



Richmond Arts and Culture Commission

MEETING AGENDA Tuesday, September 22, 2020

7:00 p.m. – 9:00 p.m. ZOOM invitation

COMMITTEE CHAIR

Florene Wiley

VICE CHAIR

Rosalie Fay Barnes

COMMITTEE MEMBERS

Lynson Beaulieu

Michael Cohen

Meighann Helene

Joshua Horne

Melissa Kirk

Tom Lyons

Nava Mizrahi

CITY COUNCIL LIAISON

Ben Choi

STAFF LIAISON

Winifred Day

Thomas Omolo

**ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE
CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both <https://www.coronavirus.cchealth.org> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Community Police Review Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize video/teleconferencing only. The following provides information on how the public can participate in this meeting.

How to observe and/or participate in the meeting from home:

Join from a PC, Mac, iPad, iPhone or Android device:

1. Please click this URL to join.
<https://zoom.us/j/97825431917?pwd=ODcvUkRKTfHjeDB4VVUzMVh2NHJOUT09>
2. Passcode: 098358
3. Webinar ID: 978 2543 1917

Description: Zoom opens at 6:30 PM to check your connection. The meeting starts at 7:00 PM.

Or join by phone:

1. Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

2. Webinar ID: 978 2543 1917
3. Passcode: 098358
4. International numbers available: <https://zoom.us/j/97825431917>

Public comments may be submitted:

1. Via email to winifred_day@ci.richmond.ca.us. Email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before Tuesday, September 22, 2020, by 4:30 pm and must include the following:
 - a) Your Name
 - b) Your Phone Number
 - c) The item for which you wish to make a Public Comment.

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments:

All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to Winifred_Day@ci.richmond.ca.us or submitted by phone at 510-620-6952. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-person public participation

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.



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Winifred Day

Thomas Omolo

- I. **WELCOME/CALL TO ORDER/ ROLL CALL (Chair Wiley)** **7:00 P.M.**
- II. **ACTION ITEM: APPROVE AGENDA (All)** **7:03 P.M.**
- III. **ACTION ITEM: APPROVE MINUTES (All)** **7:05 P.M.**
August 25, 2020
- IV. **Review RACC Meeting Protocols (Chair Wiley)** **7:08 P.M.**
 1. Chair
 2. Timekeeper
 3. Minutes
- V. **PUBLIC COMMENT** **7:15 P.M.**
Individuals who would like to address the Richmond Arts and Culture Commission (RACC) on relevant matters not listed on the agenda may do so under Public Comment. Public comments cannot result in discussion/action at this meeting.
- VI. **DISCUSSION ITEM: Neighborhood Public Art (NPA) Mini Grant update (DAY)** **7:20 P.M.**
 1. NPA Mini Grant 2020 - 2021 application distributed September 3
 2. Neighborhood Public Art Mini Grant 2019 -2020 project updates per commissioner
- VII. **Staff Updates: (Day)** **7:50 P.M.**
 1. Richmond Writes! Project
 2. Moody Underpass installation
 3. RACC and PAAC Recruitment
 4. Database Management: work with Sue Hartman to determine the best platform; artist roster, pre-qualified list of art consultants, art fabricators, Commissioner and PAAC candidates, etc.
 5. Artist Roster and Art Consultant Roster RFQ for Private Developers

- VIII. Committee Reports: 8:00 P.M.**
1. Public Art Advisory Committee: PAAC meets the 2nd Tuesday of every month
 - a. PAAC September 8 Meeting Update - (Lyons)
 2. Social Media Committee: (Kirk, Helene, Barnes)
 - a. RACC commissioners provide updates on the website, post Arts and Culture events.
 - Facebook: Kirk
 - Instagram: Horne
 - Twitter: Helene
 - RACC logo update: TBD
 3. Arts Salon Committee: (Chair Wiley) Town Hall Webinar update
 4. Other Committees (TDB)
 - a. Proposed - Arts in Education - STEAM programs
- IX. PUBLIC COMMENT (on items VI through X) 8:45 P.M.**
- X. NEXT STEPS (All) 8:46 P.M.**
- XI. ADJOURN (Chair Wiley) 9:00 P.M.**

NEXT RACC MEETING: Tuesday, October 20, 2020

Attachments:

- a. September 22 Meeting Agenda
- b. August 25 Meeting Minutes
- c. NPA Mini Grant Application

