

**CITY OF JACKSON, MISSISSIPPI
DEPARTMENT OF HUMAN & CULTURAL SERVICES
FISCAL YEAR 2019-2020
CULTURAL ARTS PROJECTS SOLICITATION**



**REQUEST FOR PROPOSALS
Arts & Community Based Projects**

ISSUE DATE: JULY 9, 2020

SUBMISSION DEADLINE: JULY 28, 2020

SUBMIT RESPONSES TO

**City of Jackson
Office of the City Clerk
219 South President Street
Jackson, Mississippi, 39201**

Chokwe Antar Lumumba, Mayor

REQUEST FOR PROPOSALS

I. Purpose

The City of Jackson, Mississippi requests proposals from art groups and other community organizations for art and cultural projects that impact at least 350 people per project in the City of Jackson. The maximum award is \$10,000.

Financial assistance is available to support education and art activities. This solicitation seeks proposals with an emphasis on educational activities and youth services.

Grant awards offered by the City of Jackson shall only represent supplemental funding in support of arts projects. To be eligible for funding, proposing organizations must have verifiable cash match contributions that equals to at least 50% of project cost.

II. Program Narrative Agency Background

The program narrative must address the below requirements in sufficient detail and in the order and format shown. Proposals that fail to follow the format and respond to all proposal requirements shall be classified as non responsive and shall receive reduced points and/or be rejected from consideration altogether.

Project Description and Design

Discuss the need for the proposed project. Explain how the project will benefit the community in general and the proposed target population in particular. Indicate if the proposed project is new or ongoing.

Provide a description of the project. The description shall contain all the elements needed to achieve the project's stated goals and objectives. Describe the proposed educational component, if planned. Explain how expected collaboration and/or coordination will occur with other agencies (e.g. local educational agency). Indicate if there will be a fee or charge for the public to participate. Describe any outreach or publicity efforts that will be used to attract the 350 persons required to attend your event. Give the planned location of the project.

Justification of Need

Discuss the need for the proposed project. Explain how the project will benefit the community in general and the proposed target population in particular. Indicate if the proposed project is new or ongoing.

III. Goals and Objectives

Outline the goals and the measurable objectives of the project.

Schedule of Activities

Essential to achieving the proposed goals and objectives of the project is a time line of key milestones, including project deliverables. Provide a time line that tracks when the major milestones and project dates will occur.

IV. Management & Organizational Capacity

Provide an overview of the proposing organization, including agency experience in managing and operating similar programs. Also, submit the following:

1. Resumes of key personnel.
2. A copy of the proposing agency's IRS tax exempt determination letter (e.g. 501(c)(3).
3. A current list of your board of directors and officers.
4. Three (3) current letters of support.
5. A copy of board meeting minutes approving submission of this application.

V. Budget Summary and Budget Narrative

Budget Summary

Prepare a Budget Summary. The summary should include a breakdown of the various cost associated with the project as well as the 50% match.

Budget Narrative

Following the **Budget Summary**, include a budget narrative. The narrative must provide justification for all proposed costs. It must show how the applicant arrived at the total amount of the award.

See attachments section for all required forms that must be submitted with the proposal.

A. General Requirements

1. Reporting

The following are the reporting requirements for organizations awarded funds:

- a. Quarterly Program Status Report
- b. Quarterly Expenditure Report
- c. Time Line of Key Milestones (quarterly update)

2. Inspection and Monitoring

The City of Jackson or its authorized representatives will monitor the selected grantee's performance under the contract award and conduct fiscal and/or program audits at reasonable times and provide technical assistance in the continuous development of the services proposed.

The selected grantee shall make available to the City or its representatives during normal business hours, any and all reports, documents and records pertinent to the project for the purpose of inspecting, evaluating, auditing or copying such reports, documents and records.

