



City of Santa Fe Arts Commission CULTURAL INVESTMENT FUNDING PROGRAM



Digital Collaborative Impact
Pre-Proposal Meeting
November 24, 2020 at 3pm via Zoom

ARTS AND CULTURE DEPARTMENT

We provide leadership by and for the City to support arts and cultural affairs; we recommend policies and programs that develop and promote artistic excellence in our community.



It's a Whole New World

Novel coronavirus has changed everything

What Now?

Revamped Cultural Investment Funding Program

Now is The Time: two paths for funding support

Traditional Marketing Impact (TMI), honors the tradition of our grant making history by funding traditional regional marketing and advertising of their programming. This program is designed for non-profit arts groups who do not wish to collaborate with organizations outside of their sphere.

Digital Collaborative Impact (DCI), challenges organizations to collaborate and create new visions using digital programming or creating new ways of presentation via traditional media. Our view is that this will allow a more diverse range of groups the ability to create opportunities for themselves and a wider online community.



“Culture embodies the shared complex and diverse heritage of a community, including its tangible and intangible virtues...It is the quiet and restless imagination that becomes expression, from which emanates writing, song, performance, painting, sculpture, cuisine, dance, design and story. When recognized, coalesced and leveraged, culture is transformative. It ignites creativity, consciousness and capacity.”

Culture Connects



Photos courtesy of (from left to right): Chrissie Orr, Chris Hanna, Chris Hanna, Chris Hanna, Juan Rios, Juan Rios, Xochitl Chavez, Xochitl Chavez

Lodgers' Tax for the Arts

Eligible organizations must play a role in promoting tourism and apply the funding received primarily towards the project's promotional, advertising and marketing costs.

All projects must take place between the effective date of the contract (anticipated to be February, 2021 and June 30, 2021)

DIGITAL COLLABORATIVE IMPACT

- Collaboration between non-profit arts groups and for-profit companies and groups
- Eligible expenses offer more flexibility, allowing for greater diversity of marketing and promotional expenditure opportunities
- Collaborative partnerships can bring new and diverse assets/resources to the table in the planning and implementation of projects
- Allows for the participation of non-arts organizations in projects beyond the two required arts/culture non-profit partners
- Project products can be leveraged by ALL participating organizations for their own purposes, as well as offering possible expanded uses by local and State organizations' promotion and marketing
- Parameters for programming development are less restrictive, allowing for wider diversity and creativity
- Performing arts organizations, whose programming options are restricted by COVID policies, can access funding for (digital) programming alternatives
- Funding can be used to hire creative professionals from the community, fostering the local economy

Collaborative Projects

Project proposals can be as straightforward as a promotional video (or series of videos) leveraging the assets of two arts organizations for use in digital marketing and promotion, supporting materials for other grant proposals and/or on-site broadcasts. However, applicants are encouraged to consider a less traditional approach to storytelling that leverages digital media to push the interpretation of what “promotion” means. As a baseline, applicants should consider creative solutions to storytelling that could include:

- repurposing existing digital program content in new and different ways (ex: pre-recorded orchestration coordinated with dance or theater)
- creating independent digital experiences that incorporate a variety of creative inputs (episodic stories, gaming/apps, short films, virtual reality, podcasts etc.) others?
- describing the Santa Fe brand through the incorporation of cultural (music, dance, theater, food, visual arts) assets with built/natural/architectural/historical visual references

Eligible Expenses

Projects/content should be developed with the intent to activate cultural institutions in the digital realm through the promotion of their programming and venues while incorporating Santa Fe's non-traditional, private, public and purpose-built spaces; leveraging open spaces and empty buildings, landmarks, arterials and corridors. This is an opportunity for collaborating partners to showcase their artists' talents and other artistic and cultural forms of expression in new and exciting ways. All creation of content must take into consideration COVID-Safe Practices (CSP) in its development. Any live, in-person production events must also adhere to CSP with flexibility in the anticipation of New Mexico's Governor's lifting of the public health emergency mandates.

All projects must take place between the effective dates of the contract (anticipated to be February 1, 2020 to June 30, 2021).

Eligible expenses:

- Artist fees
- Production costs such as writing, videographer, editing, rental equipment, music/scores licensing, etc.
- Website costs related to created content
- Professional development and training of personnel in digital tools
- Equipment related to creation of virtual content
- Media and/or marketing consultant fees
- Digital media platform costs
- Costs affiliated with the creation of written scripts, storylines, poetry, etc.

