

DOUGHERTY **ARTS** CENTER

Collaborative Partnership

Request Guidelines

City of Austin Parks and Recreation Department Mission:

Inspire Austin to learn, play, protect and connect by creating diverse programs and experiences in sustainable natural spaces and public places

Dougherty Arts Center Mission:

The mission of the Dougherty Arts Center (DAC) is to support emerging through established artists who create, showcase, and experience the arts first hand.

We envision the DAC as Austin's cultural living room where people of all ages, races, ethnicities, abilities, genders, sexual orientations, socio-economic statuses, nationalities and religions gather to create community through the arts.

The Collaborative Partnership Mission:

The Collaborative Partnership Program seeks to expand partnerships, build creative community and incubate emerging local performing artists and organizations.

Goals of the Collaborative Partnership:

1. Support performing and visual arts organizations and artists as they engage in meaningful work.
 - a. Promote the value of culture, expression and creativity.
 - b. Build and diversify audiences through research and marketing strategies.
 - c. Contribute to cultural tourism development.
2. Support the performing and visual arts as an integral component of a vibrant community and thriving economy.
 - a. Forge and sustain partnerships and creative collaborations within the community.
 - b. Foster sustainable growth and development of the creative community.
 - c. Support performing and visual artists and organizations in developing their organizations as well as new programs and activities.
 - d. Enhance the presentation of emerging and established culturally diverse performing and visual arts organizations.

Benefits:

1. Joint promotions with The Dougherty Arts Center. Marketing services, including but not limited to: research and/or audience development, identifying target markets, brand identity and collaborative marketing.
2. Professional nonprofit development activities.
3. Use of facility for performances/workshops/exhibits as scheduled.
4. Production space with support of practical details of production set up.
5. Regularly schedule rehearsal/studio space free of charge.

Eligibility

1. Applicants must be an independent artist, nonprofit arts collective, or nonprofit arts organization.
2. Six months prior living residency in Austin or surrounding area.
3. Organization must be financially solvent (free of liabilities)
4. Must provide programs and services that are made accessible to historically underserved communities and audiences.
5. Must provide educational programming or events that meet the goals and guidelines set by the City of Austin Parks and Recreation Department mission statement.
6. Suggested programs are to be offered to the public free of charge and collaborators “volunteer” their services.

Terms of Collaboration

This collaboration is not a funding program. The following will NOT be funded:

Costs associated with the start-up of a new organization

Highly specialized equipment

Direct project costs

Grant management costs, grant writing fees, request preparation costs, sponsorship fees or any other grant preparation and management fees.

Operating costs not associated with the project.

Purchase of awards, cash prizes, scholarships, contributions or donations.

Food or beverages

Entertainment, reception or hospitality functions

Existing deficits, fines, contingencies, penalties, interest or litigation costs

Creation of textbooks, classroom materials.

Taxes

The City of Austin will NOT SUPPORT:

Programs and services of Austin based arts and cultural organizations that benefit other cities or regions.

Request that do not support nonprofit, public performance activities, installations or projects that benefit a for-profit business or activity.

More than one request per eligible program.

Programming that does not include an open and advertised event to City of Austin residents, its visitors and tourists.

Criteria for Selection:

Artistic evaluation of organizations educational background, portfolio and skill abilities.

Proposed number of productions/projects and length of rehearsal/preparation time as well as length of performance run, workshop, or exhibition.

Review of artists or organization's creative potential to provide educational/cultural programs onsite that reflect the goals set by the City of Austin Parks and Recreation Department mission statement.

The **direct** community benefit of involvement of the applicant and the Dougherty Arts Center.

Review of artist/organization's submitted request narrative, proposal, work plan, work samples and references.

Evaluation Criteria:

The proposal must address each of the four areas:

1. Organizational/Project Need
2. Management and Capability
3. Community Involvement and Impact
4. Project Feasibility

Review Process:

Requests are accepted on a first come, first serve basis. If the proposed partnership meets the evaluation criteria, provides a unique perspective, and can be supported by the Dougherty Arts Center, the DAC may engage in a collaborative partnership. In some cases, Site Manager and Division Manager Approval may be required.

Implementation:

Following the approval of the recommendation, the City will enter into an agreement with the applicant organization. The agreement will establish procedures and responsibilities for both the City and the collaborator.

Report:

A final report must be submitted within 30 days of completion of collaboration. The report will require production history, audiences served, and demographics data.

Collaborative Partner Request Instructions

Requests must be submitted electronically. Before preparing your request and the required attachments, fully read the guidelines and request instructions. The guidelines provide important information about types of projects/performances/programs the City will support and the criteria by which your request will be reviewed.

