

REQUEST FOR PROPOSALS (RFP)

CALIFORNIA ARTS COUNCIL ADMINISTRATORS OF COLOR FELLOWSHIP (CAC ACF)

schoolofartsandculture.org/fellowship

A program of the



Administered by

School of Arts & Culture
Mexican Heritage Plaza

In partnership with



PROGRAM OVERVIEW

The School of Arts and Culture (SOAC), in partnership with the California Arts Council (CAC) and SVCcreates, is administering a pilot program with the goal of uplifting an inclusive workforce and supporting the vibrancy of organizations that create and preserve the cultural identities of all California communities.

The California Arts Council Administrators of Color Fellowship (CAC ACF) seeks to address the dearth of opportunities for people of color in arts administration, with the intention of creating a pipeline for people of color across and throughout the arts sector. CAC ACF programming is made possible in part by a grant from The James Irvine Foundation and a one-time increase in state arts funding.

The SOAC will pair 10 arts administrators of color with an equal number of arts and culture organizations dedicated to equity and community engagement for a nine- to 12- month paid fellowship. Fellows and Host Organizations will represent the geographic diversity of California across nine regions. The SOAC will administer the application process for both **Fellows** and **Host Organizations**:

We will supply a suite of resources for **Fellows**, including a stipend of \$50,000, and provide professional development opportunities and immersion in a learning community.

We will also re-grant \$35,000 to **Host Organizations** and provide them with guidance to create an effective fellowship experience for their Fellows.

As the Administering Organization, SOAC designed the program delivery, is managing the application process, and will foster a cohort-based learning community for Fellows and Host Organizations.

PROGRAM TIMELINE

Fellow and Host Organization Selection:

- April - July 2020: Applications being accepted from Fellows and Host Organizations
- August 2020: Panel reviews are conducted for Fellows and Host Organizations
- August - September 2020: Fellows and Host Organizations are selected
- September - October 2020: Grants and fellowships awarded; public announcement

Fellowship Implementation:

- October 2020: Fellows begin nine to 12-month placement
- January or February 2021: Fellows and Host Organizations to potentially participate in the Irvine Foundation's New California Arts Fund (NCAF) convening (to be determined)
- April 2021: Fellows participate in program-specific cohort convening administered by SOAC
- August - October 2021: Fellowships completed
- December 2021: SOAC submits final report and program assessment under CAC management



GRANT PROCESS

Applications will be evaluated by a panel with representation from CAC, SVCcreates, SOAC, and other professionals from the creative sector, arts administrators and/or artists.

GRANT REVIEW CRITERIA

Panelists may consider any aspect of an application when ranking for each review criteria, including but not limited to the Areas of Assessment indicated below.

Fellows:

Review Criteria #1: Background and Values

Areas of Assessment:

- Narrative Questions
- Resume

Review Criteria #2: Leadership and Initiative

Areas of Assessment:

- Narrative Questions

Review Criteria #3: Community Impact

Areas of Assessment:

- Narrative Questions

Review Criteria #4: Communication and Professionalism

Areas of Assessment:

- Narrative Questions
- Resume
- Overall completeness and accuracy of application submission

Host Organizations:

Review Criteria #1: Quality of Programs

Areas of Assessment:

- Narrative Questions
- Organizational history and mission
- Supporting Materials
- Artistic Merit of programs and alignment of programs with review criteria

Review Criteria #2: Impact

Areas of Assessment:

- Narrative Questions
- Organizational history and mission
- Supporting Materials

Review Criteria #3: Readiness and Sustainability

Areas of Assessment:

- Narrative Questions
- Organizational history and mission

Review Criteria #4: Relative Progress

Areas of Assessment:

- Organizational history and mission
- Narrative Questions
- Overall completeness and accuracy of application submission

Sign-up for an informational session covering the application process (including the Grant Review process): www.schoolofartsandculture.org/fellowship

ABOUT THE ADMINISTERING ORGANIZATION

School of Arts and Culture at MHP

We are a vibrant, cultural institution in East San Jose that seeks to catalyze creativity and empower community. For the past 10 years, the SOAC has been pioneering an approach to build authentic diversity and inclusion in Silicon Valley's arts and culture sector. We are excited to expand this work on a statewide level in partnership with CAC, SVCreates, and The James Irvine Foundation. www.schoolofartsandculture.org

PARTNERS

California Arts Council

The California Arts Council is a state agency with a mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all. It supports local arts infrastructure and programming statewide through grants, initiatives, and services. The California Arts Council envisions a California where all people flourish with universal access to and participation in the arts.

