



Richmond Arts and Culture Commission (RACC)

SPECIAL MEETING AGENDA Thursday, July 22, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

<https://zoom.us/j/99294787890?pwd=WnBIRnQ2cDloUEJqeFoweFVPSnpyQT09>

COMMISSION CHAIR

Florene Wiley

COMMISSION MEMBERS

Lynson Beaulieu

Melissa Kirk

Tom Lyons

Nava Mizrahi

CITY COUNCIL LIAISON

Melvin Willis

COMMISSION Co-CHAIR

Michael Cohen

STAFF LIAISON

Winifred Day

Shivali Gowda

Richmond Public Art Advisory Committee (PAAC)

SPECIAL MEETING AGENDA Thursday, July 22, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

COMMITTEE CHAIR

Phillip Mehas

COMMITTEE MEMBERS

Siobhan Hayes

Tom Herriman

Emily Leighton

CITY COUNCIL LIAISON

Melvin Willis

VICE- CHAIR

Deborah Dyer

RACC Representative: Tom Lyon

STAFF LIAISON

Winifred Day

Shivali Gowda

**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 Arts and Culture 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.

PAAC members, please log on by 6:45 p.m.

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

Please click this URL to join.

Please click the link below to join the webinar:

1. <https://zoom.us/j/99294787890?pwd=WnBlRnQ2cDloUEJqeFVPSnpyQT09>
2. Webinar ID: 992 9478 7890
3. Passcode: 309622

Or One tap mobile:

US: +16699006833, 99294787890#, *309622# or +12532158782,99294787890#, *309622#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 992 9478 7890

Passcode: 309622

International numbers available: <https://zoom.us/u/abUAtoGbRH>

Public comments may be submitted:

1. Via email to winfred_day@ci.richmond.ca.us. Email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before Thursday, July 22, 2021, 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.



Richmond Arts and Culture Commission (RACC)

SPECIAL MEETING AGENDA Thursday, July 22, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

<https://zoom.us/j/99294787890?pwd=WnBIRnQ2cDloUEJqeFoweFVPSnpyQT09>

<u>COMMISSION CHAIR</u> Florene Wiley	<u>COMMISSION MEMBERS</u> Lynson Beaulieu Melissa Kirk Tom Lyons Nava Mizrahhi	<u>CITY COUNCIL LIAISON</u> Melvin Willis
<u>COMMISSION Co-CHAIR</u> Michael Cohen		<u>STAFF LIAISON</u> Winifred Day Shivali Gowda

Richmond Public Art Advisory Committee

SPECIAL MEETING AGENDA Thursday, July 22, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

<u>COMMITTEE CHAIR</u> Phillip Mehas	<u>COMMITTEE MEMBERS</u> Siobhan Hayes Tom Herriman Emily Leighton	<u>CITY COUNCIL LIAISON</u> Melvin Willis
<u>VICE CHAIR</u> Deborah Dyer	RACC Representative: Tom Lyon	<u>STAFF LIAISON</u> Winifred Day Shivali Gowda

- I. **WELCOME/CALL TO ORDER/ ROLL CALL (Chair Wiley)** **7:00 P.M.**
- II. **ACTION ITEM: APPROVE July 22 AGENDA (ALL)** **7:03 P.M.**
- III. **ACTION ITEM: APPROVE MINUTES (ALL)** **7:05 P.M.**
June 24, 2021
- IV. **PUBLIC COMMENTS** **7:07 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.

V. PRESENTATION – Poet Laureate reading by Ci Ci Jervae **7:09 P.M.**

VI. INFORMATION/ACTION ITEM (VOTE) **7:15 P.M.**

1. Osprey Bird Sculpture RFQ Response. Three-Semi Finalists, Choose 1 Finalist (Vote)

Vote to Recommend one finalist to City Council. Scientific Art Studio, Jacqui Guiffre, Wowhaus

July 6, Four panelists visited three artist studios in Richmond, American Canyon and Sebastopol – pictures attached

Panelists: Ridgeline Developers: Steve A. and Matt, RACC: Melissa K. PAAC: Tom H.

