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## Request for Proposals Call for Youth Performing Arts Projects

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### **OVERVIEW:**

The Meridian Arts Commission (MAC) requests proposals from local youth theater and performing arts organizations, professionals, and educators for performing arts projects that will feature, include, and benefit Meridian youth.

### **BUDGET:**

Total funding available from MAC is \$7,000. Selected applicants may receive a full or partial award of up to \$3,500.

### **DEADLINE:**

Proposals must be received by the Meridian Arts & Culture Coordinator by **February 2, 2024, at 3:00 pm MST**. Materials may be delivered by e-mail, mail, or in-person delivery. Incomplete, ineligible, or late submissions will not be considered.

**Questions and clarification** must be submitted to the Meridian Arts and Culture Coordinator, Cassandra Schiffler at [cschiffler@meridiacity.org](mailto:cschiffler@meridiacity.org) by January 29, 2024 at noon.

**ELIGIBILITY:**

Organizations currently registered with the Idaho Secretary of State or individuals who are performing arts professionals or performing arts educators are eligible to respond. Organizations with nonprofit status will be given preference. The opportunity to respond is open to applicants regardless of race, gender, gender identity, sexual orientation, religion, nationality, or disability. Applicants shall be ineligible who are, employ, or allow to volunteer: any person convicted of any charge involving, or related to, a child or children, elderly persons, and/or other vulnerable persons; any charge involving, or related to, use of or possession of drugs or illicit substances; or any charge of battery, assault, telephone harassment, stalking, or violation of a protective order.

**PROJECT REQUIREMENTS:**

Each selected applicant must:

- Enter into a Professional Services Agreement with the City of Meridian setting forth specific conditions of participation prior to project initiation. A sample agreement is available upon request.
- By August 30, 2024, present a performing arts production to the public that features, includes, and benefits Meridian youth.
- Complete all activity, including submission of a final report and invoices, by September 6, 2024.
- Conduct all activities within Meridian city limits or area of impact.
- Conduct all activities in a facility fully accessible to, and make all activities accessible to, all persons regardless of race, gender, gender identity, sexual orientation, religion, nationality, or disability.
- Reserve and pay all related costs for audition, rehearsal, and performance space.
- Obtain all necessary royalties and scripts.
- Schedule and hold open, public auditions for youth, and provide those auditioning with all necessary materials to do so.
- If fees are collected from cast members, limit fees collected from each cast member to an amount not to exceed \$250.00, and must offer financial assistance to ensure participation regardless of ability to pay.
- Provide all necessary staff to provide the services and deliverables commissioned by MAC.
- Provide all necessary costumes, props, and set.
- Publicize all opportunities to audition for, participate in, and watch the final production(s).
- Include MAC logo on materials.

## APPLICATION REQUIREMENTS:

The proposal must address each and all of the following:

1. Applicant's contact information (address, phone, e-mail, website), mission statement, and history; resumes and biographies of key staff and volunteers.
2. Detailed project budget, including all project expenses (e.g., administrative fees, production fees, material costs, venue fees, marketing and promotion, etc.) and income (e.g., admission fees, grants, corporate contributions, sponsorships, fundraising).
3. Detailed project timeline.
4. Description of previous work in youth theater arts.
5. Narrative describing the proposed project, including:
  - a. Detailed description of how MAC's financial contribution will be utilized;
  - b. How the project will benefit Meridian residents and local youth;
  - c. Target audience demographics, estimated number of Meridian residents and visitors that will be impacted, and corresponding marketing/outreach plan;
  - d. How MAC's contribution will be recognized; and
  - e. Number of participants and audience members to be impacted by your project.

**Questions and clarification** must be submitted to the Meridian Arts and Culture Coordinator, Cassandra Schiffler at [cschiffler@meridiancity.org](mailto:cschiffler@meridiancity.org) by **January 29, 2024 at noon.**

- **Submitted applications must be received by mail or personal delivery** to the Meridian Parks and Recreation Department, 33 E. Broadway Ave. Ste. 206, Meridian, Idaho 83462 in a sealed, plainly marked package or envelope by **February 2, 2024 at 3:00 pm MST**
- OR
- **Via E-mail** to [MAC@meridiancity.org](mailto:MAC@meridiancity.org). The subject line **MUST READ: Youth Performing Arts Projects**. All materials must be submitted in one e-mail with all files included as a single, merged PDF file.

## EVALUATION CRITERIA:

The selection of winning proposals for the 2024 Youth Performing Arts Projects will be made by MAC. Proposals related to the presentation of subject matter that would be disruptive, violent, discriminatory, inappropriate, or likely to offend the sensibilities of the general public will not be considered. In evaluating eligible proposals, the following factors will be considered:

- Completion of and adherence to the provisions of this Request for Proposals (RFP) (10 points);
- Quality, clarity, and merit of proposal (10 points);
- Demonstrated ability to meet the RFP's requirements and objectives (10 points);
- Feasibility of proposed project (10 points);
- Location of project activities (10 points);

- Consistency of proposed project with City policy and community values (10 points);
- Impact to Meridian residents and visitors (20 points); and
- Dedication and contribution to performing arts opportunities that feature, include, and benefit Meridian youth (20 points).

**ABOUT MAC:**

The Meridian Arts Commission (MAC) advises the City of Meridian on arts/cultural policy and promotes public awareness and participation in the arts with a mission to develop, advance and nurture all facets of the arts to enhance the quality of life for Meridian residents and visitors. Core to this mission is the belief that opportunities to experience and participate in the visual, performing and public arts can strengthen cities, increase livability, and contribute to a sense of community.

**PUBLIC RECORDS**

The City of Meridian is a public agency; pursuant to the Idaho Public Records Act, all documents in its possession are public records. Proposals will be available for inspection and reproduction by any person.