizations Program. Therefore, OAC administrative scoring for new applicants will not apply for the COVID-19 amendments.

~~**Contract Compliance & Financial Viability (8 points)**— the organization has shown the capacity to comply with IRS 501(c)(3) Status and financial audit submission requirements that are required by the COP contract (measured from the prior complete fiscal year). The organization has sound financial viability in fundraising/development and unrestricted net assets (measured from the organization's most recent audit).~~

~~**2 Points:** IRS non-profit status letter submitted with application~~

~~2 = Letter submitted with application~~

~~0 = Letter not submitted with application~~

~~**2 Points:** Financial audit or IRS Form 990 submitted with application (documentation based on most recent fiscal year of organization)²~~

~~2 = Audit submitted with application~~

~~0 = Audit not submitted with application~~

~~**2 Points:** Fundraising Expense Percentage— Percentage of sum of fundraising/development expenses to sum of fundraising/development revenues (calculated from financial audit or IRS Form 990)~~

~~2 = Expense percentage less than 20%~~

~~1 = Expense percentage between 20% and 40%~~

~~0 = Expense percentage more than 40%~~

~~**2 Points:** Change in unrestricted net assets (calculated from financial audit or Form 990)~~

~~2 = Change in unrestricted net assets greater than \$0 (surplus)~~

~~0 = Change in unrestricted net assets less than \$0 (deficit)~~

~~**Organization Program Management (8 points)**— Organization has performed in a reliable manner in the past in terms of services/public events provided and event attendance. Calculations based on three-year services and attendance reporting in 2020-21 COP Application.~~

~~**4 Points:** Services/Public Events~~

² NOTE: A financial audit will be required if the organization is recommended for funding in the COP program prior to contract execution.

- 4 = Shows an increase in both second and third year in services provided
- 2 = Shows an increase in either second or third year in services provided
- 0 = Shows decrease or no change in both second and third year in services provided

4 Points: Event Attendance

- 4 = Shows an increase in both second and third year in event attendance
- 2 = Shows an increase in either second or third year in event attendance
- 0 = Shows decrease or no change in both second and third year in event attendance

Organization Board Governance (2 points) — Organization has “give or get” policy with board of directors. In the most recently completed fiscal year, what percentage of board members contributed either by personal donation or securing predetermined funding from a third party for the organization.

- 2 = 90%–100% board participation in “give or get” policy
- 1 = 75%–89% board participation in “give or get” policy
- 0 = Less than 75% board participation in “give or get” policy

Adherence to Cultural Policy Diversity Criteria (12 points)

Board Diversity (5 points) — Per the City of Dallas Cultural Policy as adopted November 28, 2018, the following goals have been put in place for cultural organizations to demonstrate a commitment to diverse community representation of the organization’s board. (Diversity numbers taken from the FY 2020-21 COP Application)

Points	Tier I	Tier II	Tier III	Tier IV
5	10% or more	10% or more	20% or more	30% or more
3	3%–9%	3%–9%	6%–19%	10%–29%
0	2% or less	2% or less	5% or less	9% or less

Staff Diversity (5 points) — While the Cultural Policy does not set specific goals for staff diversity, the OAC will mirror staff diversity goals based on those of board diversity goals and definitions for the purposes of this scoring category. Staff is considered pay-rolled staff, not contracted labor. Because organizations in Tier I generally do not have significant numbers of staff, they are exempt from staff diversity goals.

Points	Tier I	Tier II	Tier III	Tier IV
5		10% or more	20% or more	30% or more
3		3%–9%	6%–19%	10%–29%
0		2% or less	5% or less	9% or less

Equity, Diversity & Inclusion Policy (2 points) — Per the City of Dallas Cultural Policy as adopted November 28, 2018, organizations receiving operational support through COP must have measurable goals related to equity, diversity and inclusion that are board approved and published on the organization’s website.

