



**2017 REQUEST FOR PROPOSALS
MAYOR'S PRODUCTION GRANT PROGRAM AWARDS**

OPERATING GRANT

The Mayor's Office of Culture and the Arts (MOCA) is requesting proposals from culture and arts organizations seeking operating support. Organizations must demonstrate the need for operating support. Awards are available up to \$5,000.

The Mayor's Operating Support Grant Program was created in response to the needs of the performing arts community seeking operating support in creating and maintaining works of art and cultural programs.

The Mayor's Office of Culture and the Arts grants are awarded to organizations located in the City and County of Honolulu (CITY) for projects benefiting people on the Island of Oahu. The fields of interest for the Mayor's Operating Support Grant Program are dance, drama, music, writing (to include language), cultural festivals, crafts, media, and all other creative activity of imagination and beauty, and the arts, customs and traditions of ethnic groups of Hawaii. Grant support is intended for partial funding for operating support for non-profit organizations. Grants are limited and highly competitive.

Organizations are welcome to submit proposals in all MOCA grant programs. Only **one** grant will be awarded by the Commission on Culture and the Arts to any organization in any one fiscal year (July to June) excluding the Event Coordination Grant which may run concurrently with any other MOCA grant. Being awarded a grant from MOCA, may possibly affect eligibility for additional funds from the City. "While applicants that receive other funding or assistance from the City may apply for grants in aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding grants in aid funds." RES 14-280, CD1. Funds are not granted for scholarship programs to benefit individuals, or for religious programs.

Organizations submitting proposals must be tax-exempt, publicly supported, and charitable as determined by the Internal Revenue Service. If the organization is part of a larger national organization, submitted proof of 501(c)(3) status should be from the local branch or chapter in the CITY..

The Mayor's Office of Culture and the Arts will not review proposals from organizations that cannot confirm their 501(c)(3) status. All organizations applying must register on the CITY's Vendor Service System at the following link: <http://www5.honolulu.gov/webapp/vss/advantage>. All funded organizations are required to submit a final grant report. The report is to include a financial statement for the period in which grant moneys were spent, a narrative section describing the outcome of the funded operating support, and collateral materials, such as newspaper clippings and programs.

An applicant shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter shall be promptly submitted to the City prior to the deadline for submitting questions. This shall allow issuance of any necessary addenda to the RFP. The applicant hereby acknowledges, agrees, and waives any claim arising from any knowledge of any defect in this RFP acquired prior to the deadline for submitting questions and failing to inform the City prior to said deadline. The applicant further acknowledges and agrees that the City reserve the right to waive any technical irregularity not affecting an unbiased and objective evaluation of all proposals; and, that the applicant hereby waives any claim against the City arising from such technical irregularity.

All proposals shall be submitted to the Division of Purchasing, 530 South King Street, Room #115, Honolulu, Hawaii 96813. The deadline to submit proposals is 4:00 p.m. on **Friday, December 2, 2016**. After a proposal has been submitted, the Mayor's Office of Culture and the Arts staff reserves the right to conduct site visits or interview representatives of the applicant organization to obtain additional information.

Operating Support Objective

Range of Funding - up to \$5,000

Duration of Grant – January 1, 2017 – December 31, 2017

The 2017 grant-making fields of interest for the Mayor's Operating Support Grant Program are dance, drama, music, writing (to include language), cultural festivals, crafts, media, and all other creative activity of imagination and beauty, and the arts, customs and traditions of ethnic groups of Hawaii. Grants are limited and highly competitive.

Grant Objective: Operating support grants up to \$5,000 are available for non-profit culture and arts organizations with a focus on continued performance, film, publication, or the preservation of cultural heritage through artistic works. The purpose of this program is to provide operating support for the continuation of artistic works that will be presented within the CITY. Operating support grants are intended to help to defray some of the costs incurred through the artistic continuum of their organization.

