

**CITY OF OXNARD**  
**CULTURAL ARTS COMMISSION**

**REQUEST FOR PROPOSAL**  
**(RFP)**

**2018/2019 CULTURAL ARTS GRANT PROGRAM**

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**A. INTENT OF THE PROGRAM**

Since its inception in 1903, the City of Oxnard, California has cultivated a rich and diverse tapestry of community arts and cultural traditions. Rooted in immigrant stories, and steeped in the history of a diverse populace, the arts in Oxnard, span a chasm that includes many cultures, customs, and narratives, forming the essential fabric of Oxnard life, then, now, and into the future.

The Cultural Arts Commission of the City of Oxnard invites proposals from qualified artists and arts-based organizations for grant funding as specified in this Request for Proposals (RFP). The grants are awarded and administered under the direction of the Cultural Arts Commission of the City of Oxnard.

The intent of the Cultural Arts Grant Program is to provide program, performance, or exhibition funding to supplement or augment other monies from each organization or individual recipient. Each recipient must identify other sources of funding which will be contributed to the operating program or art project.

The Mission, Vision, and Expectations of the Oxnard Arts Commission are as follows:

**A.1. Mission**

The Oxnard Cultural Arts Commission creates a supportive environment that interweaves the arts into the fabric of the everyday life of Oxnard residents.

**A.2. Vision**

Art is an integral part of Oxnard life.

**A.3. Expectations**

1. The artwork is consistent with the mission and vision of the city of Oxnard Cultural Arts Commission. Projects must support and promote the Arts in Oxnard through programming, resources, and opportunities for Oxnard residents.
2. Granted artwork must impact and connect to the broader Oxnard Arts community.
3. Applicants must be able to show professional competence in an artistic discipline. Previous artistic achievement, exhibitions, performances, publications, or other notable activities are expected to be included in each application. All artists and organizations must meet the above-mentioned qualifications.
4. A report of the progress and funds spent will be due and at the completion of the project.

**A.4. Recognition**

1. Acknowledgment of the Oxnard Arts Commission must be prominently displayed in all materials and announcements for your funded project

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2. Use the Oxnard Arts Commission name and logo in and on printed materials, event signage and printed programs related to the grant
3. Acknowledge Oxnard Arts Commission support in PowerPoint presentations, videos or reports
4. Include an announcement about the Oxnard Arts Commission grant at regular/special events or meetings

**A.5. Description of Project Grant (Individual Artist/Artist Group)**  
**Individual and collaborative grants are available**

Project and Operating funding.

1. Project Grants: For the creation, by an individual artist or group of individual artists, of a specific art project.
2. Operating Funds Grants: To sustain the work of an emerging or legacy organization without being tied to a “specific project”.
3. Project Grants for Individual Artists or Artist Groups

This category includes those who produce artistic work and those who teach and lead participants by imparting artistic knowledge and expertise, thus creating an artistic product.

The category includes the following artist classifications:

Emerging Artists An emerging artist is someone who is in the early stage of his/her career and who has created an independent body of work within the preceding three years.

Mid-Career Artists A mid-career artist has worked professionally for more than seven years. An artist who has created an independent body of work and has received regional or national recognition by their peers, or through publication or public presentation.

Collaborative Artist Group Two or more artists producing work together or teaching/leading participants by imparting artistic knowledge and expertise, thus creating an artistic product. The artists may be in the same or different disciplines, share the project, worksite, and fees. Collaboration requires cooperation, mutual assistance, and regular interaction of the artists. Collaborations shall emphasize the special qualities of the artists and their disciplines. Each collaborator must meet the eligibility requirements. If the artists have worked together before work samples shall reflect their collaborative work. Otherwise, individual work samples will be accepted..

**B. ORGANIZATIONS**

**An organization is established when one or more persons create a group that works to produce or present art.**

There are two types of organizations.

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**B.1. Legacy Arts Organization:** Oxnard-based nonprofit (501c3) arts organizations that have been in existence for at least 10 years and completed work in the arts that demonstrates sustainability as an arts organization.

**B.2. Emerging Arts Organizations:** Newly established Oxnard-based arts organizations. These organizations have been in existence for at least three years and completed work in the arts that demonstrates sustainability as an arts organization. Evidence of the organization's previous activities is required.

