



Office of Cultural Affairs
CITY OF DALLAS

FY 2018-19 Cultural Projects Funding Guidelines

Project Funding For
Non-Profit Arts/Cultural Organizations and
Individual Artists



City of Dallas

Cultural Projects Funding

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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.]

CULTURAL PROJECTS FUNDING OVERVIEW

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 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. OCA staff is available to answer any additional questions you may have.

Program Goals

The goals of Cultural Projects Funding are as follow:

- To provide cultural services in areas across the City of Dallas
- To create greater awareness of the cultural and artistic heritage of Dallas, and to increase the resident access to and participation in activities related to diverse heritage
- To stimulate development of new funding sources to support cultural activities in Dallas
- To 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

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.

CULTURAL PROJECTS FUNDING TIME LINE

Round 1 – Cultural Projects Funding

July 30, 2018	Round 1 Cultural Projects Funding Application Period Opens
August 27, 2018	Round 1 Cultural Projects Funding Application Period Closes (Midnight Central Time)
September 10-14, 2018	Cultural Projects Funding Panel Presentations
September, 2018	Recommendations made by the Allocations Committee of the Arts and Culture Advisory Commission
September, 2018	City Council approves the FY19 City Budget Awarded organizations/artists are sent funding notifications soon after
October-November, 2018	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

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

Round 2 – Cultural Projects Funding

December 10, 2018	Round 2 Cultural Projects Funding Application Period Opens
January 11, 2019	Round 2 Cultural Projects Funding Application Period Closes (Midnight Central Time)
January 21 – 25, 2019	Cultural Projects Funding Panel Presentations
February, 2019	Recommendations made by the Allocations Committee of the Arts and Culture Advisory Commission
February, 2019	Awarded organizations/artists are sent funding notifications
February – March, 2019	Accepted organizations/ artists start the contract execution process
September 30, 2019	End of the fiscal year

NEED ASSISTANCE?

For general inquiries or assistance, please contact the OCA Cultural Programs Division staff:

Charla Sanderson

Cultural Programs Manager

charla.sanderson@dallascityhall.com

214-670-4065

Glenn Ayars

Contract Compliance Administrator

glenn.ayars@dallascityhall.com

214-671-0878

Rhonda Ivery

Artist Resource Coordinator

rhonda.ivery@dallascityhall.com

214-671-8573

Organizations and Artists are responsible for abiding by deadlines and application processes, as published on the OCA website – 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 Amounts

Support will range from **\$2,500 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 Arts and Culture Advisory Commission. 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% may not be recommended for funding unless they are recommended by an affirmative vote of at least two-thirds of the Allocations Committee.

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 \$2,500 - \$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

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)
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. 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 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 Arts and Culture Advisory Commission. 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% may not be recommended for funding unless they are recommended by an affirmative vote of at least two-thirds of the Allocations Committee.

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.

GENERAL APPLICATION GUIDELINES: FOR BOTH ARTISTS AND ORGANIZATIONS

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. This paragraph applies only to organizations and does not apply to individual artists.

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.

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 Arts and Culture Advisory Commission
- The Commission recommends a level of funding for each organization or individual artist

The Arts and Culture Advisory 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 10, 2018. Application deadline is January 11, 2019

You can find more information via the OCA website at: 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 or 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.

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

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.

Presentations to the Review Panel

Applications for Cultural Projects Funding are evaluated by a Review Panel whose membership is taken from a list of qualified candidates nominated from the field and recommended by the Allocations Committee of the Arts and Culture Advisory Commission. All applicants will be required to do a panel review.

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

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

Every artist or organization that is applying for funding must make a presentation to the Peer Review Panel. For individual artist applications, applicants must be represented by the individual artist and any others involved in the project. **For** organization applications,

the organization 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 – Artist or organization will be introduced to the panel members by a Commission member

5 minutes – Presentation time for the artist or organization to the Panel

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

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 or organization project being disqualified.

Application Scoring

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

Applicants are evaluated by the 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 or 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 artist or 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 artist or organization performs in a professional manner

and provides an important cultural presence in the City of Dallas. The residents of Dallas will benefit from this cultural project and the goals are achievable and related to the project.

- **Cultural Diversity (10 points) –**
 - For artists: The artist 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
 - For organizations: 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 Arts and Culture Advisory Commission and the OCA Administrative staff for a total possible of 20 points:

- **Operation Management (10 points) –** Artist or organization has performed in a reliable manner in the past in terms of fiscal condition and sustainability. The artist or organization 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. 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 Arts and Culture Advisory 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 or organizations currently funded. **It is the policy of the Arts and Culture Advisory Commission to recommend funding to artists and organizations who have demonstrated excellence. Artists and organizations who do not meet the baseline panel score of over 70%, as determined by the Allocations Committee, may or may not be considered for funding based on the majority vote of the Committee.**

Once the Allocations Committee 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.

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

CONTRACTUAL REQUIREMENTS

If an applicant's panel score and review leads to a funding level being recommended by the Arts and Culture Advisory Commission, notification will be sent to the artist or organization after the funding process has been completed.

Signed Contract Time Frame

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

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

- The Scope of Work (SOW) for the contract is approved by the artist or organization. **The Scope of Work must be approved by the artist or organization no later than one week after receiving them.**
- Artists and organizations will receive the Insurance Requirements from Risk Management per their contract and SOW. **Artists and 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 artist or 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 artist or organization upon completion of contract deliverables.
- Artists or 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 funded FY18-19 artists and organizations. 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**

and organizations will be notified. Failure to meet insurance requirements 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 Charla Sanderson at 214.670.4065 or email to charla.sanderson@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 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

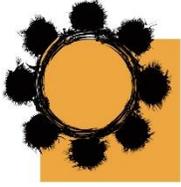
A final report on the project should be submitted to the OCA within 30 days after the project's completion as stated in the contract. The final report includes an itemized amount of project expenditures and revenue, and a narrative summary of the project. Samples of promotional materials and programs / 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 and organizations that demonstrate a commitment to diverse community representation. In addition, artists and organizations are expected to demonstrate a commitment to cultural diversity in all aspects of their operations and programming.

Logo and Credit Line

Artists and organizations 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:



Office of Cultural Affairs
CITY OF DALLAS

“(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.

Download the logo at <https://dallasculture.org/cultural-programs/logos/>

Social Media Recognition for your Funded Project with OCA

In social media promotions related to any project being funded, you can tag City of Dallas Office of Cultural Affairs and utilize preferred hashtags when appropriate. Doing so increases the opportunities for re-posting or shares by the OCA and its partners. See OCA/Dallas Culture handles, preferred hashtags and recommendations for social media engagement below.

Twitter

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

Facebook

- Through professional and/or personal pages, “like” the City of Dallas Office of Cultural Affairs Facebook page <https://www.facebook.com/dallasculture>
- When making posts about your project, tag in them @City of 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 #dallasculture #liveart #oca hashtags on Facebook posts of your project

Instagram

- Through professional and/or personal accounts follow Dallas OCA 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 #oca