



**Office of Cultural Affairs**  
CITY OF DALLAS

**2018-19**

**CULTURAL PROJECTS FUNDING**

**Individual Artists and Non-Profit Arts/Cultural  
Organizations**

**GUIDELINES**

**City of Dallas/ Office of Cultural Affairs  
Administrative Office  
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Dallas, TX 75201**

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# FY 2018-19 Cultural Projects Funding Guidelines

## General Information

### **INTRODUCTION**

The City of Dallas Office of Cultural Affairs (OCA) works to foster a cultural system that ensures that all Dallas citizens and visitors have an opportunity to experience the finest in arts and culture. One of the City's primary roles within this system is to contract for cultural services through partnerships with nonprofit cultural organizations and artists to leverage private support for an array of cultural programs.

This document contains guidelines, deadlines and application information for **Cultural Projects Funding** managed by the Office of Cultural Affairs (OCA) for fiscal year 2018-19.

**This funding program is a new combination of the former Cultural Projects Program (CPP) and the Cultural Projects-Special Support (CPP-SP). The Cultural Projects Funding program will be open twice during the City's fiscal year.**

### **Cultural Services Funding Programs**

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

All organizations performing cultural services for the City must develop, implement, and maintain affirmative operating policies that include measurable goals for the ethnic diversification of staff, board, contractors, services, programs and audiences.

The achievements and goals of the organization or artist may be monitored and evaluated by the Office of Cultural Affairs and taken into consideration in the funding process. Cultural services contracts are awarded on a competitive basis.

### **Cultural Projects Funding**

Cultural Projects Funding procures cultural services on a project basis from non-profit arts/cultural organizations, educational institutions, social services organizations, individual artists, collectives and other non-profit organizations. Only **one project** will be considered for funding per funding cycle. If the application contains multiple projects it will not be considered and will be disqualified.

Awards will be made twice during the City's fiscal year. **All services must take place within the city limits of Dallas.**

You are responsible for the quality, completeness and timely submission of your proposal. Application steps and deadlines are included in this document and online at [www.dallasculture.org](http://www.dallasculture.org). OCA staff is available to answer any additional questions you may have.

## **Project Definition**

A project is defined as a specific one-time event or production (such as a concert, theater production, exhibit, workshop, etc.) or a project that includes a series of events using one theme or title. Example: children’s workshop series about art, series of film addressing one topic, etc. A full season of activities is not considered a stand-alone project.

## **Program Goals**

- To provide cultural services in all areas of the City of Dallas
- To create greater awareness of the cultural and artistic heritage of Dallas, and to increase the citizen access to and participation in activities related to diverse heritage
- To stimulate development of new funding sources to support cultural activities in Dallas
- Provide cultural services not otherwise available in the community
- To provide cultural services in underserved areas
- To provide individual artists and non-profit organizations with funding to support their work in Dallas

## **Source of Cultural Program Funds**

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

## **CULTURAL PROJECT FUNDING TIME LINE – Round #1**

	<b>Cultural Project Funding</b>
<b>July 30 Round #1</b>	FY18-19 Cultural Projects Funding Applications open online
<b>August 27 Round #1</b>	<b>FY18-19 Round #1-Cultural Projects Funding Applications Due by midnight</b>
<b>September 10-14</b>	Cultural Projects Funding Panel Review – Cultural Affairs Commission
<b>September, 2018</b>	Recommendations are completed and approved by the Cultural Affairs Commission
<b>September, 2018</b>	City Council approves the FY19 City Budget Awarded organizations/artists are sent funding notifications
<b>October-November, 2018</b>	Awarded organizations/ artists start the contract execution process
	The first invoice is available upon the completed execution of the contract and completion of the deliverables stated in the scope of work
	Final Reports are due according to the date stated in the contract

	<b><u>CULTURAL PROJECT FUNDING TIME LINE – Round #2</u></b>
<b>December 10, 2018 Round #2</b>	FY18-19 Cultural Projects Funding Applications open online
<b>January 11, 2019 Round #2</b>	<b>FY18-19 Round #2-Cultural Projects Funding Applications Due by midnight</b>
<b>January 21 – 25, 2019</b>	Cultural Projects Funding Panel Review – Cultural Affairs Commission
<b>February, 2019</b>	Funding recommendations are completed and approved by the Cultural Affairs Commission
<b>February, 2019</b>	Awarded organizations/artists are sent funding notifications
<b>February – March, 2019</b>	Accepted organizations/ artists start the contract execution process
<b>September 30, 2019</b>	<b>End of the fiscal year</b>