INELIGIBLE EXPENSES

Ineligible expenses

- Permanent staff salaries
- Scholarships and fellowships
- Closed subscription series including demonstrations, master classes, programs, forums, virtual tours, etc.
- Projects which are part of a post-secondary academic degree program
- Awards (ribbons, trophies, prizes, etc.)
- Deficits and debt reduction (including finance charges, loan fee, etc.)
- Meals, catering, lodging or transportation
- Capital expenses (including the purchase of real property, labor or materials costs for renovations, remodeling or new construction, etc.)
- Tuition assistance for college, university or other post-secondary formal course work
- Fund-raising (events, personnel, merchandise, invitations, etc.)
- Insurance costs related to the ongoing employment of organization staff

ORGANIZATION ELIGIBILITY

- Programs must be based in nonprofit arts activities.
- At minimum, TWO organizations must meet City of Santa Fe Arts and Culture Department's eligibility Guidelines, being a Santa Fe-based, IRS 501(c)3 ARTS organization, with a State of New Mexico Incorporation Certificate and City of Santa Fe business registration number.
- Activities related to the collaboration must take place in the northern portion of Santa Fe County (i.e. Madrid/Galisteo to northern boundary of the county).
- One eligible member of the collaborative entity must serve as contracting entity for the project. The organization will be required to enter into a City of Santa Fe Professional Services Agreement (Attachment C) becoming legally responsible for completion of the project, submission of invoices and all reporting requirements.
- Organizations will be funded for one DCI grant as collaborative partner. Participating organizations cannot participate in multiple project proposals. One proposal per organization.
- Organizations are eligible for funding in only ONE category of the Cultural Investment Funding Program (Digital Collaborative Impact OR Traditional Marketing Impact)
- City of Santa Fe-operated programs are not eligible.
- Cultural organizations and/or artists collectives that do not meet the above requirements as a 501(c)3 may apply as a partner with another Santa Fe cultural organizations with a 501(c)3 as the fiscal agent. The fiscal agent MUST be a partnering organization in the project.
- Collaboration must be between at least two arts and culture non-profits, however, any additional non-arts/non-profit are eligible for your collaboration.
- Does not apply to for-profit organizations unless additional partner beyond the required two arts non-profit organizations.

SCOPE OF SERVICES

The Contractor shall provide the following services for the City:

- Advertise, publicize and promote Santa Fe as a Cultural Tourism destination through presentation and production of the project described Exhibit A of the Contract attached hereto and incorporated by reference in response to RFP #21/15/P
- Promote attractions and nonprofit performing arts in Santa Fe through the presentation and production of the digital project
- Promote and distribute the project locally, regionally, nationally (and possibly internationally) throughout the digital realm, leveraging partnering organizations' websites, social media, online broadcasting sites, film festivals, advertising competitions, etc.
- Promote and market the City by utilizing the City's Arts and Culture Department logo and credit line on all online promotional material related to the project.
- Encourage the cultural development of Santa Fe by maintaining high standards of artistic (and creative) excellence as demonstrated by the development of original digital programming for potential use by local and state tourism office.
- Demonstrate administrative competency through planning, innovation, quality programming and realistic budgeting.
- Provide a final report to the City providing statistical and demographic information describing the digital platforms utilized and the impacts on local, regional, national and international audience expansion.
- Provide a report to the City evaluating the successes and lessons learned from the project.

CONTRACT AMOUNT AND REQUIREMENTS

Digital Collaborative Impact grant awards are \$30,000

Organizations receiving funding must comply with the following requirements. Potential applicants should carefully read the requirements to ensure they are able to meet them, if funded.

Credit Line and Logo

All organizations funded by the Arts Commission must display the City of Santa OR Arts and Culture Department credit line logo on all printed and digital publicity, promotional and program materials related to the project. Failure to include the logo can result in the termination of the contract and the revocation of funding.

Reporting

Organizations will be required to provide statistical and demographic information about the project as well as qualitative assessment of the program. Final payment will be withheld until the final report is accepted by the Arts and Culture Department.

Organizations are required to submit reports online through the GOSmart system at santafenm.gosmart.org within 21 days of the end of the fiscal year.

There are no exceptions to the reporting requirements. Failure to submit acceptable reports by the deadline will render an organization ineligible to apply for Arts and Culture Department funding for a period of five (5) years from the due date of the report.

CONTRACT AMOUNT AND REQUIREMENTS

Payment Requests

Payment is made after services are rendered. Partial payments may be requested. Staff reviews all requests before payments are made. Final payment will be withheld until the final report is accepted by the Arts and Culture Department.

Financial Records

Separate financial records related to the funded project must be maintained by the lead organization. These records must be kept on file during the contract period and for a minimum of three (3) fiscal years after the end of the contract. Records are subject to local, state, and federal audits at any time.

Audits

Lead Organization must also submit an annual IRS Form 990 to maintain organizational eligibility. There are no exceptions to this requirement.

