



HAWAI'I
STATE FOUNDATION ON
CULTURE AND THE ARTS

**State Foundation on Culture & the Arts (SFCA) Teaching Artist Institute Logistics and Coordination
Management
FY 2025
Request for Proposals**

BACKGROUND

The SFCA is seeking an organization to act as Program Coordinator for the Teaching Artist Institute, which will take place in June. The institute will take place on O'ahu. There will be roughly 70 people in attendance.

ABOUT THE SFCA:

- **SFCA Mission** – To promote, perpetuate, and preserve culture and the arts in Hawai'i
- **SFCA Vision** – “We envision a thriving and vibrant Hawai'i enriched by culture and the arts”

ELIGIBILITY AND REQUIREMENTS

ELIGIBILITY:

Applicants or applications that are not eligible at the time of application will not be accepted. Eligibility of Organization Applicants - at the time of application .

- Must be based in the State of Hawai'i.
- Must have at least one year's experience with the type of project proposed.
- Must have extensive background in Arts Education in Hawaii and have attended ARTS FIRST Partnerships meetings
- Must be registered and compliant in Hawaii Compliance Express.
<https://vendors.ehawaii.gov/hce/>

REQUIREMENT:

- ONE application per applicant organization.
- Projects must be implemented entirely in the State of Hawai'i.
- Project implementation period is January 27, 2025 through June 30, 2025.

DEADLINE:

Submission by January 17th, 2025 HST.

Complete set of application materials per these instructions are required. Any required application materials not received by the application due date and time will not be accepted.

SCOPE OF WORK

The contracted vendor shall:

- Coordinate and manage the State Foundation on Culture and the Arts Teaching Artist Institute in early June, 2025. This PD will be presented in person on O'ahu for all Artistic Teaching Partners on the Teaching Artist Roster
- Organize travel, including flights, shuttle services, etc. for all Artistic Teaching Partners attending from neighbor islands and O'ahu
- Organize and book accommodations for every teaching artists from neighbor islands
- Organize the catering of the event and any food services necessary
- Assist in the development of a professional develop program for teaching artists
- Attend regular meetings with the Arts Education Specialist
- Be the point of contact for logistics of speakers and presenters
- Organize any travel and accommodations needed for all presenters
- Assist in an online/virtual backup plan if necessary

APPLICANT ORGANIZATIONS

Applicant Organizations must have experience in the work of organizing, coordinating, and managing professional development. An applicant Organization may collaborate with other organizations or institutions, in which case the applicant Organization is taking the lead for the project for:

CONTRACT AWARD DETAILS

Contract award amount: up to \$35,000

- This award amount includes the cost of travel and lodging for teaching artists on the SFCA Artistic Teaching Partner Roster. There are about 35 teaching artists who will require flights from neighbor islands, ground transportation and lodging. You must include this in your budget.

REQUIREMENTS

In order to be considered, please fill out and submit:

- Work Examples related or similar to this request
- Name, position, role for the project, and qualifications of each key project individuals
- The Budget Proposal Form

HOW APPLICATIONS ARE REVIEWED AND EVALUATED:

Staff Review

- Applications received by the deadline will be reviewed by Staff for eligibility and completeness. Applications that are not eligible or not complete will not be accepted.

Other Information

- A written, final report to SFCA on the progress of the work for the above specified schedule inclusive of high-resolution images with photographer credit, due 30 days after the end of the Agreement or after the funds are expended, whichever is earliest. Documentation of activities will be used by SFCA for reporting and promotion
- Inform SFCA Staff about activities for site visits and so that SFCA can assist with promotion or facilitation of activities as needed.
- Price must be inclusive of all taxes and fees.
- Invoices may be submitted as expenses are incurred.

Timeline:

- January 17, 2025 - HiePro Deadline
- January 22, 2025– Notification of funding
- January-June, 2025—Prepare and Organize schedule, book speakers, travel and accommodations, caterer, etc.
- January-June, 2025—Monthly planning meetings and check ins with Arts Education Specialist and Key Players
- May- Bi-weekly meetings with Arts Education Specialist to prepare and prepare SFCA employees to assist with on the ground support
- June—The TAI institute
- Late June—Post Teaching Artist Institute Meeting with Arts Education Specialist
- June 30, 2024 – Final report to SFCA