**The funding period for FY18-19 is October 1, 2018 – September 30, 2019**

### **NEED ASSISTANCE?**

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

Charla Sanderson  
Cultural Programs Manager  
[Charla.sanderson@dallascityhall.com](mailto:Charla.sanderson@dallascityhall.com)

Glenn Ayars  
Contract Compliance Administrator  
[glenn.ayars@dallascityhall.com](mailto:glenn.ayars@dallascityhall.com)

Rhonda Ivery  
Artist Resource Coordinator  
[Rhonda.ivery@dallascityhall.com](mailto:Rhonda.ivery@dallascityhall.com)

Organizations and Artists are responsible for abiding by deadlines and application processes, as published on the OCA website – [dallasculture.org](http://dallasculture.org) - and are the responsibility of the organization or the individual artist.

# **NON-PROFIT ARTS/CULTURAL ORGANIZATIONS** **FUNDING PROGRAM INFORMATION**

## **ELIGIBILITY REQUIREMENTS**

**Organizations meeting all of the following eligibility requirements may apply to Cultural Projects Funding:**

1. IRS status as a private, non-profit corporation 501C(3). Proof of non-profit status must be submitted with the completed application. Failure to submit the IRS letter will result in disqualification of the proposal.
2. All projects must happen within the City limits of Dallas to receive funding and must be completed by the end of the City's fiscal year.
3. Priority will be given to new works by emerging organizations with an operational history of at least three years and organizations that have an annual operating budget under \$1,000,000 based on the prior year's actual revenue.
4. Prior year's IRS 990 must be submitted for organizations along with their application.
5. 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.**
6. Non-discriminatory employment and personnel practices
7. Professional direction for the proposed project
8. Applicant organizations can be funded for only one proposal per fiscal year. Non-profit organization aren't eligible to apply if they currently are being funded in the Cultural Operations Program.
9. 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.
10. Obtain and maintain during the Contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services. Contact OCA staff for more information about this if questions.
11. If funded in previous year's program cycle, you must be compliant with the contract 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 two years of the funding cycle of the same program.

**Applications will not be accepted for the following:**

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

5. College/university or school projects that are part of a course or curriculum or which do not benefit the general public
6. Fellowships/grants to individuals (does not prevent purchase from individuals)
7. Scholarships, cash prizes or awards
8. Out-of-city travel
9. Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
10. Purchase of artwork or Public Art on City Property
11. Activities that have occurred prior to the signing of the cultural service contract
12. Underwriting of past deficits
13. Activities of Dallas based organizations or artists that occur outside of the City limits of Dallas.  
NOTE: Highland Park and University Park are considered outside the City limits of Dallas.
14. Endowments
15. Non-contract related services, lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status
16. Alcoholic beverages and food
17. Managers or promoters of festivals, music events who will have financial gain from the Project.
18. Publication of books for personal promotion
19. Events or projects that don't have the proper permits or insurance coverage
20. Commercial (for-profit) enterprises or activities
21. Festivals that are organized by promoters for profit or that the organizer is promoting but not participating in.

### **Funding Period**

Applicants should not expect to receive support through this program beyond the one-year contract period. Projects must occur between October 1, 2018 and September 30, 2019. Applicants should not expect to receive funds through this program earlier than October 1, 2018.

### **Funding Amounts**

Support will range from **\$3,000 to \$20,000** per project with the following stipulations.

Support to an organization in a given year does not ensure City of Dallas support for subsequent years. Each year, every proposal is reviewed in competition with other proposals and the level of support, if any, is determined in the context of the proposal review criteria (merit, demonstrated need, capacity to meet program objectives, and capability to raise matching funds), and the funds available.

All funding levels are determined by the panel score and the availability of funding for the year. A funding matrix is used to determine the funding levels.

