

# Memorandum



CITY OF DALLAS

DATE March 25, 2025

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

SUBJECT **Office of Arts and Culture: FY 2025-26 Community Artists Program Guidelines**

On March 26, 2025, City Council will consider the updated guidelines for the Fiscal Year 2025-26 Community Artists Program (CAP). CAP provides artist services to Dallas communities by African, Latinx, Asian, Arab, Native American (ALAANA) and other individual artists and non-profit organizations to teach, perform, and exhibit at host facilities in neighborhoods in the city of Dallas. In FY 2024-25, City Council authorized funding totaling \$550,000 that was awarded to 65 artists and organizations under this program.

CAP cultivates collaborations between artists and communities. Services are requested of CAP artists and organizations by the community through the Office of Arts and Culture (OAC) on an as-needed, when-needed basis. Any community member or non-profit organization that is presenting an event that is free and open to the public in the city of Dallas may request a CAP service from OAC. This program was originally known as the Neighborhood Touring Program and has been a service of the OAC since the creation of the department in 1989.

The CAP goals are:

1. To provide opportunities for Dallas neighborhood residents and organizations to have greater access to the arts and cultural expression exposing them to and educating them on ALAANA art forms and/or traditions heightening resident understanding of the unique contributions of the city's various cultures to the community in Dallas.
2. To create opportunities for ALAANA artists to participate in events throughout Dallas which showcase and celebrate the community's unique history, diversity, and varied racial and ethnic heritage.
3. To provide support and opportunities for arts programming through which ALAANA artists and organizations can teach, perform, and exhibit at host facilities in neighborhoods in the city of Dallas.
4. To promote collaborations between the arts and community entities, such as business, government, and the non-profit sector, for the purpose of community development.

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While the FY 2025-26 CAP Guidelines have no substantive changes from the previous year, the following items have been provided with more clarity in the guidelines:

- Description regarding the materials for application submission
- Mid-year reallocation of funding for unused funds
- Eligible and ineligible requestors of CAP services
- Artist evaluations and final report submissions
- Logo and credit line information and use in promotional materials

Following guidelines adoption, artists and organizations will apply through an online portal. Applications will be reviewed and scored by OAC staff and a community review panel. FY 2025-26 funding amounts will be recommended to the Allocations Committee of the Arts and Culture Commission in July of 2025.

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

Sincerely,



**M. Elizabeth (Liz) Cedillo-Pereira,**  
Assistant City Manager

c: Kimberly Bizzor Tolbert, City Manager  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Dominique Artis, Chief of Public Safety  
Dev Rastogi, Assistant City Manager

Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager  
Robin Bentley, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Directors and Assistant Directors

Attachment



# Arts & Culture

## Fiscal Year 2025-2026 Community Artist Program Guidelines

### Community Artist Funding for Non-Profit Organizations and Individual Artists

As recommended by the  
Arts and Culture Advisory Commission of the City of Dallas

Approved by the  
City Council of the City of Dallas  
by Council Resolution No.  
On

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# Office of Arts and Culture

## Vision

An equitable, diverse, and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas.

## Mission

The Office of Arts and Culture (OAC) works to enhance the vitality of the city and the quality of life for all Dallas residents by creating an equitable environment wherein artists as well as arts and cultural organizations thrive; people of all ages enjoy opportunities for creative expression; and all celebrate our multicultural heritage.

Our mission is to support and grow a sustainable cultural ecosystem that ensures all residents and visitors have opportunities to experience arts and culture throughout the city.

## Statement on Cultural Equity

In Dallas, we envision a city of people whose success and well-being are not pre-determined by their race, age, disability, sexual orientation, gender, social status, zip code, or citizen status. We recognize that artistic and cultural expression is fundamental to the development of our identity, as individuals and as a community at large. We assert the right for all people to have access to arts and cultural experiences throughout Dallas.

We recognize the historic legacies of racism, overt bias, and injustice that shape our present reality. In fact, the City of Dallas' arts funding originated to support organizations of the Western European canon, collectively referred to as "The Big Six." Going forward, we will strive to support the broadest range of art forms and creative producers, considering inclusivity, diversity, and neighborhood impact to direct resources equitably to artists and organizations. We will work to build a robust arts ecosystem that continually evolves to better reflect the diverse composition of Dallas. Towards this end, we recognize and affirm the potential of new and emerging artists and organizations.