2. Recommendation from PAAC at their July 8 meeting was unanimously for Scientific Art Studio

VII. DISCUSSION ITEMS (Gowda/Day/Wiley) **7:30 P.M.**

1. Public Art Ordinance Policies and Procedures – City Clerk is transitioning new Commissioners

2. RACC and PACC need to appoint a Secretary

3. Art Program Master Planning – Expectations, 2021 – 2022 Goals, Survey results inform goals?

4. RACC new Committee Selection and Task/Time Description – see Retreat item 6C, Liaisons
Examples include: Ookwe Park Education Committee, RACC Annual Calendar, Fundraising

5. Update on Commissioner projects

VIII . Staff Report: (Day) **7:55 P.M.**

1. Ookwe Park – Stakeholder opening reception, 45 people, ABC News Localish interviews

2. Community Outreach Survey – Master Plan Prep, RACC/PAAC

3. Poet Laureate – David Flores is under contract for a two-year term

4. NPA Mini Grant current project update

5. CMO Arts and Culture Report Annual Accomplishments

IX. NEXT STEPS (ALL) **8:10 P.M.**

1. Master Planning Expectations, Goals (Quarterly?)

X. ADJOURN (Chair Wiley) **9:00 P.M.**

NEXT RAAC MEETING: Thursday, August 26, 2021 NEXT PAAC MEETING: Thursday, August 12, 2021

Attachments:

1. Agenda for July 22, 2021

2. Minutes for June 24, 2021 (Combined RACC and PAAC Retreat)

3. Osprey Bird Semi-Finalists RFP Bird Maquette pictures

4. CMO Arts and Culture Accomplishments

Here is the presentation for the CM:  Arts and Culture Update.pptx.

Attached is the Public Art Inventory we have so far:  [Richmond Public Art Inventory.xlsx](#).

5. NPA Mini Grant: 2021 – 22 DRAFT Call for Proposals/Projects



Richmond Arts and Culture Commission (RACC)

SPECIAL MEETING MINUTES Thursday, June 24, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

Present: Commission Chair Florene Wiley, Commission Co-Chair Michael Cohen, Commissioners; Lynson Beaulieu, Tom Lyons, Nava Mizrahhi

Absent: Melissa Kirk, City Council Liaison Melvin Willis

Staff Present: Winifred Day, Shivali Gowda

Richmond Public Art Advisory Committee (PAAC)

SPECIAL MEETING MINUTES Thursday, June 24, 2021

7:00 p.m. – 9:00 p.m. ZOOM invitation

Present: Committee Co-Chair Deborah Dyer, PAAC Members: Siobhan Hayes, Tom Herriman, Emily Leighton RACC Representative: Tom Lyons

Absent: Committee Chair Phillip Mehas, City Council Liaison Melvin Willis

Staff present: Winifred Day, Shivali Gowda

1. Combined Meeting Called to Order by Chair Wiley at 7:03 followed by verbal Roll Call
2. Chair Wiley asked for a moment of silence for the Surfside, Florida Condo Building collapse yesterday. She also noted that we have a lot of work to do with a powerful group. Meetings will now be held for RACC on the 4th Thursday and PAAC 2nd Thursday.
3. Approve June 24 Combined RACC and PAAC Retreat Agenda –
Motion made by Chair Wiley to move Information Item V to after Break Out Rooms Item VII.
Motion to approve change in agenda item made by Lyons, seconded by Beaulieu - All in favor.
4. Approve RACC May 25 Meeting Minutes – All RACC members only – Motion to approve made by Lyons, seconded by Mizrahhi – All in favor.

5. Public Comments submitted on June 22 from Cordell Hindler:

“hello Winifred, I have a Couple of Comments for the Record

 1. *The Mayor did mention the Arts and Culture Commission at the last meeting.*
 2. *Also the update is that my projects is coming along exquisitely, and I will update the group when I Return*