CRITERIA

Applications will be reviewed based on an established set of criteria. The criteria are weighted and based on a scale of 1 (low) to 10 (high) for a total possible **score of 70**. An **average** of the Review Panel's scores will be used to rank the applications.

Artistic Excellence: 30 points

10 points

Creativity, novelty and originality of project; ability to foster the collaborative creation, production, presentation of innovative, distinctive and stimulating digital programs

10 points

Attract and nurture high quality creative talent as evidenced in Artistic Samples that are of good quality and unique to Santa Fe

10 points

Demonstrate strategic partnerships/collaborations to increase Cultural Tourism

Marketing Impact Relevance: 30 points

10 points

Offers tangible digital distribution plan to attract a diverse constituency in Cultural Tourism

10 points

Attract and grow digital presence of the Santa Fe brand to drive markets of Colorado, Texas, Arizona (and beyond) through digital distribution plan

10 points

Present Santa Fe as a cultural destination featuring a variety of assets (built, natural, historical, climate, culinary, sound, sights, etc.)

Culture Connects and Sustainability: 10 points

10 points

Maintain, nurture and attract professional & volunteer leadership that reflects Santa Fe's diverse community to lead the organization with a clearly stated contribution to diversity, equity and inclusion of Santa Fe

EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

Evaluation Factors (Correspond to section IV.B and IV C)		Points Available
B. Technical Specifications		
B. 1.	Artistic Excellence	30
B. 2.	Marketing Impact Relevance	30
B. 3.	Culture Connects and Sustainability	10
A. Business Specifications		
C.1.	Campaign Contribution Disclosure Form	Pass/Fail
TOTAL POINTS AVAILABLE		70
C.2.	City of Santa Fe Local Preference per Section IV C. 2	2.1
C.2.	City of Santa Fe Local Preference using Local Subcontractors Section IV C.2	4.2

EVALUATION

All responses will be reviewed for eligibility and completeness. Applicants will not be allowed to submit missing or additional materials after the deadline. Incomplete applications may not be considered eligible. All eligible responses will be forwarded to a panel consisting **of City staff and community members representing specific knowledge or experience in various areas of arts, nonprofit administration and/or marketing and promotion.** The panel will review applications prior to attending a panel meeting. At this meeting, each application will be discussed based on the above criteria and scored. The scores are then averaged and ranked for funding recommendations. These recommendations are then forwarded to the appropriate bodies for approval. All awards are based on the availability of tax dollars and funding. Ranking does not guarantee funding.

CHECKLIST



SUMMARY OF APPLICATION FORMS, ATTACHMENTS, AND ENCLOSURES

A complete application consists of all online forms provided by the Arts and Culture Department as well as required attachments and enclosures uploaded by the applicant. Arts and Culture Department staff is available to answer any questions you may have.

The online application forms are completed online through <https://santafenm.gosmart.org/>. Required attachments and enclosures must be uploaded to the Support Material Form through the online application. Please see application for more information on accepted file types/sizes. Please note that the Arts and Culture Department is not responsible for compatibility issues due to operating systems, platforms, programs, or program versions. The deadline is absolute; late materials cannot be accepted. Please plan accordingly. Early submissions are encouraged.

The online application includes the following:

- Applicant Information
- Project Narrative
- Audience Demographics
- Application Questions
 - Artistic Excellence, Marketing Impact and Culture Connects/Sustainability
- Composition of Staff and Board (per organization)
- Project Budget
- Artistic Samples, Marketing/Promotional/Education Samples
- Support Materials - (Bios, Organization History, Board List, Organization Chart, IRS Exemption Letter, Incorporation Certificate, City Business Registration, IRS Form 990, Fiscal Agent Agreement, (if applicable))
- Certification of Submission (that you have successfully submitted on [GoSmart](https://santafenm.gosmart.org/) online system)

Upload the following to Support Material:

- Artistic Samples
 - Images in PowerPoint (PPT) file (no more than 10)
 - Video Samples (no more than two)
 - Audio Samples (no more than two)
- Promotional Samples, Reviews, and Educational Materials
- Artistic and Administrative Biographies (per organization)
- Board List (per organization)
- Organizational Chart (per organization)
- Organizational History (per organization)
- IRS Exemption Letter (lead organization ONLY)
- Incorporation Certificate (lead organization ONLY)
- IRS Form 990 for most recent completed fiscal year (lead organization ONLY)

City Required [Procurement Forms](#)

- Campaign Contribution Form
- Non Collusion Form
- Conflict of Interest Form

SEQUENCE OF EVENTS

Last day to submit questions related to the RFP.
NO exceptions.