~~2 Points = Organization has completed and published their board-approved policy~~

~~0 Points = Organization has not completed and published their board-approved policy~~

Compliance

COP contracts require compliance for the entirety of the contract period (October 1, 2020 – September 30, 2021, or June 9, 2021 – September 30, 2021 for Fair Park Cultural Organizations only). Any major contract compliance issues such as current audits not being received, or other similar items will be presented to the Allocations Committee to recommend a course of action to be taken. This will then be presented to the full Arts and Culture Advisory Commission for recommendation of funding continuation.

To maintain compliance, organizations must provide the following:

Audited Financial Reports

An annual audit that has been conducted by an outside certified accountant for the most recently completed fiscal year must be submitted by all COP funded organizations to the OAC. Audits should be available and sent no later than six months after the completion of the organization's fiscal year. Failure to meet audit deadlines may result in the withholding of contract payments. First time applicants must submit an audit prior to contract execution.

Monthly COP Reports

A monthly report listing Dallas activities and programs presented by the organization, the total attendance at each activity and supporting information must be submitted by the 15th day of each month (reporting the prior month's activities) to OAC.

Final Report

A final evaluation report summarizing activities for the contract period must be submitted to OAC by October 15, 2021. Failure to submit the report in a timely manner or submission of an incomplete report may result in delayed payment or non-payment of the final contract installment as well as payment on future contracts. This online form can be found on the COP page at dallasculture.org.

Business Inclusion and Development: Minority and Women-Owned Business Enterprises

It is the policy of the City of Dallas to use qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, age or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts. The purpose of the Business Inclusion and Development Plan is to increase participation of M/WBEs in City procurement and contracting opportunities. And to develop the local business base through the award of contracts and purchases to locally owned businesses. Under the BID Plan, bidders/proposers are required to sign an affidavit agreeing to comply with the City's BID Plan.

The BID Plan shall apply to all City contracts for the procurement of construction, architectural and engineering, goods, other services and professional services, with emphasis on first tier subcontracts on City contracts over \$50,000. As a prerequisite for City Council award, the prime contractor must make a

good faith effort to meet established M/WBE subcontracting goals and if goals are not met, must demonstrate and document its good faith effort to meet the established goals.

In addition to the goal-based policy, it is the preference of the City of Dallas for the workforce of contract awardees to be reflective of the diversity of the residents of the City of Dallas.

The City reserves the right to request a company's affirmative action plan or equal opportunity plan from potential contract awardees. In addition, if the potential awardee plans to hire additional staff to complete the contract, the City reserves the right to request a local hiring plan.

Insurance Requirements

Insurance requirements are included in the contract and are determined by the City of Dallas Office of Risk Management. A Certificate of Insurance (COI) must be submitted to the City whenever a policy expires and is renewed. Funds cannot be released without a memorandum of compliance from the Office of Risk Management stating the insurance requirements have been met. Proof of insurance must meet the specific terms of the contract. During the contract term, applicants are required to obtain and maintain all necessary licenses, permits, insurance and other approvals required by law for the provision of services.

Failure to meet insurance requirements will be reported to the Arts & Culture Advisory Commission and could result in contract termination. *(For more information on insurance requirements please see 2020-21 COP Appendix)*

Logo and Credit Line

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 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.

The City of Dallas logo can be downloaded from our website: www.dallasculture.org/our-logo.

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 City of Dallas Office of Arts and Culture.”

Complimentary Tickets

Cultural organizations shall make available up to four complimentary tickets per event, program, production, exhibition or other activity produced by the organization to the OAC for the purpose of allowing City staff to assess the management and operation of City-owned facilities within their jurisdiction and to oversee City sponsored events. This requirement applies to organization's regular programming only and not to special fundraising events. Additionally, the organization may provide free tickets to promotional activities to the Director for distribution to the general public at various OAC facilities.

Receipt of complimentary tickets by City staff is subject to the provisions of the City's Gift Policy For City Employees, provided in Council Resolution 17-0516 adopted on March 22, 2017.

