***City of Boulder***

***Human Relations Commission/Office of Arts and Culture***

***Indigenous Peoples Day***

**October 8-10, 2022**

**2022 Request for Proposal**

**Deadline to Apply: 5 p.m. Monday, July 11, 2022**

### Fund Description

On the second Monday in October of each year, the City of Boulder supports events that encourage understanding and appreciation of Indigenous Peoples, their traditions, culture and our shared history in these ancestral lands known as the Boulder Valley.

* This funding cycle will support events held as part of the city’s **Annual Indigenous Peoples Day,** with events running from October 8 - 10. Events that promote knowledge about Indigenous Peoples in the Boulder Valley and work to unifying communities are the objective of this fund. The Human Relations Commission encourages indigenous-led and indigenous youth-led organizations to apply, as well as groups that are proposing events with a youth component.
* e.g. masking, physical distancing or holding virtual events if necessary) and organizers may be required to provide a compliance plan.

### Available Funds

Organizations are eligible for grants with a maximum amount of $2,000 for each event. The Office of Arts and Culture has an enhancement grant of up to $2,000 available for these projects that include arts components.

To be eligible for this additional funding, your project must stimulate or promote arts, culture, and creativity for the people of the city through one or more of the below categories:

1. Visual arts and crafts;
2. Music;
3. Theater;
4. Literary arts;
5. Dance;
6. Time-based media, film/video, digital art, and web-based art;
7. Educational activities including lectures, classes and field trips;
8. Festivals, exhibitions, and art in public places;
9. History and heritage;
10. Design, architecture, and landscape; and
11. The contemplative arts.

If your project includes one or more of these arts components, please check here. ☐

### Eligibility

Funding priority criteria for events includes:

* Community initiated
* Events that encourage understanding and appreciation of Indigenous Peoples, their traditions, culture and our shared history in these ancestral lands known as the Boulder Valley
* Nonprofit agency/group
* Free and open to the public
* Event to be held within Boulder city limits
* Event to be held on Indigenous Peoples Day weekend: October 8 - 10, 2022
* Events appropriate for youth are encouraged
* Events must abide by all public health requirements, including based on specific COVID-19 guidance to prevent infection transmission (e.g. masking, physical distancing or holding virtual events if necessary) and organizers may be required to provide a compliance plan. You can find the current Boulder County Public Health guidelines at www.bouldercounty.org/families/disease/covid-19-information.
* Funds may be used only for non-personnel related expenses, such as food, postage, marketing and office supplies. Funding cannot be used to compensate event organizers, though the grant may pay for a guest speaker at an event.
* Funded groups are encouraged to coordinate with other funded groups about event scheduling.
* Funded groups are required to recognize Human Relations Commission and Office of Arts and Culture support on any event advertising and at the event itself.
* Following the event, funded groups are required to appear at a designated city meeting and report on the event. Failure to appear at the designated city meeting will negatively affect future funding requests.

The Human Relations Commission and the Office of Arts and Culture will not fund:

* Proposals that are not from community organizations. Community organizations are, however, encouraged to partner with other groups for their event.
* Groups that have failed to meet their contractual requirement in the past.
* Events that are not free and open to the public. Admission may not be charged at these events.

The city reserves the right to reject any or all proposals, to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interests of the city.

# Deadline:

Applications must be received by **5:00 p.m., Monday, July 11, 2022.** You may either mail, hand-deliver or email your proposal. Please see below for where to send your application.

# To Apply:

Please submit your application in the following order:

* **Cover Sheet** (see attached)
* **Narrative** – answer the five questions below. Please use no more than two single- spaced pages for your responses.
  1. Who is the organizing body of this event? Please list co-sponsoring groups if it is a collaborative effort.
  2. Provide a description of the event, including:
     1. a general description of the event;
     2. estimated attendance;
     3. how your event will engage and educate the community;
     4. how your event will foster inclusivity and respect for indigenous peoples.
  3. What are the goals of the event?
  4. How will the event be promoted to the Boulder population?
* **Budget Table** (see attached): Using the attached budget sheet, provide a detailed, projected budget of expenses for your 2022 event. You may hand-write the numbers onto the sheet if you wish.

Applications may be emailed by **July 11, 2022, by 5:00 p.m**. (Mountain Time) to [castro-camposi@bouldercolorado.gov](mailto:castro-camposi@bouldercolorado.gov).

**Late applications will not be accepted.**  Any applications that arrive in our office after **July 11, 2022,** will not be considered. Thank you.

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**Request for Proposal**

**Annual Indigenous Peoples Day (cover sheet)**

**Name of Organization**:

***Grant Request (up to $2,000): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Additional Request for Arts Component (up to $2,000):***

|  |
| --- |
| ***Agency/Organization*** |
| ***Street Address*** |
| ***City Zip Code*** |
| ***Telephone Website*** |
| ***Project Name Project Date and Time*** |
| ***Contact Person*** |
| ***Email Address and Telephone*** |
| ***Project Description*** *(please do not exceed space provided)* |

|  |  |  |
| --- | --- | --- |
| **Proposal Budget Table for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Budget Item** | **Projected Expense** | **If this project has been previously funded by the HRC, please provide Actual Expenses for the previous year.** |
| Postage |  |  |
| Advertising |  |  |
| Copying |  |  |
| Supplies *(Please specify*)  1)  2)  3)  4)  Supplies  **Total** |  |  |
| Space Rental |  |  |
| Food |  |  |
| Other Direct Expenses *(Please specify)*  1)  2)  3)  4)  Other Direct Expenses  **Total** |  |  |
| **Total Expenses** |  |  |
| **Revenue Sources** | **Revenue Amount** |  |
| **Amount Requested from HRC/Office of Arts and Culture** |  |  |
| Other Sources of Revenue  1)  2)  3)  4) |  |  |
| **Total Revenue** |  |  |