



Office of Cultural Affairs
CITY OF DALLAS

FY 2018-19 Community Artist Program Guidelines

Community Artist Funding For
Non-Profit Organizations and
Individual Artists



City of Dallas

Community Artist Program (CAP)

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INTRODUCTION

OCA’s Vision

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

OCA’s 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.

[Note: The above Vision, Mission, and Equity Statement are proposed drafts in the *Dallas Cultural Plan 2018*, to be considered for adoption by the Dallas City Council in November 2018.]

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COMMUNITY ARTIST PROGRAM (CAP) OVERVIEW

The Community Artist Program provides artist services to Dallas communities by ALAANA individual artists and cultural 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 by OCA on an as-needed, when-needed basis.

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 an ALAANA culture and people and/or is given form by ALAANA artists.

Program Goals

1. To provide support and opportunities for ALAANA arts programs for artists and organizations to teach, perform, and exhibit at host facilities in neighborhoods around the city of Dallas.
2. To create opportunities for ALAANA artists to participate in neighborhood events such as festivals and celebrations throughout Dallas which showcase and celebrate the community’s unique history and varied racial and ethnic heritage.
3. To expose Dallas residents to art forms or traditions with which they may not be familiar and heighten citizen understanding of the unique contributions of the City’s various cultures to the community in Dallas.
4. To provide opportunities for Dallas neighborhood organizations to have greater access to the arts and cultural expression.
5. 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 3 different types of services that encompass the Community Artist Program:

- One-time performance or one-time workshop
- Workshop Series (2 - 4 day series)

- Residency (2 – 8 weeks)

Performance – A proposed performance will introduce an audience to a cultural art form or tradition. Performances average 50 minutes in length plus set up and break down times.

Workshops - A one day workshop is a hands-on opportunity to introduce the audience/participants to a cultural art form or tradition. A workshop series allows the participants to explore the topic in greater detail and includes a culminating activity. A workshop series can be comprised of two (2) or four (4) day sessions. Each workshop session is generally two hours.

Residency – Residencies are tailored to the needs of a specific neighborhood, community, or host site(s). Residency programs are implemented by artists with a history of engagement with the community and a commitment to utilize arts education for community development. The goal of the residency program is to provide an opportunity for artists and communities to collaborate on arts projects that develop positive and sustainable neighborhood outcomes. Residency services are a minimum of 3-4 hours per week for a minimum of 2 weeks and a maximum of 8 weeks.

Selected artists and organizations conducting workshops and/or residencies 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.

ORGANIZATION / ARTIST ELIGIBILITY

This program is intended for individual 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. Artists and cultural organizations of the ALAANA (African, Latinx, Asian, Arab, and Native American) demographic performing or presenting in the areas of music, dance, theatre, literature, visual arts, film/video, literary arts, folk artists, and other disciplines will be considered for the program.

1. Organizations/Artists may only submit one application – **multiple proposals from the same applicant will not be accepted**
2. Organizations must have at least a 3-year operating history
3. 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
4. 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.
5. The organization/artist must be willing and able to enter into a contract with the City and meet the requirements associated with receiving funds from the City.
6. Organizations must be tax-exempt under section 501(c)(3) of the Internal Revenue Code
7. 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
8. 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
9. If funded in the previous year's program cycle, the artist or organization 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 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 combined total of all the City cultural services contract awards does not exceed 50% (25% to CAP and 25% to Cultural Projects Funding/Cultural Organizations Program) of the contracted organization's annual operating expenses during a given fiscal year.

INELIGIBLE ORGANIZATIONS/ARTISTS AND ACTIVITIES

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.
2. Applications from individual ALAANA artists who are not residents of Dallas or ALAANA organizations that do not have administrative offices located in the City of Dallas.
3. Youth applicants or organizations that involve youth who are in school and have not completed the 12th grade.

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GENERAL APPLICATION GUIDELINES

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

All individual artists are required to upload a resume with the application. In addition, please upload the following supplemental material, if available:

- Web links to work samples such as video, sound or music clips. The clips should highlight or showcase the organization or artist.
- 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 Cultural Programs Artists Resource Coordinator to ask for any clarification or a copy of the FY18-19 CAP Guidelines. The OCA staff can review your proposal with you prior to the submission date.

Rhonda Ivery, Artist Resource Coordinator, 214-671-8573 or rhonda.ivery@dallascityhall.com

Helpful Tips for Preparing Your Application

1. Read the guidelines, funding application instructions and criteria before beginning the application process.
2. Plan your narrative following the questions and funding criteria. Plan your answers carefully to avoid repetition.
3. Write to the funding criteria. Remember all applications are reviewed based on how well the application meets the funding criteria.
4. 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.
5. 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.