Funding levels each year are determined by the Allocations Committee of the Cultural Affairs Commission. Their funding recommendations are then forwarded to the full Cultural Affairs Commission for final approval. Funding levels will be different each year as determined by the amount of funding available, the number of organizations and artists funded and established ceilings.

**Applicants with panel score under 70% will not be considered for funding.**

## **Funding Percentage Requirements**

**City support will not exceed 50% of the total project(s) budget** of an organization's proposed project. A funded organization will be required to show that they will fund at least 50% of the project budget. Part of this can be in kind services. In the Final Report for this project the organization will be required to confirm this match in their actual budget.

## **Tier Structure**

All organizational applicants will be reviewed in Tier levels based on their revenue budget from the previous completed year's budget found in the application or referenced in their IRS 990. There will be one review panel for each Tier level. Each panel will consist of a diverse group of people knowledgeable in the visual arts, dance, theatre, music, literature, film and other fields as pertains to the organizations in that Tier. The Tier Levels are as follows;

**Tier I - \$100,000 and Under**

**Tier II - \$100,001 - \$500,000**

**Tier III - \$500,001 – and up**

## **Funding Request Amounts**

Organizations can apply for funding in one of the following funding levels;

- 1. Organizations with Budgets under \$100,000**  
Funding requests can be made from \$3,000 - \$10,000
- 2. Organizations with Budgets from \$100,001 - \$500,000**  
Funding requests can be made from \$4,000 - \$15,000
- 3. Organizations with Budgets over \$500,001**  
Funding requests can be made from \$6,000 - \$20,000

## **FIRST TIME APPLICANTS**

First time applicants should contact OCA staff before the application deadline. This is to ensure that the applicant is aware of the application requirements and any additional information that is needed.

**Note:** *The term first-time applicant refers to applicants submitting proposals to the program for the first time.*

New organizations are required to provide IRS status as a private, non-profit corporation 501C(3). Proof of non-profit status must be submitted with the completed application. Failure to submit this IRS letter will result in disqualification of the proposal.

First time applicants are also required to submit a copy of their most current IRS 990.

## **APPLICATION PROCESS**

### **How Funding Applications Are Processed:**

- Staff of OCA reviews applications to ensure they are complete and meet the criteria for the funding program. Applications that don't meet the criteria will not be moved forward.
- Applications that have met the criteria are forwarded to the Peer Review Panel for review
- Peer Review Panel meets to discuss and score each application in meetings that are open to the public



- All applicants for the funding program are required to attend and present a brief application summary to the Peer Review Panel
- The Panel comments, scores and rankings are forwarded to the Office of Cultural Affairs staff for review and recommendation to the Cultural Affairs Commission
- The Commission recommends a level of funding for each organization or individual artist

The Cultural Affairs Commission reserves the right to designate the scope of the peer panel members it feels best suit the mission and programming of the different organizations.

## **APPLICATION DEADLINES**

**Round #1 – Applications are open – July 30, 2018. Application Deadline is August 27, 2018**

**Round #2 – Applications are open – December 2, 2018. Application deadline is January 11, 2019**

You can find more information via the OCA website at: [www.dallasculture.org](http://www.dallasculture.org) to find funding information click on “Funding Programs.” You will find information about all funding programs.

Applications and supplemental materials must be submitted via the online grant system. Hard copies of funding applications or supplemental materials will not be accepted.

All applicants will receive a confirmation email indicating that the application has been received and is being processed. If the confirmation email is not received within 24 hours after submitting the application, contact the OCA office immediately.

**NOTE: An organization that submits a substantially incomplete application at the time of the deadline, as deemed by the Office of Cultural Affairs, will receive notification via e-mail. OCA staff will determine if the application will be eligible or disqualified. Applications are not accepted after the deadline.**

## **PEER REVIEW PANELS**

Organizations are solely responsible for meeting deadlines and adhering to all application processes. These will be published on the OCA website and are the responsibility of the organization to make note of. OCA staff and the Cultural Affairs Commission are not responsible for organizations’ compliance.

### **Peer Review Panel**

Applications for Cultural Projects Funding are evaluated by a Peer Review Panel whose membership is taken from a list of qualified candidates nominated from the field and approved by the Cultural Affairs Commission. All applicants will be required to do a panel review presentation.

