

CITY OF JACKSON, MISSISSIPPI
DEPARTMENT OF HUMAN & CULTURAL SERVICES
FISCAL YEAR 2022-2023
BICENTENNIAL PROJECTS SOLICITATION



REQUEST FOR PROPOSALS

Bicentennial Jackson Events

ISSUE DATE: August 10th, 2022

SUBMISSION DEADLINE: August 30th, 2022



SUBMIT RESPONSES TO

**City of Jackson
Office of the City Clerk
219 South President Street
Jackson, Mississippi, 39201**

Chokwe Antar Lumumba, Mayor

REQUEST FOR PROPOSALS

I. Purpose

As Jackson celebrates its 200th year, we want to encourage communities across the city to reflect upon and celebrate the shared history and culture of Jackson, while envisioning a future for Jackson. The Bicentennial offers a unique opportunity to foster appreciation among Jacksonians for our city's remarkable story and educate people of all ages about the founding, growth, and evolution of the City.

Our hope is to inspire and empower local organizations throughout Jackson to develop events and/or bolster existing programs, etc. that help document, interpret, and explore community culture throughout the City.

These bicentennial grants will support a wide array of public events, programs, awareness, etc. All funding from this grant opportunity must relate to some aspect of Jackson, MS history, contemporary culture, the celebration of the city's bicentennial, including but not limited to storytelling, history, arts & culture; music & food; industry & entrepreneurship; and outdoors and recreation.

The maximum award is \$2,500.

The goal of the Jackson Bicentennial Grants program is to empower Jacksonians to explore the unique history and character of our city. Programs must take place from September 2022 - December 2022. These events should bring together communities, foster discussion, celebrate the city, and forge relationships between individuals, organizations, and regions.

Grant awards offered by the City of Jackson shall only represent supplemental funding for proposed projects and cannot be the sole funding source.

Example of eligible projects include: speaker series on city history/culture; social meet ups to promote the city of Jackson in Jackson specific establishments; creation of podcasts or websites on Jackson history/culture/foodways/architecture; digital projects on Jackson; art installations that highlight the culture of Jackson, writing and publication of city history; events that promote Jackson community life, living, and the creative economy; creation of films presenting local history or culture; events celebrating the cultural and artistic legacy of the City of Jackson. Programs should be educational in nature, though a small portion of the budget may be used for entertainment.

Eligibility to Apply

- Private nonprofit organizations
- Local historical societies
- Community and cultural organizations
- Educational and professional groups
- Museums
- Libraries
- Public agencies
- Neighborhood organizations
- Non-commercial radio and television stations

Bicentennial grants may not be used to support:

- Projects primarily intended to promote an organization or its programs.
- Salaries of employees associated with the applying organization or other overhead costs.
- Construction. Preservation or renovation of facilities or purchase of equipment.
- Alcoholic beverages
- Travel
- Individual research projects unless they are directly supporting a public program.
- Projects that advocate or promote a particular political, ideological, religious, or partisan point of view.

Individuals and for-profit groups are not eligible to apply for Bicentennial grants. While nonprofit organizations may collaborate informally to share grant funds, the name of only one organization may appear on the application. A staff member from that organization will be the lead organizer or project director.

II. Program Narrative

Agency Background

The program narrative must address the below requirements in sufficient detail and in the order and format shown. **Proposals that fail to follow the format and respond to all proposal requirements shall be classified as non-responsive and shall receive reduced points and/or be rejected form consideration altogether.**

Project Description and Design

Discuss the need for the proposed project/event. Explain how the project will benefit the community and garner awareness of the Jackson Bicentennial and how it benefits the community. Indicate if the proposed project is new or ongoing.

Provide a description of the project/event. The description shall contain all the elements needed to achieve the project's stated goals and objectives. Describe the proposed educational component, if planned. Explain how expected collaboration and/or coordination will occur with the City of Jackson Bicentennial. (e.g. local educational agency). Indicate if there will be a fee or charge for the public to participate. Describe any outreach or publicity efforts that will be used to attract people required to attend your event. Give the planned location of the project.

Justification of Need

Explain how the project will benefit the community in general and the proposed target population in particular, which—Jackson residents and community members. Indicate if the proposed project is new or ongoing.

III. Goals and Objectives

Outline the goals and the measurable objectives of the project.

Schedule of Activities

Essential to achieving the proposed goals and objectives of the project is a time line of key milestones, including project deliverables. Provide a time line that tracks when the major milestones and project dates will occur.

IV. Project Performance Period

The allotted time to have your event/project is within the time frame of September 1, 2022-December 31, 2022. Projects must be completed within this time period.

V. Management & Organizational Capacity

Provide an overview of the proposing organization, including agency experience in managing and operating similar programs. Also, submit the following:

1. Resumes of key personnel.
2. A current list of your board of directors, or key staff and/or officers.
3. One (1) current letter of support.

VI. Budget Summary and Budget Narrative

Budget Summary

Prepare a Budget Summary. The summary should include a breakdown of the various cost associated with the project/event.