NPA Mini Grant Application Deadlines:

September 3, 2020	Applications Posted
September 21, 2020	Orientation: Workshop for all applicants via ZOOM 6:00 p.m. Respond to racc@ci.richmond.ca.us for ZOOM invitation details
October 14, 2020	Application Deadline @ 12:00 p.m.
October 20 and 27, 2020	Richmond Art Commission presentations via ZOOM 6:00 – 8:00 pm
November 4 and 11, 2020	Richmond Art Commission presentations via ZOOM 6:00 – 8:00 pm
November 23, 2020	RACC meeting to finalize selection of mini grant awardees
December 22, 2020	Announce NPA Mini Grant Award Winners
January 2021	All NPA Mini Grant Winners under contract

Richmond Arts and Culture Commission

MEETING MINUTES Tuesday, August 25, 2020

7:00 p.m. – 9:00 p.m. via ZOOM

In Attendance: Florene Wiley (Chair), Lynson Beaulieu, Michal R. Cohen, Meighann Helene, Joshua Horne, Melissa Kirk, Tom Lyons, Nava Mizrahhi

Absent: Rosalie Fay Barnes, Ben Choi
Staff: Winifred Day, Thomas Omolo
Guest: Richard Ambrose

1. Welcome/Call to Order/ Roll Call (Chair Wiley)

Chair Wiley called the regular virtual meeting of the Richmond Arts and Culture Commission (RACC) to order at 7:03 P.M.

Staff (Day) introduced our guest, Richard Ambrose, who is being considered for a RACC position. Ric is here to observe.

2. Approve Agenda

Motion to accept agenda, as is, by Commissioner Beaulieu, seconded by Commissioner Mizrahhi to approve as shown, carried by the following vote.

Ayes: Wiley, Beaulieu, Cohen, Helene, Horne, Kirk, Lyons, Mizrahhi
Noes: None
Abstain: Barnes and Choi

3. Approve Minutes: July 28, 2020

Motion to accept minutes, as is, made by Commissioner Mizrahhi, seconded by Commissioner Cohen.

Ayes: Wiley, Beaulieu, Cohen, Helene, Horne, Kirk, Lyons, Mizrahhi
Noes: None
Abstain: Barnes and Choi

4. Review Meeting Protocols (Chair Wiley)

1. Chair
2. Timekeeper (Kirk)
3. Minutes (Day)

5. Public Comment: Cordell Hindler

1. " i have a couple of people who are interested in the Arts and Culture Commission, all i had told them was to go onto the city clerks site and print out the application."

2." as far as my projects goes, it is in progress and i would be more than happy to share with the group with i return."

6. Discussion Item: Neighborhood Public Art (NPA) Mini Grant update
 1. Neighborhood Public Art (NPA) Mini Grant 2020 – 2021 application. Reviewed RFP for review, comments, edits, corrections?
 2. Suggestion: Change the schedule to start the process in January so by June the application is ready to be distributed. Funds will not be approved until July 1 of any given year.
 3. All 9 contracts issued and paid. Doug Harris finished, Tomye Neal Madison sent solicitation flyers using logo and credit line.
7. ACTION ITEM: RACC Town Hall meeting Proposal (Chair Wiley, Beaulieu)
8. Staff Updates: (Day)
 1. Special Event Permit - BLM Mural - Role of RACC? - need to be invited to meetings
 2. Richmond Writes! Project – status for 2020? due to COVID 19 hard to coordinate - discuss at the next meeting
 3. Public Art Advisory Committee updates – need a RACC member for PAAC Public art updates - Commissioner Lyons will represent RACC at PAAC meeting and report PAAC updates.
 4. Moody Underpass installation over next month schedule as planned. No public reception.
 5. RACC and PAAC Recruitment – can RACC actively recruit and recommend to the Mayor - yes
 6. Request for Legal Opinion (RLO) :
 - a. Can RACC do fund raising independent of the City? i.e. sponsorship solicitation for re-granting purposes, Richmond Writes! book printing.
 - b. How can PAAC access the 1% funds to distribute directly to artists for mini grants?
 - c. In Lieu of Fee - specify that the fee cannot be split i.e example part inventory with Richmond theme, part cash contribution directly into the fund?
 - d. Who owns the artwork funded by the City of Richmond - murals on City owned walls?
 7. Database Management: work with Sue Hartman to determine the best platform; artist roster, pre-qualified list of art consultants, art fabricators, Commissioner and PAAC candidates, etc.
 8. Artist Roster Database - collect current registration data, directly from an online portal, imported RACC accessible and easily updatable platform.
 9. Art Consultant Roster RFQ for Private Developers - deadline December 1
9. Committee Reports:
 1. Public Art Advisory Committee: PAAC meets the 2nd Tuesday of every month
 - a. RACC Commissioner needed to serve on PAAC and to provide future meeting updates
 - b. Commissioner Lyons accepted the role of RACC rep to PAAC
 2. Social Media Committee: (Kirk, Helene, Barnes)
 - a. RACC commissioners provide updates on the website, post Arts and Culture events