Applicants must attend the Peer Review Panel to present a brief organizational/project summary and answer any questions from the panel.

Applying cultural organizations will be notified by email from the OCA of the scheduled time and date for their Panel Review. Please refer to the timeline for presentation dates.

### **Presentations to the Panel**

Every organization that is applying for funding must make a presentation to the Peer Review Panel. Applicant organizations should be represented at the Review Panel meeting 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

**5 minutes** – Presentation time for the organization to the Panel

**5 minutes** - Q and A time for panel members with the organization

A notice about what type of audio-visual equipment will be available 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.

### **Application Criteria**

All proposals will be reviewed by the Office of Cultural Affairs staff for completeness. Proposals that clearly do not meet the requirements will be determined ineligible for consideration. After the initial staff evaluation, a Panel will review all eligible proposals. Applicants may receive up to 100 points between the review panel and the Commission scoring. **The total of 100 points is broken into the following;**

- **80 points** - Peer Review Panel
- **20 points** – Commission / Administrative Staff scoring

**Applicants are evaluated by the Peer Review Panel according to the following criteria for a total possible of 80 points:**

The panel will review the groups and artists based on the following criteria:

- **Quality of Services and Project Proposal (25 points)** – The organization exhibits a commitment to high quality standards in artistic and cultural services. The proposal clearly outlines the details for realizing the project and the capacity for making it successful.
- **Impact (15 points)** – Provides a direct impact of cultural services to the Dallas community that can be quantified in the goals of the project.
- **Management (20 points)** – The organization has the fiscal and managing stability to perform the proposed services in a reliable manner, as evidenced in its financial history, budgets, management, narrative and milestones.
- **Overall (10 points)** – The organization performs in a professional manner and provides an important cultural presence in the City of Dallas. The citizens of Dallas will benefit from this cultural project and the goals are achievable and related to the project.
- **Cultural Diversity (10 points)** -The organization demonstrates a commitment to cultural diversity in all aspects of its operations such as board, staff, programs, audiences and outreach.

**Applicants are also scored by the Cultural Affairs Commission and the OCA Administrative staff for a total possible of 20 points:**

- **Operation Management (10 points)** – Organization has performed in a reliable manner in the past in terms of fiscal condition and sustainability. The artist shows a practical budget for the project that is balanced and realistic.
- **Board /Staff / Audience Diversity (10 points)** – Organizations will need to demonstrate a commitment to diverse community representation on their boards and staffs. Based on the

information in their application

The panel's rating and recommendation are forwarded to the Allocations Committee of the Cultural Affairs Commission for review. The Commission recommends a level of funding for each organization taking into consideration the panel rating, funding projections and contract compliance of organizations currently funded. **It is the policy of the Cultural Affairs Commission to recommend funding organizations who have demonstrated excellence. Organizations who do not meet the baseline panel score of over 70%, as determined by the Allocations Committee, will not be considered for funding.**

Once the Cultural Affairs Commission has approved funding levels, a letter of notification will be emailed to the applicant. Applicants approved for funding will be asked to sign a Cultural Services Contract. Payment for any projects cannot be processed without the completion of Cultural Service Contract.

## **CONTRACTS AND INVOICES**

If an organization's/ artist panel score and review leads to a funding level being recommended by the Cultural Affairs Commission, notification will be sent to the organization/artist after the funding process has been completed.

### **Signed Contract Time Frame**

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

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

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

### **Invoices**

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

### **Insurance**

Insurance coverage will be required for the majority of funded FY18-19 organizations or artists. 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 made from Risk Management funded organizations/artists will be notified.** Failure to meet

insurance requirements will be reported to the Cultural Affairs Commission and could possibly result in contract termination. (For more information on insurance coverage and amounts required, please contact Charla Sanderson at 214.670.4065 or email to [charla.sanderson@dallascityhall.com](mailto:charla.sanderson@dallascityhall.com).)