Due 12/22 via
<https://santafenm/gosmart.org>
5pm MST



Action	Responsible Party	Due Dates
1. Issue RFP	Central Purchasing Office	November 12, 2020
2. Acknowledgement of Receipt Form	Potential Offerors	November 24, 2020
3. Pre-Proposal Conference	Requesting Department	November 24, 2020
4. Deadline to submit Written Questions	Potential Offerors	December 8, 2020
5. Response to Written Questions	Procurement Manager	December 10, 2020
6. Submission of Proposal	Potential Offerors	December 22, 2020
7.* Proposal Evaluation	Evaluation Committee	January 6, 2021
8.* Selection of Finalists	Evaluation Committee	January 7, 2021
9.* Best and Final Offers	Finalist Offerors	January 8, 2021
10.* Finalize Contractual Agreements	Requesting Department/Finalist Offerors	January 21, 2021
11.* Contract Awards	Requesting Department/ Finalist Offerors	January 22, 2021
12.* Protest Deadline	Central Purchasing Office	+15 days after award

* Dates indicated in Events 7 through 13 are estimates only, and may be subject to change without necessitating an amendment to the RFP.

PROCUREMENT MANAGER

Arts and Culture Department has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: **Pauline Kanako Kamiyama, Procurement Manager**
Telephone: (505) 955.6653
Email: pkkamiyama@santafenm.gov

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other city employees or Evaluation Committee members do not have the authority to respond on behalf of the Procurement Manager.

ACKNOWLEDGEMENT OF RECEIPT FORM

Potential Offerers may e-mail the Acknowledgement of Receipt Form (APPENDIX A), to the Central Purchasing Office at Purchasing@santafenm.gov , to have their organization placed on the procurement Distribution List. The form must be returned to the Central Purchasing Office by 3:00 pm MST/ MDT on the date indicated in Section II. A, Sequence of Events.

The procurement distribution list will be used for the distribution of written responses to questions, and/or any amendments to the RFP. Failure to return the Acknowledgement of Receipt Form does not prohibit potential Offerors from submitting a response to this RFP. However, by not returning the Acknowledgement of Receipt Form, the potential Offeror's representative shall not be included on the distribution list, and will be solely responsible for obtaining from the Procurement Library (Section I. G.) responses to written questions and any amendments to the RFP.

PROCUREMENT LIBRARY

A procurement library has been established. Offerers are encouraged to review the material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection. The library contains information listed below:

Electronic version of RFP, Questions & Answers, RFP Amendments, etc.

https://www.santafenm.gov/bids_rfps

Other relevant links:

<https://santafenm.gosmart.org>

Working in GoSmart

Applicants

Go To <https://santafenm.gosmart.org/>

Click Login

Current Agency Time: November 16th, 2020 10:44 am



THE CITY OF
SANTA FE
ARTS & CULTURE
DEPARTMENT

Home Login Tech Tips



Welcome to the City of Santa Fe Arts & Culture Department's GO Smart system.

Our Refreshed Cultural Investment Funding Program will be available on November 12, 2020 and will be notified through both

Enter User Name and Password Or Create An Account

Reset Password

New to the site? [Click Here to create a new profile.](#)

 THE CITY OF SANTA FE
ARTS & CULTURE DEPARTMENT

Existing Users

Login

User Name:

Password:

Login

Forgot your Username?

Enter your email address:

Remind me!

Forgot your Password?

New Profile

Primary Contact Information

Salutation

* First Name

Middle Initial

* Last Name

* Phone

* Email

* Confirm Email

* Username

* Password

* Confirm Password

Applicant Information

 THE CITY OF SANTA FE
ARTS & CULTURE DEPARTMENT

Home Edit Profile Current Programs & Applications Manage Work Samples Logout Tech

test org Successfully Added



Select Current Programs and Applications Then Grant Application at Bottom of Page

SANTA FE
ARTS & CULTURE
DEPARTMENT

Home Edit Profile Current Programs & Applications Manage Work Samples Logout Tech Tips

Active Programs

Invitational Passw OK

Digital Collaborative Impact FY 2020-21 Application

Program Description:
The Digital Collaborative Impact (DCI) grant focuses the programmatic efforts of Santa Fe's arts non-profit organizations on the development/creation of new media materials intended to promote both arts/culture and the Santa Fe "brand" in the digital realm. The goal is to encourage collaborative projects independent of the partnering organizations' traditional programming and foster the sharing of ideas, staff, materials and resources between two or more arts and culture non-profits.

Message about Program:
Contract amounts are \$30,000. It is anticipated that contracts will be effective February 1, 2021. All services must be rendered by June 30, 2021. One eligible member of the collaborative must serve as contracting entity for the project. Leveraging digital technology, organizations are encouraged to create multi-disciplinary digital content that promotes storytelling and advances the artistic vibrancy and cultural assets of Santa Fe in unique ways that expands Cultural Tourism.