6. 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

New applicants to the Community Artist Program will be selected by a community panel review method.

Program aspirants must read the Program guidelines and requirements for the proposal submission process which are located on the OCA website – <http://www.dallasculture.org/>. All proposals along with supporting material must be submitted by email to Rhonda Ivery at rhonda.ivery@dallascityhall.com to be considered for the artist roster. Submitting a proposal does not mean automatic inclusion on the CAP roster.

New ALANNA artists and organizations will be considered annually but new members to the artists roster will depend on the demand and budget for the CAP program.

Support Materials are required with the email submission (such as online samples of work, videos, photos of work, YouTube clips, critical reviews, etc.). Only one submission will be accepted per applicant. **Individual Artists will be required to submit a resume or Vita.**

SELECTION PROCESS AND CONTRACT AWARD

Review of Applications

OCA 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 OCA staff will move forward to the panel for review and a presentation by the organization or individual. Organizations/artists will be notified of whether they are funded or not on a timely basis after the deadline and processing of the proposals.

A knowledgeable and trained panel of community volunteers will review the applications and be present for the applicant's presentation. They will then score the applications according to the criteria below.

1. Artistic Qualifications (30 pts)
2. Needs of the Community (20 pts)
3. Artistic Merit (20 pts)
4. Potential of Applicant to Successfully Provide Service (10 pts)
5. Supplemental Materials (20 pts)

Panel scores add up to a possible total score of 100 points

Details on the scoring criteria are below.

1. **Artistic Qualifications** – 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?
2. **Need of the Community** – 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?
3. **Artistic Merit** - Does the service offer a quality product that advances the preservation or perpetuation of art forms that are rooted in ethnic/cultural traditions?
4. **Potential of Applicant to Successfully Provide Service** - Is the service well planned and appropriate for the targeted audiences?
5. **Supplemental Materials** - Do the supplemental materials provided show that the artist/organization has a professional program geared for the CAP program?

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

The panelist scores are forwarded to the Allocations Committee of the Cultural Affairs Commission for review. The 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.

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 Cultural Affairs before commencement of services. The contracting process can take between four and six weeks depending on each artist/organization circumstances. **Services are requested of CAP artists and organizations by OCA on an as-needed, when-needed basis.**

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. Register online at bids.dallascityhall.com. More information will be given to artists/organizations after you are notified of being on the CAP roster.

Newly selected artists/organizations will be placed on a probationary period of **one year** to ensure compliance with and fulfilment of program requirements and guidelines. 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)
- Late paperwork
- Unprofessional/unethical behavior

Insurance and Background Checks

Insurance coverage or background checks will be required for funded FY18-19 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 Cultural Affairs Commission and could result in contract termination. (For more information on obtaining insurance coverage and amounts required, please contact Rhonda Ivery at 214.671.8375 or via email at rhonda.ivery@dallascityhall.com.)

Below is a sample 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.

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.

Background Checks

Background checks will be conducted and can 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 Rhonda Ivery at rhonda.ivery@dallascityhall.com

Identification of Community Hosts

The Office of Cultural Affairs 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 un-served 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.

Invoices and Payments

The artist/organization will submit a signed invoice to the City upon completion of each contracted service. Payment will generally be mailed within 20 business days from receipt of the invoice. In the case of long-term artist's residencies, invoices may be submitted on previously agreed upon dates during the residency. Invoices submitted prior to the date of service will not be accepted.

Artist Evaluation/Final Form

CAP artists are responsible for submitting an Artist Evaluation/Final Form for each service provided. Completed forms will be sent directly to the Office of Cultural Affairs along with the corresponding invoice. Invoices will not be processed without receipt of the evaluation form.

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 CAP 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.

The OCA logo can be downloaded from our website: www.dallasculture.org, click on “Programs” and then “Cultural Services Contracts” and then scrolling down to the bottom and click on “Download the OCA logo”.

CAP DEFINITIONS/VOCABULARY

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 an ALAANA culture and people and/or is given form by ALAANA 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.

Classes - Instruction to include demonstrations, performances or exhibitions.

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

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.

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

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.

Residency - Long-term (two to eight weeks) service that includes arts based community activities, a culminating event, exhibit, or publication and involves aspects of the service that potentially reach beyond the contracted service.

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 2-4 day series of interactive hands-on art instruction.