Sincerely
Cordell”
6. **Item VII STRATEGIC PLANNING – Chair Wiley**
 - a. Meeting time for combined RACC and PAAC meetings will now take place on the 4th Thursday of every month and PAAC meetings will take place on the 2nd Thursday of every month. This will allow all the opportunity to participate in the Tuesday City Council Meetings. Mizrahi shared that the meetings were previously held on Thursday. Dyer prefers not to have meetings that last more than 2 hours, especially on ZOOM. Leighton cannot attend meeting earlier than 7:00 due to bedtime for small child. Lyons wants to have the flexibility to attend Tuesday City Council meetings.
 - b. Wiley reminded all to review the roles and goals of RACC and PAAC by reviewing the Boards and Commission Guidelines available online through the Clerks’ Office also hard copies distributed. The role includes serving as a liaison between the community and the City Council, serve as stewards of fair and equitable distribution of city funding, and to continually advocate for the arts and artists. Shivali put a link to the handbook in the chat.
 - c. Commission Committees – PAAC – break up work so that citizens can participate on committees by volunteering, without voting. RAAC Art Salon, Recruitment for more diversity on both RACC and PAAC. Richmond is over 50% Spanish speaking – need authentic inclusion Sub-Committee should be responsible for taking own notes – appoint a Secretary. Sub-Committee could be for specific projects i.e. mural approval, in lieu of projects Sub-Committee needed for Poet Laureate – combine Richmond Writes Sub-Committee needed for NPA Mini Grants - \$65K Sub-Committee needed for Fundraising and Grants – include Technical Assistance Tom L. - Need to vote in July on which Committees to focus on and assign tasks Deb D. – having extensive experience with fundraising – need to be clear about what you want (goal) and what you hope to raise above and beyond the goal? Flo W. – American Rescue Plan –grants –could we apply as a Local Arts Agency? Richmond is one of the few cities without a COVID Relief Fund for artists. Winifred D. mentioned the PAAC COVID Mini Grant that we are refining the RFQ. Total \$50K Deb D. – Local Arts Agencies – old grants require matching funds, grants will not pay for all requested funding – need to find alternative funding sources, would like to proceed with Fundraising Grant Committee, Federal Grant Research and Writing, find new partners, work with other commissions i.e. Contra Costa County Art Commission Sub-Committee needed to keep the Arts Events Calendar. Fiscal vs Community Partners Annual Arts events include: Juneteenth, Sisters of Solidarity, Pow Wow, Sister Cities, Rainbow Pride Celebration, Art of the African Diaspora (RAC), Cinco de Mayo, etc.

Identify which ones are fiscal = monetary contribution expected/budgeted annually vs community = attend the event. Will need to know the event dates ahead of time.
Need to know how much of a donation is expected and deadline for contribution – 30 – 60 days in advance, not at the last minute

- d. Nava M. wants to make sure that Cultural events are highlighted along with Art events
- e. Community Partners include: NIAD, Richmond Art Center and EB Ctr for Performing Arts – if they receive General Fund money, can they also be Fiscal Sponsors for small groups?
Double dipping – Lynson
- f. Need more Performing Arts; Dance and Theatre in the future
- g. Social Media Marketing and Community Outreach – needs a committee to work effectively
- h. Community Partners – Mizrahi mentioned the Chamber of Commerce, Taste of Richmond
- i. Commission/Arts and Culture Manager Protocols: Keep what Works, Fix what doesn't Work
New CMO vs Library Cultural Services, Arts and Culture Manager responsible to both the CMO, RACC/PAAC. All on same team. Shane is extremely helpful too.

7. Current Commission Committee –

i. Public Art Advisory Committee (PAAC)

1. Recommend program policies and procedures to the Arts and Culture Commission.
2. Recommend public art projects and budgets, in the form of a Public Art Annual Plan, to the Arts and Culture Commission.
3. Review for acceptance (or rejection) proposals for public art in private development, as recommended by selection panels, and forward a recommendation for acceptance or rejection to the Arts and Culture Commission.
4. Review for acceptance (or rejection) proposals for public art acquisitions, as recommended by selection panels, and forward a recommendation for acceptance or rejection to the Arts and Culture Commission.
5. Review and recommend to the Arts and Culture Commission the acceptance or rejection of all proposed gifts or loans of artwork to the City, and make recommendations for the lending of City-owned artwork to other organizations or institutions.
6. Serve as community liaisons and provide advocacy for the Public Art Program and its activities in all of Richmond's neighborhoods

ii. Social Media Marketing & Community Outreach Committee

1. Facebook, Twitter, Instagram postings
 - a. RACC programs

- b. Grantee activities
 - c. Local, State, Federal opportunities for artists
 - 2. Arts Salon Committee – RACC Co-Host
 - 3. Recruitment/Recommend Ethnically Diverse Commissioners to Mayor
- iii. Neighborhood Mini Grants
 - 1. Program criteria
 - 2. Application Form
 - 3. Application Distribution & Collection to Applicants
 - 4. Review Materials Distribution to Commissioners
- 8. Richmond Arts & Culture Master Calendar
 - a. June 2021
 - b. July to December 2021
 - c. January to December 2022

BREAKOUT SESSIONS (2 simultaneous) – 30 minutes

7:50 – 8:20 P.M.