Available: November 12th, 2020 8:00 AM [START](#)
[Preview](#)

Final Submission Deadline: December 22nd, 2020 5:00 PM

You May Start The Application
or Preview and Print Out the
Application for Review

PREVIEW: The Application will open as a PDF

Print P



THE CITY OF
SANTA FE
ARTS & CULTURE
DEPARTMENT

Santa Fe Arts & Culture Department - Digital Collaborative
Impact FY 2020-21 Application

test org

Application #

Primary Contact:

Phone:

Email:

Ms. p p

(505) 955-6655

paulinesian@gmail.com

Applicant Profile

Legal Name

Date of 501(c)3 incorporation

Address

Telephone

Primary Contact

test org

12/18/2002

123 marcy

santa fe, New Mexico 87505

UNITED STATES

(505) 955-6655

Ms. p p

Phone: (505) 955-6655

Email: paulinesian@gmail.com

Organization - Non-Profit

Arts Service Organization

Media Arts

54-6545646

Applicant Status

Applicant Institution

Applicant Discipline

FEIN / TAX ID

Page 1 of 17

Santa Fe Arts & Culture Department - Digital Collaborative

Email:

paulinesian@gmail.com

Applicant Information

Please identify a lead applicant and supply their contact info. One organization must function as the lead.

Organization Legal Name

DBA (if applicable)

Project/Program Leader Name

Project/Program Leader Email

Project/Program Leader Phone

Grant Contact Name

Grant Contact Email

Grant Contact Phone

Are you using a Fiscal Agent?

Name of Fiscal Agent

Fiscal Agent Contact Title

Fiscal Agent Contact Email

Fiscal Agent Contact Mailing Address. The fiscal agent must be a

Fiscal Agent Phone Number

Authorizing Official Name

Project and Artistic Excellence Narrative

Project Narrative of Digital Collaborative Impact project. Please answer the following Artistic Excellence Narrative questions. NOTE: Attachments to be loaded at end of application but will be evaluated under this criteria: Work Sample/Video Documentation

Project Title

Please provide a brief description of the Digital Collaborative Project that will be used for promotion of the grant award.

Start Date

End Date

Describe your collaborative project(s)- Where and when will events take place? What is the estimated size, diversity and geographic location of the audience? How will programs complement each other or encourage the audience to "attend" multiple partner events?

What specialized resources and skill sets does each partnering organization in the collaboration bring to the fuller project? Give evidence of why this collaborative project is courageous, adaptive, or innovative, and what you hope to learn in this process.

What are the community benefits of each partnering organization's work? How does it align with the Arts and Culture Department's [focus areas](#) and [Culture Connects Roadmap](#)?

Describe how your organization attracts, selects, and nurtures high quality creative talent (i.e., artists, scientists and historians). What people-focused approaches have you adopted?

Page 4 of 17

START: will open application for you to begin filling in the application questions

Digital Collaborative Impact FY 2020-21 Application #DCI-FY210008

- **Cultural Investment Program**
- Applicant Information
- Project and Artistic Excellence Narrative
- Project Budget
- Project Budget Narrative
- Audience By Geographic Areas
- Audience Age Categories
- Audience Demographics
- Composition of Full and Part Time Staff and Board
- Composition of Contract and Volunteer Staff
- Staff and Board - Additional Questions
- Marketing Impact Relevance
- Culture Connects and Sustainability
- Sample Request
- Video/Audio Work Samples
- Attachments Confirmation
- Submit

Cultural Investment Program

Introducing the City of Santa Fe Arts and Culture Department's Cultural Investment Funding Program Refresh

"Culture embodies the shared complex and diverse heritage of a community, including its tangible and intangible virtues...It is the quiet and restless imagination that becomes expression, from which emanates writing, song, performance, painting, sculpture, cuisine, dance, design and story. When recognized, coalesced and leveraged, culture is transformative. It ignites creativity, consciousness and capacity." Culture Connects Roadmap

Uploading Support Material

Sample Request

These samples are critical to your review. The artistic quality is judged based on the samples provided. Please include high-quality samples that are reflective of both the overall artistic quality of your organization as well as of the quality of the proposed project. NOTE: these may be used by the Arts and Culture Department for non-commercial purposes.

Before uploading samples, please read the corresponding directions below:

ARTISTIC SAMPLES

Images Samples

Note the change in submitting images:

1. Combine into a PowerPoint, Word or similar document no more than ten (10) images, with one image per page, include title, date, artist, media, and dimensions for each sample.
2. Next convert this document into a PDF
3. Use the Upload File button below to upload your PDF

* Artistic Samples

No file uploaded.

upload file

Video Samples

Link to up to no more than two (2) video clips, each clip not to exceed three minutes.