The Office of Arts and Culture will serve as convener and connector to catalyze equity in the policies and practices of its partners across the Dallas arts ecosystem. Core to this is leading other organizations and private resource providers to advance diversity, equity and inclusion in concrete, measurable ways. Annually, the Office of Arts and Culture will summarize its own support for artists and arts organizations, highlighting measures of equity and diversity.

As we work together to create a more vibrant Dallas, the Office of Arts and Culture is committed to nurturing the wide diversity of creative culture and experiences that make up this great city.

# FY 2025-26 Community Artist Program

The Community Artist Program (CAP) provides artist services to Dallas communities by ALAANA (defined below) and other individual artists and non-profit organizations to teach, perform, and exhibit at requesting facilities in neighborhoods around the City of Dallas. CAP cultivates collaborations between artists and communities. Services are requested of CAP artists and organizations on an as-needed, when-needed basis. The Community Artist Program is NOT a project-based program. Inclusion on the CAP artist roster does not guarantee that services will be requested. CAP artists only receive funds when requests from the community are received, services are completed, and complete invoices & evaluations are submitted.

ALAANA means African, Latinx, Asian, Arab, and Native American. This also includes Native Hawaiian and Pacific Islander (category as defined by the US Census Bureau).

ALAANA Organization means an organization whose primary intention, practices, and mission is by, for, or about ALAANA artists, cultures, and communities. The word “for” refers to the intention of the organization to perpetuate, promote, and present art that is representative of a culture and people and/or is given form by artists.

CAP is funded by City of Dallas taxpayer dollars. As stewards of these public funds, artists are expected to uphold the highest standards of ethical responsibility and service excellence, adhering strictly to the established guidelines outlined in this document.

## Program Goals

1. To provide opportunities for Dallas neighborhood residents and organizations to have greater access to the arts and cultural expression exposing them to and educating them on ALAANA art forms and/or traditions heightening resident understanding of the unique contributions of the city’s various cultures to the community in Dallas.
2. To create opportunities for ALAANA artists to participate in events throughout Dallas which showcase and celebrate the community’s unique history, diversity, and varied cultural, racial, and ethnic heritage.
3. To provide support and opportunities for arts programming through which ALAANA artists and organizations can teach, perform, and exhibit at requesting facilities in neighborhoods in the city of Dallas.
4. To promote collaborations between the arts and community entities, such as business, government, and the non-profit sector, for the purpose of community development.

## Service Types

There are 2 different types of services that encompass the Community Artist Program:

**Performances** – A proposed performance will introduce an audience to a cultural art form or tradition. Performances must be at least 50 consecutive minutes in length plus set up and break down times. Performances will be no longer than 120 minutes each without prior approval from the Community Arts staff.

**Workshops** – A workshop is a hands-on opportunity to introduce the audience/participants to a cultural art form or tradition. Workshops must be at least 50 consecutive minutes in length plus set up and break down times. A workshop series allows the participants to explore the topic in greater detail and may include a culminating activity. Workshop series are comprised of workshops extending from two to five sessions. Individual workshop sessions will be no longer than 180 minutes each without prior approval from the Community Arts Manager.

**Note: Inclusion on the CAP artist roster does not guarantee that services will be requested. CAP recipients only receive funds as requests from the community are received, services are completed, and complete invoices & evaluations are submitted.**

## Applicant Eligibility

The Community Artist Program is intended for ALAANA artists who are residents of the City of Dallas and ALAANA non-profit arts organizations with administrative offices that are permanently located in the City of Dallas. Other artists and arts and cultural organizations will also be considered if guideline requirements are met. Artists and non-profit organizations performing or presenting workshops in the areas of music, dance, theatre, literature, visual arts, film/video, literary arts, folk arts, and other disciplines will be considered for the program.

- Applicants may only submit one application – **multiple submissions from the same applicant will not be accepted and will render the applicant ineligible.**
- Organizations must have at least a 3-year operating history.
- Individual artists must have at least 3 years of professional experience in their field and provide a resume or curriculum vitae AND examples of their work.
- The applicant's administrative office or residence must be located within the city limits of Dallas. P.O. Boxes will not be accepted as proof of office or residence location within the city limits of Dallas. Proof of Dallas address will be requested at time of application submission. Acceptable proof of residency documentation include: driver's licenses/State issued ID cards, current mail from the last 30 days that is typewritten or computer generated, and/or a rental/lease agreement.
- The applicant must be willing and able to enter into a contract with the City and meet the requirements associated with receiving funds from the City.
- Applicants who have defaulted on any FY2023-24 through FY2024-25 contracts with any division of the OAC will not be eligible for the FY 2025-26 Community Artist Program.
- Organizations must be tax-exempt under section 501(c)(3) of the Internal Revenue Code.
- Any funded organization/artist must comply with regulations pertaining to federal grant recipients including, but not limited to, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