- Facebook - Kirk
- Instagram - Horne
- Twitter - Helene

3. Arts Salon Committee: (Chair Wiley)

a. Town Hall Proposal:

Purpose: Networking event to check in with Richmond Artists to see how they are doing during these unusual times.

Method: Webinar via ZOOM with capacity for 500 people coordinated with KCRT as host

Schedule: TBD

Target: Richmond artists, past recipients of NPA Grants, still developing list

4. Other Committees (TDB)

a. Already Established - none

b. Proposed: Arts in Education - STEAM programs

- Commissioner Helene wants to share 3 D printing skills, possibly with students
- Explore grants for Art in Education Program opportunities
- Commissioner Cohen would like to see a connection to the theater arts, RYSE

9. Public Comment (on items VI through X) no public comments

10. Next Steps (All) follow up on self-appointed tasks

11. Adjourn

The meeting was adjourned at 9:00 p.m. by Chair Wiley to the next RACC meeting on Tuesday, September 22, 2020

Attachments:

- a. August 22, 2020 Agenda
- b. July 28, 2020 Minutes
- c. NPA Grant Application
- d. Town Hall Proposal

Richmond Arts and Culture Commission
Neighborhood Public Art Mini-Grants 2020 -2021
Request for Proposals (RFP)

Application Deadline: October 14, 2020 @ 12:00 p.m. Awards Confirmed: December 30, 2020

Background:

The *Neighborhood Public Art (NPA) Mini-Grant Program* is now seeking applications for the FY 2020-2021. The grants are designated to stimulate arts and culture in the Richmond community, help emerging artists of all ages and ethnicities, and fund local visual, literary and performing arts projects. Since 2010, the NPA program has been coordinated by the Richmond Arts and Culture Commission (RACC), and has engaged hundreds of community members in art projects all over the City of Richmond. To apply, please fill out the attached application.

Purpose:

What an NPA Mini-Grant does:

- Provides local artists/non-profit arts organizations/community members with funding for their art projects.
- Assists applicants with meeting deadlines, making budgets, and contract compliance
- Builds community and enables the artists to pass on their skills by participating in the grants.
- Helps emerging artists to pass on their skills to others: *“each one, reach one, teach one”*.

Eligible Art Forms:

- Visual Arts: paintings, graphics, ceramics, mosaic, crafts, sculpture, murals, etc.
- Performing Arts: spoken word, music, dance, theater, etc.
- Literary Arts: Written fiction, non-fiction, poetry, prose, short stories, etc.

Eligibility Criteria for Applicants:

Eligible: Richmond residents and Richmond-based arts organizations may apply as individuals, as a team with partners, or as a non-profit arts organization. Licensed "non-profit" organizations may serve as fiscal agents for individual mini grants. If you are already engaged in a creative project and need additional funding, you are eligible to apply for a *NPA Mini-Grant*. If you have received more than two NPA grants, please consider partnering with an emerging artist to apply.

Ineligible: "For-profit" (corporate entities) do not qualify for this NPA Mini-Grant. If you are an employee of the City of Richmond, and/or a relative of a Commissioner or any appointed official, you may not apply for this grant, as this relationship represents a conflict of interest.

Mini-Grant Award Amounts:

Small: \$500 – \$2,999 **Medium:** \$3,000 - \$4,999 **Large:** \$5,000 - \$8,000*

* All award above \$5,000 requires a City of Richmond business license.

Final awards will be disbursed in two parts. The first payment will be paid upon signing the contract for services and the 2nd payment will be paid upon successful completion of the funded project. All projects need to be completed no later than June 30, 2021.