**B.3. Eligibility Requirements**

**Eligible arts organizations must:**

- Have a physical address and presence in the city of Oxnard
- Demonstrate that the arts and/or cultural programs are the primary focus of its mission, via a mission statement that indicates that one or more of the arts are its primary focus.
- Be in compliance with all City codes, laws and ordinances at the time of award.
- Have satisfied the requirements of any previously awarded grants from the City of Oxnard, including completion of a final report.
- Show proof validating the date of its creation (e.g. media coverage, minutes of the first meeting, etc.)
- Provide proof that the organization maintains an ongoing liability insurance policy with a minimum of \$2 million aggregate, \$1 million per occurrence general liability coverage, or a letter of intent to obtain liability insurance policy with a minimum of \$2 million aggregate, \$1 million per occurrence general liability coverage (proof of insurance must be provided prior to award disbursement).
- A mission statement reflecting a philosophy, vision, purpose or theme and guided by specific goals and objectives, with a focus on art
- A Board of Directors ensuring that the work of the organization is consistent with the mission and has fiduciary responsibility for the work.
- Has obtained or can show proof (e.g., Board minutes showing intent to apply) that it is in the process of obtaining a non-profit status (IRS 501c3).

**B.4. Potential Award Amounts** Matching funds are not required as a condition of this grant cycle. Future requests for proposals may require matching funds or additional funding contributions as a prerequisite for seeking Cultural Arts Fund Grants.

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| <b>Category</b>   | <b>Category Amount</b> | <b>Maximum Award per Application</b> |
|---|------------------------|--------------------------------------|
| <b>Project Grants</b>   |                        |                                      |
| Emerging Artists  | \$ 10,000.00           | TBD*                                 |
| Mid-Career Artists  | \$ 20,000.00           | TBD*                                 |
| Collaborative Group   | \$20,000.00            | TBD*                                 |
| <b>Operating Funds Grants</b>   |                        |                                      |
| Emerging Organization   | \$ 50,000.00           | TBD*                                 |
| Legacy Organization   | \$ 70,000.00           | TBD*                                 |
| <b>Total Grant</b>  | <b>\$170,000.00</b>    |                                      |
| <i>*Maximum award in each category will be based on number of grants awarded in the respective category</i> |                        |                                      |

**C. RESTRICTIONS**

**C.1. Applicant Restrictions**

All applicants must be Oxnard-based. Applicants for project grants must be Oxnard residents. Organizations applying for operating funds grants must be based in Oxnard with a physical address. Moreover, money from the grant cannot be used outside the City of Oxnard.

Governmental organizations and organizations that receive line item budgetary support from the City of Oxnard independent of the Cultural Arts Commission Grants Program are not eligible to apply.

If a non-profit arts group is receiving, during the grant period, financial or in-kind support from the City of Oxnard, this information must be disclosed in the proposal (to include the value of such City support). Depending on the funds available, this may have an impact on the amount funding granted to that group.

**C.2. Fiscal Sponsors**

Fiscal sponsors, who are simultaneously applying for an arts grant, may only provide this service to two grant applicant organizations. A contract or memorandum of understanding and a certificate of insurance between both groups, must accompany the application.

The city will supply a list of fiscal sponsors upon request, and special permission exemptions may be available. For example, if a fiscal sponsor applicant needs to add an additional fiscal sponsorship, permission may be granted upon request by the Oxnard Arts Commission.

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No grant funds may be used for the payment of debt, interest or deficit reduction, commercial enterprises, fines or penalties, building or remodeling of facilities, furniture or fixtures, lobbying any public agency or office, out-of-state travel, hospitality or food costs, place of grant funds into trust, endowment or contingency funds or expenses for projects that have already been completed.

Applicants will be funded for a maximum of 5 years of one year grants, at which point they will be required to take one year off. Effectuated applicants may apply again after the one year period. (Note: a lottery for consecutively funded legacy groups will be inducted to stagger current organizations that reach the five year limit at the same time. This is a one-time procedure to stagger support of the art organizations through city grant funding.)