- **Must comply with all applicable provisions of the National Labor Relations Act, 29 U.S.C.A. §§ 151-169, as amended.**
- Any funded organization/artist must obtain and maintain during the contract term all necessary licenses, permits, insurance and other approvals required by law or the City for the provision of services.
- If funded in the previous year's program cycle, the artist or organization must be compliant with any previous year's contract in all OAC funding programs in order to apply for future funding in the Community Artists Program. Applicants who fail to have successfully completed any OAC contracts within the previous twelve months will not be eligible for funding in the subsequent funding cycle of the same program.

Organizations contracting with the City through other funding programs may also apply to be on the artist roster for the Community Artists Program as long as the total support by the City in a fiscal year, whether cash or in-kind, regardless of the department from which the funds and support originate, shall not exceed:

- (i) 50% of an organization's audited revenue for organizations with revenue less than \$1,000,000.00.
- (ii) 40% of an organization's audited revenue for organizations with revenue of \$1,000,000.00 or more.

## Ineligible Artist/Organization Applications

Applications will not be accepted for the following:

- Activities which do not have a cultural or artistic focus.
- Applications from individual artists who are not residents of Dallas or organizations that do not have administrative offices located in Dallas.
- Applications with P.O. Boxes listed as their main address or their administrative office.
- Youth applicants or organizations that solely involve youth who are in school and have not yet completed the 12th grade.
- Applicants who have defaulted on the previous fiscal year's CAP contract or not fulfilled the requirements of the previous fiscal year's contract with any division of the Office of Arts and Culture.

## General Application Preparation Tips

Applications are considered incomplete if supporting materials are not uploaded at the time of submission. Incomplete applications will not be moved forward for panel review.

- Begin your application early, and do not wait until the last day to avoid possible technical problems.
- Before you begin the application, read the CAP guidelines, funding application instructions and criteria. If you need clarification, contact the Community Arts staff.
- Make sure you understand the premise of the program and what is expected.
- Develop the application so that it addresses program goals and criteria.
- Complete all required information and submit online support materials (e.g. teaching curriculum, critical reviews, web links, photos, audio and video recordings, etc.).



- All supplemental materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials can negatively affect your application score.
- Plan your narrative following the questions and funding criteria. Plan your answers carefully to avoid repetition.
- Write to the funding criteria. Remember all applications are reviewed based on how well the application meets the funding criteria and the programming you have to offer.
- Demonstrate how your programming relates or applies to at least one of the six priorities of the 2018 Cultural Plan.
- Don't assume. Those who review your proposal may have no knowledge of you/your organization or its programming. Make sure you describe existing and proposed programs in detail. The application should stand on its own merits.
- Avoid generalizations. Rather than stating, "We have operated a successful series of concerts for the last four years," use numbers to prove your case. For example, "We have produced six plays with 10-performance runs for the last four years to audiences ranging from 75 to 100 per each performance."
- Proofread. Before submitting your application, have at least one person proofread it. If the reader has questions, it is likely that the reviewers will as well. Applications that contain frequent typographical errors, poor grammar or misspelled words do not give a positive impression of the applicant.

## Materials for Application

All applicants (individual artists and organizations) will be required to provide a no-longer-than-three-minute video presentation introducing themselves and their craft to the panelists. This video is in lieu of an in-person presentation, and it must depict the program that is being submitted for consideration under the Community Artist Program.

### Required materials to be uploaded:

- Resume or Curriculum Vitae (Individual Artists)
- History of ALAANA Programming (Non-profit Organizations)
- Sample teaching curriculum
- 2-5 minute video (this video can be of your previous work, an introductory video of yourself or your organization, or a combination of both that would show panelists and staff what you will offer if accepted into the program).

### Suggested additional materials to be uploaded:

- Web links to work samples such as video, sound, or music clips. The clips should highlight or showcase the applicant. Video submissions must be in mp4 format or via a publicly available web link.
- Critical reviews or newspaper clippings
- Programs or Playbills
- Organization or Artist brochures
- Photos of previous work

Please check the online application for more information about uploading and attaching supporting materials.

Contact the Community Arts Staff at [oaccommart@dallas.gov](mailto:oaccommart@dallas.gov) to ask for any clarification or a copy of the FY 2025-26 CAP Guidelines. The OAC staff can review your proposal with you prior to the submission date as time permits. Application review requests cannot be honored within 72 hours of the application deadline.

## To Apply

Participants in the Community Artist Program will be selected by a community panel review method. As per Cultural Policy, contracts for services are made on an annual basis; all potential service providers must submit an annual application by the published deadlines, and in the established format, to be considered for a cultural service contract. Failure to submit a complete application in the proscribed manner by the established deadline of **May 26, 2025 at 11:59 p.m.** (Central Time) will result in removal from consideration for the Community Artists Program.

Support Materials are required with the application submission (such as online samples of work, videos, photos of work, YouTube clips, critical reviews, etc.). Only one application will be accepted per applicant. Supporting materials should reflect the curriculum or cultural performance that is being proposed for the current application year. Individual Artists will be required to submit a resume or Curriculum Vitae.

***Applications are considered incomplete if supporting materials are not uploaded at the time of submission. Incomplete applications will not be moved forward for panel review.***

## FY 2025-26 CAP Timeline

| Fiscal Year 2025-26                                 |   |
|---|---|
| April 28, 2025                                      | Applications Open                                     |
| May 26, 2025  | Applications Closes at 11:59 PM                       |
| June 2-23, 2025                                     | CAP panelist review and scoring                       |
| July 3, 2025 Meeting (TBD)                          | Funding Recommendations - Allocations Committee       |
| July 7, 2025 (upon recommendation from Allocations) | Funding Recommendations – Notifications to Applicants |
| October 1, 2025                                     | Earliest start date for services                      |
| September 30, 2026                                  | Last day of services for fiscal year 2025-26          |

## Application Review & Selection Process

### Review of Applications

OAC Community Arts staff will first review all application proposals to ensure accuracy, inclusion of all material and if the project meets the criteria of the Community Artist Program. Only applications meeting the criteria and vetted by OAC staff will move forward to the panel for review. Applicants will be notified of funding results on a timely basis after the deadline and processing of the proposals.

After OAC staff review, applications for the Community Artist Program are evaluated by a community review panel. The review panel should, to the greatest extent possible, reflect the diversity of the City of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.

ALAANA and other artists and organizations will be considered to become members of the artist roster depending on the demand, type of service proposed, and available CAP funds.

Nominations to Review Panels shall be provided by interested members of the public, the Arts & Culture Advisory Commission, and City staff. In no instance shall a City employee, Arts & Culture Advisory Commissioner, or other City official be a voting member of a review panel.

Review panel members shall be independent, impartial, and responsible only to the people of the City and shall comply with the Code of Ethics in Chapter 12A of the Dallas City Code including, but not limited to, recusal and disclosure provisions. Panelists should strive to avoid the appearance and risk of impropriety.

The selected panel will review the applications and the virtual presentations. They will then score the applications up to 80 points. An administrative score of up to 20 points will be added to the panel scores. Details regarding both the Panel Scores and the Administrative Scores are listed below:

**Panel scores and administrative scores add up to a possible total score of 100 points**

**PANEL SCORES**

Details on the scoring criteria are below.

1. **Community Impact (30 points)** – Is there a need of the community for the particular service, based on how it will increase understanding of the cultural heritage of the participating artist, meet an underserved need in the community, and benefit the community at large?
2. **Service Standards (25 points)** - Is the service well planned and appropriate for the targeted audiences, and does the service offer a quality product that advances the preservation or perpetuation of art forms that are rooted in ethnic/cultural traditions?
3. **Artistic Qualifications (20 points)** – Are the stated qualifications of the artist/organization supported by sufficient documentation of training, professional experience, quality of work, planning skills, a past record of achievement, and potential to carry out the proposed service as an artist representing the City of Dallas?
4. **Cultural Plan Priorities Statement (5 Points)** – Applicant has clearly defined programming that aligns with the 2018 Cultural Plan Priorities of Equity and Diversity.

| Points | Priority Support (Equity-Diversity)       |
|--------|---|
| 5      | Clearly supports selected priority(-ies)  |
| 3      | Somewhat supports selected priority(-ies) |
| 0      | Does not support selected priority(-ies)  |

## ADMINISTRATIVE SCORING

5. **Administrative Scoring (20 points)** - Administrative scoring is broken down in to three categories:

- a. **ALAANA Programming (10 Points)** – Artists and non-profit organizations whose programming can be linked to an ALAANA experience or culture.

|        |                        |
|--------|------------------------|
| Points | ALAANA Programming     |
| 10     | ALAANA Programming     |
| 0      | Non-ALAANA Programming |

- b. **Contract/Contact Compliance (10 Points)** – **Current artists** must be in compliance with previous year's Community Artist Program contract - all scheduled services provided, timely communications, us of allocated funds. **New applicants** must contact OAC Community Arts staff before or during the application period to obtain a precursory overview and understanding of the program. Scheduled meeting times must be attended.

|        |  |
|--------|--|
| Points | Contract/Contact Compliance                |
| 10     | Compliant Contract / Effective Contact     |
| 0      | Incompliant Contract / Ineffective Contact |

Failure to provide appropriate materials for the panel will result in a reduction of evaluation points, up to and including automatic withdrawal of application.

## Selection Process

Panel and staff scores are forwarded to the Allocations Committee of the Arts & Culture Advisory Commission for review. The Allocations Committee recommends the applicants who will be contracted for the CAP roster as well as funding levels for each applicant taking into consideration the scoring, funding projections, and staff recommendation. If the number of applications warrants more than one panel to review, the scores for each review panel group will be normalized for the purpose of funding allocation. For applicants with a normalized score of 70% or above, placement on the roster is dependent on the allocation and availability of funds and is not guaranteed. An applicant whose normalized score is below 70% will not be considered for funding and participation on the CAP roster. Normalizing a score means each score is divided by the highest score of the review panel group.

The Allocations Committee recommends a roster of artists and allocations for contract levels based on the total available funding budget for the Community Artist Program, the need to provide a balance among arts disciplines represented in the program, the capacity of the proposed service to meet CAP goals, the needs of underserved communities and other requesting organizations, and requests by and/or needs of the community in Dallas.

Variations from these guidelines may be approved by the Director; however, material variations shall require City Council approval. Material variations include:

- Changes in scoring criteria
- Non-profit status requirements
- Status as a Dallas-based organization or artist
- Changes to ineligible activities

## Artist Services Contracts

All CAP artists and organizations will be given instructions on scheduling of services, completing agreement forms, evaluation forms, and invoices. A signed contract must be completed with the Office of Arts and Culture before commencement of services. The contracting process can take between four and six weeks depending on each artist's/organization's circumstances. Background checks are required of all individual artists. Non-profit organizations must provide proof of Commercial General Liability Insurance, and any other requirements set forth by the Office of Risk Management (further details provided in Appendix A). Services are requested of CAP artists and organizations from OAC on an as-needed, when-needed basis, and are contracted at set fees as set forth in the contract – see Appendix B for further details.

If you are chosen to be on the CAP artist roster you will need to register as a City vendor if you don't already have a vendor number. Registration forms can be obtained by contacting the Community Arts Staff. More information will be given to applicants after being notified of being selected for the CAP roster.

Service contracts (established or probationary) may be terminated for the following reasons:

- Failure to pass background check
- Failure to provide a certificate of insurance (if required)
- Cancellation of insurance
- Excessive unexplained absences (two or more during a fiscal year)
- Excessive unexplained tardiness (three or more during a fiscal year)
- Late paperwork
- Unprofessional/unethical behavior
- Unresponsiveness (Excessive failure to communicate with OAC staff and CAP requestors for assignment confirmations).
- Any other lawful reason specified in the contract.

CAP Artists, as recipients of public funds, are held to the highest professional standards. Failure to comply with any of the aforementioned requirements constitutes grounds for termination from the program.

Newly selected artists/organizations will be placed on a probationary period of one year to ensure compliance with and fulfillment of program requirements and guidelines. Artists/organizations who fail to use at least 50% of their allocated funds by the end of a given fiscal year may have funding reduced the following fiscal year if they apply and are selected for the roster.

At the discretion of Community Arts staff, funding may be reallocated from artists/organizations who have not, by May 15, 2025, spent at least 40% of their award. Reallocation may be a minimum of \$2,000.00 up to 50% of awarded funds and will be determined on a case-by-case basis.

Funding awards may range from a minimum of \$4,000.00 to a maximum of \$30,000.00. <sup>1</sup>

## Artist Evaluation/Final Report Form

CAP artists are responsible for submitting an Artist Evaluation/Final Report Form for each service provided. Artist Evaluation/Final Report Forms are the reporting mechanism by which data is collected from each event to quantify and qualify CAP services provided to Dallas residents (taxpayers) by ethnicity, age, attendance, and other information. Completed evaluation forms will be submitted electronically to the Office of Arts and Culture via the web portal. Corresponding invoices must be attached to the Artist Evaluation for processing. Emailed invoices submitted separate from the evaluation form will not be processed.