PROPOSAL CONDITIONS

1. **The Mayor's Operating Support Grant Program Awards are intended not intended to support an entire project or organization.** Other funds should be solicited from other donors, and can be in the form of cash and in-kind contributions.
2. The proposed need shall be met within the calendar year of 2017, between **Friday, January 1, 2017 and Saturday, December 31, 2017**, in the City and County of Honolulu.
3. Eligible applicants must be nonprofit 501(c)(3) organizations in the City and County of Honolulu and shall provide proof of IRS 501(c)(3) tax exempt status. Federal, State and Local governmental agencies are not eligible to apply.
4. Applicants must register in the City and County of Honolulu's Vendor Service System at the following link:
<http://www5.honolulu.gov/webapp/vss/advantage>.
5. Applicants are also required to be registered with the Department of Commerce and Consumer Affairs (DCCA) <http://cca.hawaii.gov/breg/> and Hawaii Compliance Express (HCE) <https://vendors.ehawaii.gov/hce/splash/welcome.html>
6. Funds requested shall be used for, but not limited to, the general operating needs such as utilities, printing costs, program fees, construction, capital improvements, travel expenses and business or organizational start-up plans.
7. A review committee formed by the Commission on Culture and the Arts will evaluate all qualifying applications and submit recommendations to the Mayor's Office of Culture and the Arts.
8. Award notifications can be expected by early January 2017. Funding will be available by **March 2017**. The City and County of Honolulu reserves the right to resubmit this request for proposal.
9. The Mayor's Office of Culture and the Arts shall be prominently identified as a supporter in all advertising, promotional formats and the organizations reports, for awarded projects and needs. High definition image of the MOCA logo shall be provided and used on all programs and advertisements of productions.
10. All copyrights for the proposed work shall be maintained by the applicant.

PROPOSAL REQUIREMENTS

ONE (1) ORIGINAL AND FOUR (4) COPIES of the following information and documents are to be included in the funding request submitted to the Mayor's Office of Culture and the Arts. Handwritten proposals shall not be considered.

Briefly summarize the following, using the headings below in the order listed:

Please use a minimum 12-point font size and 1-inch margins.

- **FUNDING REQUEST COVER SHEET** (*attached*)

Completed cover sheet with original signatures of the organization's presiding officer of the board and executive director to indicate that both the board and the chief staff person have approved its submission. A cover letter **may not** be substituted for the Funding Request Cover Sheet.

- **EXECUTIVE SUMMARY** (*maximum 2 pages*)

Include name of applicant, organization, need or project title, City vendor code number, description of the need or project, the amount requested, and the future of the need or project.

- **GENERAL BACKGROUND** (*maximum 2 pages*)

a) **Description of Organization:** Provide the needs of the organization for operating support in relationship to its history, mission, goals, and major accomplishments. List board of directors with occupations or positions, a statement of board involvement, and functions within the organization.

- **ORGANIZATION NARRATIVE** (*maximum 5 pages*)

a) **Description of Proposed Operating Need:** Provide an overview of the proposed operating need.

b) **Goals and Objectives:** Describe the goals and objectives of the organization. How will the grant assist the organization? How will the grant meet the objectives of the program? How will this grant contribute positively to the organization's mission?

c) **Amount requested:** The amount requested from the Mayor's Office of Culture and the Arts (maximum amount: \$5,000); the duration over which funds will be needed; sources of other funds; anticipated sources of other support when funding ceases; and adjustments that will be made to the organization if full funding is not received from all income sources.

d) **Evaluation:** The method to be used to determine the effectiveness of the funded program or project and its intended outcomes.

- e) **Expenses:** Itemize the total expense budget. List fees, production costs, operating expenses, marketing activities, and operational expenses.
- f) **Income:** Itemize the total income budget. List City and County of Honolulu's contribution, name(s) of other sponsors, organization's contributions, and other matching funds.
- g) **In-kind:** Itemize all in-kind services and items provided.

- **ADDITIONAL MATERIALS**

- a) **Documentation of organization's legal name and address.**
- b) **Current Operating Budget:** A copy of the organization's current operating budget. If the organization is part of a larger national organization, provide the local operating budget.
- c) **Financial Statement**, certified by an officer.
- d) **Corporate resolution (preferred). By-laws, or other documentation to verify the person(s) authorized to sign legal documents on behalf of the organization.**
- e) **Proof of Non-Profit Status and Hawaii Charities Registration/Exemption:** Please include the organization's IRS determination letter and W9 tax form and the organization's Tax and Charities Division, Hawaii AG statement of registration or letter of exemption. <https://efile.form990.org/frmNPParticipatingStateSCOHI.asp>
- f) Obtain a **Vendor Self Service (VSS) number** by registering online. <http://www5.honolulu.gov/webapp/vss/advantage>
- g) Registered and compliant with the **Department of Commerce & Consumer Affairs (DCCA)**. <http://cca.hawaii.gov/breg/>
- h) Registered and compliant with **Hawaii Compliance Express (HCE)** <https://vendors.ehawaii.gov/hce/splash/welcome/html>

PROPOSAL EVALUATION CRITERIA

The following criteria will be used to evaluate how well a proposal demonstrates the ability to meet the objectives of this program:

Organization Capacity

50 points

Demonstration of need by the organization. Level of integrity, reliability and credibility of the organization. Past accomplishments of the organization. Expertise of the organization in its field. Funding request relationship to the organization.

Project Components:

Project Impact/Community Support and Involvement **20 points**

This project benefits the people on the island of Oahu.
This project fulfills a need and has value to the community.

