

Request for Proposals

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| RFP: *Field Guide for the Arts for Navigating Federal Support Assistance Programs After Disasters*  | Proposal Due By: November 23, 2020 | National Coalition for Arts’ Preparedness & Emergency Response (NCAPER) |
| **About NCAPER:** Formed in 2006, NCAPER is a voluntary task force of national, regional state and local arts organizations, public agencies and foundations in response to the significant losses and devastation suffered by artists, arts workers, arts and cultural organizations and creative economies in the wake of 21st Century disasters. South Arts, a regional arts agency and founding member of NCAPER, serves as the fiscal agent of the Coalition and acts as the contractor for this project. |
| **Project Overview:**With funding from The Andrew W. Mellon Foundation and the National Endowment for the Arts, the National Coalition for Arts’ Preparedness and Emergency Response (NCAPER) proposes to research and create a written guide for the arts sector that translates FEMA guidelines and those of other federal agencies regarding regulations, procedures and forms to be used immediately following a national disaster. The guide will give artists and arts organizations step-by-step assistance in navigating the bureaucracy throughout the process in identifying and applying for Federal funding and other assistance. Although the final audience for the field guide is artists and arts and cultural organizations, it is also intended for use by national, state and local arts agencies serving the arts sector for the purpose of informational guidance in preparation for such disasters.  |
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| **Scope of Work:****The selected candidate will work closely with NCAPER staff and steering committee members during all phases of the project that include:**1. A thorough scan and assessment of the procedures of federal agencies (FEMA, Small Business Administration and others) of relevance to the arts sector, and selection of programs for inclusion in the Field Guide in consultation with the NCAPER project work group.
2. Analysis of the Federal Emergency Management Agency (FEMA)'s Public Assistance Program and Policy as it relates to the arts sector, providing guidance for artists and arts organizations in the following four key areas:
	1. Incident Pre-declaration
	2. Applicant collaboration
	3. Subaward formulation
	4. Sub-award Funding
3. Analysis of up to 5 additional federal programs and policies of relevance, and provide succinct guidance for artists and arts organizations in key areas;
4. Development of a resource list of selected additional key resources at federal and state levels as an appendix, built on NCAPER and partner sources;
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| **Project Deliverables:**An easy-to-follow downloadable document/publication that may be printed from a PDF is geared toward the needs of artists and arts organizations in response to a declared natural disaster. The publication will complement FEMA and other agency publications by demystifying the federal emergency management process and timeline, including the application form submission process with deadlines, etc. in terms that are relevant to the arts sector. The document may also serve national and state arts agencies as an informational document to illuminate the arts sector on the protocols and procedures available after declared disasters. In addition,* The easy-to-read field guide will be no more than 25 pages with an appendix of resource list of selected additional key resources at federal and state levels of resources.
* The Guide will be copyrighted to NCAPER with all rights reserved.
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| **Submission Requirements:*** Description of the consultant’s understanding of the scope of work and approach to meeting the needs of the project within the budget proposed;
* Description of project management and communications timeline;
* References from similar projects
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| **Submission Timeline:**RFP sent to bidders: November 6, 2020 Deadline for Proposals: November 23, 2020Review of proposals and contracting of consultants: December 1, 2020Contract start date: December 15, 2020 |
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| Project Due By: **April 1, 2020** | Budget: **$15,000** |
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