Selection Process and Deadlines:

Selection Process:

All proposals received by the deadlines as established in the guidelines, will be reviewed for completeness and adherence to proposal submission guidelines. Proposals found to be eligible will be reviewed by RACC commissioner and ranked according to an established review process, using the established review criteria. Pre-qualified candidates will then be invited to make a virtual presentation via ZOOM to the RACC. From that group, the RACC will identify a smaller group of semi-finalists, and after a final review, a group of finalists, who will be offered mini grant awards. A total of \$65,000 will be awarded to multiple artist projects based on proposal budget requests and the availability of funds. Incomplete applications will not be evaluated.

Written Proposal Review:

Each eligible proposal is awarded points from each Commissioner based on the following criteria:

1. Clear Project Description
2. Artist experience with projects of similar scope and scale
3. Community outreach/engagement component
4. Fair and Reasonable Cost (Budget)

Proposals are awarded 1, 3 or 5 points for each criteria:

- 1 point = minimally qualified for that criteria
- 2 points = qualified for that criteria
- 3 points = exceptionally qualified for that criteria.

Each proposal receives a total point score.

Oral Proposal Review:

After the proposals have been evaluated by the Commissioners, and scored based on their written submissions, semi-finalists will be invited to present their proposals using a virtual presentation via ZOOM.

After the proposals have been evaluated based on their written submittals and total points, a selected group of semi-finalist candidates will be more closely considered through an oral/virtual presentation.

The RACC reserves the right to select proposal candidates to participate in the presentations at its sole discretion, prior to the final grant awards.

Application Deadlines:

September 3, 2020	Applications Posted
September 21, 2020	Orientation: Workshop for all applicants via ZOOM 6:00 p.m. Respond to racc@ci.richmond.ca.us for ZOOM invitation details
October 14, 2020	Application Deadline @ 12:00 p.m.
October 20 and 27, 2020	Richmond Art Commission presentations via ZOOM 6:00 – 8:00 pm
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December 22, 2020	Announce NPA Mini Grant Award Winners
January 2021	All NPA Mini Grant Winners under contract

Grant Duration:

Once grantees have been selected, contracts will be prepared and awarded. The grant projects can begin as early as January 2021 and conclude the project no later than June 30, 2021.

Upon completion of each project, and for your final payment, you will be required to report back to RACC with a written summary and photos as evidence of the process and completion and results of your creativity. Each awarded project will be assigned a Liaison from RACC to assist and support the awardee through each step that will lead to a successful project.

Application Instructions:

To apply, please complete the attached application form as directed.

- Submit 10 hard color copies of each proposal along with one flash drive per proposal.

There is no application fee.

Mail your application to: Winifred Day, Arts and Culture Manager, 450 Civic Center Plaza, Suite 300, Richmond, CA 94804

For questions, please call or email:

Winifred Day at (510) 620-6952 or email questions to: Winifred_Day@ci.richmond.ca.us

To download the application and for more information about Richmond Arts and Culture, please visit:

www.ci.richmond.ca.us/2064/Arts-Culture

Things to consider:

Please note that if your proposal is selected for a grant award, you will be required to comply with additional requests for required information and/or documents prior to receiving grant funding, including but not limited to:

1. A signed contract with a Purchase Order and Contract number.
2. A City of Richmond business license (fees are not reimbursable).
3. A Tax Form W9
4. An invoice from artist to the City of Richmond requesting payment.
5. Proof of insurance, as requested.
6. A COVID 19 Plan to meet requirements for in person meetings and activities, including but not limited to social distancing (6 feet between participants), wearing masks and gloves, limited team/volunteer in person meetings, and disinfecting materials and spaces as needed, etc.
7. All awarded candidates will be assigned a Richmond Arts and Culture Commissioner liaison, who will be available to assist and support you through the duration of a successful public art project.
8. Any artist who receives awarded funds, but is unable to provide evidence of completion of milestones (50% complete and 100% complete) will be asked to return the funds.

9. Any artist who receives awarded grant funds, shall credit the City of Richmond, and the Richmond Arts and Culture Commission as a sponsor for their public art project i.e. mural, social media, etc. A high resolution City of Richmond logo and the Richmond Arts and Culture Commission logo will be provided to each awardee to be used on all written and other published media associated with their project.



