

**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 <a href="mailto:racc@ci.richmond.ca.us">racc@ci.richmond.ca.us</a> 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

**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](mailto: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](http://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.