Project Sustainability **20 points**

Demonstrates an adequate plan or strategy for future project sustainability (i.e., ongoing funding, community impacts, attendee satisfaction, plans to look for/leverage other sources of funding, efforts to maximize available funds, etc.)

Project Budget **10 points**

The budget of the requested funding is clearly stated.
Demonstrates organizational financial capability. An accurate and feasible budget for the project/organization.

Administrative Competence (past awardees) up to 25 points reduction

Successful and satisfactory performance on other City contracts or agreements, if applicable. Review of MOCA awardees past performance about an organization's previously-demonstrated ability to:

- Submit required paperwork to the County within the specified deadlines.
- Meet contractual agreements correctly and on time.
- Report on performance targets and amendments.

SUBMITTAL

All proposals shall be submitted to the Division of Purchasing, 530 South King Street, Room #115, Honolulu, Hawaii 96813. The deadline to submit proposals is 4:00 p.m. on **Friday, December 2, 2016**. After a proposal has been submitted, the Mayor's Office of Culture and the Arts staff reserves the right to conduct site visits or interview representatives of the applicant organization to obtain additional information. The Department's date and time stamp shall serve as the official time received. No exceptions will be considered for any proposal delivered after that date and time. Proposals with incomplete documentation will not be eligible for consideration. Mailed proposals must be received by 4:00 p.m. on **Friday, December 2, 2016**.

The Commission on Culture and the Arts reserves the right to reject any or all applications, in whole or in part, and to modify or terminate the application process or the selection process if the Commission finds there is a cogent and compelling reason to do so.

MAYOR'S PRODUCTION GRANT, OPERATING, 2016 – 2017
Solicitation No. RFP MOCA OP - 2017

Send/deliver the proposal package to:
Division of Purchasing
Honolulu Hale
530 South King Street, Room #115
Honolulu, Hawaii 96813

For additional information:
Call: (808) 768-6622 (MOCA)
E-mail: moca-info@honolulu.gov

Dept. of Commerce & Consumer Affairs
(DCCA) Registration:
<http://cca.hawaii.gov/breg/>

Hawaii Compliance Express
(HCE) Registration:
<https://vendors.ehawaii.gov/hce/splash/welcome.html>

City Vendor Code Registration:
www5.honolulu.gov/webapp/vss/advantage

The following documentation is required.
Please arrange all documentation in this order:

2017 Grant Request Cover Sheet

Proposal:

- Executive Summary
- General Background
- Project Narrative
- Project Impact
- Project Budget
- Sample DVD
(Short Film Proposals Only)

Additional Materials:

- Document for legal name and address
- Current Operating Budget
- Past Year's Financial Statement
- Corporate Resolution
- 501(c)(3) IRS Tax-Exempt Letter
- Hawaii AG Registration / Exemption
- W9 Tax Form
- DCCA Registration
- HCE Registration
- City Vendor Code Number

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ATTACHMENT A

ORGANIZATION NAME: _____

SAMPLE ORGANIZATION BUDGET

	CASH		IN-KIND	TOTAL
Expenses	MOCA Award	Other Sources		
Production Costs				
Artist Fees				
PR/Marketing				
Operating				
Total Expenses				

	CASH		IN-KIND	TOTAL
Income	MOCA Award	Other Sources		
MOCA				
(Name donor/sponsor)				
Organization's Contribution				
Total Income				

MAYOR'S OFFICE OF CULTURE AND THE ARTS
City and County of Honolulu
2017 Grant Request Cover Sheet
(This form is to be completed and submitted with your request for funding)

Organization Information

Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____

City Vendor Code Number: _____ (Register at: <http://www5.honolulu.gov/webapp/vss/advantage>)

Contact Person Responsible for Project

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Project Information

Need/Project Title: _____ Amount Requested: _____

Required Documents

By signing below, you verify that all documents listed below are complete and enclosed. Please verify that the information required below is submitted with this form. If submitted with incomplete documentation, the proposal will be returned and will not be eligible for consideration. You must pre-register in the City and County of Honolulu's Vendor Service System (VSS).

Proposal

- Executive Summary (maximum 2 pages)
- General Background (maximum 2 pages)
- Project Narrative (maximum 5 pages)
- Project Impact (1 page)
- Project Budget (separate sheet)

Additional Materials

- Document for legal name and address
- Current Operating Budget
- Past Year's Financial Statement
- Corporate Resolution
- Sample DVD (for short film projects only)
- 501©C(3) IRS Tax-Exempt Status and W9
- DCCA / HCE / Hawaii AG Registration
- City Vendor Code Number

Two Signatures Required

President, Board of Directors Date

Executive Director Date

MAYOR'S PRODUCTION GRANT, OPERATING, 2016 – 2017
Solicitation No. RFP MOCA OP - 2017

Print or Type Name and Title

Print or Type Name and Title