**2020-21 Neighborhood Public Art Mini-Grant
Application Form**

Important Dates:

Call for Proposals: Friday, September 3rd, 2020

Mandatory Orientation Workshop: Tuesday, September 21st, 2020

Application Deadline: Thursday, October 14th, 2020

**Presentations to the Arts & Culture Commission: Wednesday, October 20th & October 27th, 2020 and
Wednesday November 4th and November 11th (applicants select their presentation date)**

Grant Period: January 2021 – June 2021

1. Proposed Project:

Name of Project: _____

Project Location: _____

Name of Project Manager or Primary Contact: _____

Address: _____

Phone Number: _____ Email (mandatory): _____

2. Eligibility:

Are you at least 18 years old? Yes ___ No ___

Did you attend the mandatory workshop or send someone in your place? Yes ___ No ___

Are you a resident of Richmond? Yes ___ No ___

Have you applied or been awarded a Richmond grant before? Yes ___ No ___

If Yes:

What year(s)? _____

How many times have you received an NPA grant? _____

How much was/were the grant(s)? _____

Briefly describe that project in 100 words or less:

3. Application Requirements:

1. Mandatory attendance at Orientation Workshop on September 21st.
2. A completed and signed application form.
3. Images of prior work, if available.
4. Resume/Bio.
5. Proposed Budget.
6. Optional: supporting materials such as articles, artist statements, postcards, etc.
7. Answers can be typed for email or attached on separate sheets of paper.
8. No exceptions to the above application requirements.
9. NPA grantees are now required to purchase a "peddler" business License at a cost of \$104.

Additional Participants (list name, address, phone number, and email for each person):

Artistic Discipline:

(Circle all that apply to the project)

Visual Arts Mural Dance Performing Arts Media Arts Environmental
Literary Arts Music Craft Other: _____

Describe your project (300 words or less):

Describe your art experience and background (300 words or less):

What are your top 3 goals for your project? (300 words or less)

- 1)
- 2)
- 3)

Who is the target audience and/or community for your project? (300 words or less)

What community activities will be included in the project? (300 words or less)

List 3 measurable outcomes from your project (300 words or less):

What is the start and end date of the proposed project?

Start date: _____ End date: _____

Estimated number of people impacted by this project: _____

What category does your grant request fall within? (Circle one):

Small: \$500-\$2,999 **Medium:** \$3,000-\$4,999 **Large:** \$5,000-\$8,000

4. Projected Expenses:

Categories	Expenses
1. Project Leader (name): No more than 25% of the total budget can be allotted for the Project Manager.	
<ul style="list-style-type: none"> ● <i>On-site time = Hours x Cost per hour</i> 	
<ul style="list-style-type: none"> ● <i>Prep time= 1 hr. prep time for every 2 hrs. project time</i> 	
<ul style="list-style-type: none"> ● <i>Meetings = # of hours per meeting x # of meetings</i> 	
2. Assistant Coordinator (name, if applicable)	
<ul style="list-style-type: none"> ● <i># of hours dedicated to this project</i> ● <i>Cost of Assistant Coordinator per hour x # of hours</i> 	
3. Supplies for entire project.	
<ul style="list-style-type: none"> ● <i>Paints, lumber, plywood, brushes, clay, tiles, other</i> 	
4. Other project expenses: Equipment cannot be more than 25% of the Budget. Applicant may be asked to consider alternatives for the top two equipment expenses and provide viable alternatives.	
5. Transportation costs (if applicable)	
Sub-total	
Notes:	
TOTAL PROJECT COSTS	

5. References:

List three references with name, address, phone number, and email:

- 1. _____
- 2. _____
- 3. _____

6. Project Work Sample:

Submit 1-5 JPEG images no larger than 10 MB each on a Flash drive with corresponding list indicating title, size, location, and year if applicable.

Image List:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

8. Resume or Bio:

Attach a resume or bio. The bio can be 1-2 paragraphs describing your background.

9. Optional:

Limit additional supporting materials to three such as articles, artist statements, postcards, and etc... Do not send original pieces of artwork. They cannot be returned.

10. Mail 10 sets of hard color copy Completed Application along with one Flash drive to:

Winifred Day, Arts & Culture Manager (CMO)
City of Richmond
450 Civic Center Plaza, 3rd Floor
Richmond, CA 94804

All applications must be received no later than noon on October 14, 2020.

Signature of Primary Project Contact:

Phone: _____ Cell phone: _____ Email: _____

Print Name: _____

Signature: _____ Date: _____

Office use only:

Received by _____ Date: _____