**D. RFP PROCEDURES**

**D.1. Orientation Workshops**

All applicants and evaluators must attend at least one of the orientation workshop related to this RFP scheduled as follows:

**Dates TBD**

**D.2. Technical Support**

Support focused on meeting the grant criteria will be available to applicants. To receive this technical support an applicant shall request a meeting (in-person or by phone) with the City's Cultural Arts Assistant, Michele Kantor at 805-385-3938 or michele.kantor@oxnard.org. The applicant must have a "work in progress" draft for this meeting. A question and answer period is part of the process. This technical support is intended to assist applicants to meet all the requirements of the RFP.

**D.3. Grant Application Details**

Project Grant applications are included in Attachment 1 to this RFP. Operating Funds Grants applications are included in Attachment 2. All appropriate portions of the application form must be filled out and the required materials submitted with the application. Incomplete applications shall be deemed non-responsive and not considered for award.

**D.4. Artistic Samples**

1. **Literary samples:** Limit to 15 pages typewritten, 11 point font or larger. Clearly number and label each item with title of work, date completed, publication date, if applicable, name of publication or publisher, if applicable.
2. **Audio-visual samples:** Only one copy is required. Please label each item with Organization's name and item number (corresponding to the Artistic Sample Description

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sheet). Audio and visual samples contained on DVDs and CDs should be edited to include only the work you wish to be evaluated by the panel.

3. **Still Images** should be submitted on a PC-compatible CD-ROM or flash drive in .jpg file format. Each disc/flash drive should be labeled with organization name and image number to correspond with an annotated image list. Minimum file resolutions 300 dpi at 5"x7" format. 35mm slides are not accepted.

**Audio-visual samples must be submitted using the following programs and file types:**

- Windows Photo Viewer - .jpg, .bmp, .jpeg, .jpe, .png, .gif, .tiff, .tif
- Microsoft Office - .doc, .docx, .ppt, .pptx, .xls, .xlsx, .htm, .html
- Windows Media Player - .asf, .wma, .wmv, .wm, .mpg, .mpeg, .m1v, .mp2, .mp3, .mpa, .mpe, .m3u, .wav, .mov, .m4a, .mp4, .m4v, .mp4v, .3g2, .3gp2, .3gp, .3gpp, .avi

**D.5. Application Submissions**

Hardcopies of applications shall be delivered to:

City of Oxnard Cultural Arts Commission  
Attn: Michele Kantor  
City Clerk's Office  
300 W. 3<sup>rd</sup> Street  
Oxnard, CA 93030

Applications must be received no later than *Thurs. May 3, 2018.*

Applicants must submit three collated hardcopies of the application and literary samples (if applicable). No documentation, photographs, or literary samples will be printed by City staff.

**Email submissions will not be accepted.**

**D.6. Return of Materials**

Artistic samples will only be returned if a self-addressed envelope with correct postage is included with the application. Applicants may also call (805) 385-7868 to arrange for pickup after the panel review.



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**E. TIMELINE**

The following is the proposed timeline (*dates are subject to change; applicants will be notified of changes based on Arts Commission and City Council availability*).

|   |                                     |
|---|-------------------------------------|
| Issuance of RFP   | Week of April 9                     |
| Orientation Workshops<br>(see D.1)                        | Weeks of April 16, 23               |
| Evaluator Training (section F)                            | Weeks of April 16, 23               |
| Technical Support (see D.2)                               | On-going                            |
| Applications due to City (see D.5)                        | Thursday, May 3                     |
| Application Pre-Review by Staff                           | As grants rec'd                     |
| Applications delivered to Review Panels                   | Week of May 7                       |
| Evaluation Panel Committee(s)<br>(see section F)          | Weeks of May 14, 21                 |
| Notification of Recommended Awards                        | Week of June 4                      |
| City Council Vote   | TBD                                 |
| Award letters with 100 of grant award                     | 2 weeks after City Council approval |
| Interim report for Operating Funds<br>Grants due/reviewed | 6 months after award                |
| Completed project or final report due                     | 1 year from award                   |
| Interim report for Operating Funds<br>Grants due/reviewed | 6 months after award                |

## **F. EVALUATION PROCESS**

### **F.1. Pre-Evaluation**

Upon receipt, each application will be pre-screened by staff and an ad hoc subcommittee of the Cultural Arts Commission (CAC) who do not have a conflict of interest. A CAC Commissioner with a relationship to any applicant in a category (e.g., family member, working relationship, board member, fiscal sponsor, etc.) may not be a member of the ad hoc subcommittee reviewing applications for that specific category. Applications that do not meet the requirements of the RFP will be rejected. The applicant will be notified of the rejection. Applications that pass the pre-evaluation will be sent to the evaluation committees. All applicants in the pre-evaluation phase will be notified of the status of their submission, by letter and posting on the city arts' website.