Below is a sample of the types of insurance that may be required, but not limited to:

### **General Liability**

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

### **Auto Liability**

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

### **Workers' Compensation**

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

### **Abuse and Molestation**

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

### **Certificates of Insurance**

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

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

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

## **Final Reporting**

A final report on the project should be submitted to the OCA within 30 days after the project's completion as stated in the contract. The final report includes an itemized amount of project expenditures and revenue, and a narrative summary of the project. Samples of promotional materials and programs / playbills relating to the project are required. **Failure to submit the final report within 30 days of project completion will jeopardize future funding or current payment.**

## **Cultural Diversity**

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

## **Logo and Credit Line**

Arts organizations/artists awarded City of Dallas contracts for cultural services must include the following credit line and logo in at least one publication, program, press release, season brochure, lobby display, advertising or mode of public communication:



“(Name of your organization/program) is supported in part by the City of Dallas Office of Cultural Affairs.”

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 OCA in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgment.

The OCA logo can be downloaded from our website: [www.dallasculture.org](http://www.dallasculture.org), click on “Funding Programs” and then “Cultural Services Programs” scroll down on the left of the page where you will find OCA logo. Click on that and you will find several downloadable logos.

## **Social Media Recognition for your Funded Project with OCA**

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

### **Twitter**

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

### **Facebook**

- Through professional and/or personal pages, “like” the City of Dallas Office of Cultural Affairs Facebook page <https://www.facebook.com/dallasculture>

- When making posts about your project, tag in them @City of Dallas Office of Cultural Affairs
- Tag @City of Dallas Office of Cultural Affairs in any photos/videos you post related to your project. Be sure to share photos on the Dallas Culture page as well
- Utilize the #dallas culture #liveart #oca hashtags on Facebook posts of your project

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

## **INDIVIDUAL ARTIST FUNDING PROGRAM INFORMATION**

### **ELIGIBILITY REQUIREMENTS**

**Individual Artists meeting all of the following eligibility requirements may apply to Cultural Projects Funding:**

1. Individual artists with permanent residence and have had at least three years of professional experience in the City of Dallas.
2. All projects must happen within the City limits of Dallas to receive funding and must be completed by the end of the City's fiscal year.
3. Priority will be given to new works by emerging artists with at least three years of experience.
4. Artists must have administrative offices or studios permanently located in the City of Dallas. **This does not include P.O. Boxes –a physical office and address is required.**
5. Non-discriminatory employment and personnel practices

6. Professional direction for the proposed project
7. Individual artists can be funded for only one proposal per fiscal year.
8. Comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.
9. Obtain and maintain during the Contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services. Contact OCA staff for more information about this.
10. If funded in previous year's program cycle, you must be compliant with the contract in order to apply for future funding in the program. Artists who fail to successfully complete their contract, are not eligible for funding in the subsequent funding cycle of the same program.

**Applications will not be accepted for the following:**

1. Activities which do not have a cultural or artistic focus or whose primary focus is religious or political in nature
2. Projects planned primarily for fundraising purposes
3. Activities restricted to members or which do not benefit the general public
4. Tuition expenses
5. College/university or school projects that are part of a course or curriculum or which do not benefit the general public
6. Fellowships/grants to individuals (does not prevent purchase from individuals)
7. Scholarships, cash prizes or awards
8. Out-of-city travel
9. Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
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11. Activities that have occurred prior to the signing of the cultural service contract
12. Underwriting of past deficits
13. Activities of Dallas based organizations or artists that occur outside of the City limits.  
NOTE: Highland Park and University Park are considered outside the City limits of Dallas.
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16. Alcoholic beverages and food
17. Managers or promoters of festivals, music events who will have financial gain from the project.
18. Publication of books for personal promotion
19. Events or projects that don't have the proper permits or insurance coverage
20. Commercial (for-profit) enterprises or activities

21. Festivals that are organized by promoters for profit or that the organizer is promoting but not participating in.

## **Funding Period**

Applicants should not expect to receive support through this program beyond the one-year contract period. Projects must occur between October 1, 2018 and September 30, 2019. Applicants should not expect to receive funds through this program earlier than October 1, 2018.

## **Funding Amounts**

Artist funding will range from **\$2,500 to \$7,500** per project. Amounts over this will not be awarded.

Support to an artist in a given year does not ensure City of Dallas support for subsequent years. Each year, every proposal is reviewed in competition with other proposals and the level of support, if any, is determined in the context of the proposal review criteria (merit, demonstrated need, capacity to meet program objectives, and capability to raise matching funds), and the funds available.

