

# Memorandum



CITY OF DALLAS

DATE March 26, 2024

TO Honorable Members of the Quality of Life, Arts & Culture Committee

SUBJECT **Office of Arts and Culture Agenda Item #24-1008 on April 10, 2024: FY 2024-25  
Community Artists Program Guidelines**

On April 10, 2024, City Council will consider the guidelines for the Fiscal Year 2024-25 Community Artists Program (CAP). The Community Artists Program contracts with arts and cultural organizations to provide artistic and cultural services as needed, when needed throughout the city of Dallas. In FY 2023-24, a total of \$550,000 that was awarded to 65 artists and organizations under this program.

The CAP Guidelines, eligibility, scoring, and review process are aligned with Dallas Cultural Plan goals and are approved annually by City Council. The following updates to CAP Guidelines for FY 2024-25 were approved by the Arts and Culture Advisory Commission on March 21, 2024:

- Added contract and contact compliance scoring for assurance of program clarity and comprehension by applicants as well as accountability by program participants.
- Codified processes including Requestor Guidelines, requests for services, compensation timelines, and insurance requirements.
- Provided clarification of definitions in the Glossary of Terms.
- To provide the most accurate services to residents with disabilities and accommodate the provision of services by artists with disabilities, OAC has paused the disability scoring criteria for further research and program compatibility. Previous guidelines did not address disability access as anticipated or in best means of representation of, by, and for those with disabilities.

Following guidelines adoption, artists and organizations will apply through an online portal. Applications will be reviewed by staff, an OAC Funding Review Panel, and the Allocations Committee of the Arts and Culture Advisory Commission. FY 2024-25 funding amounts will be recommended to the Allocations Committee of the Arts and Culture Commission in July of 2024.

If you have questions, please feel free to contact Martine Philippe, Director of the Office of Arts and Culture.

A handwritten signature in black ink, appearing to read 'M. Cedillo-Pereira'.

Mary Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

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c: T.C. Broadnax, City Manager  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Deputy City Manager  
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
Dr. Robert Perez, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors