



Request for Proposals for Partnership Grant FY 2012 Arts Education Conference

DATE: July 5, 2011

TO: Interested Non Profit Organizations

The NH State Council on the Arts (NHSCA) is requesting proposals from non profit organizations based in New Hampshire, to assist with the production of and serve as a fiscal agent for the FY 2012 annual statewide Arts Education Conference.

Deadline for Proposals: July 15, 2011

Proposals may be submitted in person to NHSCA offices by 4:30 p.m. on the deadline date or postmarked by that date. No email or fax proposals will be accepted.

Contact:

Questions on proposal specifications should be addressed to:

Catherine O'Brian, Arts in Education Coordinator

Phone: 603/271-0795 or email: Catherine.R.OBrian@dcr.nh.gov

Questions on qualifications and eligibility should be addressed to:

Cassandra Mason, Chief Grants Officer

Phone: 603/271-7926 or email: Cassandra.mason@dcr.nh.gov

Scope of Project:

The conference is slated to take place the weekend of October 21-23, 2011 at a "To Be Identified" location in central or northern New Hampshire. The event will incorporate two to three plenary sessions for all attendees and between 10-15 concurrent workshops.

Specifications:

- Serve as the fiscal agent for the Arts in Education Conference, which will entail: administer partnership grant funds approved by the NHSCA Councilors and Governor & Executive Council to support the conference by providing accounting support for fiscal transactions related to the conference with direction from the NHSCA Arts Education (AIE) Coordinator. Fiscal transactions will include but not be limited to: fundraising; calculation and tracking of cash and in kind match; processing and tracking of registration fees from conference registrants; and processing of payments to contractors such as graphic designer, printer, site rental, food, workshop facilitators, guest speakers.
- Assist NHSCA AIE Coordinator with finalizing location/site for the conference
- Assist NHSCA AIE Coordinator with organizing approximately six meetings of the Conference Advisory and Planning Committee.

- In concert with NHSCA AIE Coordinator and AIE Conference Advisory and Planning Committee appointed by the NHSCA, provide input on the development of workshop topics, key note speakers, two ancillary activities in the nearby community and other activities directly related to the mission of the conference.
- Assist NHSCA AIE Coordinator in the development of content of registration form and conference brochure and serve as lead contact with graphic designer and printer for duplication and development of pdf files for posting to NHSCA website.
- Serve as the conference registrar, maintain data base for registrations, presenters, and partners. Compile information on registrants, presenters and partners in a format compatible with NHSCA database and deliver all contact info to NHSCA following the conference.
- Provide logistical support for the implementation of the conference including set up of all workshop spaces, special activities/events, etc. prior to and during the conference. Provide logistical support for end of the conference and transportation of all conference supplies back to NHSCA office in Concord, NH.
- In concert with NHSCA AIE Coordinator, design evaluation and assessment for the conference and ancillary activities. Provide main support for compilation of evaluations and participate in debriefing meetings.
- Complete final report at conclusion of project on or before July 1, 2012, to include a final reconciled budget, statistical information on the number of registrants by day and workshop and contact information compatible with NHSCA database.

Eligibility:

To be considered eligible, proposals must be submitted by non-profit organizations that are physically located and incorporated in New Hampshire and comply with the Americans with Disabilities Act. Organizations must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and have been in continuous operation for at least three years. Organizations must be in good standing with the IRS, the NH Attorney General's Office, the NH Secretary of State's Office and the New Hampshire State Council on the Arts.

Special Qualifications:

Organization should have a mission statement related to the support of arts education. The chief administrator for the non profit organization should have a professional background in large event management, budget management, an understanding of and commitment to arts education, and the ability to work in a team environment.

Selection:

The Partnership grant will be awarded based upon capacity as indicated in the proposal addressing the above specifications.

Budget: Overall project budget is estimated at \$14,000. The partnership grant amount will be \$7,000 to cover administration, fiscal agent fee and teacher scholarships with a priority on recruiting teachers from underserved areas of New Hampshire and first time teacher attendees. The balance of the project expenses is expected to be covered through registration fees from conference attendees and fundraising. Any unexpended funds remaining after all conference costs have been covered will be kept in a designated "Arts Education Conference" account, the dispersal of which to be determined by NHSCA.

Payment: Upon acceptance and approval by the New Hampshire State Council on the Arts Councilors and Governor & Executive Council, 100% of the partnership agreement will be processed as a single payment.

How to submit a proposal:

If interested, please submit the following items by the deadline of July 15, 2011 to:

**New Hampshire State Council on the Arts
Attention: Catherine O'Brian, Arts Education Coordinator
19 Pillsbury Street, First Floor
Concord, NH 03301**

- A narrative of up to three pages addressing the organization's qualifications and ability to address the scope of the project and specifications noted in this RFP.
- A one page background statement on qualification of chief administrator of the organization.
- Proof of status as nonprofit organization (IRS letter).
- Certificate of Good Standing from the NH Secretary of State's office

Estimated Timetable for Notification:

Deadline for submission of proposals:	July 15, 2011
Selection of Vendor:	July 18, 2011
Proposed submission to NHSCA Council For approval:	July 21, 2011
Preliminary Notification:	July 22, 2011
Proposed submission to Governor & Executive Council for approval:	August 10, 2011
Notification of contract approval:	August 12, 2011

Source of funds for partnership grant:

NH State Council on the Arts federal funds (National Endowment for the Arts)

Source of funds for Arts in Education Conference:

NH State Council on the Arts federal funds
Private grants & donations
Conference registration fees

Additional Information: Examples of several Arts Education Conference brochures can be found on the NHSCA website: www.nh.gov/nharts; click on "Programs" on left navigation bar; then select "Arts Education/Arts Education Conference."