CAC recognizes the historic marginalization of people of color within the field of arts administration and acknowledges that the barriers to the arts and culture field among people of color are compounded by the intersection with socio-economic status, geographic isolation, gender identity, and disability. Structural and systemic barriers to careers in the arts include the culture of unpaid labor, educational requirements by employers, and geographic or social isolation from cultural institutions with paid staff opportunities. www.arts.ca.gov

SVCreates

SVCreates is a network of leaders who care about the cultural and aesthetic quality of life in Silicon Valley. They are conveners, promoters, incubators, and investors in Silicon Valley's creative ecosystem. Their mission is to accelerate Silicon Valley's creative culture. www.svcreates.org

The James Irvine Foundation

The James Irvine Foundation believes every Californian – regardless of who they are or where they live – should have the opportunity to create a better life for themselves and their families. Support to Fellows and Host Organizations are made possible in part by a grant from The James Irvine Foundation. www.irvine.org

APPLICATION

Fellows (if you are interested in being a Host Organization, skip to page 8):

This grant opportunity is for artists and/or arts administrators interested in being paired with an arts and/or cultural organization committed to cultural and racial equity. The SOAC, acting as the program Administering Organization (AO), will pair 10 arts administrators who identify as people of color with an equal number of arts and culture organizations dedicated to equity and community engagement for a nine- to 12-month paid fellowship.

Each Fellow will be provided with:

- A \$50,000 stipend for program participation
- A suite of learning resources
- Professional development opportunities and activities
- Mentorship opportunities
- Fellowship curriculum and materials
- Access to a statewide network and learning community of professionals committed to an inclusive workforce and the preservation of cultural identities across California

Fellow outcomes include:

- Increased skillset, capacity, and knowledge to become an effective arts administrator in the creative sector
- Experience representing an arts and/or culture organization dedicated to equity and community engagement
- Recognition for advancing organization structures, policies and practices with inclusive decision-making
- Hand-on experience with program evaluation and tools promoting organizational accountability

This program is recruiting Fellows from across the state:

Greater Northern Region (Capitol and Upstate) - Counties of El Dorado, Sacramento, Solano, Yolo and Counties of Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuba

Bay Area - County of San Francisco and Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, and Sonoma
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Central Coast - Counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura
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Central Valley - Counties of Alpine, Amador, Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Joaquin, Stanislaus, Tulare, and Tuolumne
Inland Empire - Counties of Riverside and San Bernardino
Greater Los Angeles - Counties of Los Angeles and Orange
San Diego Area - Counties of Imperial and San Diego

Narrative Questions for Fellows

If you are interested in being a **Fellow**, you will be asked to answer the following Narrative Questions in our grant portal:

Application Name

Please Enter "Fellow"

Basic Information

Please indicate your current place of residence below:

1. State (CA)
2. Region
(choices listed)
3. County
(choices listed)
4. Enter the name of the neighborhood where you reside.
(50 character count)
5. Resume
Upload your resume
(10 MB File Size Limit)
6. Upload up to one additional document, which may include a curriculum vitae (CV), portfolio, or other supporting materials highlighting any degrees, certifications, accreditations, or professional development programs you have completed.
(15 MB File Size Limit)

Lived Experiences

7. Tell us about your story. How did you get from the start of your career to your last role?
(2,000 character count)
8. Tell us about your leadership experience.
(2,000 character count)
9. Describe your background and lived experience as a person of color.
(2,000 character count)

Resilience and Values

10. How will this program align with your personal values? How will this program assist you in developing your career as an arts administrator?
(2,000 character count)
11. As a pilot program, there will be guidance and known details, as well as stuff we are figuring out together. How would you describe your ability to remain agile, and provide innovative and creative solutions?
(2,000 character count)
12. At the School of Arts and Culture, our organization values are Creativity, Heritage, Inclusion, Place, and Service. Tell us how you have embodied one or more of these values in your work.
(2,000 character count)

What are we missing?

13. Missing Pieces?
Are there other facets of your lived experience that we may have missed that you would like to share?
(2,000 character count)

APPLICATION

Host Organizations (if you are interested in being a Fellow, go to page 5)

This grant opportunity is also for arts and cultural organizations that are committed to cultural and racial equity to host an arts administrator of color as a Fellow for a nine- to 12-month time period.