- 9. NPA Mini Grant Awards Process & Timeline Review
 - a. Commission Liaison Process Discussed
 - b. Outreach – Grant Application Available
 - c. Pre-application Orientation
 - d. Application Form
 - e. Applicant Presentations
 - f. Application Review & Judging
 - g. Grant Awards Announced
 - h. Post-Award Orientation
 - i. Contract Compliance
 - ii. Liaison Introductions
 - i. Contract Compliance
 - i. Data collection
 - ii. Grant payments distributed
 - j. Final Reports
 - k. Timeline for Process – 1st Draft
- 10. PAAC 1% Public Art for Private Developers Process and Timeline Review
 - a. Application
 - b. Process as explained to developers
 - c. Process Chart
 - d. PAAC Application Checklist and Information Initial Review
 - e. PAAC Application Checklist and Information for Final Review
 - f. Recommendation to RACC for Final Acceptance
 - g.

GENERAL SESSION 30 minutes

8:20 – 8:50 P.M.

- 11. Reports from Breakout Session (10 minutes for each group)
 - i. NPA Mini Grant Awards Process & Timeline Review
 - ii. PAAC 1% Public Art for Private Developers Process and Timeline Review

BREAK-OUT ROOMS: June 24 RACC/PAAC Meeting – NPA Mini Grant (Wiley/Day)

- Chair Wiley explained the NPA Mini Grant Process to include; Call for proposal application, Orientation via ZOOM to understand the process and procedures, 20 minute interview, panel selection process, point based rubric judging system, liaison, contract, city vendor requirements, etc. Example of past project where the Verde School invited students and parents to be part of the interview to provide a better understanding of the residents served by the grant.
- Going forward, the Liaison will take a more active role with the grantee as needed with contract compliance, two payments, completed project report.
- Total available funds \$65,000 from General Fund, available July 1, annually
- Going forward, we will try to get the Call of Proposals out by July 1, due by Sept 1, Awarded by November 1 allowing artist to have at least 6 months for the actual project.
- Consider offering Technical Assistance sooner, business requirements, insurance, W9, Vendor Questionnaire, business aspects of project, etc.
- NPA Committee – possible – Nava, Emily, Siobhan, Lynson and Tom(Lyons or Herriman?)
- W. Day will prepare a NPA summary of program awardees – PowerPoint August or Sept meeting
- PAAC member E. Leighton pointed out that a difference between PAAC and RAAC – PAAC Private Developer Projects happen all times during the year vs NPA Mini Grant – 1 time per year
- Asked to add a NPA Mini Grant Post Award Orientation to explain the contract compliance requirements

BREAK-OUT ROOMS RACC/PAAC Meeting – 1% for Public Art in Private Development (Dyer/ Gowda)

- Deb presented about the 1% for Public Art in Private Development program – screenshared [Public Art in Private Development Process Chart](#)
- Developers are required to spend money on public art in one of three ways: Onsite Public Art, Designated Public Art Space, In-Lieu Payment
- Developers must meet with Winifred within 60 days of submitting a planning application to start the process
- They can use a private art consultant, Winifred as art consultant, or directly hire an artist (last option not recommended)
- Developer comes to PAAC meeting for preliminary review, some come multiple times, and come back to present after selection of artist and PAAC has to recommend for RACC to accept it, RACC votes on approving it (no presentation)
- Process wasn't laid out before now on PAAC and RACC voting on approving artwork
- Not mandatory to reach out to Neighborhood Councils but usually developer reaches out to them
- Discussed Hacienda process as an example and Osprey sculpture process
- If they want Winifred to be art consultant it is an additional 15% of the 1% on top of 1% fee
- 5% administrative fee goes towards processing payments, etc
- None of the 1% fee goes to art consultant the art consultant charges on top of 1%
- We don't specify what the art consultant charges
- Designated Public Art Space is referring to exhibition space where it would change out art or small theatre space, mural is on-site piece of art