All funding levels are determined by the panel score and the availability of funding for the year. A funding matrix is used to determine the funding levels.

Funding levels each year are determined by the Allocations Committee of the Cultural Affairs Commission. Their funding recommendations are then forwarded to the full Cultural Affairs Commission for final approval. Funding levels will be different each year as determined by the amount of funding available, the number of artists funded and established ceilings.

**Applicants with panel score under 70% will not be considered for funding.**

## **Funding Percentage Requirements**

**City support will not exceed 90% of the total project budget for individual artists.** Artist will need to provide 10% of the proposed project budget. This can be in kind services. In the Final Report the artist will be required to confirm this match in their actual budget.

## **FIRST TIME APPLICANTS**

First time applicants should contact OCA staff before the application deadline. This is to ensure that the applicant is aware of the application requirements and any additional information that is needed.

**Note:** *The term first-time applicant refers to applicants submitting proposals to the program for the first time.*

## **APPLICATION PROCESS**

### **How Funding Applications Are Processed:**

- Staff of the Office of Cultural Affairs reviews applications to ensure they are complete and meet the criteria for the funding program
- Applications are forwarded to the Peer Review Panel for review
- Peer Review Panel meets to discuss and score each application in meetings that are open to the public
- All applicants for the funding program are required to attend and present a brief application summary to the Peer Review Panel
- The Panel comments, scores and rankings are forwarded to the Office of Cultural Affairs staff for review and recommendation to the Cultural Affairs Commission
- The Commission recommends a level of funding for each organization or individual artist



The Cultural Affairs Commission reserves the right to designate the scope of the peer panel members it feels best suit the mission and programming of the different organizations.

## **APPLICATION DEADLINES**

**Round #1 – Applications are open – July 30, 2018. Application Deadline is August 27, 2018**

**Round #2 – Applications are open – December 2, 2018. Application deadline is January 11, 2019**

You can find more information via the OCA website at: [www.dallasculture.org](http://www.dallasculture.org) to find funding information click on “Funding Programs.” You will find information about all funding programs.

Applications and supplemental materials must be submitted via the online grant system. Hard copies of grant applications will not be accepted.

All applicants will receive a confirmation email indicating that the application has been received and is being processed. If the confirmation email is not received within 24 hours after submitting the application, contact the OCA office immediately.

**NOTE: An artist that submits a substantially incomplete application at the time of the deadline, as deemed by the Office of Cultural Affairs, will receive notification via e-mail. OCA staff will determine if the application will be eligible or disqualified.**

## **PEER REVIEW PANELS**

The Cultural Affairs Commission and the Office of Cultural Affairs are not responsible for artists not knowing deadlines or application processes as they will be published on the OCA website and are the responsibility of the artist to review.

### **Peer Review Panel**

Applications for Cultural Projects Funding are evaluated by a Peer Review Panel whose membership is taken from a list of qualified candidates nominated from the field and approved by the Cultural Affairs Commission. All applicants will be required to do a panel review.

Applicants are required to attend the Peer Review Panel to present a brief organizational/project summary and answer any questions from the panel.

Applying artists will be notified by email of the scheduled time and date for their Panel Review.

### **Presentations to the Panel**

Every artist that is applying for funding must make a presentation to the Peer Review Panel. Applicants must be represented by the individual artist and any others involved in the project.

The presentation times will be allotted in the following manner;

**2 minutes** – Artist will be introduced to the panel members by a Commission member

**5 minutes** – Presentation time for the artist to the Panel

**5 minutes** - Q and A time for panel members with the artist

A notice about what type of audio-visual equipment will be available for the presentation will be sent prior to the panel dates.

Failure to attend the Review Panel meeting will result in the artist project being disqualified.

