



/ Opportunities

City Manager's Office / General Services

Grant Administration for Artists, Creatives, and Collaboration

The City is seeking a partner to serve as the lead agency to develop, support, and administer grant funds for the City's Art and Culture department. Proposals should include and demonstrate:

- Experience and history with grant making, specifically in the arts and culture sector
- Alignment with the Charlotte Arts and Culture Plan
- Communications plan that promotes diversity, equity, and inclusion in soliciting proposals
- Project management plan
- Award selection plan and process
- Data and reporting in all phases of grant administration (engagement, application, final selection)
 - Demographics (age, race/ethnicity, gender) of applicants and intended audience served
 - Geography of intended audience served
 - Inclusion of diverse communities (examples, not definitive)
 - LGBTQ+
 - Different abilities/disabilities
 - Non-english speakers

Applicants should develop a timeline that ensure all funds are disbursed by June 30, 2025.

Details

| | |
|--------------------------|--|
| Posting Number | 2025-Q1(Jan-Mar)-CMO-16533 |
| Anticipated Posting Date | 2025-01-11 |
| Commodity Code(s): | 05200, 91806, 95224, 96102, 96104, 96207 |

Requirements

Last Updated: 12/19/24

Insurance Requirements

The City requires the awarded vendor(s) to obtain and maintain the following insurance coverage types:

- Automobile-For automobile operations liability
- Errors & Omissions / Professional Liability-For negligence or failure to perform in a professional capacity
- General Liability-For bodily injury or property damage, arising from products, premises, completed work, personal & advertising injury
- Workers Compensation-For lost wages and medical expenses of injured workers

Estimated Total Value

The total project value is anticipated to be:

- \$1,000,000 -4,999,999

Contract Term

The term of the project is anticipated to be:

- One Year

For Questions, Contact:

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City Contact

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