- Private Developer has to maintain art and if/when they sell that building, new owner would have to maintain art
- Public art will make a change in how the City looks

12. Community Outreach Campaign: to diversify membership, spread awareness and gain participation

- Grant Applicants -- see 4 (a)
- 1% Project RFP/RFQs
- New Commissioners (including PACC Committee)
- Community Volunteers to work with Commission Committees
- Rotating attendance at City Council meetings

13. Policies and Procedures: VOTING

- Motion to change RACC meetings to 4th Thursday from 4th Tuesday of each month.
M. Cohen motioned to change RACC meetings from the 4th Tuesday to 4th Thursday
T. Lyons seconded, All in Favor

b. Motion to change PAAC meeting to 2nd Thursday from 2nd Tuesday of each month made by D. Dyer, seconded by S. Hayes, All in Favor.

c. Motion by Lyons to change of meeting dates starting in July as Special Thursday meetings and Clerk change officially T. to Thursday meetings in August.

14. T. Lyons – this has been a great meeting, glad to see RACC and PAAC work together

15. N. Mizrahi – would like to have more time in meetings for conversation

16. F. Wiley – Active Committees will allow for more conversation

17. F. Wiley – was concerned that we would lose PAAC members – means a lot for people to stay

18. F. Wiley – We are trying to streamline the process – more efficient

19. M. Cohen – Great meeting

20. Planning Session closed. Meeting Adjourned by Chair Wiley at 9:03 p.m.

NEXT RAAC MEETING: Thursday, July 22, 2021 NEXT PAAC MEETING: Thursday, July 13, 2021

Richmond Arts and Culture Commission
Neighborhood Public Art Mini-Grants 2021 -2022
Request for Proposals (RFP)

Application Post: August 2, 2021 Application Deadline: September 15, 2020 @ 3:00 p.m.

Background:

The *Neighborhood Public Art (NPA) Mini-Grant Program* is now seeking applications for the FY 2021-2022. 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 May 31, 2022.

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:

August 2, 2021	Applications Posted
September , 2021	Orientation: Workshop for all applicants via ZOOM 6:00 p.m. Respond to racc@ci.richmond.ca.us for ZOOM invitation details
October , 2021	Application Deadline @ 3:00 p.m.
October 20 and 27, 2021	Richmond Art Commission presentations via ZOOM 6:00 – 8:00 pm
November 4 and 11,2021	Richmond Art Commission presentations via ZOOM 6:00 – 8:00 pm
November 24, 2021	RACC meeting to finalize selection of mini grant awardees
December 22, 2021	Announce NPA Mini Grant Award Winners
January 2022	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 2022 and conclude the project no later than May 30, 2022.

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.
10. Any artist who is awarded the NPA Mini Grant but unable to submit the contract documents in a timely manner (within 30 days), the City of Richmond reserves the right to rescind the grant offer.



2021-22 Neighborhood Public Art Mini-Grant Application Form

Important Dates:

Call for Proposals: Monday, August 2nd, 2021

Mandatory Workshop: _____, August __th, 2021

Application Deadline: Thursday, September 30th, 2021

Presentations to the Arts & Culture Commission: Thursday, October 7th & Thursday, October 14th, 2021
(applicants select their presentation date)

Grant Period: December 2021 – June 2022

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 workshop on August __th.
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. Commercial insurance may be required on a case by case basis.

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 CD or email 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 3 such as articles, artist statements, postcards, and etc...
Do not send original pieces of artwork. They cannot be returned.

10. Mail Completed Application to:

Winifred Day, Arts & Culture Manager
450 Civic Center Plaza, 3rd Floor
Richmond, CA 94804

Or email to: winifred_day@ci.richmond.ca.us

Signature of Primary Project Contact:

Phone: _____ Cell phone: _____ Email: _____

Print Name: _____

Signature: _____ Date: _____

Office use only:

Received by _____ Date: _____