## **Application Criteria**

All proposals will be reviewed by the Office of Cultural Affairs staff for completeness. Proposals that clearly do not meet the requirements will be determined ineligible for consideration. After the initial staff evaluation, a Panel will review all eligible proposals. Applicants may receive up to 100 points between the review panel and the Commission scoring. **The total of 100 points is broken into the following;**

- **80 points** - Peer Review Panel
- **20 points** – Commission / Administrative Staff scoring

**Applicants are evaluated by the Peer Review Panel according to the following criteria for a total possible of 80 points:**

The panel will review artists based on the following criteria:

- **Quality of Services and Project Proposal (25 points)** – The artist exhibits a commitment to high quality standards in artistic and cultural services. The proposal clearly outlines the details for realizing the project and the capacity for making it successful.
- **Impact (15 points)** – Provides a direct impact of cultural services to the Dallas community that can be quantified in the goals of the project.
- **Management (20 points)** – The artist has the fiscal and managing stability to perform the proposed services in a reliable manner, as evidenced in its financial history, budgets, management, narrative and milestones.
- **Overall (10 points)** – The artist performs in a professional manner and provides an important cultural presence in the City of Dallas. The citizens of Dallas will benefit from this cultural project and the goals are achievable and related to the project.
- **Cultural Diversity (10 points)** -The artists demonstrates a commitment to cultural diversity in all aspects of its project such as any programs, audience and outreach. The individual artist shows a commitment to reaching new and diverse populations.

**Applicants are also scored by the Cultural Affairs Commission and the OCA Administrative staff for a total possible of 20 points:**

- **Operation Management (10 points)** – Artist has performed in a reliable manner in the past in terms of fiscal condition and sustainability. The artist shows a practical budget for the project that is balanced and realistic.
- **Audience Diversity (10 points)** – Individual artists will need to show audience diversity and confirmed locations.

The panel's rating and recommendation are forwarded to the Allocations Committee of the Cultural Affairs Commission for review. The Commission recommends a level of funding for each artist taking into consideration the panel rating, funding projections and contract compliance of any artists currently funded. **It is the policy of the Cultural Affairs Commission to recommend funding artists who have demonstrated excellence. Artists who do not meet the baseline panel score of over 70%, as determined by the Allocations Committee, will not be considered for funding.**

Once the Cultural Affairs Commission has approved funding levels, a letter of notification will be emailed to the applicant. Applicants approved for funding will be asked to sign a Cultural Services Proposal. Payment for any projects cannot be processed without the completion of Cultural Service Proposal.

## **CONTRACTS AND INVOICES**

If an artist panel score and review leads to a funding level being recommended by the Cultural Affairs Commission, notification will be sent to the artist after the funding process has been completed.

### **Signed Contract Time Frame**

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

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

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

### **Invoices**

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

### **Insurance**

Insurance coverage will be required for the majority funded FY18-19 artists. Funds cannot be released without evidence of the required insurance if required. Proof of insurance must meet the specific terms of the funding contract. **As soon as the coverage requirements are made from Risk Management funded artists will be notified.** Failure to meet insurance requirements will be reported to the Cultural Affairs Commission and could possibly result in contract termination. (For more information on insurance coverage and amounts required, please contact Charla Sanderson at 214.670.4065 or email to [charla.sanderson@dallascityhall.com](mailto:charla.sanderson@dallascityhall.com).)

Below is a sample of the types of insurance that may be required, but not limited to:

#### **General Liability**

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

### **Auto Liability**

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

### **Workers' Compensation**

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

### **Abuse and Molestation**

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

### **Certificates of Insurance**

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

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

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

### **Final Reporting**

A final report on the project should be submitted to the OCA within 30 days after the project's completion as stated in the contract. The final report includes an itemized amount of project expenditures and revenue, and a narrative summary of the project. Samples of promotional materials and programs / playbills relating to the project are required. **Failure to submit the final report within 30 days of project completion will jeopardize future funding or current payment.**

## **Cultural Diversity**

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

## **Logo and Credit Line**

Artists awarded City of Dallas contracts for cultural services must include the following credit line and logo in at least one publication, program, press release, season brochure, lobby display, advertising or mode of public communication:



“(Name of the artist/program) is supported in part by the City of Dallas Office of Cultural Affairs.”

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 OCA in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgment.

The OCA logo can be downloaded from our website: [www.dallasculture.org](http://www.dallasculture.org), click on “Funding Programs” and then “Cultural Services Programs” scroll down on the left of the page where you will find OCA logo. Click on that and you will find several downloadable logos.

## **Social Media Recognition for your Funded Project with OCA**

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

### **Twitter**

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

### **Facebook**

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

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