Include the https:// and www prefix (where applicable).

Uploading Support Material

Step 1

Select file to upload:

Artistic Samples

No file selected.

Accepted filetypes: .txt .pdf .doc .docx .xls .xlsx .jpeg .png

Step 3

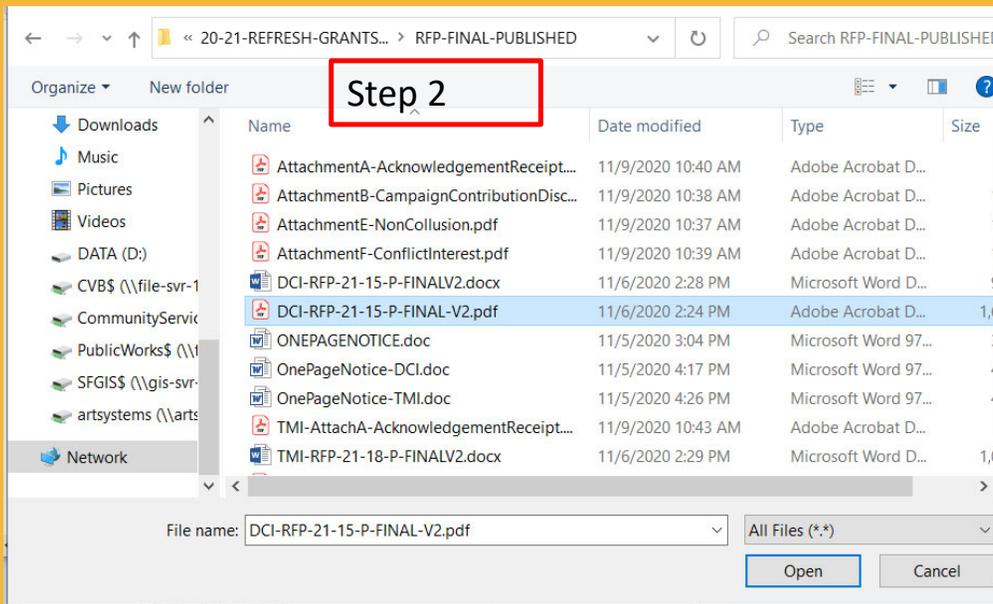
Select file to upload:

Artistic Samples

DCI-RFP-21-15-P-FINAL-V2.pdf

Accepted filetypes: .txt .pdf .doc .docx .xls .xlsx .jpeg .png

Step 2



Step 4

ARTISTIC SAMPLES

[Images Samples](#)

Note the change in submitting images:

1. Combine into a PowerPoint, Word or similar document no more than ten (10) images per page, include title, date, artist, media, and dimensions for each sample.
2. Next convert this document into a PDF
3. Use the Upload File button below to upload your PDF

* Artistic Samples

Current File: [DCI-RFP-21-15-P-FINAL-V2.pdf](#)

File confirmed as uploaded

if audio/video NOT available as link:

Video/Audio Work Samples

If you were unable to link to video or audio samples on the previous page, please use the space below to upload video or audio files from your computer. If you linked to your audio and/or video samples, skip to the next page.

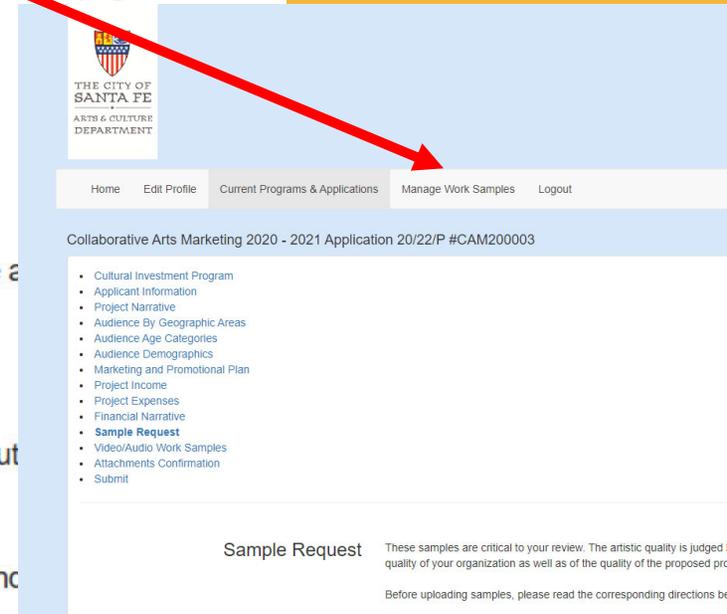
You must upload media to your Work Samples banks before attaching media to this page.