## Invoices and Payments

The artist/organization will submit evaluations and invoices no less than 30 days after completion of the service. Payments will generally be disbursed within 30 business days from receipt of invoice by the Office of Arts and Culture. Invoices submitted prior to the date of service will not be accepted. Late submission will be tracked and taken into consideration for contract compliance purposes in future application cycles. Evaluation forms and invoices must be submitted via the online portal.

Final evaluation forms and invoices for the last month of service must be submitted by October 31, 2026. The City of Dallas shall not be liable for non-payment or delays due to City financial processes for invoices submitted after October 31, 2026.

## Program Criteria & Requestor Guidelines

The Office of Arts and Culture staff will assign participating artists/organizations to services in the community on a request and need basis.

**Requesting a CAP artist DOES NOT guarantee services will be granted.**

**The requestor will provide a facility/space at no charge to the participating audience or neighborhood participants.**

**The requestor is expected to create marketing materials, market the service, appropriately publicize the event, and provide verification of marketing to OAC Community Arts staff at least seven days before the event date.**

## Identification of Requestors

### Eligible Requestors

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<sup>1</sup> For returning artists, allocation of funds will depend on previous year's expenditures which may result in an amount less than the minimum.

Community requestors are entities that are financially unable to compensate artists and may include, but are not limited to:

- Faith-based organizations,
- Community organizations,
- Recreation centers,
- Social service agencies,
- Non-profit groups,
- City Departments or City Councilmembers for community facing events (excluding political events)
- Other (at the discretion of the OAC)

## Ineligible Requestors

- Entities who receive tax-payer funding for arts programming
- Organizations or organizations that receive taxpayer funding for arts programming, such as primary schools, secondary schools, and higher education institutions (excluding non-curriculum, open-to-the-public, community-facing events)
- For-profit organizations
- Organizations or requestors who have defaulted on prior requests (e.g.: multiple last-minute cancellations, multiple changes, non-communication, etc.)

Emphasis will be placed on underserved or un-served communities that have not had prior exposure to a given art form. Efforts will be made to distribute program services across all areas of Dallas.

**IMPORTANT – Fulfillment of CAP requests is at the full discretion of OAC staff in alignment with the FY 2025-26 CAP Guidelines.**

## CAP Request Requirements

- All activities/events featuring Community Artists Program (CAP) artists/organizations must occur within Dallas city limits. Highland Park, University Park, Cockrell Hill, etc. are not qualifying cities.
- The community requestor will provide a facility/space at no charge to the participating audience or neighborhood participants.
- The requestor is expected to market the service and appropriately publicize the event.
- A copy of marketing material (flyer, Facebook event, email, etc.) must be submitted to the CAP Coordinator prior to the event. The OAC logo must be included in all publications and marketing materials. <https://dallasculture.org/our-logo/>
- Requests for CAP artists must be submitted at least five weeks before the date of the event. This will allow for request processing and marketing of the event.
- Requests received earlier than three months prior to the event will not be processed.
- There is a limit of two CAP artists per event, and services are not guaranteed.
- Services cannot be provided for less than 50 minutes.
- Requestor must submit requests through the OAC website using the FY 2025-26 CAP Request Form found at <https://dallasculture.org/community-arts/community-artist-program-cap/>. Artists planning with the event host before requests are submitted may cause delays in



processing and could affect artist compensation. If arrangements are made before requests are submitted, please ensure that the exact information is communicated to Community Arts staff.

- Requests submitted directly to staff via email will not be accepted.
- Changes to original requests must be submitted to the CAP Coordinator in writing by email. Artists may not be compensated for changes which are not approved and confirmed by staff.
- Requests from City of Dallas Departments must be submitted by City of Dallas employees representing their department.

## Ineligible Activities

Requestors may not request artists for the following activities:

- Paid events
- Fundraising/Scholarship events
- Political/Campaign events
- Private parties/events
- Religious services
- Active parade entries
- Events that are not of a community-driven focus or a cultural/artistic nature
- School district or educational institution exclusive programming or events.

Please note that all activities are subject to applicable state, local, and federal laws including but not limited to the Dallas City Code.

## Event Marketing

The requestor is expected to market the service, appropriately publicize the event, and provide verification of marketing to OAC Community Arts staff at least seven days before the event date.

## Cancellations/Rescheduling

- Artist will not be compensated for cancelled events. If an event is rescheduled, approval of rescheduled date must be provided to the requestor and artist by Community Arts staff.
- Requestors must contact artists first by phone no later than 48 hours before the event. Failure to contact the artist/organization may result in forfeiture of CAP services for a 12-month period.
- Subsequent to contacting the artist for cancellations, requestors must follow up and confirm cancellations with artists and Community Arts staff by email.
- Requestors with an excess of two last-minute cancellations (cancellations within 48 hours of the event) may not make requests for a 12-month period.

## Post-Event Evaluations

Requestors will be asked to submit an evaluation of services provided by artists/organizations after the event(s). Compliments and/or concerns are encouraged. This feedback will be provided to the artists anonymously and will be used for training purposes.



## Logo and Credit Line

Requesting organizations awarded CAP programming must include the following credit line and logo in publications, programs, press releases, season brochures, lobby displays, advertising, and public communication:



**“(Name of Event Featuring CAP Artist) is supported in part by the City of Dallas Office of Arts and Culture”**

It is imperative that the residents of Dallas know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in this City.

The OAC logo can be downloaded from our website: <https://dallasculture.org/our-logo/>

## Glossary of Terms

**ALAANA** – African, Latinx, Asian, Arab, and Native American. This also includes Native Hawaiian and Pacific Islander (category as defined by the US Census Bureau).

**ALAANA Organization** – An organization whose primary intention, practices, and mission is by, for, or about ALAANA artists, cultures, and communities. The word “for” refers to the intention of the organization to perpetuate, promote, and present art that is representative of a culture and people and/or is given form by artists.

**Applicant** - A person who submits an application to the Community Artists Program. The same applicant is not allowed to submit two or more applications on behalf of the same or different organizations as an individual artist and as the main contact person for any applicant organization simultaneously.

**Artist** – Any practitioner of the arts.

**Arts Based Community Development** – arts activities created by and with community members that include elements of community access, ownership, participation and accountability and have the goal of improving and enhancing the quality of neighborhoods.

**Culminating Event** – An organized occasion or communal activity that celebrates and/or exhibits the learning and development from the workshop and residency sessions.

**Curriculum** – A step-by-step outline of educational service, objectives and methods of implementation.

**Default** – Failure to fulfill a contractual obligation. With respect to the Community Artists Program, failure to fulfill the obligations of artists’ contracts and/or continual disregard for regulations listed in these guidelines.

**Discipline** – Any art form such as music, dance, theater, literature, visual, media or folk.

**Established** – Existing contract in place for more than one year and has completed probationary period.

**Fee Structure** – The total artist fee for each type of service for which funds are requested.

**Fiscal Year** – A period of 12 months beginning on October 1 and ending on September 30 of the following year. The City of Dallas does not use the calendar year as its fiscal year. The City of Dallas Fiscal Year 2025-26 begins on October 1, 2025 and ends on September 30, 2026.

**Folk Artist** – Maintains or practices traditional beliefs or skills that are learned and passed on from one generation to the next by word of mouth and customary example. The folk arts can include both material culture and oral/expressive traditions and are found in groups of people who share a cultural bond and history.

**Format** – The method of service delivery. For example: a performance or workshop.

**Objective** – A one-line description of the goal, purpose or aim of the workshop session. For example: The objective of the Pen & Style lesson is to introduce the participants to 3 new poetry writing styles.

**Performance** – a one-time showing designed to introduce an audience to and/or celebrate a cultural art form or tradition.

**Probationary Period** – Existing contract in place under one year and examined periodically for compliance with program requirements and guidelines.

**Requestor** – Any organization or community member which brings an artist to its community. Requestors may be faith-based organizations, community organizations, recreation centers, social service agencies and other non-profit groups.

**Service** – The activity for which the applicant is requesting funds.

**Session** – The time spent of artists in direct contact with participants working on an art activity and learning a craft.

**Workshop** – Short-term service, one-day or multiple-day series of interactive art instruction.

# Appendix A: Insurance and Background Checks

Insurance coverage or background checks will be required for funded FY 2025-26 organizations or artists. Contracts cannot be executed, and funds cannot be released without evidence of the required insurance if determined by the Office of Risk Management. Proof of insurance must meet the specific terms of the funding contract. As soon as the coverage requirements are determined by the Office of Risk Management, funded organizations/artists will be notified. Failure to meet insurance requirements or cancellation of insurance may be reported to the Arts and Culture Advisory Commission and could result in contract termination. (For more information on obtaining insurance coverage and amounts required, please contact the Community Arts Staff.)