There will be no appeal. However, if a clerical error and/or staff omission is inadvertently made; all consideration will be given to rectify the error.

### **F.2. Evaluation**

1. The evaluation committees will be grouped by type of grant to be reviewed.
1. Selection of the evaluators: A pool of potential arts evaluators will be recruited by City staff. Commissioners may recommend evaluators to City staff but will not be involved with the final selection of evaluators.
2. Evaluators will be experts eminent in their field in the arts, for example: arts educators active or retired from an arts institution; arts executive directors; performers, curators; playwrights, poets, authors, arts philanthropists; arts critics; etc. The list of evaluators (both at the pool and selected levels) will be confidential.
3. Chosen evaluators will undergo a thorough training by City staff that covers the intent of the RFP, which is reflective of the mission and vision of the CAC, and knowledge of the evaluation process, scoring and criteria tool. To this end, an evaluation training handbook will be developed by City staff with Commission consultation.
4. The number of evaluation committees will be determined by the number of applications. Each committee will consist of a minimum of three evaluators. The committee size will be determined by the number of applications assigned. Each committee will evaluate one of the five types of application.
5. Evaluators will be given copies of the applications assigned to their group at least two weeks in advance of the evaluation meeting. Each evaluator will be assigned specific applications to review thoroughly before the meeting. An evaluator is expected to read all applications received and be prepared to present and lead the discussion thereof.
6. Evaluators are expected to adhere to confidentiality as follows:

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- a. Before the evaluation meeting they may not show nor discuss the applications with anyone. This includes the applicant and the other members of the evaluation committee. If there are questions, those may be directed to staff.
  - b. All copies of the applications will be turned in to City staff at the end of the evaluation meeting.
  - c. After the evaluation sessions, the evaluators may not discuss nor disclose any of the proceedings and outcome.
  - d. The identity of the evaluators will remain confidential. Evaluators will use the assigned evaluation tool that is contained in each packet. The rationale for less than the full points must be documented.
7. Recommendations on the merits of the applications, which are based on the points of the evaluation tool, will provide the basis for recommending the amount to be funded.
  8. Staff will compile an impartial evaluation process. A screening process supervised by City staff will oversee the training and selection of the judging pool for each of the review processes.
  9. The Commission, as a voice of the public and our taxpayers, shall have approval of the evaluation process. The Commission's input will provide oversight in the selection, nomination, review of qualifications, potential conflicts of interest, and the certification of and training of the potential evaluators. This process will create a pool of ready, able and qualified evaluators.

**G. INTERIM REPORT**

Interim reports for Operating Funds grants progress are due at the midterm of the grant year (see section E, Timeline). An interim report must contain information on project activities and events and status of goals outlined in initial proposal submittal. This information will include, but not be limited to:

- Progress on project/goals to-date
- Planned performances/events/showings/exhibits, etc., with anticipated dates
- Budget expenditures to date; identified items paid for with grant funds
- Methods of community outreach and promotion

Accurate expense records must be kept and submitted with the interim report:

- Recording and documenting projects and programs in action via photos, videos, etc. This will serve as record of accomplishment and will be helpful for ongoing publicity and for seeking future funding sources.
- Conducting surveys of audience and participants to measure success and to find out what constituents consider most valuable.

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**I. FINAL REPORT**

The final report shall update the mid-term information through the remaining portion of the Grant and shall include an evaluation of how successfully the project's goals and outcomes were achieved to include quantitative measurements of achievement.

**J. DISCLAIMERS AND RESERVATIONS**

Although it is the intent of the City of Oxnard Cultural Arts Commission to award the entire amount of funds appropriated for the 2017/2018 Cultural Arts Fund Grant Program by the Oxnard City Council, the Commission reserves the right to:

1. Reject any or all applications deemed to be non-responsive.
2. Reallocate funds between the award categories based on circumstances such as quantity of applications and merit.
3. Not award the entire appropriated amount from the Cultural Arts Fund.
4. Suspend or cancel the grant program due to budget constraints.