



Richmond Arts and Culture Commission

Neighborhood Public Art Mini-Grants 2021 -2022

CALL FOR APPLICATIONS

Application Posted: August 3, 2021

Application Deadline: September 13, 2021 @ 11:59 p.m.

Background:

The *City of Richmond CA, Neighborhood Public Art (NPA) Mini-Grant Program* is now seeking applications for the FY 2021-2022 grant cycle. 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 and return by the designated deadline.

Purpose:

What an NPA Mini-Grant does:

- Provides local artists/non-profit arts organizations/community members with funding for their art and culture projects.
- Builds community and enables the artists to pass on their skills by involving the participation of other residents in the projects.

Eligible Art Forms:

- **Performing Arts:** forms of creative activity that are performed in front of an audience, such as dance, drama, music (instrumental and vocal) musical theater, spoken word, etc.
- **Literary Arts:** art in the form of writing that has artistic and cultural value that displays the use of speech and language to convey certain meanings, such as fiction, non-fiction, poetry, prose, short stories, collected works, compilations, etc.
- **Visual Arts:** art forms that are created primarily for visual perception, such as ceramics, crafts, drawings, graphic design, mosaics, murals, paintings, photography, printmaking, sculpture, etc.
- **Special Graphic Design only** projects including banners and Big Belly Garbage containers.

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 in previous years, 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, a City of Richmond Commissioner or Board member, 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:

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.

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

* All awards equal to or greater than \$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, 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 commissioners and ranked according to an established review process, using the established review criteria. Qualified semi-finalist candidates will then be invited to make a virtual presentation via ZOOM to the RACC. From that group, the RACC will identify a group of finalists, who will be offered mini grant awards.

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 - 5 points for each criteria:

- 1 point = minimally qualified
- 3 points = qualified
- 5 points = exceptionally qualified

Each proposal receives a total point score. The maximum total points are 20.

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.

Application Deadlines:

August 3	Call for Applications Posted
August 28	Orientation: Workshop for all applicants via ZOOM @ 11:00 am Respond to racc@ci.richmond.ca.us for ZOOM
September 13	Application Deadline @ 11:59 p.m.
Sept 22 and 23	Richmond Art Commission presentations via ZOOM 6:00 – 8:00 pm
Sept 30 and October 1	Richmond Art Commission presentations via ZOOM 6:00 – 8:00 pm
October 7	RACC meeting to finalize selection of mini grant awardees
October 28	Contract Compliance Orientation for awardees (MANDATORY)
November 4	Deadline for Contract Compliance documents
November 8	NPA Mini Grant Award Winners Announced & Posted
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 no later than June 30, 2022.

Each awarded project will be assigned a Commissioner Liaison from RACC to assist and support the awardee through each step that will lead to a successful project.

Upon completion of each project, and for your final payment, you will be required to present a final report to RACC which includes a written summary and photos as evidence of the process and completion and results of your creativity.

Application Instructions:

To apply, please complete the application form as directed.

[Fillable Application Form](#)

For questions, please call or email:

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

For more information about Richmond Arts and Culture, please visit:
www.ci.richmond.ca.us/2064/Arts-Culture

Special Project Opportunities: Graphic Design only for Banners 30 x 96"



Special Project Opportunity:

Big Belly Panels 18 x 30" for 2 – 4 concepts Graphic Design Only



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 is required for projects awarded for \$5,000 or more.
3. A Tax Form W9
4. An invoice from artist to the City of Richmond requesting payment.
5. Proof of insurance is required of all awarded projects.
6. A COVID 19 Plan to meet City of Richmond requirements for in-person meetings and activities, including but not limited to social distancing (3-6 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. You will be required to provide a brief written update your Commissioner Liaison at least once a month.
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 on all written and other published media associated with their project.
 - * Credit the City of Richmond, and the Richmond Arts and Culture Commission a sponsor for their grant project.
 - * Use a high-resolution City of Richmond logo and the Richmond Arts and Culture Commission logo, which will be provided to each awardee.

10. The City of Richmond reserves the right to rescind the grant offer of any artist who is awarded the NPA Mini Grant but who does not submit the contract documents in a timely manner and to meet compliance deadlines.

11. Ownership, Copyrights, Royalties, Credit: The RACC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a RACC grant. However, the RACC reserves the right to reproduce and use such material or official, non-commercial purpose, including but not limited to use on the City of Richmond and RACC website, social media and print materials. In addition, the RACC requires documentation of project activity and appropriate credit for support.