Below are samples of the types of insurance that may be required – additional types of insurance may be required.

## General Liability Insurance

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability with minimum combined bodily injury (including death) and property damage limits. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

## Abuse and Molestation Insurance

Required if the artist or organization is doing programming for children under 18 years of age or senior citizens.

## Auto Liability Insurance

If vehicles will be used in the performance of services under the contract - Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury (including death) and property damage limit. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

## Workers' Compensation

If the Artist's employees are performing services under the contract at a City owned facility - Workers' Compensation within the regulations of the Texas Workers' Compensation Act as well as Employers' Liability. The following endorsements shall be added in favor of the City of Dallas: 1) Waiver of Subrogation and 2) 30-Day Notice of Cancellation.

## Certificates of Insurance

Certificates of Insurance must be written by a company licensed to do business in the State of Texas at the time the policy is issued and be acceptable by the City.

## Waivers

Organizations may request waivers for Worker's Compensation, Automobile Liability, and Rented Premises requirements if the organization does not have employees, does not employ business automobiles, or does not rent premises for Community Artist Program services. Waiver must be submitted to the OAC staff on letterhead and it must include a wet or electronic signature. Risk Management waivers are not guaranteed.

## Background Checks

Background checks will be conducted and may waive insurance requirements. All persons working in conjunction with a CAP artist and/or organization must be cleared through the insurance or background check process before the contract can be executed and before services can be rendered. Please note that background checks can only be conducted through the City's mandated, third-party company. Background checks from other organizations cannot be used. For additional information on the background check process contact Community Arts Staff.

All insurance contracts and certificate(s) of insurance will contain and state, in writing, the following required provisions:

- a. Name the City of Dallas and its officers, employees, and elected representatives as additional insureds to all applicable coverages.
- b. State that coverage shall not be canceled except after thirty (30) days written notice to:
  - (i) Office of Arts and Culture, Attention: Community Arts, 1925 Elm #400, Dallas, Texas 75201 and
  - (ii) Director, Office of Risk Management, 1500 Marilla, 6A-South, Dallas, Texas 75201.
- c. Waive subrogation against the City of Dallas, its officers, and employees, for bodily injury (including death), property damage or any other loss.
- d. Provide that the organizations' insurance is primary insurance as respects the City, its officers, employees, and elected representatives.
- e. Ensure that all certificates of insurance identify the service or product being provided and name the City department shown in REQUIRED PROVISIONS as the Certificate Holder.
- f. 30-day cancellation clause obligating the insurance company to notify the Office of Arts and Culture of cancellations or material changes.

# Appendix B: FY 2025-26 CAP Service Artist Fees

Fees include: Artist fees, setup, teardown, supplies, transportation, invoicing/evaluation completion time.

## Performances:

One performance (50 minutes)

\$400.00 per individual artist

\$700.00- \$900.00 per group of 2 or more as delineated in contract

## Workshop Series:

Individual Artist or Organization

One Session Workshop (50 minutes) \$400.00 per teaching artist

2 Session workshops - \$700.00

3 Session workshops - \$1,050.00

4 Session workshops - \$1,400.00

5 Session Workshops - \$1,750.00

**Assistants Fees** (assistants are limited to one per individual artist per workshop. Additional time will be added at ½ of the hourly fee)

One Session Workshop (50 minutes) \$100.00 for assistant first hour, \$50.00 second and subsequent hours up to three hours total.

Assistants' rates for multiple sessions will be converted in a similar manner as artists' rates.

Additional time for performance and one-session workshop will be added at ½ of the hourly fee.

## Performance Example:

\$400.00 for first 50 minutes with additional 50 minutes (\$200.00) = \$600.00

\$700.00 for first 50 minutes with additional 50 minutes (\$350.00) = \$1,050.00

Additional time for multi-session workshops will be added at ½ of the hourly fee.

Example:

\$350.00 for first 50 minutes with additional 50 minutes (\$175.00) = \$525.00 x 2 sessions = \$1,050.00

\* CAP service providers who are requested to provide hourly sessions beyond the standard 50-minute workshop/performance will be compensated for additional time in 50-minute increments at one-half of the standard rate

(e.g.: A request for an artist/organization to provide a two-hour workshop would be compensated as follows: \$400.00 for the first hour, and \$200.00 for the second hour for a total compensation of \$600.00 for both hours.)