Budget Narrative

Following the **Budget Summary**, include a budget narrative. The narrative must provide justification for all proposed costs. It must show how the applicant arrived at the total amount of the award.

See attachments section for all required forms that must be submitted with the proposal.

General Requirements

1. Reporting

The following are the reporting requirements for organizations awarded funds:

- a. Program/Project Status Report
- b. Final Expenditure Report
- c. Time Line of Key Milestones (Monthly Update)

2. Inspection and Monitoring

The City of Jackson or its authorized representatives will monitor the selected grantee's performance under the contract award and conduct project/event audits at reasonable times and provide technical assistance in the continuous development of the services proposed.

The selected grantee(s) shall make available to the City or its representatives during normal business hours, any and all reports, documents and records pertinent to the project for the purpose of inspecting, evaluating, auditing or copying such reports, documents and records.

VII. SUBMISSION REQUIREMENTS:

One (1) original and five (5) copies of your proposal must be submitted with a cover letter signed by the authorized official of the agency. Proposals are due in the City Clerk's Office no later than 3:30 p. m. on August 30th, 2022. Proposals will not be accepted after this deadline.

FOR HAND DELIVERY:

Submitter's Name	
Address	
Telephone Number	
	Request For Proposals
	Bicentennial Grants
	Human and Cultural Services Department
City of Jackson	
City Clerk	
219 S. President Street	TO BE RECEIVED UNTIL
Jackson, MS 39201	August 30th, 2022 @ 3:30PM, CST

Mailing Address:

City Clerk
City of Jackson
P.O. Box 17
Jackson, MS 39095

Submitters are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the inner and outer wrapper or envelope used by such service.

Questions regarding this request may be directed to Christina Spann at (601) 960-1537 or email 200jxn@gmail.com. If you do not have access to a printer and/or need a physical copy of this application, please pick one up at the Department of Human and Cultural Services at MetroCenter Mall, at Thalia Mara Hall or at the Hood Building across from City Hall.

DESCRIPTION OF FORMS

Proposal Submission Checklist: This form must be completed and submitted with your proposal. This checklist serves as a tool for ensuring that proposals comply fully with RFP guidelines.

Proposal Summary Form: This form provides an overall snapshot of your proposal. It must be completed and signed by the authorized official for your organization.

Budget Summary and Budget Narrative: The information should reflect the requested funds and matching funds comprising the total budget.

Proposal Selection Schedule: This is a tentative timetable for the selection of proposals for award of funding.

Evaluation Criteria Form: This form is used to read and score proposals.

ATTACHMENTS

City of Jackson
Department of Human and Cultural Services
Cultural Services RFP

PROPOSAL SUBMISSION CHECKLIST

The following check list must be submitted with your proposal. Please indicate by a check mark (✓) that your proposal complies with the RFP requirements.

- 1. One (1) original & (5) copies of the proposal, with signed cover letter by authorized official.
- 2. Current list of volunteer Board of Directors and Officers.
- 3. One (1) current letter of support.
- 4. Evaluation Criteria Form.

Place this information in the back of the proposal

*****NOTE: Failure to provide all documentation listed on the checklist will disqualify your proposal.***

**Cover Letter
(Proposal Summary)**

Complete the below summary information and submit with the proposal. You may also attach additional sheets, if necessary.

Proposing Organization _____

Address _____

Telephone Number _____ Fax Number _____

Email Address _____

Contact Person _____

I. Provide a concise and precise overview of your proposal to be reprinted for the general public if funded:

II. Special target group(s) planned for service:

III. Total Persons projected to benefit from service: _____

IV. Total funding request (*City of Jackson*) \$ _____

Total Agency Match (50%) cash only \$ _____

Grand Total Budget \$ _____

Authorized Signatory Official: _____

Typed Name _____

Title _____

Date _____

City of Jackson
 Department of Human and Cultural Services
Evaluation Criteria
Arts & Community Based Projects

Proposing Agency _____

Criteria	Maximum Points	Points Awarded
1. Agency Background. Agency proposal includes its community purpose and mission statement and description of activities and services provided.	15	
2. Relevance to Bicentennial. A majority of this evaluation will relate to the topic above and the way each entity creatively and effectively weave the city of Jackson and the goals of the Bicentennial into their proposal.	30	
3. Justification of Need. Proposal convincingly justifies the need for funding support relative to community and social benefit and the impact of funding on the level of services currently offered.	10	
4. Schedule of Activities. Proposal describes proposed services in detail and provides a timetable for implementation.	5	
5. Goals and Objectives. Outline the goals and measurable objective of the proposed project.	10	
6. Management of Organizational Capacity: An overview of the proposing organization including—if applicable agency experience in managing and operating similar programs. 1. Resumes of key personnel. 2. History of your organization 3. One (1) current letter of support.	15	
7. Budget. A. Budget Summary details how requested funds & matching funds will be used for Jackson Bicentennial events/activities. A detailed and specific budget narrative for the funding request and the agency’s match contribution is provided. Narrative also details the cost basis and methods for determining the funding request.	15	
Total Points	100	

Evaluated By _____

Date _____