Social Media Recognition

In social media promotions related to any service funded by COP, you can tag City of Dallas Office of Arts and Culture 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 OAC 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 #oac

Facebook

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

Instagram

- Through professional and/or personal accounts follow Dallas OAC Instagram account https://www.instagram.com/dallas_culture/
- When making posts about your project tag us in your tweet by using our handle @dallas_culture
- Include the hashtags: #dallasculture #liveart #oac

Arts and Culture Advisory Commission Liaison

Funded COP organizations will be assigned a liaison from the Arts and Culture Advisory Commission whose duties will be outlined per organization needs. The liaison assignment will depend on the availability of the Commissioners.

Probation

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be in default of contract and may be placed on probation. Failure of an organization to satisfactorily address the City's concerns within a period of the probation may result in a recommendation of "no funding" for the next fiscal year.

Revisions

Once the contract has been signed, any changes in the project (either programmatic or financial) must be approved in advance by the Director of the Office of Arts and Culture and may require a formal amendment. The contractor must submit a written request for approval of any changes.

AGENDA DATE: May 20, 2021
COUNCIL DISTRICT(S): N/A
SERVICE: Arts and Culture Advisory Commission
STAFF CONTACT: Anne Marie Gan, 214-671-7023

SUBJECT

Recommendation in support of FY 2020-21 Cultural Organizations Program (COP) funding allocations to Fair Park Cultural Organizations, African American Museum, in the amount of \$72,660.00, and Dallas Historical Society, in the amount of \$36,435.00, for the period June 2021, through September 2021, subject to Park Board and City Council approval of the amendment to the Fair Park First agreement

BACKGROUND

This item primarily addresses the Equity and Sustainable Arts Ecosystem priorities of the Dallas Cultural Plan.

The Cultural Organizations Program (COP) provides funding for cultural services with established Dallas-based non-profit cultural organizations to support an array of programs that include concerts, plays, exhibitions, performances, workshops, and other cultural services, including virtual cultural services, over a twelve-month period in line with the City's fiscal year, from October 1 to September 30.

In 2018, the Fair Park First management contract was approved by City Council, which, in part, transferred responsibility for funding and contracting for cultural services with the Fair Park cultural organizations the African American Museum and the Dallas Historical Society from the City to Fair Park First. The process required the Office of Arts and Culture to make a recommendation for funding to Fair Park First, based on the COP application process by the two Fair Park organizations and recommendation by the Allocations Committee and the Arts and Culture Advisory Commission to the Director of Arts and Culture. Such recommendation has been made annually since the execution of the Fair Park First contract.

In the proposed First Amendment to the Fair Park First management contract, scheduled for consideration by the Park Board on May 20, 2021 and by City Council on June 9, 2021, responsibility for funding and contracting for cultural services with Fair Park cultural organizations would be returned to the City. The African American Museum and Dallas Historical Society have been continuously been providing cultural services for the entire fiscal year.

The African American Museum and Dallas Historical Society completed and submitted all COP application materials in accordance with the previously approved FY 2020-21 COP Guidelines. The proposed funding levels of \$72,660.00 for the African American Museum and \$36,435.00 are in line with the full amount recommended by the Allocations Committee and the Arts and Culture Advisory Commission recommended for the period October 1, 2020 through September 30, 2021, and are identical to the amounts last contracted with the organizations by the Office of Arts and Culture in Fiscal Year 2018-19, approved by City Council prior to the approval of the 2018 Fair Park First contract.

PRIOR ACTION/REVIEW

On February 26, 2020, City Council approved a resolution which authorized and established the Cultural Organizations Program within the Office of Arts and Culture to support cultural services in the City of Dallas and approved the program guidelines by Resolution No. 20-0327.

On June 24, 2020, City Council approved the amended FY 2020-21 COP Guidelines due to COVID-19 impacts on planning for cultural events by Resolution No. 20-0991.

FISCAL INFORMATION

General Fund - \$109,095.00