To attach support material from your Work Samples Banks:

- Click the Attach Video or Attach Audio buttons below.
- Check the box for the desired item(s).
- Click Save and close the window.
- Repeat for each media type.
- Ensure that you can see your selected media at the bottom of this page and view the details if you click on the thumbnail.

If you have not yet uploaded support materials to your Work Samples banks:

- Click either the Video or Audio Bank buttons below. This will take you out and to your Work Samples banks.
- Follow the work sample bank instructions to upload your files.
- Click the Current Programs & Applications tab, locate this application and navigate back to this application.
- Follow the steps above to attach your files.



THE CITY OF
SANTA FE
ARTS & CULTURE
DEPARTMENT

Home Edit Profile Current Programs & Applications **Manage Work Samples** Logout

Collaborative Arts Marketing 2020 - 2021 Application 20/22/P #CAM200003

- Cultural Investment Program
- Applicant Information
- Project Narrative
- Audience By Geographic Areas
- Audience Age Categories
- Audience Demographics
- Marketing and Promotional Plan
- Project Income
- Project Expenses
- Financial Narrative
- **Sample Request**
- Video/Audio Work Samples
- Attachments Confirmation
- Submit

Sample Request These samples are critical to your review. The artistic quality is judged on the quality of your organization as well as of the quality of the proposed project. Before uploading samples, please read the corresponding directions below.

Uploading Audio/Video to “Work Samples”

Home Edit Profile Current Programs & Applications **Manage Work Samples** Logout

Manage Samples

Welcome! You are at the Manage Samples Main Menu.

This menu allows you to create and maintain your "bank" of samples (work samples, artistic documentations, supplemental materials, and proposal documents). There are four types of samples collected here: Images, Audio, Video and Written.

Each sample type has its own "Manage" samples bank. Consider these banks as your Image Portfolio, Audio Inventory, Video Inventory and Written Document Library.

These banks will list existing samples and allow you to modify, remove, enlarge, duplicate samples, or add new samples. You will use these banks to maintain your work samples that are requested. This is the collection tool for these samples. This is not your application. There will be a separate selection tool within the actual application.

The system will allow you to create/maintain up to 20 samples per bank.

You have used 0% of your storage quota (250 MB remaining)

Images

This is where you can create an inventory of your digital images. The images can be of your visual artwork, photographs, or your performances, group shots or headshots. Any digital image can be uploaded here. All image files must be saved as a JPEG.

Audio

This is where you can create an inventory of audio samples. You will upload an audio file.

Video

This is where you can create an inventory of video samples. You are able to create an inventory of up to 20 video samples.

Documents

Uploading Audio/Video to “Work Samples”

Video Sample Bank

Video Sample Bank:

Welcome to your Video Sample Inventory! This is where you will be able create an inventory of

To get to your application click [Current Programs & Applications](#).

You currently have 0 of 20 possible Video Samples

You have used 0% of your storage quota
(250 MB remaining)

[Click to Add Video Samples](#)

You currently have 0 of 20 possible Video Samples

You have used 0% of your storage quota
(250 MB remaining)

VIDEO SAMPLE FORM

You will use this form to upload your digital samples and/or enter descriptive data about your samples. Please review the technical tips to ensure you meet the digital sample format requirements for this system.

This is NOT your application. You will be asked to make your sample selection within your applications. You should refer to your granting agency's Guidelines for specific requirements for your samples. Note: We recommend you answer the questions on your sample upload form as completely as possible. Some granting agencies may require some or all of this data. You must check with your agency regarding data requirements. The GO Smart system does not check these requirements.

All fields with an asterisk are required.

Media:

Digital File



* **Select your video file**

[Browse...](#) No file selected.

* **Title of Work**

Do not enter your name in the title. Limited to 60 characters including spaces.

If the work is a collaboration or the applicant is not the creator of the work, please provide the names below.

Artist Name #1:

Collaborator Name #2:

Collaborator Name #3:

Brief Description of work:

(Maximum Characters: 250)

Current number of characters: 0

Uploading Audio/Video to “Work Samples”

Year Premiered

Is this a:

Total length of playing time for entire work: :
(HH:MM)

Total length of playing time of segment to be reviewed (limit 5 minutes): minutes

Segment Description: (Maximum Characters: 255)
Current number of characters: 0

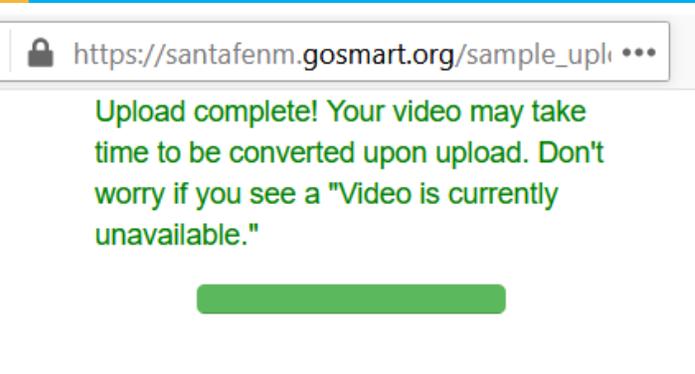
Permit to use for marketing/promotional use.

