



**Richmond Arts and Culture Commission
Neighborhood Public Art Mini-Grants FY 2023 - 2024
Request for Proposals (RFP)**

**Application Deadline: April 28, 2023 @ 5:00 p.m.
Awards Confirmed: July 2023**

Background:

The City of Richmond, CA, *Neighborhood Public Art (NPA) Mini-Grant Program* is now seeking applications for the FY 2023-2024 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 complete the attached application by the designated deadline.

Purpose:

What an NPA Mini-Grant does:

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

Eligible Art Forms:

- 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.
- 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.

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 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, 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:

Grant awards range from \$2,500 - \$9,000*

* All grant awards above \$5,000 require a City of Richmond business license.

Awards will be granted to multiple artist projects based on proposal budget requests and the availability of funds. Incomplete applications will not be evaluated.

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, 2024.

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 using the established review criteria. Pre-qualified candidates will then be invited to make a virtual presentation to the RACC. After the presentations, the RACC will identify a smaller group of semi-finalists to undergo a final review. A group of finalists will be selected and offered 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 receives a total point score and will be awarded points based on the following criteria:

1. Clear Project Description
2. Artist experience
3. Community outreach/engagement component
4. Fair and Reasonable Cost (Budget)

Proposals are awarded 1 to 5 points for each criteria:

- 1-2 points = minimally qualified
- 3-4 points = qualified
- 5 points = exceptionally qualified

The maximum overall total point score possible is 20 points.

Oral Proposal Review:

After the proposals have been evaluated by the RACC and scored based on their written submissions and total points, semi-finalists will be invited to present their proposals in-person or using a virtual presentation in alignment with COVID protocols per state mandates.

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

2023 Application Deadlines:

March 2	Applications Posted
March 22	Mandatory Information Session: Workshop for all applicants at 6:00 p.m. Meeting may be virtual, in-person, or hybrid. Email: RACC@ci.richmond.ca.us for invitation details
April 28	Application Deadline @ 5:00 p.m.
May 24 & 25	RACC virtual interviews, 6:00 p.m. – 8:00 p.m.
June 8	RACC meeting to finalize selection of mini grant awardees
July	Announce NPA Mini Grant awardees
August	All NPA Mini Grant awardees under contract

Grant Duration:

Once grantees have been selected, contracts will be prepared and awarded. The grant projects can begin upon contract execution (scheduled for August 2023) and must be completed no later than June 30, 2024.

Upon completion of each project, and for your final payment, you will be required to report back to the RACC with a written summary that includes photos of the completed project and the results of your creativity. Each awarded project will be assigned a commissioner liaison from the RACC to assist and support the awardee through each step ensuring a successful project.

Application Instructions:

To apply, please download and complete the application form as directed.

Submission of Proposals

The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

Electronic Proposals shall be submitted via the City's secure online system. All required sections of the proposal must be completed. The applicant is solely responsible for "on time" submission of their electronic proposal. The City's secure online system will not accept late proposals and exceptions **will not** be made. Applicants will have the option to receive an email copy of their submission. A confirmation page will appear upon successful submission indicating that the proposal was transmitted successfully. The City will only receive those proposals that were transmitted successfully.

The proposal must be received no later than 5:00 p.m., local time, on April 28, 2023.

Questions

For questions, please email: racc@ci.richmond.ca.us

To download the application, please visit <https://www.ci.richmond.ca.us/FormCenter/Arts-Culture-Division-20/FY-2324-Neighborhood-Public-Art-NPA-Mini-178>

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. Completed W9, Vendor Supplemental Questionnaire, LLC disclosure, Sanctuary City Compliance form
2. City of Richmond Business License for projects over \$5,000 (fees are not reimbursable)
3. Proof of insurance, as requested
4. Signed contract with the City of Richmond
5. Invoice from the artist to the City of Richmond requesting initial 50% payment
6. 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 your successful public art project
7. 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.
8. 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. 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.
9. Any project to be installed/placed on private property will require a permission letter from the property owner at the time of application.
10. Grantees should consider ongoing COVID-19 safety measures, as needed.