VI. SUBMISSION REQUIREMENTS:

One (1) original and five (5) copies of your proposal must be submitted with a cover letter signed by the authorized official of the agency. Proposals are due in the City Clerk's Office no later than 3:30 p. m. on July 28, 2020. *Proposals will not be accepted after this deadline.*

FOR HAND DELIVERY:

**Submitter's Name
Address
Telephone Number**

**Request For Proposals
General Funds Arts Grants
Human and Cultural Services Department**

**City of Jackson
City Clerk
219 S. President Street
Jackson, MS 39201**

**TO BE RECEIVED UNTIL
JULY 28, 2020 @ 3:30PM, CST**

Mailing Address:

**City Clerk
City of Jackson
P.O. Box 17
Jackson, MS 39095**

Submitters are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the inner and outer wrapper or envelope used by such service.

Questions regarding this request may be directed to Adriane Dorsey-Kidd at (601) 960-0383.

DESCRIPTION OF FORMS

Proposal Submission Checklist: This form must be completed and submitted with your proposal. This checklist serves as a tool for ensuring that proposals comply fully with RFP guidelines.

Proposal Summary Form: This form provides an overall snapshot of your proposal. It must be completed and signed by the authorized official for your organization.

Budget Summary and Budget Narrative: The information should reflect the requested funds and matching funds comprising the total budget.

Proposal Selection Schedule: This is a tentative timetable for the selection of proposals for award of funding.

Evaluation Criteria Form: This form is used to read and score proposals.

ATTACHMENTS

City of Jackson
Department of Human and Cultural Services
Cultural Services RFP
PROPOSAL SUBMISSION CHECKLIST

The following check list must be submitted with your proposal. Please indicate by a check mark (✓) that your proposal complies with the RFP requirements.

1. **One (1) original and (5) copies of the proposal, with signed cover letter by authorized official.**
2. **One copy of your IRS 501(c)3 determination letter placed with the original.**
3. **Current list of volunteer Board of Directors and Officers.**
4. **Three (3) current letters of support.**
5. **Copy of Board minutes approving submission of application.**
6. **Evaluation Criteria Form.**

Place this information in the back of the proposal

*****NOTE: Failure to provide all documentation listed on the checklist will disqualify your proposal.***

**Cover Letter
(Proposal Summary)**

Complete the below summary information and submit with the proposal. You may also attach additional sheets, if necessary.

Proposing Organization _____

Address _____

Telephone Number _____ **Fax Number** _____

Email Address _____

Contact Person _____

- I. Provide a concise and precise overview of your proposal to be reprinted for the general public if funded:**

- II. Special target group(s) planned for service:**

- III. Total Persons projected to benefit from service:** _____

- IV. Total funding request (*City of Jackson*)** \$ _____

- Total Agency Match (50%) cash only** \$ _____

- Grand Total Budget** \$ _____

Authorized Signatory Official: _____

Typed Name _____

Title _____

Date _____

City of Jackson
Department of Human and Cultural Services
Evaluation Criteria
Arts & Cultural

Proposing Agency _____

Type of Service _____

Criteria	Maximum Points	Points Awarded
1. Agency Background. Agency proposal includes its community purpose and mission statement and description of activities and services provided.	15	
2. Justification of Need. Proposal convincingly justifies the need for funding support relative to community and social benefit and the impact of funding on the level of services currently offered.	20	
3. Schedule of Activities. Proposal describes proposed services in detail and provides a timetable for implementation.	15	
4. Goals and Objectives. Outline the goals and measurable objective of the project.	15	
5. Management of Organizational Capacity: An overview of the proposing organization including agency experience in managing and operating similar programs. <ol style="list-style-type: none"> 1. Resumes of key personnel. 2. A copy of the proposing agency's IRS tax exempt determination letter (e.g. 501(c)(3). 3. A current list of your board of directors and officers. 4. Three (3) current letters of support. 	15	
6. Budget. A. Budget Summary shows a 50% cash match & details how requested funds & matching funds will be used for arts/cultural services. A detailed and specific budget narrative for the funding request and the agency's match contribution is provided. Narrative also details the cost basis and methods for determining the funding request.	20	
Total Points	100	

Evaluated By _____

Date _____