



**South Arts Strategic Impact Grants Coordinator:
Request for Proposal**

Submission Deadline: March 29, 2019

South Arts is seeking proposals from qualified contractors to work as the South Arts Strategic Impact Grants Coordinator. The Coordinator is a contract position which manages the new Strategic Impact grants program. It may be renewed for future cycles based on the satisfaction of both South Arts and the Coordinator.

Background

South Arts is a [regional arts organization](#) that promotes artistic achievement in the Southeast. We are a nonprofit organization, and partner with the National Endowment for the Arts and our nine member state arts agencies to emphasize the arts’ importance in local communities and for the larger region. We are committed to impacting the careers of artists in our region, and showcasing these artists’ work throughout the South Arts region: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina and Tennessee. South Arts funding comes from the National Endowment for the Arts, state partners, foundations, and individual contributions. These funds support South Arts’ touring programs in the performing arts, literary arts and film, as well as conferences, professional development, and other programs and services that are building a better South through the arts.

Strategic Impact Grants

Strategic Impact Grants is a new program of influential grantmaking, open to all art forms for a project that must have a public presentation of an artist or artwork. Grants of up to \$15,000 are larger than we have historically been awarding, and will support projects that have strategic impact on the community served, and must involve at least one arts or non-arts partner. Eligible projects will incorporate “arts and ...”, such as arts and the military, arts and aging, arts and community revitalization, arts and literacy, etc. Applicants may be arts organizations, arms of government, educational institutions, or artists. Grants of up to \$15,000 each will have an implementation period of up to 17 months (August 2019 – December 2020). Due to the limited number available, and to encourage innovative program design and collaboration, we will use a different application process. Interested applicants will submit a letter of intent, and then selected projects will be invited to submit a full application.

*This new program particularly addresses two of South Arts’ Strategic Goals: **Connect artists and arts professionals in the South to resources that will increase opportunities for success within and outside the region** and **Advance impactful arts-based programs that recognize and address trends and evolving needs of a wide range of communities in the South.***

Scope of Work

South Arts seeks a Coordinator to develop the guidelines, eligibility requirements, letter of intent and grant application process and final reports; assist prospective applicants; manage the intake and review of LOIs and full applications; correspond with funded and unfunded applicants; administer grant payment requests; and collect final reports and manage required data. The Coordinator will also work with South Arts staff at the program’s outset to develop the program’s desired outcomes and an evaluation process.

The ideal candidate must be professional, pleasant, proactive, highly organized, an outstanding problem solver, have the energy and ability to balance multiple tasks and be able to work successfully with a

variety of arts and community organizations and artists. Demonstrated knowledge of grants administration, current trends and practice in the nonprofit arts field, and project evaluation methods, as well as administrative and communication skills are a must. Experience managing regrants of National Endowment for the Arts funds, directing community-based arts programs and/or artist-led community programs, and/or working on cross-sector programs involving the arts are each a plus. Some travel to conduct site visits may be required. The coordinator will provide updates and reports to the South Arts Deputy Director for Programs, Mollie Quinlan-Hayes, on a regular basis. The Coordinator can be located anywhere in the U.S.

Scope of Work/Timeline

The Coordinator is expected to perform these tasks during this timeline:

Apr 5 – Hold orientation call with staff, receive background material, begin drafting of material

Apr 12 – Work with staff on agreement on main points of grants and process for “teaser” announcement to field (including at Creative Placemaking Leadership Summit)

Week of Apr 22 - Work with staff on communications plan/timeline

April 22 – May 10 - Work with staff on guidelines for LOI and full application/eligibility requirements/letter and app format and system

By April 30 – Identify and confirm panelists for review of LOI and full applications

May 14 – Work with staff on release of guidelines

June 12 – Host informational webinar

Ongoing – Advise prospective applicants and maintain running online FAQs

July 8 - Deadline for Letters of Intent; process requests

July 15 – Administer process to determine which applicants move forward to full application

July 31 - Deadline for full application; process requests

August 12/13/14 – Hold grant panel; notify applicants

August 15, 2019 – December 31, 2020 – Manage grants awards

This timeline may be adjusted by South Arts, and with agreement from the selected contractor.

South Arts will provide:

- Background material from strategic planning process to inform the creation of guidelines
- Information regarding required project components and data collection
- General communications/marketing activities
- The online platform to receive Letters of Intent and full applications

Proposals

Respondents are asked to submit a proposal that describes:

- Your relevant knowledge and experience in managing grant programs
- Your experience developing and managing community-based arts programs, if applicable
- Your skillset for project management
- Any unique strengths and perspectives that you would bring to the program
- Your fee proposal (do not include any travel expenses for site visits)

Include the following support materials:

- Narrative describing your interest and approach to this contract position, and what skills and experience you would bring to this project, up to two pages
- Biography/Resume, up to two pages
- References – submit three references (at least two must be from organizations) who can speak to your experience

Selection Criteria

- Relevant skills and experience
- Project management experience
- Fee
- Additional expertise

South Arts is an Equal Opportunity Employer



Questions

Please contact Mollie Quinlan-Hayes, Deputy Director for Programs and Accessibility Coordinator, at 404-874-7244 x 31 or mquinlanhayes@southarts.org.

Proposal along with fee, bio/resume and references must be RECEIVED by 5:00PM (Eastern) on Friday, March 29, 2019 at mquinlanhayes@southarts.org.

Alternate formats of this publication may be obtained by contacting South Arts at 404-874-7244.