(only click once and please be patient if you are uploading files)

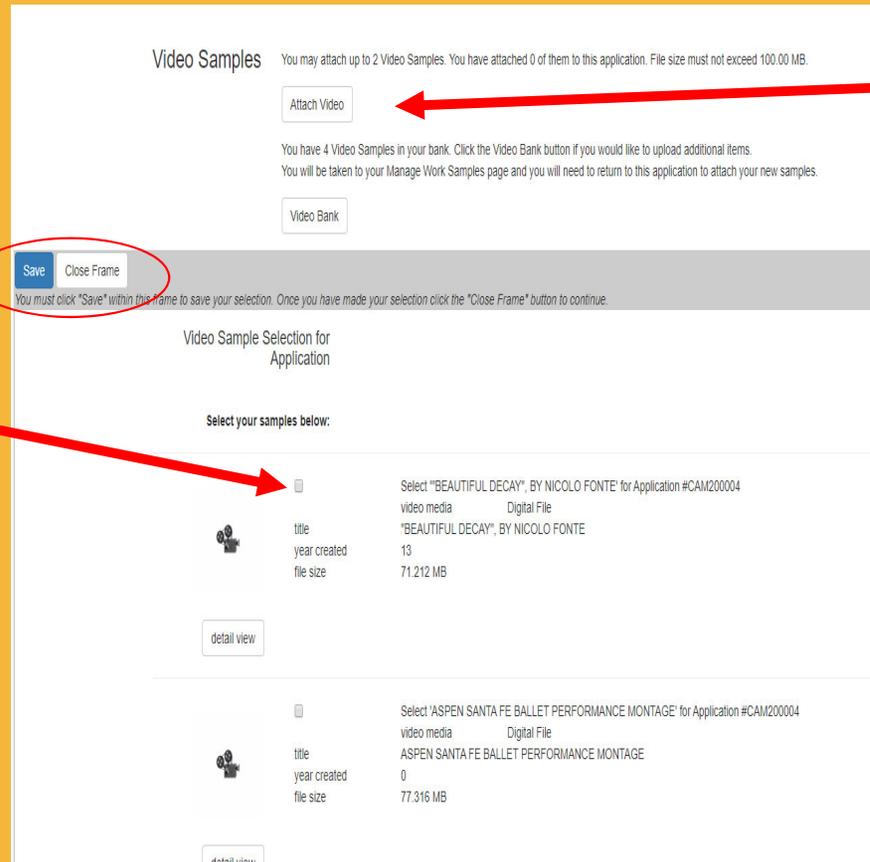
Add file and click “Add Audio/Video Sample” Button at bottom



Attach your file(s) to your application FROM the Audio/Video Bank



1. First, Select the file(s) you want to attach to your application
2. Then click on "save" and "Close Frame"



3. Attach video

Confirmation that you have attached to your application



Video Samples You may attach up to 2 Video Samples. You have attached 1 of them to this application. File size must not exceed 100.00 MB.

[Attach Video](#)

You have 1 Video Sample in your bank. Click the Video Bank button if you would like to upload additional items. You will be taken to your Manage Work Samples page and you will need to return to this application to attach your new samples.

[Video Bank](#)

Need help? Contact us: 955.6655

Confirm Applicable Uploads

This Page is New For 2020

Attachments Confirmation Page Check Yes or No for upload confirmation/Not applicable

* Images Samples (submitted as a PowerPoint/PPT file) Yes
 No

* Video Samples Yes
 No

* Audio Samples Yes
 No

* Promotional Materials Yes
 No

* ORGANIZATIONAL SUPPORT MATERIALS Yes
Artistic and Administrative Biographies No

* Board List Yes
 No

* Organizational History Yes
 No

* Organizational History Yes
 No

* Incorporation Certificate Yes
 No

Upload and Attach!

- At the End of the Uploading Process, You Must Attach All Documents to the Application.
- Select All, Click Attach to Application and Save.
- Confirm Applicable Uploads
- Click Agreement and Submit Application



Questions...

Contact us. We are here to help to ensure your successful grant application

Pauline Kanako Kamiyama

505.955.6653

pkkamiyama@santafenm.gov



Matthew Chase-Daniel, CARES Act funded, mini-grant project