

Request for Proposals for Partnership Grant FY 2020 Arts Education Conference

DATE: September 16, 2019
TO: Interested Nonprofit Organizations

**DEADLINE FOR
PROPOSALS:** September 23, 2019

The NH State Council on the Arts (NHSCA) is requesting proposals from nonprofit organizations based in New Hampshire, to assist with the production of and serve as a fiscal agent for the FY 2020 annual statewide Arts Education Conference. Proposals may be submitted email by 5:00 PM on September 23, 2019 to julianne.gadoury@dncr.nh.gov or postmarked by that date.

Contact: Questions on proposal specifications should be addressed to:
Julianne Gadoury, Arts in Education Coordinator
Phone: 603/271-0791 or email: julianne.gadoury@dncr.nh.gov

Questions on qualifications and eligibility should be addressed to:
Cassandra Mason, Chief Grants Officer
Phone: 603/271-7926 or email: Cassandra.mason@dncr.nh.gov

Scope of Project: The Arts Education Conference will be on November 14 and November 15, 2019 in the seacoast region of New Hampshire. The event will incorporate plenary sessions for all attendees and between 15-20 concurrent workshops. The conference expects to attract 150-200 attendees from the fields of education, community economic development, nonprofit management, and the arts.

Specifications:

- Serve as the fiscal agent for the Arts in Education Conference which will entail:
 - administering 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 (AE) 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 rentals, food vendors, workshop facilitators, and keynote speakers.
- In concert with NHSCA AE Coordinator and AE Conference Advisory and Planning Committee, provide input on the development of workshop topics, keynote speakers, community partners, site rentals, and other activities directly related to the mission of the conference.
- Assist NHSCA AE Coordinator in the development and financial management of registration and conference marketing. Serve as the conference registrar, maintain database 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 on-site registration, set up of all workshop spaces, special activities/events, etc. prior to and during the conference.
- In concert with NHSCA AE 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 31, 2020, 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 nonprofit 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 nonprofit 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. The NHSCA reserves the option to extend the partnership for an additional fiscal year upon agreement of both parties and provided that funding for the project remains available.

Budget: Overall project budget is estimated at \$38,000. The partnership grant amount will be \$30,000 to cover administration and expenses; fiscal agent fee not to exceed 10% of the amount of the partnership grant. 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 September 23, 2019 to:

Email: Julianne.Gadoury@dncr.nh.gov

Mail: New Hampshire State Council on the Arts
Attn: Julianne Gadoury, Arts Education Coordinator
19 Pillsbury Street, First Floor
Concord, NH 03301

- A narrative of up to two 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: September 23, 2019
- Selection of Vendor: September 24, 2019
- Proposed submission to NHSCA Council for approval: September 25, 2019
- Preliminary Notification: September 25, 2019
- Proposed submission to Governor & Executive Council for approval: October 2, 2019
- Notification of contract approval: October 3, 2019

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; 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".