

***City of Boulder***  
***Human Relations Commission/Office of Arts and Culture***  
***Dr. Martin Luther King, Jr. Day 2023 Events***  
**January 13-16, 2023**

**2023 Request for Proposal**

**Deadline to Apply: 5 p.m. Friday, November 4, 2022**

**Fund Description**

The Human Relations Commission/Office of Arts and Culture Fund is a source of financial support for events that honor the life of Dr. Martin Luther King, Jr. available to community participation. Objectives of the fund are to engage the Boulder community in an effort to come together to explore in detail Dr. King's contributions to civil rights and to inspire Boulder residents to continue the pursuit of his dream. All events supported by the fund must take place between Friday Jan. 13 and Monday Jan 16, 2023, and be free of admission and be open to the public.

Factors to be considered in funding decisions include:

- Potential to attract and engage an audience; and
- Potential to extend insight into the life and dream of Dr. Martin Luther King, Jr.

**Available Funds**

Organizations are eligible for grants with a maximum amount of \$1,000 for each event. The Office of Arts and Culture has an enhancement grant of up to \$1,500 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 event
- Events that engage the Boulder community in an effort to come together to explore

in detail Dr. King's contributions to civil rights and to inspire Boulder residents to continue the pursuit of his dream.

- Nonprofit agency/group
- Free and open to the public
- Event to be held within Boulder city limits.
- Event to be held on MLK weekend: January 13-16, 2023
- 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 report on the event. Failure to present a report will negatively affect future funding requests.
- All in-person events must carry insurance as defined by the grant contract
- All events must comply with related state and county guidance, including that related to public health. Please be aware that events, including virtual events, that identify specific locations and timeframes in relation to the use of public property and/or right of ways may also be subject to city review and permitting.

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 p.m. Friday, November 4, 2022**. You may 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:
    - i. a general description of the event;
    - ii. estimated attendance;

- iii. how your event will engage and educate the community;
  - iv. how your event will engage the Boulder community in an effort to come together to explore in detail MLK's contributions to civil rights and to inspire Boulder residents to continue the pursuit of his dream.
- 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 2023 event. You may hand-write the numbers onto the sheet if you wish.

Applications must be emailed by **Friday, November 4, 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 **Friday, November 4, 2022**, will not be considered. Thank you.

*This page intentionally left blank.*

## Request for Proposal

### Dr. Martin Luther King, Jr. Day Events (cover sheet)

Name of Organization: \_\_\_\_\_

***Grant Request (up to \$1,000):*** \_\_\_\_\_

***Additional Request for Arts Component (up to \$1,500):*** \_\_\_\_\_

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

## Proposal Budget Table for \_\_\_\_\_

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