I. Contact Information: Enter the legal name and contact information for the person to whom questions concerning this request will be addressed. Enter the legal name, official mailing address, telephone number, and website (if available) of your organization. Use exact spellings. Do not use abbreviations unless part of the official name. Check the box that best describes the nature of your organization.

II. Program Information: List your program title, and check the box that best describes the type of program you are creating along with a brief description of said program and how it will benefit the public. How will your organization's projects/performances involve the Austin community and outreach? What will be the impact to the community as a whole? Lastly, check the box that best describes the admission type you will be using for your show.

III. Participant/Audience Profile: Briefly describe your target audience (people who would be interested in your program) and what methods will be used to recruit participants. Fill out an estimate of potential attendance and the age group your program will serve.

IV. Scheduling and Space Information: List your program start date/end date, start time/end time, and set up time/clean up time. Indicate, by checking the box, whether or not the program will be recurring. If so, indicate how often it will be produced and on which days of the week. Lastly, check the box to indicate which facility you would prefer to use.

V. Goals of Collaboration and DAC Mission Relevance: Describe how the proposed program supports the mission of the DAC and why you want to collaborate with the City of Austin. How does the proposed program align with or help further the core objectives of the Dougherty Arts Center?

VI. Administrative Responsibilities: Briefly describe both what your organization will provide in order to support the program, and what specific resources are necessary from the City of Austin (DAC) in order to support the program.

Project Narrative: The Project Narrative is vitally important as it tells the story of your proposed collaboration and includes details such as the "who, what, when, where and why?". The narrative should address short and long term goals and the total scope of activities of the collaboration. The narrative should be written so that it can be easily understood by someone not familiar with the applicant organization.

Once Request Is Completed

Once you have completed your request, please electronically sign and submit via email with the title

“[Organization Name]: DAC Collaborative Partnership Request” along with the appropriate attachments to DACinfo@austintexas.gov. **Requests and attachments must be submitted as PDF files.**

FAQ

What type of groups or artists can submit a collaboration request?

Applicants must be an independent artist, nonprofit arts collective, or nonprofit arts organization. The program allows for both visual and performing artists to apply.

How can I apply to become a Collaborative Partner?

You can find the request <http://austintexas.gov/page/get-involved-dougherty-arts-center>. In order to apply just download the fillable pdf and fully complete the request. Once you have completed your request, please electronically sign and submit via email with the title “[Organization Name] DAC Collaborative Partnership Request” along with the appropriate attachments to DACinfo@austintexas.gov. **Request must be submitted electronically.**

I just moved to Austin, can I apply?

Applicants must have six month prior living residency in Austin or surrounding area.

How does the selection process work?

Requests are accepted on a first come, first serve basis. If the proposed partnership meets the requirements and can be supported by the Dougherty Arts Center, the DAC may engage in a collaborative partnership. In some cases, Site Manager and Division Manager Approval may be required

What if I only want to work on one project?

The Collaborative Partnership allows for groups to apply for singular productions, exhibits, or workshops. The fillable pdf requests is suitable for such programs.

When can I apply?

Requests are accepted year round on a first come, first serve basis. If applicants have dates set for proposed events it must be submitted AT LEAST 3 months prior to first proposed event date.

How are applicants evaluated?

Applicants will be evaluated based on each of the following:

1. Organizational/Project Need
2. Management and Capability
3. Community Involvement and Impact
4. Project Feasibility

How long does a Collaborative Partnership last?

A collaborative partnership can last anywhere from one event to a MAXIMUM of six months spanning multiple events. The length of the partnership will be decided based on proposed projects, available facilities, and adherence to guidelines set forth by DAC staff.

Can I charge an admission fee for my events?

Suggested programs are to be offered to the public free of charge and collaborators “volunteer” their services.

What Kind of programs does the DAC accept as collaboration?

The DAC accepts educational or recreational programs that are relevant to the DAC mission. Examples of programs suitable for collaboration can include, but are not limited to workshops, classes, exhibitions, performances, speaker series, and film series.

What kind of programs does the DAC not accept as collaboration?

Programs and services of Austin based arts and cultural organizations that benefit other cities or regions.

Requests that do not support nonprofit, public performance activities, installations or projects that benefit a for-profit business or activity.

Programming that does not include an open and advertised event to City of Austin residents, its visitors and tourists.

When will I hear back from the Dougherty Arts Center after I submit my request?

You will be sent an initial email confirming your request has been received. However, it can take up to two weeks for your request to be processed.