Each Host Organization will be provided with:

- A \$35,000 grant for permitted expenditures, Fellow benefits, and other expenses related to hosting a Fellow
- Fellow residency for 9-12 month program with guidance from SOAC
- A suite of learning resources
- A curriculum and supplemental materials
- Access to a statewide network and learning community of professionals committed to an inclusive workforce and the preservation of cultural identities across California

Host Organization outcomes include:

- Increased tools, capacity, and knowledge to become an effective arts and/or cultural organization in the creative sector
- Experience hosting a Fellow and piloting a program dedicated to equity and community engagement
- Enhanced organization structures, policies and practices which emphasize inclusive decision-making
- Increased organizational accountability through participation in program evaluation
- Organization point of reference to reflect upon completion of the program, such as where and how aspects of their organization have changed

Narrative Questions for Host Organizations:

If you are interested in being a **Host Organization**, you will be asked to answer the following Narrative Questions in our grant portal:

Application Name

Please Enter "Host Organization"

Basic Information

Please indicate your organization's location below:

1. State (CA)
2. Region
(choices listed)

3. County
(choices listed)
4. What neighborhood is your organization in?
(50 character count)
5. The tax status of this organization is (select one):
501(c)(3)
Fiscally Sponsored

If your organization is a 501(c)(3) entity, please enter your EIN #

If your organization has a fiscal sponsor, please enter their legal name and provide the Fiscal Sponsor EIN #

6. What was your organizations' total operating budget for the last completed fiscal year? Please select the option that best describes your organization:

Choices

- Option 1: Total expenses up to \$99,999
- Option 2: Total expenses between \$100,000 to \$249,999
- Option 3: Total expenses between \$250,000 to \$499,999
- Option 4: Total expenses between \$500,000 to \$999,999
- Option 5: Total expenses between \$1,000,000 to \$1,999,999
- Option 6: Total expenses equal to or greater than \$2,000,000

Supporting Materials

7. Supporting Materials
Upload at least one, and up to three different samples of materials generated within the past two years that best reflect diversity, equity, accessibility, inclusion, and/or community engagement within your arts programming and/or arts services. These may include marketing collateral such as video, flyers, brochures, newsletters, as well as project plans, programs, reviews, etc.
(15 MB Full Size Limit)
8. Support Material Description
Provide brief descriptions of support materials. For video, provide specific start and end times for the portion you would like the panel to review. Be sure to clearly indicate which specific files your notes are referencing. If providing video samples please provide access passwords, as necessary in the Video Sample Description. Recommended maximum length for video samples is 5 minutes.
(1,000 character count)

9. Letter of Support

Provide a signed and dated statement from a key stakeholder, partner, or community member. Statement should be specific to this RFP, and substantiate the organization's impact on its community. This statement should not be from staff or board members of the Host Organization, or from an individual applying as a Fellow.

(15 MB File Size Limit)

10. Strategic Plan

Provide your most recently completed strategic plan. If you do not have a strategic plan or similar organizational document, please describe any guiding organizational policies and/or procedures currently in place, with measures and a timeline for the development and implementation of a strategic plan.

(15 MB File Size Limit) (1,000 character count)

Core Programs and Mission

11. Please describe your organization's core programs and mission. How do they support equity and community engagement?

(4,000 character count)

12. How is your organization rooted in the community or communities in which you serve?

(4,000 character count)

Organizational Capacity

13. Describe your organization's capacity to effectively host a Fellow in a manner that supports their growth, and completion of the Fellowship.

(4,000 character count)

14. Please list the full name, organization title, and a brief description of this person's role. Please share the rationale for why this individual has been identified to serve as the program lead, and brief bio and description of relevant experience and qualifications.

(2,000 character count)

Diversity, Equity, Accessibility, and Inclusion

15. What specific policies and procedures are in place to uphold and advance diversity, equity, accessibility, and inclusion? Consider the areas of hiring practices, program design, community outreach, decision-making, and governance, in your response.

(3,000 character count)

16. Describe how principles of diversity, equity, accessibility, and inclusion are reflected in your budget planning process.
(2,000 character count)

17. How has your organization promoted a learning environment for understanding race equity? Are there any plans or ideas in place that you'd like to share?
(2,000 character count)

18. Describe how your organization and leadership (e.g., upper management, Executive Director/CEO, board membership, advisory council) is representative of communities of color.
(2,000 character count)

APPLICATION DEADLINE

Applications for **Fellows** and **Host Organizations** must be submitted online at schoolofartsandculture.org/fellowship by **Friday, July 31, 2020 11:59 p.m.**

Questions:

If you have questions about **application requirements**, please contact Jonathan Borca: Jonathan@schoolofartsandculture.org

If you have technical questions related to the **application platform**, please contact Alyssa Erickson: Alyssae@svcreates.org

The School of Arts and Culture at MHP is committed to the accessibility of our programs and services. CAC ACF materials are available in large print, as well as translated into Spanish upon request. Additional requests for alternate formats are welcome.

For more information and to apply, visit: schoolofartsandculture.org/fellowship